



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

Email: clerk@willitonpc.org.uk

Dear Councillor

16th September 2026

You are hereby summoned to attend a meeting of the Finance and Administration Committee of Williton Parish Council to be held on **21st September 2026, at the rising of the Parish Council meeting** 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

To advise the meeting will be recorded

26/54A To note apologies for absence and approve reason, where appropriate

26/55A 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)*

26/56A Health and Safety, Including Housekeeping

26/56.1A Damage to ridge roof tile and slipped tiles on Children's Play Area Memorial Shelter building – company had been contacted to repair

26/57A Minutes of the Finance and Administration Committee meeting held on 20th July 2026 for approval
(attached)

26/58A Matters from the Minutes – for the purpose of report only

26/58.1A (Item 26/16A) Bus Stop Signage and Shelter Provision at Blackbrook, Taunton - no reply to date to letters sent to Somerset Council and Somerset NHS Foundation Trust – to consider how the committee wishes to proceed

26/59A Correspondence

26/59.1A Forms to change bank signatories – for completion and signing

26/59.2A Remittance Advice from Somerset Council – second part of precept

26/59.3A Nationwide Building Society – Important Information required for Tax Purposes – for agreement and signing

26/59.4A Community Heartbeat – to consider renewal of 'Rescue Ready Plan' - attached

26/59.5A SALC Notification - *The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2026-27 to be implemented from 1 April 2026 (3.3% pay award) to be backdated*

26/59.6A PWLB Repayment Notice

26/60A Parish Office

26/60.1A Repairs to roof – update – undertaken 16th September 2026

26/60.2A Repairs to internal wall after water ingress – update – undertaken 16th September 2026

26/60.3A IT issues – British Telecom had been instructed to install fibre, but problems with getting infrastructure to the building kept delayed installation. Equipment was being investigated

26/61A Budget

26/61.1A Detailed Receipts and Expenditure Analysis as of 31st July 2026 and 31st August 2026 (attached)

26/61.2A Summary of Provisions as of 31st July 2026 and 31st August 2026 (attached)

26/61.3A Allocation set aside for WWMRG running costs of the ground (attached)

26/62A Bank Reconciliation for July and August 2026 (to agree for Councillor to sign)

26/63A Accounts for payment (final copy to be given at the meeting)

26/64A Savings Accounts - to consider opening notice savings accounts (attached)

- 26/65A** **Bellamys Corner** – to receive any update – latest emails sent 11th August and 9th September 2026 – no response to either
- 26/66A** **Williton Window**
- 26/67A** **Former Library Building**
26/67.1A Renovation Expenditure Analysis (attached)
26/67.2A Library Funding Balance (attached)
26/67.3A To receive a verbal report from the Working Group meeting held on 21st September 2026
26/67.4A Consideration to removal of restricting covenant on Parish Office deeds
26/67.5A Confirmation of utility companies supplying gas and electricity and term of contract
- 26/68A** **Financial Strategic Plan** – To receive a paper from Cllr Aldridge
- 26/69A** **Standing Orders** – for recommendation to Full Council (attached)
- 26/70A** **Matters for the next meeting – to be held on Monday 19th October 2026**
Tender for Cleaning Contract of Public Toilets and Parish Offices
Review Internal Auditor Provision