



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

13th May 2026

You are hereby summoned to attend a meeting of the Finance and Administration Committee of Williton Parish Council to be held on **18th May 2026, at 7pm**, 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

The meeting will be recorded

26/01A Election of Chairman of Finance and Administration Committee

26/02A Election of Vice Chairman of Finance and Administration Committee

26/03A To note apologies for absence and approve reason, where appropriate

26/04A Health and Safety, Including Housekeeping

26/05A 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)*

26/06A Minutes of the Finance and Administration Committee meeting held on 20th April 2026 for approval.
(sent with Parish Council papers)

26/07A Matters from the Minutes – for the purpose of report only

26/08A Correspondence

26/09A Parish Office

26/09.1A Damp in office - update

26/09.2A Annual Fire Extinguisher service – booked to be undertaken on 21st May 2026 – to note

26/10A Budget

26/10.1A Detailed Receipts and Expenditure Analysis as at 30th April 2026 (attached)

26/10.2A Summary of Provisions as at 30th April 2026 (attached)

26/11A Bank Reconciliation for April 2026 (to agree for Councillor to sign)

26/12A AGAR – Annual Governance and Accountability Return – for Internal Auditor before being presented to Full Council (attached)

26/13A Internal Year End Accounts 2025-2026 – for consideration before submission to Full Council (attached)

26/14A Accounts for payment (final copy to be given at the meeting)

26/15A Bank Signatories – to consider additional signatories

26/16A To consider requesting Bus Shelter provision for passengers returning from hospital appointments at Blackbrook, Taunton

26/17A Bellamys Corner

Insurance company has been asked to clarify public liability – response awaited

- 26/18A Insurance Renewal**
- 26/19A Williton Window - update**
26/19.1A Website and Email addresses
- 26/20A Former Library Building**
26/20.1A Business rates update
26/20.2A Public Toilet Contract Termination Timing and update from working group
- 26/21A Youth Club – to consider extra hours of Pavilion hire for set up**
- 26/22A Matters for the next meeting – to be held on Monday 15th June 2026**