



2019 -2020

Schedule of Grants

Month	Organisation/Group	Amount: £	Feed back:
April 2019	Courtfields Pre-school	500.00	No report received
	Waterloo Road Community Pre-School	250.00	No report received
May	Wellington Museum and Local History Society	750.00	<p>John Angus Hon. Treasurer Reported: The £750.00 Grant is to cover the Rent that the Museum pays to the Town Council. This goes back a number of years, the District Auditor advised the then Town Clerk to increase the Rent to £1000 then the Museum get a Grant for £750, leaving the status quo of the Museum paying £250. He suggested this under the regulations at that time.</p> <p>The details of the 2019 visitors etc were included with the 2020 Grant Application for a Grant for the same purposes to help cover the Rent.</p> <p>The National Trust has received a lot of help regarding the Monument which they are undertaking from the Museum and providing a tour of the Museum by the Duke of Wellington when he visited the Town.</p>

AGENDA ITEM NO.
15B



	<p>Wellington Majorettes:</p>  	<p>1000.00</p>	<p>Louise Brierley Reported: The grant we received last May, was to enable us to finally complete a long term fundraising plan to purchase a trailer to transport all the majorettes equipment and uniforms to events, as we had been using cars and the equipment was all over Wellington! We have and hope to continue to have a team of 46 young members aged from 3 years to 18 years, when we can return, we also have adult members within the team as well. The trailer is also used in carnivals and we have had it sign-written with our information and logos from our various supporters. It really has added value to our team, for the ease of getting all our equipment to all the local events and also adds to our professional status when representing our town in other areas where we perform. I have added a few photos of our trailer, which you will notice has the town crest on both sides. Thank you to Wellington Town Council for your continued support, without this grant we would have been looking at another year or 2s fundraising!</p>
<p>Wellington in Bloom</p>		<p>1500.00</p>	<p>Isabel Ward reported – see attached</p>



	Reminiscence Learning (Defibrillator)	1301.00	<p>Fiona Mahoney, Chief Executive Reported: Your grant has enabled us to deliver Forest School Plus/ Midweek Magic and Singing with Friends sessions.</p> <p>Forest School Plus</p> <ul style="list-style-type: none">• Maintained a routine of activities for our clients to engage in during holiday breaks from Otterhead Forest School.• The sessions have encouraged clients to make use of the local facilities and walks we have in the local area. This included visiting Wellington Park, The Basins, Wellington Museum and use of local nurseries and cafes in the town.• By providing these sessions it has encouraged clients to join us that had not used our services before.• The sessions allowed members of the group to share their knowledge with the other clients. This gave a sense of achievement within the group and self-confidence grew with clients wanting to support each other.• Our group was mainly Wellington based clients although we did have four clients that took part in some of the sessions from Taunton.• Our group size was approximately 12 per session.• One member of the group has shown a large growth in confidence and knowledge, using skills that they have gained through Forest School and Forest School Plus, enabling them to take on tasks and challenges, both with in the sessions and in their own home environment. They have taken on larger projects and have researched in their own time to be able to share with the group other ways of completing the tasks.
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		<p>Midweek Magic / Singing With Friends</p> <ul style="list-style-type: none">• These community sessions have encouraged members of the community to socialise in a safe environment, to make new friendships and open up a range of activities that they would not of know about before taking part in this session.• Many clients who have attended Midweek Magic / Singing with Friends have gone on to attend other services we provide including Respite Activity Sessions, Forest School, Forest School Plus, Dementia Friendly Restaurant and Practical Dementia Advice For Family Carers.• The Midweek Magic and Singing with Fiends sessions have all been a great support to family carers where they have been able to share their worries and knowledge with people who are going through the same or similar experiences. This all takes place in a safe and friendly atmosphere where people feel supported and at ease.• Clients have been able to take part in a variety of activities and learn new skills Including chair-based tap dancing, fabric printing and flower arranging.• We have been entertained by children from local schools and have enjoyed the interaction with groups they wouldn't normally have the opportunity to socialise with. <p>Your grant has made such a difference to our clients and the local community, who benefit greatly from services such as the above, which we are able to provide with your support.</p>
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	Skintight Samba	500.00	<p>Lisa Goodman Reported: The grant money was extremely helpful and went towards new instruments and repair of old ones plus adverts for new members.</p> <p>We had 6 new players come for taster workshops and of these 4 joined the band. Two players were completely new to any music groups but due to stopping practices in April I can't say yet whether there are any success stories.</p> <p>I hope this is helpful and I would be happy to provide more information if needed.</p>
	June		
	July	500.00	No report received
	August	6000.00	Rhonda Lovell, Director and Founder reported: see attached
		2997.07	No Report received
	Resilience Voyage Drugs Bus	920.00	<p>Louise Fyne (Avon & Somerset Police) reported: I organised the Bus to come to Wellington Street Fayre and Pop up shop week April and June.</p> <p>These events have been paid for but are now owed due to the cancellations during this unprecedented era Covid 19</p>
	Life Education Wessex	900.00	No report received
September			



