

WILLITON PARISH COUNCIL

**Minutes of the Finance and Administration Committee Meeting held on
Monday 20th April 2026 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.**

Attendees:

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

Apologies:

Councillors	Vaughan and Whetlor (Personal reasons)
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25/152A It was advised the meeting would be recorded

25/153A Apologies as noted above and reasons for absence approved
Proposed Cllr Shattock, seconded Cllr Aldridge, unanimously **resolved**

25/154A **Health and Safety, including Housekeeping** - No H&S issues were raised

25/155A **Declarations of Interest** – There were none

Name	Agenda Item	Interest	Action
Cllr Aldridge	25/158.5A	Other, non-pecuniary	Advised meeting

25/156A **Approval of Minutes of the Finance & Administration Committee Meeting held on 16th March 2026**

- **Resolution:** To approve the minutes.
Proposed Cllr Hooper, seconded Cllr Shattock, unanimously **resolved**

25/157A **Matters from the Minutes** – for the purpose of report only

25/157.1A (Item 25/326) Full Council had agreed the allocation of Provisions to be carried over to the next financial year - noted

25/158A **Correspondence**

At the request of the Chairman and with agreement from members, item 25/158.5A was moved to the next item, due to potential impact on 25/158.1A

25/158.5A Notification of closure as of 30th April 2026 had been received from West Somerset Advice Bureau due to financial reasons. It was noted that the £4,000.00 which had been allocated in the 2026/2027 budget, would therefore be surplus. The potential impact on residents was noted. The Chairman advised this had been discussed at the recent LCN (Local Community Network) meeting and that the Talking Café (Village Agents) were anticipating extra requests for assistance

Cllr Aldridge advised there may be a possibility of a request for part funding, of approx. £330.00 to enable the Bureau to run until the end of April, but none had been received to date.

25/158.1A The request from Talking Café to fund an extra 15 minutes of hire of the Brendon Room, to enable access to be gained from 12.45pm, was discussed

- **Resolution:** To fund the extra £2.50 per week, to cover the extra 15 minutes and enable earlier access, due to the potential extra workload, due to the Advice Bureau funding no longer being required
Proposed Cllr Aldridge, seconded Cllr Shattock, unanimously **resolved**

25/158.2A Notification had been received from Santander to advise that the interest rate would reducing from 1.00% to 0.80% - noted

25/158.3A The first half of the precept, £107,000.00 had been received from Somerset Council - noted

25/158.4A Formal 2025 valuation results for Somerset Council Pension Fund had been circulated - noted

- 25/158.6A A letter had been received from a neighbour regarding the water supply
- **Resolution:** To forward to the Former Library Working Group for further investigation and request the findings are reported to Full Council, not FAC
Proposed Cllr Hooper, seconded Cllr Shattock, unanimously **resolved**
- 25/158.7A A request had been received from the LCN (Local Community Network) to submit a letter regarding bus route access to Musgrove Park Hospital. It had been reported in the local press earlier in the day, to confirm this had been agreed
- **Resolution:** To agree with the suggested letter and submit as requested
Proposed Cllr Hooper, seconded Cllr Shattock, unanimously **resolved**
- Notification of Business rates had been received for the Parish Office, toilet store and former library.
- **Resolution:** To request a reduction of the business rates for the Former Library, due to undertaking refurbishment and pay the remainder of the rates on a monthly, direct debit basis.
Proposed Cllr Aldridge, seconded Cllr Hooper, unanimously **resolved**
- 25/159A Parish Office**
- 25/159.1A Water Supply – discussed under 25/158.6A
- 25/159.2A Damp in the office – B Walsh and Sons quotation had been accepted, and a date was awaited as to when the work would be carried out
- 25/159.3A Annual Fire Extinguisher service – the continuation with the current contractor was discussed.
- **Resolution:** To remain with the current contractor, due to good service received
Proposed Cllr Aldridge, seconded Cllr Hooper, unanimously **resolved**
- 25/160A Budget**
- 25/160.1A It was unanimously **resolved** to approve the detailed Receipts and Expenditure Analysis as at 31st March 2026, noting the overspend on some budget lines
- 25/160.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 31st March 2026, with an overall underspend on budget
- 25/161A Bank Reconciliation**
- It was unanimously **resolved** Cllr Vaughan, would be requested to carry out the bank reconciliation for March 2026
Proposed Cllr Hooper, seconded Cllr Shattock, unanimously **resolved**.
- 25/162A Accounts for Payment**
- It was **resolved** to agree the payments on the attached list, noting these would be made by faster payment
Proposed Cllr Hooper, seconded Cllr Shattock
- 25/163A SID (Speed Indicator Device) reporting**
- No update
- 25/164A Bellamys Corner**
- The Clerk advised yet another chasing email had been sent to Cllr Davies (Somerset Councillor), Cllr Bill Revans (Leader of Somerset Council), County Road and Road Records requesting an update regarding the expired lease and the reported issues with the boundary wall being 'blown' – no replies had been received. The Parish Council had previously been advised to continue under the terms of the previous lease. The insurance company would be contacted with an update and request for advice on public liability cover.

25/165A Insurance Renewal

25/165.1A Quotations would be sought for consideration

25/166A Williton Window

Cllr Aldridge advised he had visited businesses around Fore Street and had received positive responses and would continue to visit others for advertisements. It would be promoted at the Parish Assembly, to the clubs and organisations. The first edition would be published in June

25/167A Matters for the next meeting to be held on Monday 18th May 2026

Bank Signatories

Bus shelter provision for passengers returning from hospital appointments at Blackbrook

Meeting closed at 7.50pm

Signed as a true and correct record Cllr Payne Dated 18th May 2026