



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

13th September 2023

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **18th September 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

- 23/57A To advise the recording of the meeting – Chairman**
- 23/58A To note apologies for absence and approve reason, where appropriate**
- 23/59A 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)
- 23/60A Minutes of the Finance and Administration Committee meeting held on 17th July 2023 for approval.**
(sent with Parish Council papers)
- 23/61A Matters from the Minutes – for the purpose of report only**
- 23/62A Parish Office**
23/62.1A External PIR lights
23/62.2A Electrical Periodic Test and Inspection
- 23/63A Budget**
23/63.1A Detailed Receipts and Expenditure Analysis as at 31st July and 31st August 2023 (to be forwarded)
23/63.2A Summary of Provisions as at 31st July and 31st August 2023 (to be forwarded)
- 23/64A Bank Reconciliation for July and August 2023** (to agree for Chairman to sign)
- 23/65A Accounts for payment** (to be given at the meeting)
- 23/66A Correspondence**
23/66.1A Resignation of Qualified First Aider
23/66.2A Doniford Bus Shelter – request from Somerset Council to take ownership – to consider
23/66.3A Nationwide Building Society – increase to interest rate
- 23/67A To discuss email software and training for emails**
- 23/68A Terms of Reference for Events Committee** (attached)
- 23/69A Public Conveniences** – card donation update (Cllr Aldridge)
- 23/70A Bellamy's Corner** – to receive an update
- 23/71A Windows in Parish Office** – update regarding funding
- 23/72A Community Ownership Fund**
- 23/73A Matters for the next meeting – to be held on Monday 16th October 2023**
- 23/74A To pass a resolution to exclude the Press and Public from the remainder of the meeting**, due to commercial and personnel sensitivity
- 23/75A Pay Scales - Annual Increment**