



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

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Dear Councillor

14th May 2024

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **19th May 2025, 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

The meeting will be recorded.

25/01A Election of Chairman and Vice Chairman

25/02A To note apologies for absence and approve reason, where appropriate

25/03A 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)*

25/04A Minutes of the Finance and Administration Committee meeting held on 28th April 2025 for approval.
(sent with Parish Council papers)

25/05A Matters from the Minutes – for the purpose of report only

25/06A Parish Office

25/06.1A Annual Fire Extinguisher service in the Parish Office had been booked

25/07A Correspondence

25/07.1A Precept received from Somerset Council

25/07.2A SALC upcoming training courses – to consider request for attendance on courses (attached)

25/08A Budget

25/08.1A Detailed Receipts and Expenditure Analysis as at 30th April 2025 (attached)

25/08.2A Summary of Provisions as at 30th April 2025 (attached)

25/09A Bank Reconciliation for April 2025 (to agree for Councillor to sign)

25/10A Accounts for payment (final copy to be given at the meeting)

25/11A End of Year Audit 2024-2025

25/12A Public Conveniences

25/12.1A Card Donation – update (Cllr Aldridge)

25/13A Consideration of extra SID (Speed Indicator Device)

25/13.1A Blue tooth device – update

25/14A Amendment to Policies

25/14.1A Anti Bullying / Dignity at Work-Bullying Harassment – to consider merging to one document

25/14.2A Financial Regulations – to consider amendments

25/14.3A Death of a Senior National Figure – to note changes to Constituency MP

25/14.4A Rota timeline for policies to be revised

25/15A Matters for the next meeting – to be held on Monday 16th June 2025