



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

15th November 2023

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **20th November 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

- 23/94A To advise the recording of the meeting – Chairman**
- 23/95A To note apologies for absence and approve reason, where appropriate**
- 23/96A 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)
- 23/97A Minutes of the Finance and Administration Committee meeting held on 16th October 2023 for approval.**
(sent with Parish Council papers)
- 23/98A Matters from the Minutes – for the purpose of report only**
- 23/99A Parish Office**
23/99.1A Application to The Screwfix Foundation – to advise application had been submitted for replacement windows
23/99.2A Christmas Opening Hours – to note
23/99.3A To consider opening the office January – March 2024 as a Warm Hub in conjunction with Council Surgeries
- 23/100A Somerset Council Financial Difficulties**
- 23/101A Budget**
23/101.1A Detailed Receipts and Expenditure Analysis as at 31st October 2023 (attached)
23/101.2A Summary of Provisions as at 31st October 2023 (attached)
23/101.3A Draft Budget Considerations for 2024/2025 (attached)
23/101.4A Christmas Lights replacement
- 23/102A Bank Reconciliation for October 2023** (to agree for Chairman to sign)
- 23/103A Accounts for payment** (to be given at the meeting)
- 23/104A Correspondence**
23/104.1A To note the approved NALC pay scales for 2023-24 and backdated pay for staff members
- 23/105A Review of Financial Regulations for recommendation to Full Council**
- 23/106A Terms of Reference**
23/106.1A Environment and Planning Committee
- 23/107A Doniford Bus Shelter – update**
- 23/108A Public Conveniences**
23/108.1A Card Donation – update (Cllr Aldridge)
23/108.2A Storage of Flood Equipment
- 23/109A Bellamy's Corner – to receive an update**
- 23/110A Matters for the next meeting – to be held on Monday 22nd January 2024 - Review of Asset Register**



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk