



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

12th July 2023

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **17th July 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

Michelle Francis
Clerk to Williton Parish Council

A G E N D A

- 23/38A To advise the recording of the meeting – Chairman**
- 23/39A To note apologies for absence and approve reason, where appropriate**
- 23/40A Declarations of Interest** - Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the **Parish Council's Code of Conduct** and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)
- 23/41A Minutes of the Finance and Administration Committee meeting held on 19th June 2023 for approval.**
(sent with Parish Council papers)
- 23/42A Matters from the Minutes – for the purpose of report only**
23/42.1A (Item 23/07.1A) Projector and Screen – update
- 23/43A Parish Office**
23/43.1A Correspondence Logs
- 23/44A Budget**
23/44.1A Detailed Receipts and Expenditure Analysis as at 30th June 2023 (to be forwarded)
23/44.2A Summary of Provisions as at 30th June 2023 (to be forwarded)
- 23/45A Bank Reconciliation for June 2023** (to agree for Chairman to sign)
- 23/46A Accounts for payment** (to be given at the meeting)
- 23/47A Correspondence**
- 23/48A To discuss email software and training for emails**
- 23/49A Terms of Reference for FAC & Events Committee** (attached)
- 23/50A Public Conveniences** – card donation update (Cllr Aldridge)
- 23/51A Bellamy's Corner** – to receive an update
- 23/52A Windows in Parish Office** – to form a working group to source funding
- 23/53A Matters for the next meeting – to be held on Monday 18th September 2023**
- 23/54A To pass a resolution to exclude the Press and Public from the remainder of the meeting**, due to commercial and personnel sensitivity
- 23/55A Cash Handling Protocol** – to receive response from Insurance company
- 23/56A Confirmation of staffing levels in office and continued procedure regarding Councillor attending offices**