



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

15th October 2024

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **21st October 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

- 24/67A** **The meeting will be recorded.**
- 24/68A** **To note apologies for absence and approve reason, where appropriate**
- 24/69A** **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)*
- 24/70A** **Minutes of the Finance and Administration Committee meeting held on 16th September 2024 for approval.**
(sent with Parish Council papers)
- 24/71A** **Matters from the Minutes – for the purpose of report only**
- 24/71.1A (Item 24/167.3) Full Council had agreed the recommendation to re-adopt the Eye Test and Glasses Policy – to note
- 24/71.2A (Item 24/167.4) After alterations, Full Council had agreed the recommendation to re-adopt the Grant Application Policy – to note
- 24/71.3A (Item 24/167.5) The recommendation to re-adopt Grievance Procedure was deferred – to note
- 24/71.4A (Item 24/167.6) Full Council had agreed the recommendation to re-adopt the IT and Electronic Communication Policy – to note
- 24/71.5A (Item 24/167.7) Full Council deferred the recommendation to re-adopt the Protocol until after Councillor training – to note
- 24/71.6A (Item 24/167.8) Full Council had agreed the recommendation to re-adopt the Publication Scheme – to note
- 24/71.7A (Item 24/167.9) Full Council had agreed to adopt the Unreasonably Persistent or Vexatious Complaints Policy – to note
- 24/71.8A (Item 24/54.1A) Community Payback Scheme had started the painting of office – to note
- 24/72A** **Parish Office**
- 24/72.1A Failure of paper shredder – to consider replacement (attached)
- 24/73A** **Correspondence**
- 24/73.1A SALC – Community Health and Wellbeing – to consider applying for a grant to support continuation of Foxes Lunches (attached)
- 24/73.2A PWLB – Repayment Notice
- 24/74A** **Budget**
- 24/74.1A Detailed Receipts and Expenditure Analysis on 30th September 2024 (attached)
- 24/74.2A Summary of Provisions on 30th September 2024 (attached)
- 24/74.3A Draft Budget Considerations for 2025/2026 (attached) *To include consideration for an extra SID device*
- 24/74.4A Christmas Lights for Bellamy's Corner
- 24/75A** **Bank Reconciliation for September 2024** (to agree for Chairman to sign)
- 24/76A** **Accounts for payment** (final copy to be given at the meeting)
- 24/77A** **Public Conveniences**
- 24/78A** **To review the following policies for recommendation to Full Council for adoption**
- 24/78.1A Retention & Disposal Policy
- 24/78.2A Safeguarding Policy



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24/78.3A Scheme of Delegation

24/79A Appointment of Internal Auditor

24/80A SID Device

24/80.1A 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

24/80.2A Cost for Solar Panels for SID existing device (to change from battery to solar) – to be considered

24/80.3A To consider extension of warranty (attached)

24/81A Matters for the next meeting – to be held on Monday 18th November 2024