October	<p>Wellington Tennis Club:</p> 	<p>5000.00</p>	<p>Sue Rackley Chairman reported: The £5000 grant from Wellington Town Council enabled Wellington Tennis Club to build the third tennis court as it helped towards our £55000 costs.</p> <p>The first two phases have been completed - demolition of practice court and excavation and building of court with fencing- and we will be completing phase 3 - applying the final layer of tarmac and painting the court - once workmen can return on site as soon as possible after the lockdown.</p> <p>This third court will a real difference as more juniors can be enrolled in our junior coaching sessions and will learn singles as there'll be more court room. Club nights will enable some singles play as well and no sitting out for players waiting to go on the court.</p> <p>When matches are on, members can still play on the third court and more public bookings slots will be available as well. We can hold bigger tournaments as well and reintroduce junior matches as they took too long before to complete with juniors sitting and waiting their turn to play.</p> <p>We have launched online booking from our website and reopened for singles play or families only, after the lockdown and already we have taken 10 public bookings from new users and this will definitely increase due to continued promotion of the third court on local social media sites.</p> <p>Please take a look at our website. https://clubspark.lta.org.uk/WellingtonTennisClub</p> <p>Many many thanks for supporting us.</p>
	TT Community Garden	1679.60	Helen Gillingham reported – see attached



	Jackdaws Educational Trust	200.00	<p>Saffron Van Zwaneberg reported: that despite the Covid lockdown some of the delivery for this project took place, unfortunately the remainder of the project was due to happen either side of the Easter school holiday so that was unable to happen and given the ongoing nature of the limited return to school, travel restrictions and social distancing measures there will be no possibility of re-scheduling before the end of this academic year. However all 5 schools that were involved in the project took part in the preliminary workshops in their schools in Jan/Feb (involving 200 children) and accessed the teaching resources that support the programme. The impact of this are the widely acknowledged benefits of taking an active part in singing and acting which lead to increased confidence/self-esteem and other benefits such as better able to concentrate etc.</p> <p>The funding for this project was spent during the delivery of the preliminary work.</p> <p>We hope to be able to include these schools again next year in order for them to have the full experience but this will be funning dependent.</p>
November	Wellington Boots Walking Football	118.93	
	West Somerset are Quakers Celebration of Light	241.00	Sue Duffen Reported – see attached
December	Wellington Cricket Club	1050.00	Simon Spalding reported – see attached
	Wellington Choral Society	1547.45	<p>Jilly Rumble, Fundraising Officer reported: I am pleased to enclose the grant report from Wellington Choral Society for the lighting purchased with support from the grant which Wellington Town Council gave us last December. As I say in the report, I am not able to give all the details of how we have used the lighting, but that is only because of the present circumstances. Nevertheless, I hope that the information I give shows our gratitude and gives some idea of how the lighting equipment (along with the staging and seating which we</p>



				<p>purchased with support from a previous grant from Wellington Town Council) will become extremely useful to our choir and many local groups.</p> <p>On behalf of our choir and all the other groups who will use the equipment I reiterate our thanks</p>
January 2020				
February				
March	Churches Together Wellington – Howard Road Community Fun Day	£250.00		Event scheduled to take place in September 2020 as previous years – await confirmation whether event will take place

WELLINGTON COUNSELLING CIC REPORT – GRANT AUGUST 2019 REPORT:

Dear Town Council,

At the time at which we made our application to WTC we were facing a financial cliff edge and a continuous flow of referrals coming in from the community. We are sincerely appreciative of the funding you gave us and what it enables us to do for the community.

Our primary sources of referrals at this time were from GPs and PFSAs who felt that to quote one GP “you are all there is” for patients presenting immediate mental health and wellbeing concerns. Approximately 75-80% of the referrals we received came from the two medical practices in Wellington. Health visitors have also referred into our service via the GP practices to help support their patients with mental health support.

The PFSAs have told us in person and by letters of support that they often feel overwhelmed by the number of families they come into contact with whom have never received or have not had enough mental health, emotional wellbeing and most significantly, psycho educative support around parenting. We have been able to support the PFSAs through working with the children, adults and families they refer to us, and have been working successfully with the schools in Wellington, attending TAC meetings etc, and working within a multi professional network which includes Childrens social Care.

The majority of the work we do with and for the PFSAs is primarily working with attachment and the range of behaviours that adults and children present as a consequence of fear and insecurity. A significant number of clients who were referred to us who were victims of domestic abuse. This has included working through counselling, with children who were direct, and indirect victims of DA, adult women(in this instance), and also with the team of multi-professionals around the family

We have also seen many young people who are PEX, on the verge of PEX, school refuses and young people who are struggling with self-image, confidence and family and peer relationships. The range of young people engaged with levels of self-harm, drug use/abuse, and inappropriate sexual behaviour has been noticeable, as has been the lack of statutory services for this age group.

We had a team of 4-5 self-employed counsellors at the beginning of the funding period in question (August 2019) and now have 7 (May 2020). Staff costs are our biggest outlay and in this funding period they amounted to over £18,000

The £6000 we received from WTC has effectively helped us to pay for 200 hours of counselling across this time (counselling cost £30 per hour), giving people the help they need, for as long as they have needed it, on a one to one basis. In terms of time, the money paid for 3 months of our service being able to operate.

We can not specify which clients were supported through this funding, but we can say that they crossed all age ranges, some families were helped, and young people.

Sometimes our clients required longer term work that can amount 6-12-18-24 months as it all depended on what they brought to counselling. For some less long term support was needed but in general we do not see people for less than 4-6 months. We have come to appreciate that longer term work is required where clients have had no previous support from statutory services and/or have suffered from childhood abuse/ trauma/ neglect so have a lifetime of difficulties to process.

As an organisation that serves the community we achieved a level of financial stability through this grant and it has certainly provided the lifeline we needed in order to provide continuity of care to our clients.

