



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

14th June 2023

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **19th June 2023, at 7pm**, in The Parish Office, 2 Killick Way, Williton for the purpose of transacting the following business. If there are items from the public the meeting will commence at 7.15 pm

Members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at approximately 6.30pm, providing the notice period has been complied with. Please see Public Participation Notice. COULD SIGNATORIES PLEASE ARRIVE EARLY TO CHECK PAYMENTS.

Yours sincerely

Michelle Francis
Clerk to Williton Parish Council

A G E N D A

- 23/17A To advise the recording of the meeting – Chairman**
- 23/18A To note apologies for absence and approve reason, where appropriate**
- 23/19A Declarations of Interest**
- 23/20A Minutes of the Finance and Administration Committee meeting held on 15th May 2023 for approval.**
(sent with Parish Council papers)
- 23/21A Matters from the Minutes – for the purpose of report only**
23/21.1A (Item 23/07.1A) Projector and Screen – update
- 23/22A Parish Office**
23/22.1A (Item 23/44.1) Correspondence Log – to consider which items to include on log for reporting to Full Council
- 23/23A Budget**
23/23.1A Detailed Receipts and Expenditure Analysis as at 31st May 2023 (to be forwarded)
23/23.2A Summary of Provisions as at 31st May 2023 (to be forwarded)
- 23/24A Bank Reconciliation for May 2023** (to agree for Chairman to sign)
- 23/25A Accounts for payment** (to be given at the meeting)
- 23/26A Correspondence**
- 23/27A** (Item 23/16.2) **Funding of one-off hires for the Pavilion and Parish Office** - Request from Full Council for FAC to consider and to make a recommendation to Full Council
- 23/28A IT and Electronic Communication Policy** – to consider recommendation to Full Council for adoption (attached)
- 23/29A** (Item 21/288.2) **Cllr Email Addresses** (recommendation attached)
- 23/30A Scheme of Delegation** – to consider (attached)
- 23/31A Terms of Reference for Committees** (attached)
- 23/32A Public Conveniences** – running costs (Cllr Aldridge)
- 23/33A Bellamy's Corner** – to receive an update
- 23/34A Matters for the next meeting – to be held on Monday 17th July 2023**
- 23/35A To pass a resolution to exclude the Press and Public from the remainder of the meeting**, due to commercial and personnel sensitivity
- 23/36A Cash Handling Protocol**
- 23/37A Windows in Parish Office** – to consider quotations received



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk