



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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11th June 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **17th June 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

- 24/16A** **The meeting will be recorded.**
- 24/17A** **To note apologies for absence and approve reason, where appropriate**
- 24/18A** **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)*
- 24/19A** **Minutes of the Finance and Administration Committee meeting held on 20th May 2024 for approval.**
(sent with Parish Council papers)
- 24/20A** **Matters from the Minutes – for the purpose of report only**
24/20.1A (Item 24/13.1A) Full Council had agreed recommendation to adopt amended Risk Management Policy – to note
24/20.2A (Item 24/13.3A) Full Council had agreed recommendation to re-adopt Equal Opportunities Policy – to note
- 24/21A** **Parish Office**
24/21.1A Legionella Testing for Parish Office and Public Conveniences
- 24/22A** **Correspondence**
24/22.1A Santander Annual Interest Statement
- 24/23A** **Budget**
24/23.1A Detailed Receipts and Expenditure Analysis as at 31st May 2024 (attached)\
24/23.2A Summary of Provisions as at 31st May 2024 (attached)
- 24/24A** **Bank Reconciliation for May 2024** (to agree for Chairman to sign)
- 24/25A** **Accounts for payment** (final copy to be given at the meeting)
- 24/26A** **Public Conveniences**
- 24/27A** **To review the following policies for recommendation to Full Council for adoption**
24/27.1A Member Code of Conduct (attached) – to receive update from SALC
24/27.2A Anti-Bullying Policy – (attached)
24/27.3A Audio/Visual Recording policy – (attached)
- 24/28A** **Policies for recommendation to Full Council**
24/28.1A Unreasonably Persistent or Vexatious Complaints Policy
- 24/29A** **Future of Williton Window**
- 24/30A** **Administration of Events**
- 24/31A** **Matters for the next meeting – to be held on Monday 15th July 2024**
- 24/32A** **To pass a resolution to exclude the Press and Public from the remainder of the meeting due to personnel sensitivity**
- 24/33A** **To review Cash Handling Protocol – (attached)**