



WELLINGTON TOWN COUNCIL

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COUNCIL MEETING

You are summoned to attend a meeting of Wellington Town Council to be held remotely by ZOOM meeting on **Monday 3rd August 2020** at 7.00 pm.

Members of the public are cordially invited to join this meeting and should contact the Council Office prior to the meeting to request joining instructions.

Due to Coronavirus (Covid-19) measures Wellington Town Council is conducting its meetings until further notice using 'ZOOM' technology. Members of the press and public who wish to attend this remote meeting will be given an access code to enable them to join. A device such as a mobile telephone, laptop or computer will be required.

For joining instructions please contact the Deputy Clerk on 07496 528389 or annette@wellingtontowncouncil.co.uk. Members of the public who wish to have the opportunity to address the council will need to advise the Deputy Clerk in writing by no later than 12 noon on Thursday 30th July.

Kathryn Hemensley

Town Clerk

07983 697740

kathryn@wellingtontowncouncil.co.uk

1. TO OFFER WELCOME AND INTRODUCTIONS

2. TO NOTE AND AGREE APOLOGIES FOR THE MEETING

3. DECLARATIONS OF INTEREST

To receive declarations of personal or prejudicial interests, in accordance with the Code of Conduct. Standing declarations made by Councillors are set out at the end of the agenda.

4. MINUTES

To approve and formally adopt the minutes of the Council Planning meeting on 20th July and full Council meeting on 6th July 2020 (copies attached).

5. TO RECEIVE A REPORT FROM THE MAYOR

6. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

A report has been requested for verbal presentation by the Chairman or Clerk to the meeting.

7. TO RECEIVE THE CLERK'S REPORT ON RECENT COUNCIL ACTIVITIES

The report is attached.

8. TO CONSIDER GRANT APPLICATIONS

a) Wellington Community Counselling

This item was deferred from the Council meeting on 6th July, pending Councillor requests for further information which has now been received.

A grant has been received from Wellington Counselling CIC requesting £6,000 to support their work in providing free and low-cost counselling to local children. The organisation has also been providing free online counselling to key workers during the Coronavirus pandemic. The Council granted this organisation funding of £6,000 in the previous financial year.

b) Promise Works

A grant application has been received from PromiseWorks requesting £4,000 over a two-year period. This is to support their young person's mentoring service which currently operates County-wide but PromiseWorks hope to bring the service to Wellington. The Application Form and supporting documents have been circulated to Councillors by e-mail in advance of the meeting.

Within the current financial year the Council have awarded grants as follows:-

Wellington Local History & Museum Society £500.00

9. TO RECEIVE ANY REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

In the absence of an in-person meeting, the usual public speaking session has temporarily been replaced with the presentation of any written representations received from members of the public.

10. TO REVIEW ELECTRONIC DECISIONS MADE BY COUNCILLORS

At an emergency meeting on 19th March, made necessary by the Coronavirus lockdown the Council made several proposals that were subsequently approved by Full Council. This included electronic voting for decisions about the Council's affairs. A summary report of decisions to date is attached.

11. INTERNAL AUDIT AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

The Council's financial accounts for the year to 31st March 2020 were formally approved at the Council meeting on 6th July 2020 (see minute 20). They are re-attached as report 11(d) – see below.

(a) Internal Auditor's Report

To review the report received from the Internal Auditor as attached at report 11(a)

(b) To review the Council's Summary of Funds Report - attached as report 11(b)

(c) Annual Governance and Accountability Return (AGAR) Declaration of Control Statement

To make the required annual governance statement concerning financial governance for the year to 31 March 2020. The declaration will be proposed to Councillors for their confirmation prior to the Chairman and Clerk's official signing-off. A copy of the Annual Governance Statement is attached at 11(c).

(d) Annual Accounting Statements 2018/19

To approve the Accounting statement section of the AGAR and give the required confirmation that the Accounting Statements have been accepted by Members as true and accurate. The year end accounts are attached as report 11(d).

(e) Statement of Internal Control

To declare the Council's annual statement of internal control as set out in the attached report at 11(e).

(f) Risk management

To affirm that all Council activities are being conducted in strict accordance with the Council's revised Risk Management Scheme, adopted on 12th May 2020. The Risk Management Scheme has previously been circulated to Councillors.

