



WILLITON PARISH COUNCIL

2 Killick Way, Williton, Somerset TA4 4PY

Tel: 01984 633979

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Dear Councillor

14th October 2026

You are hereby summoned to attend a meeting of the Finance and Administration Committee of Williton Parish Council to be held on **19th October 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

To advise the meeting will be recorded to assist with the production of minutes

26/71A To note apologies for absence and approve reason, where appropriate

26/72A 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)*

26/73A Health and Safety, Including Housekeeping

26/73.1A Damage to ridge roof tile and slipped tiles on Children's Play Area Memorial Shelter building – company had been contacted to repair

26/74A Minutes of the Finance and Administration Committee meeting held on 21st September 2026 for approval
(attached)

26/75A Matters from the Minutes – for the purpose of report only

26/75.1A (Item 26/59.4A) Defibrillators – Community Heartbeat Rescue Ready Plan

26/75.2A (Item 26/69A) Standing Orders – Full Council had agreed the recommendation to adopt as amended – to note

26/76A Correspondence

26/76.1A Request from Citizens Advice Bureau for a Service Level Agreement (attached)

26/76.2A Elan City – advising warranty would expire February 2027 – to consider extending

26/77A Parish Office

26/78A Budget

26/78.1A Detailed Receipts and Expenditure Analysis as of 30th September 2026 (attached)

26/78.2A Summary of Provisions as of 30th September 2026 (attached)

26/78.3A Allocation set aside for WWMRG running costs of the ground (attached)

26/78.4A Draft Budget Considerations for 2027/2028 (attached)

26/78.5A Christmas Events – to include trees and lights

26/79A Bank Reconciliation for September 2026 (to agree for Councillor to sign)

26/80A Accounts for payment (final copy to be given at the meeting)

26/81A Savings Accounts

26/81.1A To consider options, including CCLA (Churches, Councils and Local Authorities)

26/82A Bellamy's Corner – to receive an update

26/83A Williton Window

- 26/84A Former Library Building**
26/84.1A Renovation Expenditure Analysis (attached)
26/84.2A Library Funding Balance (attached)
26/84.3A To receive a report from the Working Group meeting held on 13th October 2026
26/84.4A Consideration to removal of restricting covenant on Parish Office deeds - update
- 26/85A Tender for Cleaning Contract of Public Toilets and Parish Offices**
- 26/86A Review Internal Auditor Provision**
- 26/85A Matters for the next meeting – to be held on Monday 16th November 2026**