



# WILLITON PARISH COUNCIL

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Dear Councillor

14<sup>th</sup> February 2024

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **19<sup>th</sup> February 2024, at the rising of the Extra Ordinary Trustee 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

- 23/127A To advise the recording of the meeting – Chairman**
- 23/128A To note apologies for absence and approve reason, where appropriate**
- 23/129A 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)
- 23/130A Minutes of the Finance and Administration Committee meeting held on 22<sup>nd</sup> January 2024 for approval.**  
(sent with Parish Council papers)
- 23/131A Matters from the Minutes – for the purpose of report only**  
23/131.1A (Item 23/125A) Doniford Bus Shelter – Full Council declined the recommendation from FAC to adopt the shelter  
23/131.2A (Item 23/199.2) Temporary Storage of West Somerset Free Press archive files – Full Council accepted the recommendation to store the files in the car park store  
23/131.3A (Item 23/122A) Parish Office Hire Charges – Full Council accepted recommendation to increase charges for the 2024-2025 financial year  
23/131.4A (Item 23/109A) Environment and Planning Committee rejected request to consider applying for preservation orders on Memorial Trees on Bellamy's Corner at their February 2024 meeting
- 23/132A Parish Office**  
23/132.1A Wessex Water had attended the office to carry out water sampling after the recent pipe flush – resulted confirmed as acceptable levels for drinking water (attached)
- 23/133A Budget**  
23/133.1A Detailed Receipts and Expenditure Analysis as at 31<sup>st</sup> January 2024 (attached)  
23/133.2A Summary of Provisions as at 31<sup>st</sup> January 2024 (attached)
- 23/134A Bank Reconciliation for January 2024** (to agree for Chairman to sign)
- 23/135A Accounts for payment** (final copy to be given at the meeting)
- 23/136A Correspondence**  
23/136.1A SLCC - Offer of a free, framed King's Portrait – applied for on 14.02.2024  
23/136.2A Available S106 Funding (forwarded 01.02.2024)
- 23/137A Public Conveniences**  
23/137.1A Card Donation – update (Cllr Aldridge)  
23/137.2A Update regarding possibility of renting out the storage area
- 23/138A Bellamy's Corner**  
23/138.1A Response from Maitland Walker – to consider next step (forwarded 14.02.24)
- 23/139A Matters for the next meeting – to be held on Monday 18<sup>th</sup> March 2024** - Review of Asset Register