12. TO REVIEW COUNCIL OPERATIONS WITHIN THE CONTEXT OF CORONAVIRUS-RELATED WORKING ARRANGEMENTS

(a) *This item was deferred from the Council meeting on 6th July.*

As the external environment changes, Councillors will review the Council's plans for the near future, particularly relating to the work of its committees and working parties, and suspended operations. A schedule of meetings is attached to indicate what meetings would usually be taking place.

(b) Coronavirus budget

The Council's emergency Coronavirus budget was approved in March 2020, therefore falling within the previous financial year. A resolution is required to allocate an appropriate amount from the current year's budget. Expenditure can be recorded under a new Coronavirus heading with funds being allocated from the Health and Wellbeing budget, as this is highly likely to be underspent this year.

13. TO REVIEW COSTS ASSOCIATED WITH THE CHRISTMAS LIGHT SWITCH ON AND GIVE CONSIDERATION TO THIS AND FUTURE YEAR'S CHRISTMAS EVENTS

This item was deferred from the Council meeting of 6th July

(a) Somerset West and Taunton Council's final costs for Christmas 2019 were £22,738 net of VAT. Other costs of £6,195 related to the hire of Christmas lights, public address system, refreshments and roundabout hire. Councillors resolved to discuss these costs as part of reviewing the event. The former 3-year contract for the hire of Christmas lights has ended and a proposal for this year is being sought.

(b) There remains an ongoing problem with defective light fittings and timers, most of which are situated on private buildings in the town centre. This resulted in Christmas lights being on at different times of the evening last year. A report with costings is awaited from SWT, the plan having been to carry out repairs during this summer. A competitive quote is also being sought via a preferred installer used by the Festive Lighting company who provide the lights.

(c) The future of public events for the rest of the year remains uncertain, but consideration of a Christmas market has been proposed.

14. TO REVIEW ARRANGEMENTS AND DOCUMENTATION RELATING TO THE LETTING AND MANAGEMENT OF THE COUNCIL'S ALLOTMENTS AT THE BASINS, CORAMS LANE, WELLINGTON

Following a periodic review of working practices, amendments have been made to the governing documents for the Council's allotments at the Basins. The relevant documentation has been circulated to the Allotment Committee prior to the meeting, with the following recommendations for full Council:-

That the revised Application Form, Tenancy Agreement, and Risk Assessment are approved and accepted. Also, to mitigate the risk of unnecessary cost to the Council, to increase the deposit from £22.00 to £50.00 from the start of the allotment year, 29th September 2020.

15. TO REVIEW AND AGREE FEEDBACK ON A REVISED COUNCILLOR CODE OF CONDUCT CURRENTLY UNDER CONSULTATION BY THE NATIONAL ASSOCIATION OF LOCAL COUNCILS (NALC)

Following a report from the Committee on Standards in Public Life to government, NALC and the Local Government Association (LGA) have jointly developed an updated national model Code of Conduct for all tiers of local government. The Code of Conduct sets out required standards of probity and conduct from individual Councillors. The revised Code is currently under consultation and has been circulated to Councillors in advance of the meeting.

16. TO RECEIVE AND APPROVE THE COUNCIL'S FINANCIAL STATEMENTS FOR THE CURRENT YEAR AS AT 30TH JUNE 2020.

Attached for approval by Councillors are summaries of income and expenditure for the month of June, bank reconciliation as at 30th June 2020 and summary accounts for the period 1 March 2020 to 30th June 2020.

DECLARATIONS OF INTEREST

Members of Somerset County Council:

Councillor Andrew Govier

Councillor James Hunt

Councillor John Thorne

Members of Somerset West and Taunton Council:

Councillor Janet Lloyd

Councillor Andrew Govier

Councillor Mark Lithgow

Councillor Ross Henley

Councillor Vivienne Stock-Williams

Councillor Marcus Barr

Councillor Chris Booth

24 July 2020

Wellington Town Council Planning Meeting 20th July 2020

**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL HELD
ONLINE VIA ZOOM ON MONDAY 20TH JULY 2020 AT 6.15PM**

PRESENT: Councillor Lloyd

Councillors J Hunt, J Thorne, V Stock-Williams, S Pringle-Kosikowsky, A Govier, M McGuffie, M Lithgow, N Powell-Brace, C Booth, D Bradley.

Kathryn Hemensley (Town Clerk)

Annette Kirk (Deputy Clerk)

Alice Kendall (Assistant Clerk)

No members of the public. One member of the press in attendance.

