



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

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Dear Councillor

15th January 2025

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **20th January 2025, at 7pm**, in **The Brendon Room, Williton Pavilion**, 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

- 24/98A The meeting will be recorded**
- 24/99A To note apologies for absence and approve reason, where appropriate**
- 24/100A 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)
- 24/101A Minutes of the Finance and Administration Committee meeting held on 18th November 2024 for approval.**
(sent with Parish Council papers)
- 24/102A Matters from the Minutes – for the purpose of report only**
24/102.1A (Item 24/87.2A) PAT Testing had been undertaken, and all appliances had passed inspection.
- 24/103A Parish Office**
24/103.1A To confirm area for marking car parking bays outside parish office
24/103.2A Parish Office Hire Charges – to review (attached)
- 24/104A Correspondence**
24/104.1A Notification from Santander and Nationwide that interest rates are reducing
- 24/105A Budget**
24/105.1A Detailed Receipts and Expenditure Analysis on 30th November and 31st December 2024 (attached)
24/105.2A Summary of Provisions on 30th November and 31st December 2024 (attached)
- 24/106A Bank Reconciliation for November and December 2024** (to agree for Chairman to sign)
- 24/107A Accounts for payment** (final copy to be given at the meeting)
- 24/108A Public Conveniences**
24/108.1A To consider current cleaning specification and any amendments that may be required, so tenders can be sought (attached)
24/108.2A Electric Supply in store – to consider connection
24/108.3A Card Donation – update
- 24/109A SID Device**
24/109.1A Blue tooth device – update
24/109.2A Purchase of Extra device and Solar Panels for existing SID device – update
- 24/110A Updated Financial Regulations from NALC** – to consider recommendation of adoption to Full Council (attached)
- 24/111A Grievance and Disciplinary Policy** (attached)
- 24/112A Undertaking of Work and Ensuring Safe Operating Systems** – to consider amendments (attached)
- 24/113A** (Item 24/167.7) **Councillor-Officer Protocol** (Civility & Respect Pledge) – deferred at October Full Council until after Councillor training – to consider (attached)
- 24/114A Matters for the next meeting – to be held on Monday 17th February 2025**