Our track record of delivering high quality, affordable and responsive counselling at the point of need is now fully established in the community and our success is due in part to the help you have provided us with. We are in a stronger and more positive position now and want to cultivate a considerably larger presence in the town by opening a community wellbeing centre in the near and safe future.

Kind regards
Rhonda Lovell
Director and Founder
Wellington Counselling CIC

Report for Wellington Town Council – WEST SOMERSET ARE QUAKERS CELEBRATION OF LIGHT.

Celebration of Light: West Somerset Area Quaker Meeting of the RSoF

This report looks at the event of the Celebration of Light in terms of:

- Background
- Number of volunteers involved
- Number of visitors to the event
- Itemised costs
- Feedback from visitors
- Areas for improvement for any future event

Background

The Celebration of Light has been an annual event in Wellington for the last 12 years. It provided a quiet and beautiful space in the peace garden behind the Quaker Meeting House in the centre of the town. In 2019 two separate events were organised for residents and visitors to the town and they were both free of charge:

Saturday 30 November (coinciding with the Wellington Christmas Lights switch-on)

Wednesday 11 December 2019.

Numbers of Volunteers involved

- A group of 5 volunteers formed the organising group, meeting from the summer right through the autumn to plan the two events including: dates; acquisition of greenery; sorting of candles, lanterns and jam jars; publicity; providing refreshments; contacting and securing a number of volunteers to set up and steward events and to provide the refreshments.
- The garden was prepared by a larger group of 10 volunteers, who spent a day decorating the alley through to the garden with fresh greenery and lights. The group was joined by Stephan Jennings, a well-respected willow artist, who brought willow and made three arches at the entrances to the alleyway. A group of 8 volunteers dismantled the greenery after the events. The greenery was collected from a number of gardens of helpful residents of the town and volunteers.
- Some 20 volunteers were recruited to act as stewards to help set up 300 candles round the garden and to ensure the health and safety and enjoyment of those who visited. The timing of the events was from 4.30-6.30 but for volunteers it was from 2pm through to 7pm. The volunteers were divided into groups, to take a shorter shift from 2-5 and 4-7pm. Stewards gave out warm mince pies and cups of tea/coffee.

Number of visitors

- Saturday 30 November – due to the high volume of people in the town for the switch on of the lights, the event was very busy. It was difficult to count the stream of visitors as stewards were moved around to avoid anyone getting too cold. A rough estimate for this event was 500. Families came in droves and all ages including older people came through.
- Wednesday 11 December 2019 - this second session was much quieter and attendees had come specifically to visit the garden. All ages were able to enjoy a storytelling session of the story of the Snow Queen with entertainment. Some 100 attendees were estimated with 25 taking part in the storytelling.

Itemised costs

Willow	£30
Food and drink	£56.10
Candles, lighters, matches, craft items for blessings tags	£30.44
Wire for holding in greenery	£8.97
Production of publicity fliers 200 A5 & 20 A4	£10*
Mince pies 100 x 50p	£50

TOTAL £135.51

*The printing was carried out by one of the organising group. Had this been taken to a printer the cost would have been 5-fold.

The Meeting House gave us free access to the premises for meetings, for setting up and taking down and for the events themselves.

We budgeted for the removal of greenery but, in the end, volunteers completed it without cost.

The surplus (£105) is being held by the treasurer of the Meeting House for a future event. This may not happen in 2020 due to the pandemic. The organising group would like to spend some of the money (£50) on producing an up-to-date poster for the board that welcomes visitors. The current poster is looking rather worn and jaded.

Feedback from visitors

A grandmother attended with her 9 year-old granddaughter. When she was offered a blessing we were told that the young girl found the event very special and she had a collection of the blessings in a special box at home.

Most of the attendees who emerged made comments like 'lovely', 'that was beautiful', 'thank you so much' and expressed appreciation for the time for quiet and reflection with many lighting candles to remember lost loved ones or to focus their minds. One resident of Rockwell Green made a special trip to celebrate the birth of a new grandchild.

One volunteer commented that the events brought in many people of all ages together - including teenagers, families with young children, single people of all ages, older adults and incomers to the town as well as locals

Several residents of the town said that they looked forward to visiting and had missed the event in the previous year. It is seen as an important part of the Christmas Lights event.

Local press covered the event in The Wellington Weekly and The County Gazette and highlighted the contribution from Wellington Town Council.

Areas for improvement for any future event

A few positives:

- The event was well attended
- The number of volunteers who cheerfully gave their time, greenery, tea and coffee and hard work was somewhere near the 30 mark
- Comments made when visitors left were very positive
- Costs were kept as low as possible to be well within budget
- Publicity was secured through press and radio and highlighted the contribution from Wellington Town Council.

Improvements:

- It was felt that it was a lot of work for two sessions and, next time, we should consider running three.
- Work needs to start earlier in the year to secure volunteers and to create a team spirit in advance of the events. One evening there was a shortage of volunteers when one was not well enough to stay and a second took her away not to return.
- The shift sessions need to be clearer about the responsibilities and timing. On the first session, only two people remained to clear up (quite a lot of work) as others understood that their job was done by 7pm.
- Publicity could be more widespread, particularly for the Story Telling session to encourage more attendees.
- The session linked to the Christmas Lights needs to be more controlled – the numbers moving through did not allow for quiet reflection in the way intended.

Finally, thank you Wellington Town Council for your support.

