



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

15th May 2024

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **20th May 2024, at 7pm or 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

The meeting will be recorded.

24/01A Election of Chairman and Vice Chairman

24/02A To note apologies for absence and approve reason, where appropriate

24/03A 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)*

24/04A Minutes of the Finance and Administration Committee meeting held on 22nd April 2024 for approval.
(sent with Parish Council papers)

24/05A Matters from the Minutes – for the purpose of report only

24/05.1A Annual Fire Extinguisher service in the Parish Office had been undertaken – to note

24/05.2A (Item 23/161A) Foxes Academy had increased the cost of the lunches and afternoon teas – to note

24/05.3A (Item 23/161A) Talking Café – Village Agent had expressed how well the Talking Café was working alongside Foxes Community Kitchen

24/06A Parish Office

24/06.1A Telephone and Broad Band Contract - update

24/06.2A Electricity Contract – current contract ends 12th May 2024 - update

24/06.3A Gas Contract – current contract ends 12th May 2024 - update

24/06.4A Legionella Testing for Parish Office and Public Conveniences

24/07A Correspondence

24/07.1A Precept received from Somerset Council – to consider transferring funds back to Nationwide Account

24/07.2A SALC upcoming training courses – to consider request for attendance on courses (attached)

24/08A Budget

24/08.1A Detailed Receipts and Expenditure Analysis as at 30th April 2024 (attached)

24/08.2A Summary of Provisions as at 30th April 2024 (attached)

24/09A Bank Reconciliation for April 2024 (to agree for Chairman to sign)

24/10A Accounts for payment (final copy to be given at the meeting)

24/11A End of Year Audit 2023-2024

24/12A Public Conveniences

24/12.1A Card Donation – update (Cllr Aldridge)

24/12.2A Update regarding possibility of renting out the storage area



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24/13A **To review the following policies for recommendation to Full Council for adoption**

24/13.1A Risk Management

24/13.2A Member Code of Conduct

24/13.3A Equal Opportunities

24/14A **Policies for recommendation to Full Council**

24/14.1A Unreasonably Persistent or Vexatious Complaints Policy

24/15A **Matters for the next meeting – to be held on Monday 17th June 2024**