



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

16th July 2025

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **21st July 2025**, in The Parish Office, 2 Killick Way, Williton, for the purpose of transacting the following business. If there are items from the public 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 approximately 7.00 pm, 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

- 25/33A To note the meeting will be recorded.**
- 25/34A To note apologies for absence and approve reason, where appropriate**
- 25/35A 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)
- 25/36A Minutes of the Finance and Administration Committee meeting held on 16th June 2025 for approval.**
(sent with Parish Council papers)
- 25/37A Matters from the Minutes – for the purpose of report only**
25/37.1A (Item 25/23.1A) Business Rate Relief – explanation to be given regarding multiple buildings
25/37.2A (Item 25/23.2A) The agreed extra provision had been allocated under “Parish Office – Windows and Building Maintenance”
25/37.3A (Item 25/27.1A) Confirmation the 3-year warranty for device purchased in 2022 had been accepted and would also be accepted on the second device when it comes to the end of its current warranty.
- 25/38A Parish Office**
25/38.1A Window and Door replacement – update
- 25/39A Correspondence**
25/39.1A (Item 25/22.1A) Response from CCLA (to be forwarded upon receipt)
25/39.2A Lloyds Bank - Notice Account up to 2.85% interest
25/39.3A SLCC – Membership Renewal
- 25/40A Budget**
25/40.1A Detailed Receipts and Expenditure Analysis as at 30th June 2025 (attached)
25/40.2A Summary of Provisions as at 30th June 2025 (attached)
- 25/41A Bank Reconciliation for June 2025** (to agree for Councillor to sign)
- 25/42A Accounts for payment** (final copy to be given at the meeting)
- 25/43A Public Conveniences**
25/43.1A Card Donation – update
- 25/44A Bellamys Corner**
To receive an update regarding ownership and moving forward
- 25/45A Matters for the next meeting – to be held on Monday 15th September 2025**



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