Wellington Cricket Club - Report on Winter Coaching Sessions January - March 2020

Numbers attending each of the sessions -

Session 1 5.30pm - 6.30pm 15 boys 2 girls

Session 2 6.30pm - 7.30pm 27 boys 5 girls

Session 3 7.30pm - 8.30pm 19 boys 2 girls

Total 70 young people. This number is slightly down on last year as we decided to limit the first session to school years 4 and 5 so as to ease the pressure of numbers and improve the quality of the coaching. As in previous years the work of the club's own coaches was supplemented by help from a couple of parents and some of our older youngsters, one of whom has given his time as part of his Duke of Edinburgh Award scheme.

Schools which the youngsters attend -

Kingsmead - 2 Wellington Prep School - 18 Wellington School - 14 Court Fields - 10

Wellesley Park - 4 Beech Grove - 2 Sampford Arundel - 1 Stawley - 1

Uffculme - 15 Castle - 1 Queens - 1 Blundells - 1.

There is an obvious pattern here. The take up reflects the schools where cricket is established and where it is a priority. The club continues to encourage children from schools where cricket is not played and this will remain one of our priorities.

How the money was spent.

Hire of Sports Hall £788-40. This total is for 8 weeks of hire - the sessions were curtailed because of Covid 19.

Cost of specialist coaching from Russell Jones - £350.

Kit - £120.

Level 1 Coaching Course for Marc Holloway - £150. A number of our helpers were due to attend First Aid and Welfare Courses, for which money was made available - these were cancelled due to the virus.

The Summer programme of cricket for our youngsters was busy - there would have been two under 11 sides, and teams for Under 13s and Under 15s. As in previous years a number of our players were due to be asked to attend sessions with the County Cricket Club. At the present time, sadly it seems that none of this will happen but the situation may improve later in the summer.

If necessary I would be happy to talk to the Town Council about any of the above information .

Simon Spalding.

Alice

From: Helen Gillingham <allelements78@icloud.com>
Sent: 12 June 2020 15:27
To: annette@wellingtontowncouncil.co.uk
Subject: Re: Wellington Town Council - Grant Award October 2019

To Annette,

Thanks to the council for the grant of £1679.60, which we received on October 5th 2019. Here is a breakdown of expenditure, and then a short report of activities. All the trees and bushes bought with the grant can be seen in situ onsite at Longacre.

Breakdown of expenditure;

We placed the orders for the plants within a week, but as they were priced up in September for the purposes of the grant, by a month later unfortunately some varieties we wanted had sold out. We did our best to source from elsewhere, leading to some trees being more expensive, but we were unable to source a good chestnut or mulberry that was reasonably priced. We will pre order these in July 2020, to make sure they are not sold out, and will plant in the winter of 2020/21. Budgeted on the grant form was £712.85, for 48 trees, but we actually spent £706.15 on 46 trees. The same applies for the fruit bushes. On ordering we found the loganberries, jostaberries and wineberries were sold out, and to get from another supplier was too much more expense, so we will wait for next year. Therefore our predicted spend £464.70 on 62 bushes, was actually £412.80 on 52 bushes. To purchase the missing plants will be predicted £114.80, giving an overall overspend of £57.87.

In regards to the tree and bush guards, we got enough of the ties and tree guards to cover the missing trees, but only got the wire we needed for the bushes. This was a spend of £148.96 on wire, £45 on tree guards, £21.99 on tree ties and £220.20 on stakes. We estimate we need to spend another £41.49 on wire and £16.80 on stakes ready for Winter 2020/21.

The wildflower seed sowing, DBS checks and first aid training were much more straight forward. We did spend the estimated amounts for these- £303.45 on wildflower seed to cover 1/3 acre, the DBS check was £23 and the first aid training was £75. We haven't yet got the sign made for the site at £81, because the plans have changed in the last year, and residents closest to the site and the community gardening team have decided that they no longer wish to have annual vegetables grown onsite, but would like to concentrate on more perennial food plants, such as more trees, soft fruit and bushes. Once the site has been planted with more trees in winter 20/21, we will work towards designing a final plan of the site for the information board.

So, the £1679.60 grant has been spent, and we have so far spent £1,956.55 for the whole project, and have an estimated £254.09 left to spend ready for next winter. The original estimated cost of the project was £2981.42, which included £600 in volunteer hours and the value of donated plants grown by our volunteers. TTW is using fundraising efforts to go towards the project to cover the rest.

From a practical side;

The grant gave us a whole winter of activities for residents of Wellington to join in with. We did 3 seed sowing sessions in October to sow the wildflower seeds, which was really well attended by around 15 people each time, raking, stomping and scattering! On the 7th December we had our

first tree planting session, to plant the 30 trees sourced from Adams Apples. This was attended by 20 people. This was followed by planting 16 trees from agroforestry.co.uk and part of the fruit bushes on January 11th, 16 volunteers joined in including Mark Holloway, tree specialist from the Open Spaces Team, with his son. We completed the planting of the bushes on February 8th, with 24 volunteers, including Andrew Govier who helped with the planting of blueberries amongst other things! Each session was attended by a mixture of adults and children, of all ages and backgrounds, from different parts of Wellington including the nearby housing estates. We all had so much fun planting them, and now we get to watch them grow in anticipation of the harvest to come!

It's lovely the way the field is being used so much more now by local residents for leisure time, as well as bringing people together, and utilising the space as a productive area in the future.

