

WILLITON PARISH COUNCIL

**Minutes of the Finance and Administration Committee Meeting held on
Monday 16th February 2026 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.**

Attendees:

Councillors	Payne (Chairman), Aldridge, Hooper, Shattock and Vaughan
Public	None
Other	Mrs Michelle Francis (Parish Clerk & RFO)

Apologies:

Councillors	Denton and Whetlor (Personal reasons)
--------------------	---------------------------------------

25/121A It was advised the meeting would be recorded

25/122A Apologies as noted above and reasons for absence approved

25/123A Health and Safety, including Housekeeping

No H&S issues were raised

25/124A Declarations of Interest – There were none

Name	Agenda Item	Interest	Action
Cllr Aldridge	25/131A	Pecuniary	Did not vote on personal reimbursement

25/125A Approval of Minutes of the Finance & Administration Committee Meeting held on 19th January 2026

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

25/126A Matters from the Minutes – for the purpose of report only

25/126.1A (Item 25/110.1A) The microwave had been replaced - noted

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 - noted

25/126.3A (Item 25/110.5A) The office printer had been delivered and installed - noted

25/127A Parish Office

25/127.1A Members were advised that Wessex Water had visited and advised a new water supply would be required, to eradicate the issues with the aging pipes. After a discussion, it was agreed CJ Lynch would be contacted to obtain a quotation for a supply to the Parish Office and the old Library building. To also obtain further advice regarding responsibilities and shared supplies

The wall in the office appeared to have damp – a builder would be contacted to investigate

25/128A Correspondence

There was none

25/129A Budget

25/129.1A It was unanimously **resolved** to approve the detailed Receipts and Expenditure Analysis as at 31st January 2026

25/129.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 31st January 2026

25/130A Bank Reconciliation

It was unanimously **resolved** Cllr Vaughan, as being present at the meeting, would carry out the bank reconciliation for January 2026

Proposed Cllr Hooper, seconded Cllr Aldridge, unanimously **resolved**.

25/131A Accounts for Payment

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

25/132A Williton Window

25/132.1A Full Council had agreed in principle to forming a sub-committee, and had tasked FAC to consider further and report back to Full Council with a final recommendation

Draft terms of reference were presented and minor alterations made

Cllr Aldridge would provide a tender document to enable printing quotations to be sought

- **Resolution:** To recommend adoption of the Terms of Reference to Full Council
Proposed Cllr Aldridge, seconded Cllr Shattock, unanimously **resolved**

25/133A SID (Speed Indicator Device) reporting

A discussion took place on what would happen with the data collected and how it could be used to evidence traffic flow within the parish, in addition to monitoring speed, and the impact of developments within the parish and West Somerset area

Prices would be obtained for various ways on how to obtain the data

25/134A Lengthsman – update and allocation of jobs

It was noted, there had been a few jobs recently allocated to the lengthsman, which had worked well, with the jobs being completed in a timely manner.

The Personnel committee would be asked to add this to their next agenda

25/135A Matters for the next meeting to be held on Monday 16th March 2026

Meeting closed at 8.12pm

Signed as a true and correct record Cllr Payne Dated 16th March 2026