

WILLITON PARISH COUNCIL

Minutes of the Finance and Administration Committee Meeting held on
Monday 21st September 2026 at 7.00pm, in the Parish Office, 2 Killick Way, Williton.

Attendees:

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

Apologies:

Councillors None

It was advised the meeting would be recorded

26/54A There were no apologies

26/55A Declarations of Interest

Name	Agenda Item	Interest	Action
Cllr Payne	26/61.1A	Pecuniary	Did not vote on personal reimbursement
Cllr Vaughan	26/61.1A	Pecuniary	Did not vote on personal reimbursement

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 – a company had been contacted to make repairs; if no response it was agreed to another business for the repairs to be undertaken as soon as possible.

Cllr Vaughan reported the footpath in the children's play area had cracked and sunk – Cllr Shattock would investigate

26/57A Approval of Minutes of the Finance & Administration Committee Meeting held on 20th July 2026

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

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 response had been received to the letters that had been sent to Somerset Council and Somerset NHS Foundation Trust – it was **resolved** to pass this onto the LCN (Local Community Network) and remove from this agenda

26/59A Correspondence

- 26/59.1A** Forms were ready for the change of bank signatories – Councillors would be asked to attend the office for completion; Cllr Payne would investigate if the changes were possible online
- 26/59.2A** A remittance advice had been received from Somerset Council for the second payment of the precept - noted
- 26/59.3A** Nationwide Building Society – A form regarding "Important Information required for Tax Purposes" had been received, completed and was ready for councillor signature – agreed this would be undertaken
- 26/59.4A** Community Heartbeat – the renewal of Rescue Ready Plan was considered at a cost of £195 + vat. It was resolved to request a price to cover all three defibrillators (parish office, SPAR and Pavilion) with a budget set of £400.00. If the amount was over this limit, to refer back to the October meeting. Proposed Cllr Hooper, seconded Cllr Shattock, unanimously **resolved**
- 26/59.5A** SALC Notification – The National Joint Council for Local Government Service (NJC) had agreed the new pay scales for 2026-2027 to be implemented from 1st April 2026 (3.3% pay award) to be backdated – noted and would be implemented as per contracts
- 26/59.6A** PWLB Repayment Notice had been received - noted

26/60A Parish Office

- 26/60.1A Repairs to the roof had been undertaken on the 16th of September 2026 – noted
- 26/60.2A Repairs to the internal wall after water ingress had been undertaken on the 16th of September 2026 – noted
- 26/60.3A IT Issues – BT had advised that delays had occurred regarding the installation of fibre – it would be advised when this had been completed

26/61A Budget

- 26/61.1A It was unanimously **resolved** to approve the detailed Receipts and Expenditure Analysis as of 31st July 2026 and 31st August 2026.
- 25/61.2A It was unanimously **resolved** to approve the Financial Reserve Estimated Provisions, as of 31st July 2026 and 31st August 2026
- 26/61.3A It was unanimously **resolved** to note the allocation set aside from WWMRG running costs of the ground

26/62A Bank Reconciliation

It was **resolved** Cllr Whetlor, would carry out the bank reconciliation for July and August 2026. Proposed Cllr Vaughan, seconded Cllr Aldridge

26/63A Accounts for Payment

It was **resolved** to agree the payments on the attached list
Proposed Cllr Hooper, seconded Cllr Aldridge
(Cllrs Payne and Vaughan abstained from personal re-imbursement only)

26/64A Savings Accounts

Members were advised of the savings rates from Nationwide Building Society. It was agreed to investigate savings accounts with CCLA (Churches, Councils and Local Authorities)

26/65A Bellamy's Corner

A response had been received from Somerset Council stating the request would be referred to the Asset Management Group as a potential disposal and had requested a proposal to acquire the land. It was resolved to respond that as the land had no commercial value, to request Somerset Council to honour the previous agreement of £1, noting that the Parish Council had previously paid for the legal fees, or the request for a lease. It was further noted that this would be subject to having no liability for the repair of the walls, as previously reported.

26/66A Williton Window

Cllr Aldridge confirmed Issue 3 was currently with the printers; the next edition would be in December. The editors were very conscious of the need to continue obtaining new advertising. It was advised that a list of useful telephone numbers would be included in future editions, such as the Doctors; also, a list of clubs/organisations with contact details. Articles were requested and would be gratefully received

26/67A Former Library Building

- 26/67.1A It was unanimously **resolved** to note the Renovation Expenditure Analysis
- 26/67.2A It was unanimously **resolved** to note the Library Funding Balance
- 26/67.3A Cllr Payne read the notes from the Working Group meeting held earlier in the day
- 26/67.4A There was currently a restrictive covenant on the current Parish Office deeds, that the building could not be used for a solicitors or estate agent. It was resolved the clerk would write to Risdon Solicitors, who had instigated the covenant, and ask if they would release the covenant and that the Parish Office would cover associated legal fees. Proposed Cllr Aldridge, seconded Cllr Whetlor, unanimously **resolved**
- 26/67.5A It was noted that EDF gas were the new suppliers for gas; the electricity required sorting

26/68A Financial Strategic Plan

Item deferred for Cllr Aldridge to produce a paper for consideration

26/69A Standing Orders

Amendments to the standing orders, in line with the model standing orders from NALC, were considered. It was unanimously **resolved** to recommend the amendments to Full Council. Proposed Cllr Whetlor, seconded Cllr Aldridge.

26/70A Matters for the next meeting to be held on Monday 19th October 2026

Meeting closed at 9.02pm

Signed as a true and correct record Dated

DRAFT