



WILLAND PARISH COUNCIL
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PUBLIC NOTICE

You are hereby invited to attend a **Meeting of The Finance & Administration Committee of Willand Parish Council**, which will be held on **Thursday 15th June 2023 at 7.00 pm, in the Club Room at Willand Village Hall, Gables Rd, Willand.**

Members of the public are advised to submit questions to the Parish Clerk prior to the meeting.

The purpose of the meeting is to transact the following business.

Debbie Bird
Parish Clerk

7 June 2023

Please note that: -

- Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.
- Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.
- Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Willand Parish Council is unable to make any decision on matters not listed within the agenda.
- Willand Parish Council will always attempt to record meetings.

AGENDA

- 1. Election of a Chairman to the Finance & Administration Committee**
- 2. Election of a Vice-Chairman to the Finance & Administration Committee**
- 3. To receive and accept apologies** (please make any apologies known to the Parish Clerk)

- 4. Declarations of Interest - To receive declarations of personal interest and disclosable pecuniary interests (DPI's) in respect of items on this agenda**
- 5. Finance & Administration Committee - To approve and sign the minutes of the Finance & Administration Committee held on Thursday 16th March 2023, as a correct record.**
- 6. Chairman's and Clerk's Announcements - To receive any announcements which the Chairman and Clerk may wish to make. (For information only)**
- 7. To review the Committee Terms of Reference and put forward any amendments to Full Council in July**
- 8. To conduct annual review of the Press & Media Policy and put forward any amendments for approval by Full Council in July (Policy will be circulated prior to the meeting)**
- 9. To conduct annual review of the Social Media Policy and put forward any amendments for approval by Full Council in July (Policy will be circulated prior to the meeting)**
- 10. To review the Emergency Plan and identify any changes needed (Plan will be circulated prior to the meeting)**
- 11. To receive updates on Councillor Training**
- 12. To review the Council's finances year to date and agree any courses of action (Finance information will be issued prior to the meeting)**
- 13. To discuss the review and updating of the Asset Register (Paper to be issued in advance of the meeting)**
- 14. Councillors' Roundtable: to receive any further information from Councillors and to highlight future agenda items**
- 15. Close**