

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 15th September 2025 at 7.30pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

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

Apologies:

Councillors Denton

25/46A It was advised the meeting would be recorded

25/47A Apologies as noted above and reasons for absence unanimously approved

25/48A **Declarations of Interest** – There were none

Name	Agenda Item	Interest	Action
Cllr Hooper	25/52.9A	Other non-registrable	Advised meeting

25/49A **Approval of Minutes of the Finance & Administration Committee Meeting held on 21st July 2025**

- **Resolution:** To approve the minutes.
Proposed Cllr Hooper, seconded Cllr Aldridge, unanimously **resolved**

25/50A **Matters from the Minutes** – for the purpose of report only

25/51A **Parish Office**

25/51.1A Window and Door replacement – discussed under item 25/67A

25/51.2A Water supply discoloration – unanimously **resolved** to arrange for the drains to be inspected
Proposed Cllr Hooper, seconded Cllr Payne

25/51.3A White line marking of car parking spaces – unanimously **resolved** to defer until the outcome of the proposal to purchase the old library building was known.
Proposed Cllr Hooper, seconded Cllr Aldridge

25/51.4A Office Printer – the current printer had two parts that had failed, meaning only black and white copies could be made. One part was no longer available, therefore, options for a replacement printer would be presented to the next meeting.

25/52A **Correspondence**

25/52.1A (Item 25/22.1A) The response from CCLA was considered, however, it was agreed not to proceed.

25/52.2A Lloyds Bank – 32- or 95-day Notice Account up to 2.87% interest – noted, resolved not to action

25/52.3A SLCC – Membership renewal undertaken - noted

25/52.4A New pay scales – Annual Increment had been received - noted

25/52.5A Somerset Art Works request for funding was considered. It was unanimously **resolved** not to donate, Proposed Cllr Hooper, seconded Cllr Aldridge

25/52.6A Nationwide – Annual Interest Statement had been received - noted

25/52.7A Nationwide – Notification of Annual Interest Rates decreasing - noted

25/52.8A Parish magazine printing brochure – a copy would be available for Cllr Aldridge

25/52.9A A letter of complaint regarding Quantock Foodbank had been received – a letter would be sent to Quantock Foodbank advising them of the complaint and if problems persisted then the authorisation to park may have to be reconsidered, as this had not been the first incident
Proposed Cllr Payne, seconded Cllr Aldridge with one abstention

- 25/52.10A Informal complaint and feedback following information discussion – a reply would be sent advising that FAC would be considering the points raised
- 25/53A Budget**
- 25/53.1A It was unanimously **resolved** to approve the detailed Receipts and Expenditure Analysis as at 31st July and 31st August 2025
- 25/53.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 31st July and 31st August 2025. It was **resolved** to remove the D-Day commemorative display provision with outstanding budget of £101.53 being released into general reserves. The SID and Grant for community lunches lines, which had zero balances, would be removed
- 25/54A Bank Reconciliation**
- It was unanimously **resolved** to ask Cllr Whetlor to carry out the bank reconciliation for July and August 2025. Proposed Cllr Payne, seconded Cllr Aldridge, unanimously **resolved**.
- 25/55A Accounts for Payment**
- It was unanimously **resolved** to agree the payments on the attached list
Proposed Cllr Hooper, seconded Cllr Aldridge
- 25/56A AGAR 2024/2025**
- 25/56.1A External Auditors Report and Certificate had been received with 'No Other Matters' - noted
- 25/56.2A Notice of Conclusion of Audit had been announced on the 26th August 2025 - noted
- 25/57A Public Conveniences**
- Danfo has been contacted with requests for login credentials in order to access the system that tracks toilet cleaning times and had advised this would be available shortly
- 25/58A (Item 25/121.3) NALC Anti Bullying & Harassment Policy**
- This item would be deferred due to unprecedented work being undertaken with the proposal to purchase the Old Library Building and after advice from HR
- 25/59A Health and Safety**
- 25/59.1A Risk Assessments and Emergency Procedure for erecting and dismantling Christmas trees and flags – to be updated
- 25/59.2A Flag Flying Protocol – would be deferred due to unprecedented work being undertaken with the proposal to purchase the Old Library Building
- 25/60A Christmas Trees**
- 25/60.1A Checking of Brackets – It was unanimously **resolved** to request B. Walsh & Sons to inspect all brackets and tighten any that require attention.
- 25/60.2A Funding of trees displayed on buildings in village and one for Bellamy's Corner
- A discussion took place regarding the smaller Christmas trees placed throughout the village. Some members noted that the purpose of the trees was not solely to benefit local businesses, but to enhance the overall appearance of the village during the festive season. Cllr Aldridge proposed that the small Christmas trees be erected using the allocated budget, and that local businesses be invited to make a contribution towards the cost. Additionally, it was suggested that a request be included in the Newsletter, encouraging public donations to help supplement the decoration fund. The proposal was seconded by Cllr Payne, with one against. A price for a large Christmas tree on Bellamy's Corner would be sought
- 25/61A (Item 25/130) Watchet Cemetery**
- 25/61.1A A Guide to Meadow and Wildflower in Burial Grounds had been received from Cllr Rutter and forwarded to members
- 25/61.2A Consideration of Service Level Agreement sent by Watchet Town Council – Cllr Peeks was currently going through past records, when all documents were available, they would be presented to a future FAC meeting, for a recommendation to be made to Full Council.

An indicative quotation to cut the grass on the closed cemetery would be obtained for information

25/62A Email Addresses

JPAG recommendation to only use “.gov” email addresses for council business. A recommendation would be made to Full Council, to change from, “.org.uk” to “.gov”
Proposed Cllr Payne, seconded Cllr Aldridge and unanimously **resolved**

25/63A Bellamy’s Corner

Kali Martin, Somerset Council Highways officer, had been contacted requesting clarification on ownership of Bellamy’s Corner and whether a new lease could be obtained. A reply had been received stating “This has been forwarded to our Road Records Team who will respond to you directly” – this was still awaited.

25/64A Speed Indicator Devices

25/64.1A Update regarding G4 dongle - Elancity advised that one of the devices would need to be returned to the factory for reconfiguration in order to enable compatibility with their system for feedback monitoring. However, members agreed that this would be an unnecessary expense, as it was visibly evident that the signs were effectively slowing down traffic. It was therefore resolved to discontinue the use of any monitoring devices altogether.

25/65A Matters for the next meeting to be held on Monday 20th October 2025

25/66A Resolution to exclude members of the press and public from the remainder of the meeting, due to commercial sensitivity

Proposed Cllr Aldridge, seconded Cllr Hooper, unanimously **resolved**

25/67A (Item 25/119.3) Cost for cleaning toilet at The Barn, on the Memorial Ground

A quotation had been received for cleaning the toilet within the Barn. Due to the high cost involved and considering the availability of public toilets in Killick Way, a recommendation would be made to Full Council to decline the request from WWMRG Charity and that no expenditure be made from the Parish Council, towards its opening or maintenance.
Proposed Cllr Payne, seconded Cllr Aldridge, unanimously **resolved**

25/68A (Item 25/38.1A) Window and Door Replacement Quotations

Quotations had been sought from four companies, with two being submitted, which were considered by members.

After a proposal from Cllr Payne, seconded by Cllr Aldridge, it was resolved to recommend to Full Council that quotation from Castle Home Improvements, was accepted, based on value for money. Unanimously **resolved**

Meeting closed at 9.05pm

Signed as a true and correct record Dated