



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

11th October 2023

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **16th October 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

- 23/76A To advise the recording of the meeting – Chairman**
- 23/77A To note apologies for absence and approve reason, where appropriate**
- 23/78A 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)
- 23/79A Minutes of the Finance and Administration Committee meeting held on 18th September 2023 for approval.**
(sent with Parish Council papers)
- 23/80A Matters from the Minutes – for the purpose of report only**
- 23/81A Parish Office**
 - 23/81.1A Annual PAT Test
- 23/82A Somerset Council Financial Difficulties**
- 23/83A Budget**
 - 23/83.1A Detailed Receipts and Expenditure Analysis as at 30th September 2023 (attached)
 - 23/83.2A Summary of Provisions as at 30th September 2023 (attached)
 - 23/83.3A Draft Budget Considerations for 2024/2025 (attached)
 - 23/83.4A Christmas Lights replacement
- 23/84A Bank Reconciliation for September 2023** (to agree for Chairman to sign)
- 23/85A Accounts for payment** (to be given at the meeting)
- 23/86A Correspondence**
 - 23/86.1A The Copse (Bridge Green) To note a signed copy of the lease has been received
- 23/87A Appointment of Internal Auditor**
- 23/88A Review of Risk Management Policy** (attached)
- 23/89A Doniford Bus Shelter – update**
- 23/90A Public Conveniences – card donation update** (Cllr Aldridge)
- 23/91A Bellamy's Corner – to receive an update**
- 23/92A Community Ownership Fund**
- 23/93A Matters for the next meeting – to be held on Monday 20th November 2023**
Review of Asset Register and Financial Regulations