24. APOLOGIES

No Apologies received

25. DECLARATIONS OF INTEREST

Councillor Lithgow declared an interest as a member of Somerset West and Taunton Council's Planning Committee and therefore reserved the right to vote differently at SWT's Planning Committee meeting as different facts could be placed before him.

Councillors Lloyd and Stock-Williams declared an interest as above, as substitute members for SWT's Planning Committee.

Due to the poor connectivity at the time Cllr Thorne was unable to speak but later declared a personal interest in application no: 43/20/0061 because one of the objectors is a family friend.

26. PUBLIC SPEAKING TIME

No members of the public present or any correspondence received.

27. APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

Councillor Lloyd advised the meeting that the council are currently in negotiation regarding the new planning agreement with Somerset West & Taunton Council to enable the council to make decisions on applications.

28. TO CONSIDER WHAT COMMENTS TO MAKE ON THE FOLLOWING APPLICATIONS THAT WILL BE DETERMINED BY SOMERSET WEST AND TAUNTON COUNCIL OR SOMERSET COUNTY COUNCIL:

a) Case Ref: 43/20/0062/T Proposal: Application to carry out management works to one Wellingtonia tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 1983 at Priory Court, Priory Gardens, Wellington (TD295)

RECOMMENDED to support approval of the application subject to the SWT Tree Warden's Report and Guidance

b) Case Ref: 43/20/0063 Proposal: Erection of a single storey extension to the rear of 79 Waterloo Road, Wellington

RECOMMENDED to support approval of the application subject to any conditions set out in the Planning Officer's recommendations

c) Case Ref: 43/20/0064 Proposal: Erection of 1 No. dwelling with detached double garage and associated works in the garden to the side of The Elms, Jurston Lane, Wellington

RECOMMENDED to support approval of the application subject to any conditions set out in the Planning Officer's recommendations

d) Case Ref: 43/20/0061 Proposal: Change of use of land to domestic at the side of 21 Sylvan Road, Wellington (resubmission of 43/19/0103)

RECOMMENDED to refuse the application for the same following reasons as given previously:-

- The application was felt to compromise road safety
- The fence is over-large as well as being in a vehicular blind-spot
- The area is generally an open-plan estate, and this application is out of keeping
- It was surprising that the application had been allowed to proceed with the current proposals given the severe appearance of the proposed fencing
- The County Highways team object to the application due to their strong concerns
- It was noted that local residents have objected on grounds of road safety

The meeting ended at 6.37pm

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Councillor Janet Lloyd
Mayor

WELLINGTON TOWN COUNCIL MINUTES 6th July 2020

Minutes of the meeting of Wellington Town Council held online via Zoom on Monday 6th July 2020 at 7.00 pm

PRESENT: Councillor J Lloyd (Mayor),
Councillors C Booth, D Bradley, A Govier, J Hunt, M Lithgow, M McGuffie, S Pringle-Kosikowsky, N Powell-Brace, V Stock-Williams, J Thorne

Kathryn Hemensley (Town Clerk)
Annette Kirk (Deputy Clerk)
Alice Kendall (Assistant Clerk)

There were 5 members of the public present and 1 member of the press.

1. WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and reminded Councillors to raise their hand when they wished to speak and to keep any mobile phones on silent. Members were also reminded that there is now a Virtual Meeting protocol in place which sets out a code of conduct at such meetings. Any representations received from the public will be read by the Town Clerk.

2. TO RECEIVE A TRIBUTE TO THE LATE PETER HORSFORD

A former Town Councillor for many years, as well as serving on Taunton Deane Borough Council, including as Taunton's Mayor, Peter Horsford sadly died in late May of this year. The Mayor invited Councillor Govier to lead a tribute and spoke fondly of former Councillor Horsford. Councillors Stock-Williams and Thorne reiterated what Councillor Govier had said.

At this juncture, Councillor Booth joined the meeting.

The Mayor invited all to stand for a one-minute silence in remembrance of Peter.

3. APOLOGIES

Apologies for non-attendance were given and accepted from Councillor Smith.

4. DECLARATIONS OF INTEREST

Councillors Govier, Lithgow, Lloyd, and Stock-Williams declared personal interests as members of Somerset West and Taunton Council.

Councillors Thorne and Govier declared personal interests as members of Somerset County Council.

Councillor Lloyd declared a personal interest relating to payments to MTMIT, being a former customer of MTMIT, the Council's IT consultant.

