

WILLITON PARISH COUNCIL

**Minutes of the Finance and Administration Committee Meeting held on
Monday 20th October 2025 at 7.30pm, in the Parish Office, 2 Killick Way, Williton.**

Attendees:

Councillors	Payne (Chairman), Aldridge, Denton (left at 7.40pm during item 25/76A), Hooper
Public	None
Other	Mrs Michelle Francis (Parish Clerk & RFO) Cllr Gatti with no voting rights

Apologies:

Councillors	Whetlor
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25/69A It was advised the meeting would be recorded

25/70A Apologies as noted above and reasons for absence unanimously approved

25/71A **Declarations of Interest** – There were none

Name	Agenda Item	Interest	Action
Cllr Aldridge	25/76.3A	Other non-registrable	Advised meeting
Cllr Payne	25/78A	Pecuniary	Did not vote on personal reimbursement

25/72A **Approval of Minutes of the Finance & Administration Committee Meeting held on 15th September 2025**

- **Resolution:** To approve the minutes.
Proposed Cllr Hooper, seconded Cllr Aldridge, **resolved**, with one abstention due to absence

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 sliding hatch - noted

25/73.2A (Item 25/176) Office Printer – Full Council had resolved to hire a printer, on a 5-year term - noted

25/74A **Parish Office**

25/74.1A Parish Office room hire – it was unanimously **resolved** the cancellation notice period would be 14-days. Proposed Cllr Aldridge, seconded Cllr Hooper

25/74.2A Water supply discoloration – the office was trying to arrange for the drains to be inspected, in the interim, due to ongoing discolouration, staff would be advised they could purchase bottled water, if so wished and arrange for the water to be retested.
Proposed Cllr Payne, seconded Cllr Hooper, unanimously **resolved**

25/75A **Correspondence**

25/75.1A Repayment notice had been received from Public Works Loans Board - noted

25/76A **Budget**

25/76.1A It was unanimously **resolved** to approve the detailed Receipts and Expenditure Analysis as at 30th September 2025

Resolution: To remove the line within the budget which highlighted the postage cost of councillor papers due to not receiving by email
Proposed by Cllr Hooper, seconded Cllr Aldridge, with two abstentions

25/76.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 30th September 2025.

25/76.3A The first Draft Budget was considered. Estimates were included for the old library building and would remain depending on whether the bid to purchase was successful.

25/77A Bank Reconciliation

It was unanimously **resolved** to ask Cllr Whetlor to carry out the bank reconciliation for September 2025. Proposed Cllr Hooper, seconded Cllr Aldridge, unanimously **resolved**.

25/78A Accounts for Payment

It was **resolved** to agree the payments on the attached list
Proposed Cllr Hooper, seconded Cllr Aldridge. Cllr Payne abstained from personal reimbursement, but voted on the remaining accounts

25/79A Public Conveniences

Danfo had provided log in details to enable the cleaning regime to be monitored.

25/80A Health and Safety

It was noted the Environment and Planning Committee were currently organising the repairs as highlighted in the playground ROSPA report

25/81A Christmas Trees

25/81.1A Checking of Brackets – B Walsh and Sons had been contacted to undertake the checking of the brackets

25/81.2A Funding of trees displayed on buildings in village and one for Bellamy's Corner

The Clerk advised that all the businesses who had currently requested a Christmas Tree had paid the full amount. The committee thanked the businesses for doing so.

25/82A Watchet Cemetery

25/82.1A A Guide to Meadow and Wildflower in Burial Grounds had been received from Cllr Rutter and forwarded to members - noted

25/82.2A Consideration of Service Level Agreement sent by Watchet Town Council (WTC) Cllr Hooper advised Cllr Peeks was still going through past records.

- Williton Parish Council grounds maintenance contractors would be asked to advise a comparable cost.
- A breakdown of costs would be requested from WTC
- Clarification regarding burial fees would be sought. WTC website states that a portion of fees received funds the maintenance of the open and closed churchyard - members considered this double funding.
- WTC would be asked if other parishes are also being asked to contribute towards costs.

This would be given further consideration when detailed evidence of the above points is received from WTC.

25/83A Bellamy's Corner

An email had been received earlier in the day, which stated:

"On further review and given your ongoing maintenance of the site, we are pushing for clarification from Highways colleagues – following which we can consider whether in a position to issue terms for a new lease, or if no longer required, potentially a devolvement of the asset to the Parish Council in due course"

25/84A Appointment of Internal Auditor

Quotations would be sought and a review undertaken

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)

Meeting closed at 8.49pm

Signed as a true and correct recordCllr Payne.. Dated17th November 2025.....