We have heard personal stories from 4 members of the volunteer group, that suffer from eco anxiety, that have found the whole project beneficial to their mental health, as one of the things that makes them anxious is the collapse of nature and ecosystems, and worries about climate change and our food security. Residents also report that the project has started to help the neighbours become more friendly and start towards building better community spirit. I would like to keep their identities confidential.

Here are some photos - (Below). We are working on a multi page report showing all the progress over the 18 months since we started the project, which we can continue to add to over time. I hope that you might visit the site this summer and see it in all its glory, as wildflowers bloom, the birds sing and the insects hum all around. It really is the most beautiful place to be.

Directions; Dobree Park TA21 9RT, or walking access via Greenway road TA21 9DE. Please consider the residents and try to either walk or cycle, parking is very limited in this residential area. The GPS coordinates for the gate into longacre from Dobree Park are 50.974877, -3.250810. Using the [what3words.com](https://www.what3words.com) app, the three words are ///grants.flexibly.tablets. There is only one access; at the end of Greenway road take the footpath to the bottom of Dobree Park. Turn right and you will see the gate.

Best wishes- Helen Gillingham from TTW's Sustainable Food Group.

Taken this May



Chairman: Isabel Ward :	email: mantlestreet@sky.com	01823 667456
Secretary : Anna O'Donoghue :	email: dalsod@aol.com	668514
Treasurer: Jenny Vickery, 7 Seymour Street, Wellington, TA21 8J		664695
Pre-Schools Liaison Officers: Lorraine Beaudet	email: lrb57@btinternet.com	01823 668564
	Janet Govier	01823 762536
Schools Liaison Officer:	Carol Taylor: email: cataylor1257@gmail.com	

10th June 2020

Dear Kathryn,

In response to your email, asking for details from Wellington in Bloom so that the Town Council can award us a grant for the coming year. I have been in touch with Treasurer Jeny Vickery and other members of our committee. Given the paralysing effect of lockdown on all our events, efforts, and competitions for this year, we are 'on hold', until we can meet again and make plans for next year.

So I am putting through the Town Council letterbox a copy of the Minutes from our AGM of 4th March and our annual accounts 2019-2020, from which you see the balance in the hand is quite healthy. Given the parlous state our councils are in over this pandemic, we feel it would be more sensible for the Town Council to retain our grant until WIB committee can meet and plan next year's expenditure.

On a quite separate matter, I have been asked by Peter Critchard to write to you in support of the name of **Private Eleanor Dlugosz** to be added to the Wellington Memorial. In the early 2000's Eleanor as a student at Courtfield School, designed the covers for Wellington in Bloom competition brochures. She and I would chat over her art work, and also share our love of horses, when she lived at Runnington. I framed one of her designs, but unfortunately she did not sign it. Furthermore, on my recent visit to the National Memorial Arboretum I was directed by the RBL to her name on the Armed Forces Roll of Honour. I have a poster to record her services. I have never forgotten her, and would hope this personal memory will be added to others who remember such a lovely person.

I hope these documents can be collected for Councillors perusal in due course.

With best wishes,

Yours sincerely,

Isabel Ward

Kathryn Hemensley,
Town Clerk,
Wellington Town Council,
Fore Street,
Wellington



WELLINGTON TOWN COUNCIL

ACTUAL	RECEIPTS	Proposed	ACTUAL	DEBTOR 2020	DEBTOR 2019	TOTAL	Debtor commentary
2018/19		2019/20	2019/20				
	INCOME						
£213,633.00	Precept	£268,358.00	£268,358.00			£268,358.00	
£576.50	Bank Interest	£350.00	£128.14			£128.14	
£2,275.00	Grants	£2,275.00	£2,275.00			£2,275.00	
£1,787.00	Allotment Rents	£2,000.00	£2,240.00			£2,240.00	
£17,223.67	VAT Refund	£3,000.00	£13,273.95			£13,273.95	
£1,825.00	Rents - Various	£2,700.00	£1,005.00	£1,130.00		£2,135.00	Hire of promotional space £50.00 C and C motor services plus SWT annual chamber hire £1,080.00
£4,500.00	Public Conveniences	£0.00	£0.00			£0.00	
£358.11	Insurance refund	£0.00	£0.00			£0.00	
£2,400.00	Grants Received TDBC	£0.00	£10,381.90			£10,381.90	
£1,000.00	Contribution towards Play Pitch Strategy*	£9,000.00	£2,000.00			£2,000.00	
£5,364.81	C.I.L.	£0.00	£4,023.19			£4,023.19	
£516.91	Misc Income	£1,000.00	£3,565.35		£1,440.00	£2,125.35	SWT cont to cleaning costs
£0.00	Contribution toward Crosslands Footpath			£1,250.00		£1,250.00	Somerset County Council part-funding received after year end
£0.00	Railway Station*	£6,300.00	£0.00			£0.00	
£0.00	Film Festival & Pop Up Shop*	£21,000.00	£1,756.90			£1,756.90	
£0.00	Bank Transfer		£0.00			£0.00	
£251,460.00	TOTAL	£315,983.00	£309,007.43	£2,380.00	£1,440.00	£309,947.43	

* From Earmarked reserves

AGENDA ITEM NO.

20



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Environment and Open Spaces Committee

As approved at the meeting of Wellington Town Council held on XXXXX

Name of Committee: The Environment and Open Spaces Committee

Purpose

To review, report on, and make recommendations to the Council on matters relating to a wide range of environmental issues within the Council's area including footpaths (in conjunction with the local volunteer team), developing and/or managing green spaces and considering other environmental initiatives.

