

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 17th March 2025 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

Councillors Payne (Chairman), Aldridge, Denton and Hooper
Public None
Other Mrs Michelle Francis (Parish Clerk & RFO)

Apologies:

Councillors Angell and Whetlor

24/129A The Chairman advised the meeting would be recorded

24/130A **Apologies as noted above and reasons for absence unanimously approved.**

24/131A **Declarations of Interest**

Name	Agenda Item	Interest	Action
Cllr Aldridge	24/138A	Other non-registerable interest	Did not vote on personal reimbursement

24/132A **Approval of Minutes of the Finance & Administration Committee Meeting held on 17th February 2025.**

- **Resolution:** To approve the minutes.
Proposed Cllr Hooper, seconded Cllr Aldridge, with one abstention due to absence

24/133A **Matters from the Minutes – for the purpose of report only**

24/133.1A (Item 24/121A) Full Council had agreed for representatives to meet Watchet Town Council regarding the maintenance of Watchet Cemetery - noted

24/134A **Parish Office**

24/134.1A The title deed for ST94729 had been purchased from Land Registry which confirmed was in the ownership of Somerset Council.

- **Resolution** to obtain prices to repaint the white lines parking bays and write to Somerset Council to ask if they would like the yellow hash lines repainted at a cost.
Proposed Cllr Denton, seconded Cllr Aldridge

The Chairman advised a Health and Safety review had been carried out the previous week and the back-office door required replacing as a fire exit. This would be actioned.

24/135A **Correspondence**

Notification had been received of an hourly increase for the cleaning of the office.

- **Resolution** to accept the increase
Proposed Cllr Hooper, seconded Cllr Denton

Lloyds Bank had started charging for the current account and an invoice had been received
Wessex Water had advised they would be carrying out essential works between 31st March and 4th April 2025

24/136A **Budget**

24/136.1A It was unanimously **resolved** to approve the detailed Receipts and Expenditure Analysis as at 28th February 2025

24/136.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 28th February 2025

As it had been resolved under 24/134.1A to replace the back-office door, it was further resolved if uncomplete by the end of the financial year, the underspend on building maintenance would be carried over in the provisions.
Proposed Cllr Denton, seconded Cllr Aldridge, with one against

Cllr Hooper proposed that £5,000.00 be added to provisions for window replacement. As there was no seconder, this motion failed

It was agreed to obtain prices for replacement of the office windows, to consider at a future meeting

24/137A Bank Reconciliation

It was unanimously **resolved** Cllr Whetlor would carry out the bank reconciliation for February 2025. Proposed Cllr Aldridge, seconded Cllr Hooper.

24/138A Accounts for Payment

It was **resolved** to agree the payments on the attached list, with Cllr Aldridge abstaining from personal re-imbursement

Proposed Cllr Hooper, seconded Cllr Denton

24/139A Public Conveniences

24/139.1A Electric Supply in store – a query had been raised whether Somerset Council would sell the building - it was **resolved** to proceed with obtaining a quotation to install electricity and report back to a future meeting. Proposed Cllr Denton, seconded Cllr Aldridge

24/139.2A Card Donation – Cllr Aldridge informed the Committee there was no further update. The Clerk advised one company would visit the site to discuss requirements and would report back to a future meeting.

24/140A SID Device

Cllr Aldridge advised the Long Street device had been fitted with the solar panel. An extension was required for the device at Tower Hill, to ensure the solar panel was not too low. It may be possible to use a SIM card in the devices and direct data straight into the office – Cllr Aldridge would investigate further.

24/141A Bellamy's Corner – a response was still awaited from Somerset Council regarding the Lease.

24/142A Community Asset Register application for Children's Centre

After a discussion, it was resolved not to proceed on the basis that the Community Asset would not be possible, as the service currently provided, would be available at another location in the parish

24/143A A resolution was passed to exclude the press and public from the remainder of the meeting, due to personnel matters

Proposed Cllr Aldridge, seconded Cllr Hooper

24/144A Report from Personnel Meeting

No report received; therefore, this would be deferred to Full Council

24/145A Members of the press and public were invited to re-enter the meeting – none did

24/146A Matters for the next meeting to be held on Tuesday 22nd April 2025

It was noted this date clashed with the Annual Parish Assembly; therefore, an extra ordinary meeting would be held at 6.30pm on Monday 24th March with a limited agenda

Meeting closed at 7.50pm

Signed as a true and correct record Cllr Payne Dated 28th April 2025