



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

11th February 2026

You are hereby summoned to attend a meeting of the Finance and Administration Committee of the Williton Parish Council to be held on **16th February 2026, at the rising of the Extra Ordinary Parish Council meeting**, 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

A G E N D A

- 25/121A To note the meeting will be recorded**
- 25/122A To note apologies for absence and approve reason, where appropriate**
- 25/123A Health and Safety, Including Housekeeping**
- 25/124A 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)*
- 25/125A Minutes of the Finance and Administration Committee meeting held on 19th January 2026 for approval.**
(sent with Parish Council papers)
- 25/126A Matters from the Minutes – for the purpose of report only**
 - 25/126.1A (Item 25/110.1A) The microwave had been replaced – to note
 - 25/126.2A (Item 25/110.3A) The Parish Council had agreed the recommendation regarding the increase to Parish Office Hire Charges, as from 1st April 2026 – to note
 - 25/126.3A (Item 25/110.5A) Office Printer had been delivered and installed – to note
- 25/127A Parish Office**
 - 25/127.1A Water Supply – update
- 25/128A Correspondence**
- 25/129A Budget**
 - 25/129.1A Detailed Receipts and Expenditure Analysis as at 31st January 2026 (attached)
 - 25/129.2A Summary of Provisions as at 31st January 2026 (attached)
- 25/130A Bank Reconciliation for January 2026** (to agree for Councillor to sign)
- 25/131A Accounts for payment** (final copy to be given at the meeting)
- 25/132A Williton Window**
 - 25/132.1A To consider formation of Williton Window Sub-committee and Terms of Reference (attached)
- 25/133A SID Reporting**
- 25/134A Lengthsman – update and allocation of jobs**
- 25/135A Matters for the next meeting – to be held on Monday 16th March 2026**