Councillor Thorne declared a personal interest relating to payments to MTMIT, being a customer and personal friend of MTMIT, the Council's IT consultant. He also declared a prejudicial interest in item 8 on the Clerk's report as he had received a paid commission from the IT consultant to write and source articles for the new website.

WELLINGTON TOWN COUNCIL MINUTES 6th July 2020

Councillor Lithgow declared a personal interest in the Grant Application as a former director of the organisation.

Councillor Govier declared a personal interest in payments to MTMIT as a customer of the business, and in relation to the Grant Application as he had helped set up the organisation. He confirmed that ne no longer has any involvement with them.

5. MINUTES

RESOLVED to approved the minutes of the Planning and Council meetings held on 2nd March 2020 as a true and accurate record of proceedings after amending minute 243, (Council meeting) to read 'Councillors once again noted the high cost of the street lighting at Rackfield'. The Mayor will sign the minutes once the amendment had been made.

Councillor Thorne requested that his vote against this motion be recorded.

6. TOWN MAYOR'S REPORT

The Mayor gave a verbal report which is attached to these minutes.

7. POLICE REPORT

Sergeant Dan Bishop gave an overview of his report that was circulated to Members before the meeting. He asked that Councillors who are approached by members of the public regarding issues in the Town should strongly encourage those people to report matters to the Police so that they can be dealt with efficiently. Members asked if there had been any call outs the previous Saturday (4th July) as a result of the re-opening of pubs and restaurants. Sergeant Bishop confirmed that there hadn't been any issues and that he had visited premises before the re-opening to discuss procedures with the business owners. The Mayor and Councillors thanked Sergeant Bishop for his, and his colleagues, hard work in these unprecedented times. The Mayor also asked if the press would perhaps make note of this in the Wellington Weekly newspaper.

Sergeant Bishop left the meeting at this juncture.

8. CLERK'S REPORT

The report had been previously circulated to Councillors and it was so noted. The Town Clerk gave a verbal update on item 8 within the report (Toilets). She reported that there had been a delay with the delivery of the new soap dispensers but they have now arrived and will be installed as soon as possible. She hopes that the toilets will be opened by the end of the week.

Councillor Thorne asked a question on item 6 (Complaints and Compliments), the Town Clerk replied to report there had been a number of compliments and only one complaint. Under item 7 of the report (Office and Public Services), he asked the Town Clerk if there had been a change in the number of enquiries now that telephone lines are manned until 2pm. The Town Clerk reported that while there had been a number of calls received, most correspondence was received via e-mail and the website contact page, the number of which has been much higher.

WELLINGTON TOWN COUNCIL MINUTES 6th July 2020

9. TO REVIEW PLANNING MATTERS

(a) To receive a summary of Councillor feedback on recent planning applications submitted to Somerset West and Taunton Council and referred to the Town Council.

Due to Coronavirus restrictions applications since mid-March have been circulated electronically for comment and a collective response sent to Somerset West and Taunton Council (SWT).

This report was noted.

(b) To consider reinstating the Council's planning meeting, and if agreed, to set a date for the next meeting.

RESOLVED that the Council's Planning Committee would meet virtually going forward, with dates being set around current SWT and Somerset County Council (SCC) meetings as best as is possible. The Deputy Clerk will inform Councillors of the next meeting date. Councillors agreed Mondays were a good day to continue holding the planning meetings.

10. TO REVIEW COUNCIL DECISIONS MADE ELECTRONICALLY SINCE MID MARCH

The Mayor expressed her disappointment in the large number of 'no response' marks on the circulated spreadsheet. Councillors Thorne and Lithgow also spoke of their disappointment in the same matter. It was agreed that going forward, e-mails from Officers will include 'VOTE REQUIRED' or 'FOR INFORMATION' at the start of the subject line.

RESOLVED that from today, Councillors' attendance and electronic voting records will be made public on the Council's website.

Councillor McGuffie requested that his vote against this motion be recorded.

11. TO RECEIVE THE COUNCIL'S ANNUAL REPORT FOR THE 2019 – 2020 OPERATIONAL YEAR

The Council's annual report, jointly prepared by the Clerk and Mayor, was circulated with agenda. Councillor Govier led Members in thanking the Town Clerk and Mayor for preparing the report. The Town Clerk was asked to set up a new meeting with Summerfield Developments at the Westpark Commercial Centre.

RESOLVED to accept the report.

