

WILLITON PARISH COUNCIL

**Minutes of the Finance and Administration Committee Meeting held on
Monday 18th May 2026 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.**

Attendees:

Councillors Payne (Chairman), Aldridge, Shattock and Vaughan
Public None
Other Mrs Michelle Francis (Parish Clerk & RFO)
Cllr Whetlor – with no voting rights

Apologies:

Councillors Hooper (Personal reasons)

It was advised the meeting would be recorded

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

Cllr Payne advised he would be happy to stand again, as there were no other nominations, Cllr Payne was elected as Chairman
Proposed Cllr Shattock, seconded Cllr Payne, **resolved** with one abstention

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

Cllr Vaughan was elected as Vice-Chairman
Proposed Cllr Payne, seconded Cllr Aldridge, unanimously **resolved**

26/03A Apologies were noted above and reasons for absence approved**26/04 Health and Safety, including Housekeeping**

Cllr Shattock raised the complaint which had been received regarding the water storage tank in the Pavilion, this would be discussed in further detail at the next WWMRG Charity meeting, but it was noted that monthly testing of temperatures was being undertaken and that the valve lowered.

The playground gates and hinges were rotten and required urgent replacement, repairs would be carried out as soon as possible, under delegated authority ensure compliance with ROSPA and Health and Safety regulations

26/05 Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Aldridge	26/10.2A & 26/19.1A	Other, non-pecuniary	Advised meeting
Cllr Payne	26/14A	Pecuniary	Did not vote on personal reimbursement
Cllr Whetlor	26/14A	Other, non-pecuniary	Advised meeting

26/06A Approval of Minutes of the Finance & Administration Committee Meeting held on 20th April 2026

- **Resolution:** To approve the minutes.
Proposed Cllr Aldridge, seconded Cllr Shattock, one abstention

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

There were none

26/08A Correspondence

Notification had been received of the SLCC Regional Training Seminar taking place on 3rd June 2026.

- **Resolution:** It was agreed the Clerk and Assistant to the Clerk could attend at a cost of £220.00 + vat.
Proposed Cllr Aldridge, seconded Cllr Shattock, unanimously **resolved**

Cllr Payne advised he had been invited to a HPC networking event, as a result of the funding for the play equipment and that he would attend on behalf of the Parish Council

26/09A Parish Office

26/09.1A Damp in the office – B Walsh and Sons had carried out the repointing work on the outside of the building

26/09.2A Annual Fire Extinguisher service had been booked to be undertaken on 21st May 2026 – noted. It was noted the library would need to be surveyed

The Clerk reminded members repairs were required on the office roof

26/10A Budget

26/10.1A It was unanimously **resolved** to approve the detailed Receipts and Expenditure Analysis as at 30th April 2026. It was noted a separate spreadsheet would be produced for the Former Library renovations and upon receipt of tender's budget lines and allocations would be considered

25/10.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as at 30th April 2026.

The £6,500.00 granted to WWMRG Charity for costs associated with running the Memorial Ground, would be held in provisions; proposed Cllr Vaughan, seconded Cllr Shattock

26/11A Bank Reconciliation

It was **resolved** Cllr Vaughan, would carry out the bank reconciliation for April 2026
Proposed Cllr Payne, seconded Cllr Aldridge

26/12A AGAR – Annual Governance and Accountability Return

To be presented to Full Council for approval, upon return from Internal Auditor - noted

26/13A Internal Year End Accounts 2025-2026

To be presented to Full Council for approval - noted

26/14A Accounts for Payment

It was **resolved** to agree the payments on the attached list
Proposed Cllr Shattock, seconded Cllr Aldridge

26/15A Bank Signatories

Cllr Hooper had requested removal from being a signatory.
It would be recommended to Full Council that Cllrs Vaughan and Whetlor become signatories, therefore, increasing to five members, with any two to sign.

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

Cllr Aldrige highlighted and explained the above issues, of no shelter provision and no highlighted bus stop.

- **Resolution:** To write to Somerset Council and the Health Trust to request a bus stop notice and bus shelter. To request support from surrounding parishes and the LCN (Local Community Network)
Proposed Cllr Payne, seconded Cllr Aldridge, unanimously **resolved**

26/17A Bellamys Corner

Cllr Davies, Somerset Councillor had raised this issue at the recent Somerset Council meeting and had been informed it would be raised with the appropriate department

A reply had been received from Zurich Insurance stating: *“With regards to your query on the triangle of land, in order for your public liability to cover this there would need to be valid insurable interest and an agreement/contract in place to confirm you are responsible for insuring it. If there is an agreement in place, and your council was found liable then your policy would react”.*

It was therefore resolved to write to Somerset Council with the following: *“Williton Parish Council would like confirmation that Somerset Council accept liability for anything that happens on their land, namely Bellamys Corner, and that it is covered under Somerset Council Public Liability insurance”*

26/18A Insurance Renewal

Quotations were still being sought and would therefore be presented to Full Council

26/19A Williton Window

Cllr Aldridge advised that adverts were being placed but more were required to cover the whole of the 12 months.

26/19.1A Website and email addresses – Cllr Aldridge had obtained a price from Freeola for a domain name, website and email addresses.

- The domain name willitonwindow.org.uk had been purchased at a cost of £4.00 + vat for 12 months
- Ongoing cost of £7.50 + vat per quarter for unlimited email addresses @willitonwindow.org.uk with 4GB of storage, which includes a simple 1-page website which would be hosted for free, where the PDF versions of the magazine would be available.

- **Resolution:** It was agreed to proceed with the above, with payment via direct debit. Authorising the Editors to decide upon email addresses
Proposed Cllr Payne, seconded Cllr Vaughan, **resolved** with one abstention

26/20A Former Library Building

26/20.1A Business Rates update – a reply was awaited from Somerset Council

26/20.2A Public Toilet Contract Termination Timing was discussed. It was noted the relocation had been included with the cleaning contract and termination of the lease with Somerset Council had been agreed during the purchase process, with the requirement to cease within 18 months of purchase date.

A verbal update from the working group was given. Design concepts had been received from the architect which the group had considered. A meeting would be held on the 29th of May with the architect and JHC Surveying, where the suggestions would be discussed in detail. It was noted that an Illuminance Survey, Asbestos Survey and Drainage Survey would be required.

26/21A Youth Club

As the Trustee had withdrawn the 15 minutes free admission before bookings, the Youth Club had requested extra funding for this time, to allow sufficient time to set up.

- **Resolution:** To fund the extra 15 minutes at a cost of £3.50 per week, to enable earlier access
Proposed Cllr Aldridge, seconded Cllr Shattock, unanimously **resolved**

26/22A Matters for the next meeting to be held on Monday 15th June 2026

Meeting closed at 8.52pm

Signed as a true and correct record Cllr Payne Dated 15th June 2026