



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

12th November 2025

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **17th November 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

- 25/86A To note the meeting will be recorded**
- 25/87A To note apologies for absence and approve reason, where appropriate**
- 25/88A 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)*
- 25/89A Minutes of the Finance and Administration Committee meeting held on 20th October 2025 for approval.**
(sent with Parish Council papers)
- 25/90A Matters from the Minutes – for the purpose of report only**
- 25/91A Parish Office**
 - 25/91.1A PAT Testing
 - 25/91.2A Water supply update
- 25/92A Correspondence**
 - 25/92.1A Request from WWMRG Charity to fund staff costs for 2026-2027 (to be discussed under item 25/101A)
 - 25/92.2A Lloyds Bank – Discount on Community Account coming to an end and list of charges from January 2026
 - 25/92.3A Increase in hourly rate for cleaning Parish Office (to be discussed under item 25/102A)
- 25/93A Budget**
 - 25/93.1A Detailed Receipts and Expenditure Analysis as at 31st October 2025 (attached)
 - 25/93.2A Summary of Provisions as at 31st October 2025 (attached)
 - 25/93.3A Draft Budget Considerations for 2026/2027 (attached) *To include consideration for an extra SID device*
- 25/94A Bank Reconciliation for October 2025** (to agree for Councillor to sign)
- 25/95A Accounts for payment** (final copy to be given at the meeting)
- 25/96A Public Conveniences**
- 25/97A Health and Safety**
- 25/98A Appointment of Internal Auditor**
- 25/99A To pass a resolution to exclude the press and public from the remainder of the meeting, due to commercial and personnel sensitivity**
- 25/100A Watchet Closed Cemetery**
 - 25/100.0A Consideration of Service Level Agreement
- 25/101A Request from WWMRG to fund staff costs for 2026-2027**
- 25/102A Notice of hourly increase for cleaning Parish Office – to consider**
- 25/103A To invite members of the press and public to re-enter the meeting**
- 25/104A Matters for the next meeting – to be held on Monday 19th January 2026**