



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

17th January 2024

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **22nd January 2024, at the rising of the Extra Ordinary Parish Council Meeting**, 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 approximately 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 7.00 pm, 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

- 23/111A To advise the recording of the meeting – Chairman**
- 23/112A To note apologies for absence and approve reason, where appropriate**
- 23/113A 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)
- 23/114A Minutes of the Finance and Administration Committee meeting held on 20th November 2023 for approval.**
(sent with Parish Council papers)
- 23/115A Matters from the Minutes – for the purpose of report only**
23/115.1A Parish Office outside PIR lights and 5-year hard wire test had been completed – to note
- 23/116A Parish Office**
23/116.1A (Item 23/99.1A) Funding application to The Screwfix Foundation had been unsuccessful – to consider way forward for replacement of windows
- 23/117A Budget**
23/117.1A Detailed Receipts and Expenditure Analysis as at 30th November and 31st December 2023 (attached)
23/117.2A Summary of Provisions as at 30th November and 31st December 2023 (attached)
23/117.3A To agree movement of funds from Nationwide Building Society savings account, into Lloyds Bank current account
- 23/118A Bank Reconciliation for November and December 2023** (to agree for Chairman to sign)
- 23/119A Accounts for payment** (to be given at the meeting)
- 23/120A Correspondence**
23/120.1A Citizens Advice West Somerset – confirmation of their agreement with the amended SLA (Service Level Agreement). As content previously agreed at Full Council meeting on 7th August 2023, item 23/110.1, committee to authorise Chairman to sign relevant paperwork
23/120.2A SALC – A change to the law relating to funding church property – A new briefing note L02-23 has been issued and replaces briefing L01-18, which is withdrawn – to note Parish Council policies will be amended where necessary to adopt changes (attached)
23/120.3A SALC – Changes to procurement thresholds – LTN 87 has been updated to reflect changes to the procurement thresholds – to note Parish Council policies will be amended where necessary to adopt changes (attached)
- 23/121A** (Item 23/199.2) **To consider request for temporary storage of West Somerset Free Press archive files**
(attached)
- 23/122A Parish Office Hire Charges** – to review (attached)
- 23/123A Public Conveniences**
23/123.1A Card Donation – update (Cllr Aldridge)
23/123.2A Update regarding possibility of renting out the storage area
23/123.3A EDF Electricity Supply - update
- 23/124A Bellamy's Corner** – to receive an update
- 23/125A Doniford Bus Shelter** – update attached
- 23/126A Matters for the next meeting – to be held on Monday 19th February 2024 - Review of Asset Register**



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