

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 21st July 2025 at 7.35pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

Councillors	Payne (Chairman), Aldridge, Hooper and Whetlor
Public	None
Other	Mrs Michelle Francis (Parish Clerk & RFO)

Apologies:

Councillors	Denton
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- 25/33A** It was advised the meeting would be recorded
- 25/34A** Apologies as noted above and reasons for absence unanimously approved
Proposed Cllr Whetlor, seconded Cllr Aldridge, unanimously **resolved**.
- 25/35A** **Declarations of Interest** – There were none
- 25/36A** **Approval of Minutes of the Finance & Administration Committee Meeting held on 16th June 2025.**
- **Resolution:** To approve the minutes.
Proposed Cllr Whetlor, seconded Cllr Payne, with two abstentions due to absence
- 25/37A** **Matters from the Minutes** – for the purpose of report only
- 25/37.1A (Item 25/23.1A) Business Rate Relief – an explanation had previously been 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” - noted
- 25/37.3A (Item 25/27.1A) Confirmation the 3-year warranty for SID 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 - noted
- 25/38A** **Parish Office**
- 25/38.1A Window and Door replacement – two companies had visited the site and only one quotation had been received to date, despite requests - noted
- 25/39A** **Correspondence**
- 25/39.1A (Item 25/22.1A) A response from CCLA had been received earlier in the day – this would be deferred until the next meeting
- 25/40A** **Budget**
- 25/40.1A It was unanimously **resolved** to approve the detailed Receipts and Expenditure Analysis as at 30th June 2025
- 25/40.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 30th June 2025
- 25/41A** **Bank Reconciliation**
- It was unanimously **resolved** Cllr Whetlor would be asked to carry out the bank reconciliation for June 2025. Proposed Cllr Whetlor, seconded Cllr Hooper, unanimously **resolved**.
- 25/42A** **Accounts for Payment**
- It was unanimously **resolved** to agree the payments on the attached list
Proposed Cllr Whetlor, seconded Cllr Aldridge
- 25/43A** **Public Conveniences**
- 25/43.1A Card Donation – it was **resolved** to remove this item from the agenda until an update was available

25/44A Bellamy's Corner

There had been no opportunity to raise the ownership at the recent LCN Highways meeting, therefore, it was resolved to contact Kali Martin, Somerset Council Highways officer, to ask for clarification

25/45A Matters for the next meeting to be held on Monday 15th September 2025

(Item 25/32A) Defer enacting decision of line marking

Meeting closed at 7.52pm

Signed as a true and correct record Cllr Payne Dated 15th September 2025