12. TO DISCUSS THE MANAGEMENT OF FUTURE LONGFORTH FARM ALLOTMENTS

There was a lengthy discussion regarding the new allotment site. The Town Clerk read an e-mail received from Transition Town Wellington who are advocates of allotment provision and have conducted surveys relating to the issue. Councillors discussed the rental charges for allotments and would like information regarding the increase of fees.

RESOLVED to progress the matter of taking on the new allotments with Bloor Homes and SWT in principle. The particulars of any agreement will be brought back to Council for approval once established.

WELLINGTON TOWN COUNCIL MINUTES 6th July 2020

13. PUBLIC PARTICIPATION TIME

The only public representation received was covered under the previous item.

14. TO FURTHER CONSIDER THE RECENT ADVISEMENT OF A POSSIBLE UNITARY AUTHORITY FOR SOMERSET AND SEEK COLLECTIVE AGREEMENT

A joint report from Somerset Association of Local Councils (SALC) and Society for Local Council Clerks (SLCC) was circulated with the agenda.

RESOLVED to support all recommendations in the report.

The Town Clerk was further asked to approach neighbouring Parish Councils with a view to set up a meeting of their Clerks and Chairmen to establish their views on the proposed changes.

15. GRANT APPLICATIONS

(a) Wellington Community Counselling

A grant application had been received from Wellington Counselling CIC requesting £6,000 to support their work in providing free and low-cost counselling to local children. The organisation has also been providing free online counselling to key workers during the Coronavirus pandemic. The Council granted this organisation funding of £6,000 in the previous financial year. The application form had been circulated to Councillors in advance of the meeting.

After reviewing the application and the Council's Grant Policy, Members agreed that a Service Level Agreement might be the best way to proceed. Councillor Thorne indicated that he had questions regarding the application but did not wish to ask them at the meeting. Members were asked to contact the Town Clerk before 13th July so that queries can be forwarded to the Organisation. After which time, the Town Clerk will discuss the Service Level Agreement with the applicant and bring the matter to the next Council meeting.

(b) Review of Feedback from the 2019-2020 financial year Grant recipients.

As the Council's Annual meeting did not go ahead it was not possible to have feedback at the time from recipients of grants in the last financial year. Instead organisations were contacted in writing with a request for an update of how their funding was put to use and the benefits to the town and its residents. A summary report was circulated with the agenda.

The Mayor reported that although no written report had been received from Courtfield's Pre-School and Churches Together in Wellington, she had visited the organisations to view how grant monies had been spent.

The Town Clerk informed Members that she would shortly be writing to those who had received Grants but had not provided a report. Should a satisfactory reply not be received, this may result in the Council requesting the return of the Grant funds.

RESOLVED to accept the report.

WELLINGTON TOWN COUNCIL MINUTES 6th July 2020

16. POP UP SHOP

Updated documents and tariffs were circulated to Members before the meeting.

RESOLVED to accept the updated documents, tariffs and deposit amount for new bookings. Delegated authority was given to Officers to make payments in the form of returned deposits (minus any charges as set out in the licence agreements).

17. TO REVIEW COSTS ASSOCIATED WITH THE CHRISTMAS LIGHT SWITCH ON AND GIVE CONSIDERATION TO THIS AND FUTURE YEARS' CHRISTMAS EVENTS

The Town Clerk reported that the company from which the lights are hired has offered to submit a quote for the repairs required. They have also indicated that the rental agreement on the existing lights can be extended for one year at a reduced rate or new lights can be rented for one year or three years.

RESOLVED to defer this item until the next meeting.

Councillor Thorne clarified for the meeting that he hoped the town could have a Christmas Market this year as part of festivities, should circumstances permit.

18. TO CONSIDER ADDING A NAME TO WELLINGTON'S WAR MEMORIAL COMMEMORATIVE PLAQUE

A request had been received from the acting Head of Court Fields school to add the name of Private Eleanor Dlugosz to the town's commemoration to service men and women who have fallen in action. In summary:-

Eleanor, a former student of Court Fields School was killed whilst on active duty in Iraq in 2004. Previous rules appear to have prevented the name of a fallen member of the armed forces to be added to one memorial and Eleanor's name is on a memorial in Hampshire where her mother lived in 2004. It has been suggested that this ruling has now changed, hence the request. Court Fields, as her former secondary school, feel it would be most fitting to have her name added. Eleanor was local to Wellington for many years before she and her family left the area, and the addition of her name to the memorial would be supported by the many local people who still remember her.

