



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

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Dear Councillor

10th September 2025

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **15th September 2025**, in The Parish Office, 2 Killick Way, Williton, for the purpose of transacting the following business. The meeting will commence at the Rising of the Extra Ordinary Parish Council meeting

Members of the press and public are invited to address the Council 15 minutes prior to the commencement of the meeting at the rising of the Extra Ordinary Parish Council meeting, providing the notice period has been complied with. Please see Public Participation Notice. COULD SIGNATORIES PLEASE ARRIVE EARLY TO CHECK PAYMENTS.

Yours sincerely

Michelle Francis

Michelle Francis
Clerk to Williton Parish Council

A G E N D A

- 25/46A To note the meeting will be recorded.**
- 25/47A To note apologies for absence and approve reason, where appropriate**
- 25/48A Declarations of Interest** - *Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)*
- 25/49A Minutes of the Finance and Administration Committee meeting held on 21st July 2025 for approval.**
(sent with Parish Council papers)
- 25/50A Matters from the Minutes – for the purpose of report only**
- 25/51A Parish Office**
25/51.1A Window and Door replacement – to be discussed under item 25/67A
25/51.2A Water Supply discolouration
25/51.3A White line marking of car parking spaces – recommendation to defer line painting until update of potential purchase of the old library building had been decided – to consider
25/51.4A Office Printer – difficulties in obtaining replacement part to enable colour printing – to consider options
- 25/52A Correspondence**
25/52.1A (Item 25/22.1A) Response from CCLA
25/52.2A Lloyds Bank - Notice Account up to 2.87% interest
25/52.3A SLCC – Membership Renewal undertaken
25/52.4A New Pay Scales - Annual Increment received – to note
25/52.5A Somerset Art Works – Request for funding (attached)
25/52.6A Nationwide – Annual Interest Statement received
25/52.7A Nationwide – Notification of Annual Interest Rates decreasing
25/52.8A Parish Magazine Printing brochure
25/52.9A Letter of complaint regarding Quantock Food Bank (attached)
25/52.10A Informal complaint and feedback following informal discussion (attached)
- 25/53A Budget**
25/53.1A Detailed Receipts and Expenditure Analysis as at 31st July and 31st August 2025 (attached)
25/53.2A Summary of Provisions as at 31st July and 31st August 2025 (attached)
Request from Full Council to consider heading names
- 25/54A Bank Reconciliation for July and August 2025** (to agree for Councillor to sign)
- 25/55A Accounts for payment** (final copy to be given at the meeting)
- 25/56A AGAR 2024/2025**
25/56.1A External Auditors Report and Certificate received with 'No Other Matters' – to note
25/56.2A Notice of Conclusion of Audit had been announced 26th August 2025 – to note

- 25/57A Public Conveniences**
- 25/58A** (Item 25/121.3) **NALC Anti Bullying & Harassment Policy** – referred from Full Council for further consideration (to be forwarded)
- 25/59A Health and Safety**
 25/59.1A Risk Assessments and Emergency Procedure for erecting and dismantling Christmas trees and flags
 25/59.2A Flag Flying Protocol
- 25/60A Christmas Trees**
 25/60.1A Checking of brackets – to arrange
 25/60.2A Funding of trees displayed on buildings in village and one for Bellamy's Corner
- 25/61A** (Item 25/130) **Watchet Closed Cemetery**
 25/61.1A A Guide to Meadow and Wildflower in Burial Grounds (attached)
 25/61.2A Consideration of Service Level Agreement
- 25/62A Email addresses** – JPAG recommendation to only use .gov email addresses for council business (attached)
- 25/63A Bellamys Corner**
 To receive an update regarding ownership and moving forward
- 25/64A Speed Indicator Devices**
 25.64.1A Update regarding G4 dongle (attached)
- 25/65A Matters for the next meeting – to be held on Monday 20th October 2025**
 Policy reviews
- 25/66A To pass a resolution to exclude members of the press and public from the remainder of the meeting, due to commercial sensitivity**
- 25/67A** (Item 25/119.3) **Cost for cleaning toilet at The Barn, on the Memorial Ground** (attached)
- 25/68A** (Item 25/38.1A) **Window and Door Replacement Quotations – to consider** (attached)