Background

Previously, the Council had separate Footpaths and Environment Committees, this is a merger of the two.

Summary of Responsibilities

The Environment and Open Spaces Committee shall have delegated authority to :-

- Review issues relating to the maintenance and use of local footpaths and to promote the use of public rights of way within the town's parish area
- Consider and make recommendations in respect of all environmental issues affecting the town
- Liaise with appropriate authorities, groups, charities and other organisations to promote a sustainable, healthy, beneficial environment for the town and its residents.

Status

The Environment and Open Spaces Committee is a fully constituted Committee. It has elected membership, however all Councillors are welcome to attend any meetings of the Committee.

Reporting

The committee will provide a regular update for discussion and consideration at each Council meeting following a meeting of the committee.

Membership

The Committee will comprise 7 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

The local Footpath Volunteer group are invited to attend. Representatives from groups concerned with the protection of the local environment are also welcome to join meetings.

2019-20 Membership; Councillors: Mark Lithgow, Janet Lloyd, Mike McGuffie, Vivienne Stock-Williams, Nick Smith, Chris Booth and Sean Pringle-Kosikowsky.

Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £1,000 (per item) to be taken from the relevant budget. No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.
- In the event that more than £1,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Committee will be held three or four times a year, as and when designated by the Chairman or *Clerk*, and subject to availability.
- A Chairman of the Committee will be elected at its first meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting another Member will undertake to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Chairman will cast the deciding vote

- The Clerk or Deputy Clerk will prepare and circulate to Councillors an agenda by email for each meeting, at least 5 working days prior to meeting, and will publish the agenda on the Council website and noticeboard.
- The first agenda item will be a report by the Public Path Liaison Officer, or any delegated member of the Footpath's Volunteer group. At all other time individuals attend the meeting as observers. A maximum of 3 minutes speaking per person will be allowed, with public speaking time not exceeding 15 minutes in total.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at each monthly meeting as to the progress of matters under its consideration.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Allotments Committee

As approved at the meeting of Wellington Town Council held on

Name of Committee: The Allotments Committee

Purpose

To review, report on, and make recommendations to the Council on matters relating to the Council's allotment site at The Basins, Corams Lane, Wellington.

Background

The Town Council has 101 allotment plots which it rents to individuals and organisations. There is usually a waiting list of people who would like to rent an allotment. If suitable sites can be found, the Council would like to provide more allotments.

Allotment holders are bound by a set of standards to look after the upkeep of their plots and if they fail to do so they may lose the tenancy. This Committee is responsible for administering the site and carrying out regular inspections.

Summary of Responsibilities

The Allotments Committee shall have delegated authority to:-

- To ensure that the allotments are run in a sustainable manner
- To allocate and terminate tenancies
- To recommend to Council the level of rental charges
- To keep tenancy agreements under review
- To investigate the provision of further allotments in the Town

Status

The Allotments Committee is a fully constituted Committee. It has elected membership, however all Councillors are welcome to attend any meetings of the group.

Reporting

The committee will provide a regular update for discussion and consideration at each Council meeting following a meeting of the committee.

Membership

The Committee will comprise 6 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

Current plot holders are invited to attend each meeting.

2019-20 Membership; Councillors: Janet Lloyd (chair), Chris Booth, James Hunt, Mike McGuffie, Vivienne Stock-Williams, Marcus Barr.

Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £1,000 (per item) to be taken from the relevant budget. No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.
- In the event that more than £1,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Committee will be held at least four times a year, as and when designated by the Chairman or Clerk, and subject to availability.
- A chairman of the Committee will be appointed at the first Committee meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting another Member will undertake to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Chairman will cast the deciding vote.

- The Clerk or Deputy Clerk will prepare and circulate to Councillors an agenda by email for each meeting, at least 5 working days prior to meeting, and will publish the agenda on the Council website and noticeboard.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at its monthly meeting following any Committee meeting as to the progress of matters under its consideration.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Community Safety Committee

As approved at the meeting of Wellington Town Council held on

Name of Committee: The Community Safety Committee

Purpose

To review, report on, and make recommendations to the Council on safety issues, for example arrangements to help keep the town running when there is winter snow, or the provision of community defibrillators.

Background

This committee is an amalgamation of the former Emergency and Community Safety Committees.

Summary of Responsibilities

The Community Safety Committee shall have delegated authority to:-

- To develop and implement in partnership with other agencies the council's policy in relation to community safety and crime prevention
- To develop and monitor the performance of a strategy for community safety
- To monitor and where requested engage in the development of local crime reduction partnerships
- To be responsible for directing any action required following a civil emergency or any other extreme circumstances
- To work in partnership with the emergency services

- To work in partnership with Somerset West and Taunton Council and Somerset County Council to ensure the Town Council's awareness, role and implementation of its responsibilities in the Civil Contingencies Plan

Status

The Community Safety Committee is a fully constituted Committee. It has elected membership, however all Councillors are welcome to attend any meetings of the group.

Reporting

The committee will provide a regular update for discussion and consideration at each Council meeting following a meeting of the committee.

Membership

The Committee will comprise 5 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

2019-20 Membership; Chris Booth, Andrew Govier, James Hunt, Vivienne Stock-Williams and Wayne Battishill.

Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £1,000 (per item) to be taken from the relevant budget. No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.
- In the event that more than £1,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Committee will usually be held once or twice per year, as and when designated by the Chairman or Clerk, and subject to availability.
- A Chairman for the Committee will be appointed at the first Committee meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting another Member will undertake to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Chairman will cast the deciding vote.

- The Clerk or Deputy Clerk will prepare and circulate to Councillors an agenda by email for each meeting, at least 5 working days prior to meeting, and will publish the agenda on the Council website and noticeboard.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at each monthly meeting as to the progress of matters under its consideration.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.

PAYMENTS MAY 2020

[illegible]

[illegible]

WELLINGTON TOWN COUNCIL BUDGET 2020/21

MAY

2019/20			2020/21			
Budget	Actual	PAYMENTS	Budget	B fwd	May	Yr to date
Staff costs and expenses						
£49,000.00	£70,107.65	Salaries	£90,654.00	£5,324.05	£5,464.25	£10,788.30
£500.00	£175.00	Staff Training	£500.00	£0.00		£0.00
£200.00	£413.32	Staff Travelling	£200.00	£0.00		£0.00
£0.00	£0.00	Staff recruitment	£1,500.00	£0.00		£0.00
£49,700.00	£70,695.97	Total of staff costs and expenses	£92,854.00	£5,324.05		£10,788.30
Cost of democracy and elections						
£500.00	£400.00	Mayors Allowance	£500.00	£0.00		£0.00
£4,200.00	£3,472.00	Councillors Allowances	£4,200.00	£0.00		£0.00
£500.00	£80.00	Members Training	£500.00	£0.00		£0.00
£500.00	£941.93	Members Travelling	£600.00	£77.85		£77.85
£1,000.00	£0.00	Hospitality	£1,000.00	£0.00		£0.00
£5,000.00	£0.00	Elections	£500.00	£2,161.45		£2,161.45
£11,700.00	£4,893.93	Total of cost of democracy and elections	£7,300.00	£2,239.30		£2,239.30
Administration/Office running costs						
£0.00	£334.89	Office Rent	£1,265.00	£315.00		£315.00
£1,300.00	£654.81	Photocopier	£950.00	£212.32		£212.32
£1,000.00	£1,111.44	Electricity	£1,155.00	£0.00		£0.00
£1,000.00	£7,750.97	Telephone / Computer/Web site	£1,360.00	£86.33	£84.55	£170.88
£0.00	£0.00	IT Equipment	£1,200.00	£0.00		£0.00
£0.00	£0.00	IT Support & E-mail Hosting	£4,000.00	£680.00		£680.00
£0.00	£350.54	Office Equipment	£250.00	£36.75	£36.75	£73.50
£2,500.00	£1,555.45	Printing	£250.00	£825.00		£825.00
£2,500.00	£1,954.06	Insurances	£2,250.00	£25.00		£25.00
£1,300.00	£1,558.26	Stationery & postage	£1,150.00	£110.32		£110.32
£1,200.00	£1,470.00	Audit Fees	£1,627.00	£0.00		£0.00
£1,500.00	£1,402.00	Office Cleaning and maintenance	£1,821.00	£120.80		£120.80
£1,800.00	£1,674.87	Affiliation Fees	£1,850.00	£0.00		£0.00
£800.00	£1,035.00	Petty Cash	£0.00	£0.00		£0.00
£400.00	£525.00	Hire of Hall	£480.00	£0.00	£96.00	£96.00
£15,300.00	£21,377.29	Total of administration & office running costs	£19,608.00	£2,411.52		£2,628.82
Grants						
£15,000.00	£21,734.05	Grants	£15,000.00	£0.00		£0.00
£8,000.00	£8,000.00	Service Level Agreements	£18,000.00	£0.00	£2,000.00	£2,000.00
		Coronavirus	£0.00	£0.00		£0.00
£23,000.00	£29,734.05	Total of Grants	£33,000.00	£0.00		£2,000.00
Grounds Maintenance and Allotments						
£2,000.00	£68.00	Allotments	£1,000.00	£0.00		£0.00
£1,500.00	£0.00	Tone Play Area	£1,000.00	£0.00		£0.00
£500.00	£333.29	Footpaths Maintenance	£500.00	£0.00		£0.00
£4,000.00	£401.29	Total of grounds maintenance & Allotments	£2,500.00	£0.00		£0.00
Environment and Planning						
£3,500.00	£0.00	Grass cutting	£3,740.00	£0.00		£0.00
£2,400.00	£0.00	Weedkilling	£1,215.00	£0.00		£0.00
£2,000.00	£0.00	Emptying Dog Bins	£3,120.00	£0.00		£0.00
£2,000.00	£1,377.62	Provision of benches & Litter/Dog Bins	£2,500.00	£1,984.52		£1,984.52
£11,000.00	£480.00	Planning Administration inc £10,000 for NP	£11,200.00	£0.00		£0.00
£0.00	£0.00	Environmental Improvements	£20,000.00	£0.00		£0.00
£13,500.00	£20,307.94	Longforth Road Toilets	£12,130.00	£4,740.50	£1,484.70	£6,225.20
£34,400.00	£22,165.56	Total of Environment and Planning	£53,905.00	£6,725.02		£8,209.72

