



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

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Dear Councillor

15th October 2025

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **20th October 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

- 25/69A To note the meeting will be recorded.**
- 25/70A To note apologies for absence and approve reason, where appropriate**
- 25/71A 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)*
- 25/72A Minutes of the Finance and Administration Committee meeting held on 15th September 2025 for approval.**
(sent with Parish Council papers)
- 25/73A Matters from the Minutes – for the purpose of report only**
25/73.1A (Item 25/174) Window and Door Replacement – Full Council had accepted the recommendation, with the removal of the alterations to the sliding hatch
25/73.2A (Item 25/176) Office Printer – Full Council had resolved to hire a printer, on a 5-year term
- 25/74A Parish Office**
25/74.1A Parish Office Room Hire - clarification of cancellation notice period
25/74.2A Water Supply discolouration - update
- 25/75A Correspondence**
25/75.1A PWLB – Repayment Notice
- 25/76A Budget**
25/76.1A Detailed Receipts and Expenditure Analysis as at 30th September 2025 (attached)
25/76.2A Summary of Provisions as at 30th September 2025 (attached)
25/76.3A Draft Budget Considerations for 2025/2026 (attached) *To include consideration for an extra SID device*
- 25/77A Bank Reconciliation for September 2025** (to agree for Councillor to sign)
- 25/78A Accounts for payment** (final copy to be given at the meeting)
- 25/79A Public Conveniences**
25/79.1A Log in details had been received to monitor cleaning regime
- 25/80A Health and Safety**
- 25/81A Christmas Trees**
25/81.1A Checking of brackets – update
25/81.2A Funding of trees displayed on buildings in village and one for Bellamy's Corner - update
- 25/82A Watchet Closed Cemetery**
25/82.1A A Guide to Meadow and Wildflower in Burial Grounds (attached)
25/82.2A Consideration of Service Level Agreement

- 25/83A** **Bellamys Corner**
To receive an update regarding ownership and moving forward
- 25/84A** **Appointment of Internal Auditor**
- 25/85A** **Matters for the next meeting – to be held on Monday 17th November 2025**
Policy reviews, including NALC Anti Bullying & Harassment Policy
White line marking of car parking spaces (after outcome of Old Library Building known)