

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 16th March 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 (Work commitments) and Whetlor (Personal reasons)
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- 25/136A** It was advised the meeting would be recorded
- 25/137A** Apologies as noted above and reasons for absence approved
Proposed Cllr Shattock, seconded Cllr Aldridge, with one abstention
- 25/138A** **Health and Safety, including Housekeeping** - No H&S issues were raised
- 25/139A** **Declarations of Interest** – There were none
- 25/140A** **Approval of Minutes of the Finance & Administration Committee Meeting held on 16th February 2026**
- **Resolution:** To approve the minutes.
Proposed Cllr Hooper, seconded Cllr Shattock, unanimously **resolved**
- 25/141A** **Matters from the Minutes** – for the purpose of report only
- 25/141.1A (Item 25/295.3) Full Council had accepted the recommendation to adopt the Williton Window Terms of Reference - noted
- 25/142A** **Parish Office**
- 25/142.1A Water Supply – correspondence had been received earlier in the day, for the Parish Office, the library and a neighbouring property. Clarification would be requested on where each meter was currently located and which pipes needed replacing, querying if the library supply was alkathene pipe. It was noted the majority of the cost would be for the trench and licences for the work to be undertaken
- 25/142.2A Damp in the office – B Walsh and Sons had inspected the problem and advised that the defective brickwork would require raking out, pointing to the front right-hand corner of the building and repoint to match the existing as closely as possible. A cost was quoted at £340.00 plus vat.
- **Resolution:** To accept the above required work and cost
Proposed Cllr Aldridge, seconded Cllr Hooper, unanimously **resolved**
- 25/143A** **Correspondence** - There was none
- 25/144A** **Budget**
- 25/144.1A It was unanimously **resolved** to approve the detailed Receipts and Expenditure Analysis as at 28th February 2026
- 25/144.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 28th February 2026
- 25/144.3A Allocation of Provisions to be carried over to the next Financial Year were considered.
- The following would be recommended to Full Council:
Change the contingency budget to £20,000.00 from a 10% of yearly budget
Remove the following provision lines – Card Reader for office and public toilets £500; Electric supply in Public Conveniences £500; Parish Signage £499; Safer Highstreet Grant £517.18 and Youth Parish Council Grant from SCC £500 – noting the last two items could be recalled by Somerset Council at any time.

- 25/145A Bank Reconciliation**
It was unanimously **resolved** Cllr Vaughan, as being present at the meeting, would carry out the bank reconciliation for February 2026
Proposed Cllr Hooper, seconded Cllr Aldridge, unanimously **resolved**.
- 25/146A Accounts for Payment**
It was **resolved** to agree the payments on the attached list
Proposed Cllr Hooper, seconded Cllr Shattock
- 25/147A SID (Speed Indicator Device) reporting**
Members reviewed pricing options for retrieving SID data via a dedicated platform against a Bluetooth-enabled device. It was acknowledged that whilst the platform offered the most streamlined method for data collection, members expressed concern regarding the high cost in relation to the intended use of the data.
- **Resolution:** To purchase a Bluetooth enabled device, to a cost of £250.00 + vat. It was further agreed that data downloads for each device would be conducted on a bimonthly schedule.
Proposed Cllr Aldridge, seconded Cllr Vaughan, **resolved** with four in favour and one against
- 25/148A A resolution was passed to exclude the press and public from the remainder of the meeting, due to Personnel matters**
Proposed Cllr Hooper, seconded Cllr Shattock, unanimously **resolved**
- 25/149A Staff Resignation**
The Memorial Ground and Pavilion Co-ordinator had resigned from their position, with a one-month notice period. After a discussion, it was **resolved** to increase the hours for the Clerk by up to an extra six hours per week and the Assistant to the Parish Clerk hours to increase by ten hours per week, on a temporary basis. The Personnel Committee would meet to actively work with proposed management committee, to confirm what the role would undertake and review within three months. Proposed Cllr Aldridge, seconded Cllr Shattock.
Cllr Hooper counter proposed the position was advertised within one month. No seconder as members felt this would be an unrealistic timescale.
Cllr Payne counter proposed to advertise as soon as possible and review within three months, this was seconded by Cllr Shattock and unanimously **resolved**.
The Cleaning Contract would be advertised – proposed Cllr Shattock, seconded Cllr Payne and unanimously **resolved**
- 25/150A The confidential item having concluded, the meeting was reopened to the press and public. The Clerk invited members of the press and public to re-enter; none did so**
- 25/151A Matters for the next meeting to be held on Monday 20th April 2026**

Meeting closed at 8.47pm

Signed as a true and correct record ... Cllr Payne Dated 20th April 2026