



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

10th July 2024

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **15th July 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

- 24/34A The meeting will be recorded.**
- 24/35A To note apologies for absence and approve reason, where appropriate**
- 24/36A 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)
- 24/37A Minutes of the Finance and Administration Committee meeting held on 17th June 2024 for approval.**
(sent with Parish Council papers)
- 24/38A Matters from the Minutes – for the purpose of report only**
24/38.1A (Item 24/21.1A) Full Council had agreed Legionella Testing for Parish Office and Public Conveniences – to note
24/38.2A (Item 24/27.1A) Full Council had agreed recommendation to re-adopt the Code of Conduct Policy – to note
24/38.3A (Item 24/27.2A) Full Council had agreed recommendation to adopt the amended Anti-Bullying Policy – to note
- 24/39A Parish Office**
24/39.1A Public Parking at Parish Office
- 24/40A Correspondence**
24/40.1A Request from WWMRG to invoice on monthly basis, not quarterly – to consider
24/40.2A Nationwide Statement confirming deposit into account received
24/40.3A Nationwide Business Savings – advising will make contact to confirm information for the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations (MLR)
- 24/41A Budget**
24/41.1A Detailed Receipts and Expenditure Analysis as at 30th June 2024 (attached)\
24/41.2A Summary of Provisions as at 30th June 2024 (attached)
- 24/42A Bank Reconciliation for June 2024** (to agree for Chairman to sign)
- 24/43A Accounts for payment** (final copy to be given at the meeting)
- 24/44A Public Conveniences**
- 24/45A To review the following policies for recommendation to Full Council for adoption**
24/45.1A (Item 24/93.5) Audio/Visual Recording policy – request for Full Council to consider amendments (attached)
24/45.2A Complaints Procedure (attached)
24/45.3A Dignity at Work-Bullying Harassment (attached)
24/45.4A Employee and Councillor Privacy Notice (attached)
24/45.5A Death of a Senior National Figure (attached)
24/45.6A EPC Good Practice Code (Planning Applications) (attached)
- 24/46A Policies for recommendation to Full Council**
24/46.1A Unreasonably Persistent or Vexatious Complaints Policy (attached)
- 24/47A (Item 24/72.2) Request from Parish Council to purchase a blue tooth device to enable the data to be downloaded for the SID (Speed Indicator Device) and stored in the Parish Office** (attached)
- 24/48A Matters for the next meeting – to be held on Monday 16th September 2024**



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