



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

11th March 2026

You are hereby summoned to attend a meeting of the Finance and Administration Committee of Williton Parish Council to be held on **16th March 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

- 25/136A To note the meeting will be recorded**
- 25/137A To note apologies for absence and approve reason, where appropriate**
- 25/138A Health and Safety, Including Housekeeping**
- 25/139A 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)*
- 25/140A Minutes of the Finance and Administration Committee meeting held on 16th February 2026 for approval.**
(sent with Parish Council papers)
- 25/141A Matters from the Minutes – for the purpose of report only**
25/141.1A (Item 25/295.3) Full Council accepted the recommendation to adopt the Williton Window Terms of Reference
- 25/142A Parish Office**
25/142.1A Water Supply – update
25/142.2A Damp in office - update
- 25/143A Correspondence**
- 25/144A Budget**
25/144.1A Detailed Receipts and Expenditure Analysis as at 28th February 2026 (attached)
25/144.2A Summary of Provisions as at 28th February 2026 (attached)
25/144.3A Allocation of Provisions to be carried over to the next financial year – to consider
- 25/145A Bank Reconciliation for February 2026** (to agree for Councillor to sign)
- 25/146A Accounts for payment** (final copy to be given at the meeting)
- 25/147A SID Reporting** (attached)
- 25/148A To pass a resolution to exclude the Press and Public from the remainder of the meeting due to Personnel matters**
- 25/149A Staff Resignation** (to be forwarded)
- 25/150A To invite members of the press and public to re-enter the meeting**
- 25/151A Matters for the next meeting – to be held on Monday 20th April 2026**