

WILLITON PARISH COUNCIL

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

Attendees:

Councillors	Payne (Chairman), Aldridge, Hooper, Shattock, Vaughan and Whetlor (arrived 7.04pm)
Public	None
Other	Mrs Michelle Francis (Parish Clerk & RFO)

Apologies:

Councillors	Whetlor – (would arrive late as attending another meeting)
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It was advised the meeting would not be recorded

26/38A Apologies were noted above and reasons for absence approved

26/39A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Payne	26/47A	Pecuniary	Did not vote on personal reimbursement

26/40A Health and Safety, including Housekeeping

The Chairman advised staff had been instructed to work from home, if the heat became excessive in the office

26/41A Approval of Minutes of the Finance & Administration Committee Meeting held on 15th June 2026

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

(Cllr Whetlor arrived at 7.04pm)

26/42A Matters from the Minutes – for the purpose of report only

26/42.1A (Item 26/73.5) Mileage Allowance Policy – Full Council had accepted the recommendation to adopt the policy - noted

26/43A Correspondence

26/43.1A The following advice had been received from NALC and Somerset Council regarding the publishing of Councillor home addresses – “From 29 June 2026, the change in legislation under Section 32A of the Localism Act 2011 requires all councillors to opt-in to publishing their home addresses. Somerset Council continues to hold all registers internally for transparency and oversight, and to manage any potential conflict of interests. We will publish updated parish and town records when consent has been clarified with councillors via their clerk. If a copy of a current register of interest is required, please contact the relevant clerk”.

The Clerk confirmed no personal details were published on the website, noticeboards or disclosed in any other way; only the councillor email addresses were available on the website.

26/44A Parish Office

26/44.1A Repairs to the roof - B Walsh and Sons had been contacted to undertake the work - a start date for commencement was still awaited – noted

26/44.2A Repairs to the internal wall after water ingress - B Walsh and Sons had been contacted to undertake the work - a start date for commencement was still awaited – noted

26/44.3A IT Issues – a verbal report was given on recent problems with internet connection and Wi-Fi within the office, due to fibre installation. The clerk would investigate new IT system and equipment

26/45A Budget

26/45.1A It was unanimously **resolved** to approve the detailed Receipts and Expenditure Analysis as of 31st May 2026 and 30th June 2026.

It was noted the Chairman had been contacted by Citizens Advise, requesting a meeting to discuss a potential Service Level Agreement, therefore, the allocation for CAWS would remain

- 25/45.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as of 31st May 2026 and 30th June 2026
- 26/46A Bank Reconciliation**
It was **resolved** Cllr Vaughan, would carry out the bank reconciliation for June 2026.
Proposed Cllr Hooper, seconded Cllr Shattock
- 26/47A Accounts for Payment**
It was **resolved** to agree the payments on the attached list
Proposed Cllr Vaughan, seconded Cllr Whetlor
(Cllr Payne abstained from personal re-imbursement only)
- 26/48A Bellamy's Corner**
Full Council had endorsed the recommendation to either lease or purchase Bellamy's Corner dependent on the terms and conditions offered, and receipt of confirmation that Somerset Council would be liable for any costs they incurred if the purchase was aborted. This had been relayed to Somerset Council and a response was awaited
- 26/49A Williton Window**
Cllr Aldridge informed the first edition had been well received and that new adverts continued to be placed. Cllr Aldridge thanked Cllr Schmieder for taking the lead with the project.
- 26/50A Former Library Building**
26/50.1A The Working Group continued to hold weekly meetings, and a verbal update was given. This included that data sheets were being populated and that Mechanical and Engineering Services (ME) would be required, for which a quotation had been requested. It was agreed an Extra Ordinary meeting of Full Council would be held on Monday 27th July to agree plans prior to planning permission submission.
It was noted that Air Conditioning would be a requirement, due to climate change
- 26/51A Financial Strategic Plan**
Cllr Aldridge would produce a paper for consideration
- 26/52A Consolidation of WPC and Charity ground maintenance budgets for 2027/2028**
A discussion took place, with which the Clerk as Proper Officer strongly disagreed and advised members to keep accounts separate, for the purpose of transparency and that it may be looked upon as VAT avoidance.
Cllr Aldridge stated the charity was a separate legal body and agreed the accounts should be kept separate.
Cllr Vaughan proposed that the ground maintenance budgets of the WWMRG Charity and Parish Council were merged, seconded by Cllr Hooper.
Before the vote, the Chairman reminded members of this was against the recommendation given by the Proper Officer.
The motion failed with 2 votes in favour and 4 votes against
- 26/53A Matters for the next meeting to be held on Monday 21st September 2026**

Meeting closed at 8.00pm

Signed as a true and correct record ...Cllr Payne Dated 21st September 2026