



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonnpc.org.uk

Dear Councillor

14th January 2026

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **19th January 2026, at 7.00pm**, in The Parish Office, 2 Killick Way, Williton for the purpose of transacting the following business. If there are items from the public the meeting will commence at approximately 7.15 pm

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

AGENDA

- 25/105A To note the meeting will be recorded**
- 25/106A To note apologies for absence and approve reason, where appropriate**
- 25/107A 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)*
- 25/108A Minutes of the Finance and Administration Committee meeting held on 17th November 2025 for approval.**
(sent with Parish Council papers)
- 25/109A Matters from the Minutes – for the purpose of report only**
 - 25/109.1A (Item 25/93.3A) The budget had been agreed and set at the January Full Council meeting – to note
 - 25/109.2A Office Windows – to note the work had been completed
- 25/110A Parish Office**
 - 25/110.1A PAT Testing – to consider replacement of failed items – microwave, 2 x oil fired heaters, 1 x set of Christmas lights
 - 25/110.2A Water supply update – company had attended and advised meter was inside the office building and would liaise with Wessex Water – awaiting response – to note
 - 25/110.3A Parish Office Hire Charges – to review (attached)
 - 25/110.4A Arnold Baker – Local Council Administration – to consider purchase of latest edition
 - 25/110.5A Office Printer - update
 - 25/110.6A Leak in roof - update
- 25/111A Correspondence**
 - 25/111.1A Nationwide Business Savings – Annual interest rate reducing from 1.55% to 1.50%
 - 25/111.2A Royal British Legion – Thank you for support card, £44.32 raised in the Parish Office from Poppy Appeal
 - 25/111.3A Pension Fund consultation (attached)
 - 25/111.4A Valuation Office – request received for lease information Workshop At Public Conveniences – submitted – to note
 - 25/111.5A British Telecom – increase in charges for Superfast Enhanced service
- 25/112A Budget**
 - 25/112.1A Detailed Receipts and Expenditure Analysis as at 30th November and 31st December 2025 (attached)
 - 25/112.2A Summary of Provisions as at 30th November and 31st December 2025 (attached)
- 25/113A Bank Reconciliation for November and December 2025** (to agree for Councillor to sign)
- 25/114A Accounts for payment** (final copy to be given at the meeting)
- 25/115A Public Conveniences** – to consider any amendments necessary to tender document (attached)
- 25/116A Health and Safety**
- 25/117A Policies** – to consider reviewing
- 25/118A Councillor and Staff Training**
- 25/119A Williton Window - update**
- 25/120A Matters for the next meeting – to be held on Monday 16th February 2026**