

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 19th May 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	Whetlor
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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 28th 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 30th April 2025

25/08.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at
30th 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 16th June 2025

Proposal for update to computer and IT systems

Meeting closed at 8.12pm

Signed as a true and correct record Dated