

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 16th June 2025 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

Councillors	Payne (Chairman), Denton Whetlor
Public	None
Other	Mrs Charlotte Hirst (Assistant to Parish Clerk)

Apologies:

Councillors	Hooper
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- 25/16A** It was advised the meeting would be recorded
- 25/17A** Apologies as noted above and reasons for absence unanimously approved
Proposed Cllr Whetlor, seconded Cllr Denton, unanimously **resolved**.
- 25/18A** **Declarations of Interest** – There were none
- 25/19A** **Approval of Minutes of the Finance & Administration Committee Meeting held on 19th May 2025.**
- **Resolution:** To approve the minutes.
Proposed Cllr Denton, seconded Cllr Payne, with one abstention due to absence
- 25/20A** **Matters from the Minutes** – for the purpose of report only – there were none
- 25/21A** **Parish Office**
- 25/21.1A The annual Fire Extinguisher service in the Parish Office had been undertaken – **Noted**.
- 25/21.2A Window and Door replacement – two companies had visited the site and quotations were awaited - **Noted**.
- 25/22A** **Correspondence**
- 25/22.1A Nationwide – Business Instant Saver interest rate reducing from 1.80% to 1.70% - **Cllr Whetlor Proposed** to investigate CCLA which may have a better rate of interest **Seconded Cllr Denton unanimously resolved**.
- 25/22.2A Email from Somerset Council as unable to assist with re-painting of lines outside the Parish Office as it was not a public highway- **Noted**.
- 25/22.3A Interest received on Nationwide savings account – **Noted**.
- 25/23A** **Budget**
- 25/23.1A Detailed Receipts and Expenditure Analysis as at 31st May 2025 (attached)
Cllr Denton Proposed that the Clerk investigates Business Rate Relief, to also contact SALC for their advice on Rate Relief **Seconded Cllr Whetlor**.
It was unanimously **resolved** to approve the rest of the detailed Receipts and Expenditure Analysis as at 31st May 2025
- 25/23.2A Cllr Payne Proposed that £5000 as a ringfenced reserve for the Windows and Building Maintenance with a new line **Seconded Cllr Whetlor unanimously resolved**
Cllr Denton suggested that the Climate Grant for the Wildflower Budget be ringfenced in the event it would need to be returned.
It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 31st May 2025
- 25/24A** **Bank Reconciliation**
- It was unanimously **resolved** Cllr Whetlor would be asked to carry out the bank reconciliation for May 2025. Proposed Cllr Payne, seconded Cllr Denton unanimously **resolved**.
- 25/25A** **Accounts for Payment**
- It was noted that the toilet cleaning payments has not been included, Clerk to request invoices in order that the costs are not building up. It was unanimously **Resolved** to agree the payments on the attached list **Proposed Cllr Whetlor Seconded Cllr Denton**.

- 25/26A Public Conveniences**
- 25/26.1A Card Donation - No update.
- 25/27A Consideration of an extra SID Device**
- 25/27.1A It was unanimously Resolved to take out the 3 year warranty on the SID purchased in 2022 and to take out the 3 year warranty for the second SID when that device is coming to the end of its warranty at the same price as quoted. **Proposed** Cllr Whetlor **Seconded** Cllr Denton.
- 25/27.2B (Item 2513A) Funding for extra device - response from Avon and Somerset Police advising the Road Safety Fund had closed, but had given other options that were being investigated – Noted.
- 25/27.3B It was unanimously **Resolved** to purchase a G4 (dongle) for each device, to take out the 2 year subscription and confirm the following 2 year subscription at the agreed price. **Proposed** Cllr Denton **Seconded** Cllr Whetlor.
- 25/28A Amendment to Policies**
- 25/28.1A Anti Bullying / Dignity at Work-Bullying Harassment – to merge to one policy – it was unanimously **Resolved** to propose that Full Council accepts and Adopts this policy **Proposed** Cllr Payne **Seconded** Cllr Whetlor.
- 25/28.2A Financial Regulations – to consider highlighted amendments – it was unanimously **Resolved** to accept the amendments with one alteration be made and to recommend that Full Council accepts and adopts the policy **Proposed** Cllr Payne **Seconded** Cllr Denton.
- 25/29A Bellamy's Corner**
- it was unanimously **Resolved** that the question be ask of ownership of Bellamy's Corner at the next LCN meeting **Proposed** Cllr Denton **Seconded** Cllr Whetlor.
- 25/30A Matters for the next meeting to be held on Monday 21st July 2025**
- None
- 25/31A To pass a resolution to exclude the Press and Public from the remainder of the meeting due to commercial sensitivity**
- It was unanimously **Resolved** to exclude the press and Public **Proposed** Cllr Payne **Seconded** Cllr Whetlor.
- 25/32A Office Parking Spaces – White Lining**
- Quotations had been received for the white line repainting around the Parish Office, which were considered
- Resolution: To accept the quotation from WJ South West Ltd at a cost of £775.00 + vat.
Proposed Cllr Denton, seconded Cllr Whetlor, unanimously **resolved**

Meeting closed at 7.46pm

Signed as a true and correct record Cllr Payne Dated ... 21st July 2025