



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

13th March 2024

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **18th March 2024, 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 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

- 23/140A To advise the recording of the meeting – Chairman**
- 23/141A To note apologies for absence and approve reason, where appropriate**
- 23/142A 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)
- 23/143A Minutes of the Finance and Administration Committee meeting held on 19th February 2024 for approval.**
(sent with Parish Council papers)
- 23/144A Matters from the Minutes – for the purpose of report only**
- 23/145A Parish Office**
23/145.1A Telephone and Broad Band Contract
23/145.2A Electricity Contract – current contract ends 12th May 2024
23/145.3A Gas Contract – current contract ends 12th May 2024
- 23/146A Correspondence**
23/146.1A New Hire Charges for Williton Pavilion
23/146.2A Letter from parishioner regarding Precept - to be discussed under item 23/147.4A (forwarded 11.03.2024)
23/146.3A S137 Spending Limit for 2024/25 set at £10.81
- 23/147A Budget**
23/147.1A Detailed Receipts and Expenditure Analysis as at 29th February 2024 (attached)
23/147.2A Summary of Provisions as at 29th February 2024 (attached)
23/147.3A Allocation of Provisions to be carried over to the next financial year
23/147.4A Letter from parishioner regarding Precept
23/147.5A Update on SALC funding for lunches in Williton
23/147.6A To consider the financial implications to the Parish Council for funded projects due to increase in pavilion hire charges
- 23/148A Bank Reconciliation for February 2024** (to agree for Chairman to sign)
- 23/149A Accounts for payment** (final copy to be given at the meeting)
- 23/150A Public Conveniences**
23/150.1A Card Donation – update (Cllr Aldridge)
23/150.2A Update regarding possibility of renting out the storage area
- 23/151A Bellamy's Corner**
- 23/152A Audit of Accounts 2023-2024**
23/152.1A To consider Appointment of Internal Auditor



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- 23/153A Insurance**
23/153.1A Current provision ends 31st May 2024
- 23/154A Matters for the next meeting – to be held on Monday 22nd April 2024 - Review of Asset Register**
- 23/155A To pass a resolution to exclude members of the press and public from the remainder of the meeting, due to commercial sensitivity**
- 23/156A Tender for cleaning of Public Conveniences – to consider recommendation to Full Council (attached)**