



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

17th April 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 April 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

- 23/157A To advise the recording of the meeting – Chairman**
- 23/158A To note apologies for absence and approve reason, where appropriate**
- 23/159A 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)
- 23/160A Minutes of the Finance and Administration Committee meeting held on 18th March 2024 for approval.**
(sent with Parish Council papers)
- 23/161A Matters from the Minutes – for the purpose of report only**
- 23/162A Parish Office**
23/162.1A Telephone and Broad Band Contract - update
23/162.2A Electricity Contract – current contract ends 12th May 2024 - update
23/162.3A Gas Contract – current contract ends 12th May 2024 - update
23/162.4A Security improvements for office door
23/162.5A Annual Fire Extinguisher service
- 23/163A Correspondence**
23/163.1A Response from WWMRG advising request for preferential hire charges for pavilion declined
- 23/164A Budget**
23/164.1A Detailed Receipts and Expenditure Analysis as at 31st March 2024 (attached)
23/164.2A Summary of Provisions as at 31st March 2024 (attached)
23/164.3A To consider how allocation of income will be recorded, towards future precept requests
- 23/165A Bank Reconciliation for March 2024** (to agree for Chairman to sign)
- 23/166A Accounts for payment** (final copy to be given at the meeting)
- 23/167A Public Conveniences**
23/167.1A Card Donation – update (Cllr Aldridge)
23/167.2A Update regarding possibility of renting out the storage area
- 23/168A Bellamy's Corner**
- 23/169A Insurance**
23/169.1A Current provision ends 31st May 2024
- 23/170A To review the following policies for recommendation to Full Council for adoption**
23/170.1A Risk Management
23/170.2A Member Code of Conduct
23/170.3A Equal Opportunities
- 23/171A Matters for the next meeting – to be held on Monday 20th May 2024 - Review of Asset Register**



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