2019/20		PAYMENTS	2020/21			
Budget	Actual		Budget	B fwd	May	Yr to date
		Professional Services				
£0.00	£0.00	Professional Fees	£20,000.00	£0.00		£0.00
£0.00	£0.00	Total of Professional Services	£20,000.00	£0.00		£0.00
		Community Services				
£11,000.00	£11,000.00	Wellington One	£11,000.00	£0.00		£0.00
£900.00	£357.00	St John's Crossing Patrol	£0.00	£0.00		£0.00
£25,000.00	£6,194.63	Christmas Lights	£31,649.00	£22,738.38		£22,738.38
£2,000.00	£2,291.00	Community Safety	£1,000.00	£0.00		£0.00
£4,000.00	£2,792.78	Promotion of Wellington	£5,000.00	£0.00	£21.14	£21.14
£40,000.00	£5,750.00	Community services and Priorities	£20,000.00	£0.00		£0.00
£0.00	£0.00	Health and Wellbeing (incl CV19 costs)	£20,000.00	£1,060.00	£680.00	£1,740.00
£1,000.00	£750.00	Museum Lease	£1,000.00	£0.00		£0.00
£0.00	£1,020.00	Playing Pitch Strategy (see earmarked reserves)	£0.00	£0.00		£0.00
£16,500.00	£16,087.93	Community Warden	£16,995.00	£0.00	£3,738.30	£3,738.30
£1,000.00	£0.00	Emergency Planning	£1,000.00	£0.00		£0.00
£1,000.00	£235.01	Other Payments	£300.00	£984.35		£984.35
£25,000.00	£19,665.00	Youth Services	£26,000.00	£13,110.00		£13,110.00
£0.00	£997.44	Section 137 Payments	£550.00	£0.00		£0.00
£0.00	£25.00	Payment National Trust Monument	£0.00	£0.00		£0.00
£0.00	£2,220.00	Resurfacing paths in the park	£0.00	£0.00		£0.00
£0.00	£0.00	C.I.L	£0.00	£0.00		£0.00
£3,000.00	£12,344.63	VAT Paid	£12,000.00	£5,109.06	£1,104.86	£6,213.92
£130,400.00	£81,730.42	Total of Community Services	£146,494.00	£43,001.79		£48,546.09
		Expenditure from Earmarked Reserves				
£21,000.00	£7,140.48	Film Festival £8000/Pop Up Shop £13000	£0.00	£3,504.56	£25.00	£3,529.56
£0.00	£0.00	Film Festival	£8,000.00	£0.00		£0.00
£0.00	£0.00	Pop Up Shop	£10,500.00	£0.00		£0.00
£6,300.00	£0.00	Railway Station	£6,300.00	£0.00		£0.00
£0.00	£0.00	Capital Projects	£50,000.00	£0.00		£0.00
£9,000.00	£0.00	Playing Pitch Strategy	£5,000.00	£0.00		£0.00
£36,300.00	£7,140.48	Total of Expenditure from Earmarked Reserves	£79,800.00	£3,504.56		£3,529.56
£304,800.00	£238,138.99	TOTAL	£455,461.00	£63,206.24		£77,941.79

WELLINGTON TOWN COUNCIL

MAY

2019/20		2020/21	
ANTICIPATED	ACTUAL	ANTICIPATED	ACTUAL
INCOME			
Precept	£268,358.00	£352,939.00	£176,469.50
Bank Interest	£128.14	£582.00	£718.15
Parish Grants	£2,275.00	£2,275.00	£0.00
Allotment Rents	£2,240.00	£1,800.00	£80.00
VAT Refund	£13,273.95	£3,000.00	£0.00
Rents - Various	£1,005.00	£2,700.00	£1,130.00
Grants Received TDBC	£10,381.90	£0.00	£0.00
Drawdown from Earmarked Reserves		£86,300.00	£0.00
Contribution towards Play Pitch Strategy		£0.00	£0.00
C.I.L.	£2,000.00	£0.00	£2,335.51
Misc Income	£4,023.19		
Railway Station*	£3,565.35	£1,000.00	£2,190.00
Film Festival & Pop Up Shop	£0.00	£0.00	£0.00
Bank Transfer	£21,000.00	£3,600.00	£0.00
	£0.00	£0.00	£0.00
TOTAL	£315,983.00	£454,196.00	£182,923.16

* From Earmarked reserves

Film Festival & Pop Up Shop	£21,000.00	£21,000.00
Railway Station	£6,300.00	£6,300.00
Playing Pitch Strategy	£9,000.00	£9,000.00
Capital Provision	£0.00	£50,000.00
TOTAL EARMARKED RESERVES	£36,300.00	£86,300.00

Wellington Town Council**INCOME AND EXPENDITURE RECONCILIATION****Period 1st April 2020 to 31st March 2021****Balance brought forward at 1st April 2020****Add cashbook receipts cumulative to 31st May 2020****Total****Less cashbook expenditure cumulative to 31st May 2020****Balance brought forward as 31st May 2020****£ : p****£400,078.40****£182,923.16****£583,001.56****£77,941.79****£505,059.77****Lloyds Current Account No. 02195145****Lloyds Deposit A/C No. 07788306****Lloyds Treasury Deposit placed 22.04.20****Total****Less unrepresented cheques****Total****Statement no: 51****Statement no: 30****£192,375.94****£256,458.69****£56,225.14****£505,059.77****£0.00****£505,059.77****Signed.....****Mayor****Date: 31st MAY 2020****Unrepresented cheques****None****Ear marked reserves****£6,300 for Wellington Railway Station****£7,980 for Playing Pitch Strategy****£13,000 for the Pop-up-Shop****£8,000 for the Film Festival**