

# WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on  
Monday 19<sup>th</sup> May 2025 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

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**Attendees:**

|                    |                                               |
|--------------------|-----------------------------------------------|
| <b>Councillors</b> | Payne (Chairman), Aldridge, Denton and Hooper |
| <b>Public</b>      | None                                          |
| <b>Other</b>       | Mrs Michelle Francis (Parish Clerk & RFO)     |

**Apologies:**

|                    |         |
|--------------------|---------|
| <b>Councillors</b> | Whetlor |
|--------------------|---------|

It was advised the meeting would be recorded

**25/01A Election of Chairman and Vice Chairman**

Cllr Payne was duly elected Chairman – proposed Cllr Hooper, seconded Cllr Aldridge  
Cllr Aldridge was duly elected Vice Chairman – proposed Cllr Hooper, seconded Cllr Payne,  
one abstention

**25/02A Apologies as noted above and reasons for absence unanimously approved.****25/03A Declarations of Interest – There were none****25/04A Approval of Minutes of the Finance & Administration Committee Meeting held on 28<sup>th</sup> April 2025.**

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

**25/05A Matters from the Minutes – for the purpose of report only – there were none****25/06A Parish Office**

25/06.1A The annual Fire Extinguisher service in the Parish Office had been booked - noted

Due to upcoming staff absence, it was **resolved** the Clerk would have authority to arrange for extra time to be paid or for the office to be closed

**25/07A Correspondence**

25/07.1A Precept had been received from Somerset Council - noted

25/07.2A SALC upcoming training courses had been forwarded, which Cllrs Aldridge and Denton had requested to attend.

- **Resolution:** Cllr Denton to attend Councillor Essentials Part:1 & 2 and Responding to Planning Applications. Cllr Aldridge to attend Councillor Essentials Part: 2  
Proposed Cllr Payne, seconded Cllr Denton, unanimous

**25/08A Budget**

25/08.1A It was unanimously **resolved** to approve the detailed Receipts and Expenditure Analysis as at 30<sup>th</sup> April 2025

25/08.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 30<sup>th</sup> April 2025

**25/09A Bank Reconciliation**

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

**25/10A Accounts for Payment**

It was unanimously **resolved** to agree the payments on the attached list  
Proposed Cllr Aldridge, seconded Cllr Denton

**25/11A      End of Year Audit 2024-2025**

It was anticipated the audit would be completed by the Internal Auditor, for the June Full Council meeting

**25/12A      Public Conveniences**

25/12.1A      Card Donation – the clerk would investigate a QR code and submit a report for a future meeting

**25/13A      Consideration of an extra SID Device**

It was noted Cllr Hooper had requested this item to be considered at the budget setting.

Cllr Aldridge advised it was anticipated to move the SID's to various positions, however, this had proven to be very labour intensive. The current devices, with solar panels, was reported to be working well and would like to have devices to cover North Road and Priest Street.

It was agreed to investigate funding for two devices and if unsuccessful to consider when budget setting if needed.

25/13.1A      Blue tooth device – Cllr Aldridge thought the addition of a 'dongle', which would relay data via mobile phone network direct to the office would be preferential – this would be investigated.

**25/14A      Amendment to Policies**

25/14.1A      Anti Bullying / Dignity at Work-Bullying Harassment – to merge to one policy - item deferred

25/14.2A      Financial Regulations – to make Clerk/RFO interchangeable – item deferred

25/14.3A      Death of a Senior National Figure – change to 'Constituency MP' – recommend amended document to Full Council for adoption. Proposed Cllr Denton, seconded Cllr Aldridge

25/14.4A      Rota timeline for policies – the Clerk would produce a timeline for policies to be reviewed

**25/15A      Matters for the next meeting to be held on Monday 16<sup>th</sup> June 2025**

Proposal for update to computer and IT systems

Meeting closed at 8.12pm

Signed as a true and correct record .....Cllr Payne.....      Dated .....16/06/25.....