



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

11th September 2024

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **16th September 2024, at the Rising of the Extra Ordinary Full 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

- 24/49A The meeting will be recorded.**
- 24/50A To note apologies for absence and approve reason, where appropriate**
- 24/51A 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)
- 24/52A Minutes of the Finance and Administration Committee meeting held on 15th July 2024 for approval.**
(sent with Parish Council papers)
- 24/53A Matters from the Minutes – for the purpose of report only**
24/53.1A (Item 24/125.2) Full Council had agreed to adopt the amended Audio/Visual Recording Policy – to note
24/53.2A (Item 24/125.3) Full Council had agreed the recommendation to re-adopt the Complaints Procedure – to note
24/53.3A (Item 24/125.4) Full Council had agreed the recommendation to re-adopt Dignity at Work-Bullying Harassment – to note
24/53.4A (Item 24/125.5) Full Council had agreed the recommendation to re-adopt the Employee and Councillor Privacy Notice – to note
24/53.5A (Item 24/125.6) Full Council had agreed the recommendation to adopt the amended Death of a Senior National Figure – to note
24/53.6A (Item 24/125.7) Full Council had agreed the recommendation to re-adopt EPC Good Practice Code (Planning Applications) – to note
24/53.7A (Item 24/125.8) Full Council had agreed to re-adopt the Privacy Notice – to note
24/53.8A (Item 24/39.1A) Marking of parking bays – quotations were still awaited – to note
- 24/54A Parish Office**
24/54.1A Community Payback Scheme would undertake painting of office on Saturday 28th September – to note
- 24/55A Correspondence**
24/55.1A Somerset Council – invoices for insurance of Public Convenience building
24/55.2A Request to use car parking spaces for an ice-cream van to sell ice creams one Friday night every month, between 4.45pm – 8.30pm – to consider
24/55.3A Business Rates – letter stating incorrect undercharge – to consider appealing
- 24/56A Budget**
24/56.1A Detailed Receipts and Expenditure Analysis as at 31st July and 31st August 2024 (attached)
To include agreement for annual staff increment, as per employment contract
24/56.2A Summary of Provisions as at 31st July and 31st August 2024 (attached)
- 24/57A Bank Reconciliation for July and August 2024** (to agree for Chairman to sign)
- 24/58A Accounts for payment** (final copy to be given at the meeting)
- 24/59A SALC Training Courses** – request to attend (attached)
- 24/60A Public Conveniences**



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

- 24/61A To review the following policies for recommendation to Full Council for adoption**
- 24/61.1A Eye Test and Glasses Policy
 - 24/61.2A Grant Application Policy
 - 24/61.3A Grievance Procedure
 - 24/61.4A IT and Electronic Communication Policy
 - 24/61.5A Protocol
 - 24/61.6A Publication Scheme
- 24/62A New Policy for recommendation to Full Council**
- 24/62.1A Unreasonably Persistent or Vexatious Complaints Policy (attached)
- 24/63A 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**
- 24/64A Cost for Solar Panels for SID device – to be considered**
- 24/65A Electric Charging Points (Cllr Aldridge)**
- 24/66A Matters for the next meeting – to be held on Monday 21st October 2024**