Discussions took place regarding this matter and it was agreed that the Town Clerk will investigate all the required permissions for the addition of a name to the War Memorial. Councillor Govier will also provide details of another name that Members felt should also be added.

19. TO REVIEW COUNCIL OPERATIONS AND CONSIDER FUTURE CORONAVIRUS-RELATED ARRANGEMENTS

RESOLVED that the staff prepare a summary of when Committee meetings would have taken place under normal circumstances. This would be reported back to the next Council meeting to enable a decision as to which Committee or Working Group meetings would be reinstated as remote meetings.

WELLINGTON TOWN COUNCIL MINUTES 6th July 2020

20. TO NOTE AND APPROVE FINAL YEAR END ACCOUNTS FOR 2019 – 2020

Councillor Govier led Members in thanking the Town Clerk for the preparing the final accounts.

RESOLVED to approve the year end accounts for 2019-20.

21. TO REVIEW AND APPROVE NEW COMMITTEE TERMS OF REFERENCE (TOR)

- (a) Environment and Open Spaces Committee
- (b) Allotments Committee
- (c) Community Safety Committee.

RESOLVED to accept the TOR after making small amendments to the document for the Allotments Committee so that it reads in a more generic manner, rather than specific to the Basins site.

22. TO CONSIDER A TOWN COUNCIL BENCH FOR THE BASINS

RESOLVED to accept the anticipated donation of a bench for installation at the Basins, subject to the location being agreed with the Wellington Basins Volunteer Group.

23. TO RECEIVE AND APPROVE MONTHLY ACCOUNTS TO 31ST MAY 2020

RESOLVED to accept the income, expenditure and bank reconciliation reports.

There being no further business, the meeting closed at 10.10 pm.

.....
Councillor Janet Lloyd
Mayor



REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL (REMOTE) MEETING ON 3rd August 2020

1. Risk Reporting

The Clerk is pleased to report that there have been no incidents, accidents or near misses in the previous month.

2. Coronavirus

The pandemic continues to impact on the work of the Council, as another month passes where usual events have not taken place. There have been no requests for funding from the Council's specific Coronavirus in recent weeks. Expenditure within the current financial year amounts to £3,718.88.

3. IT and Website

IT

Staff continue to mostly work from home on laptops, directly connected to the server so work is completed in 'real time' rather than a web-based system. A webcam with speaker (cost £70.00) is being purchased so that zoom meetings can be hosted over office computers as well as staff laptops, thus increasing flexibility. The fourth office computer has now been installed so each member of staff tethers to one pc only, rather than requiring staggered working hours for the Deputy Clerk and Finance Assistant. Accounts and payroll are being carried out at the office as home-working presented too many difficulties for the Finance Assistant.

The weekly back up is causing issues as it is taking 6+ hours rather than the usual 45 minutes. Since the computers cannot be used during the process there is no other option than to run the back-up overnight leaving the hard drive in the office until the next visit to the office. This is clearly not ideal and a solution is being sought with the IT consultant.

Zoom Meetings

The Council has full capacity to hold remote meetings, whether formal, informal, planned or ad hoc using the paid zoom software. At a recent informal meeting however, there were significant connectivity issues which considerably impaired the progress of the meeting. This will need to be monitored, as although the internet capability has to date been sufficient for efficient working, external demands on the network have changed. It is essential for public meetings to have good connectivity throughout.

Website

The final upload of Council information to the website has now been completed and content is being cross-checked prior to settling the invoice for the IT consultant MTMIT

Further development of the website will be possible, based on future requirements. A pop-up message advising of the next council meeting has been set up on the home page, and key public information is uploaded to the coronavirus webpage. A specific page promoting the pop-up shop is being linked to the home page to let the public know who is in the shop when, which will hopefully promote the shop as well as each individual hirer. Most new uploads are now being managed in-house by staff.

Facebook

Staff continue to post relevant and topical messages on the Council's facebook page, and this is monitored frequently for information purposes.

4. Staffing

Staff remain working from home for the most case, but with regular trips to the office as and when necessary to fulfil key functions (post/managing the pop-up shop/allotments etc).

Unless required for training or induction purposes staff generally work alone when in the office. The Clerk, Deputy and Assistant are fully operational, and the newly-inducted Assistant is increasing her range of duties week by week.

5. Office and Public Services

The office remains closed until government advise otherwise. To enable service continuity the public has telephone access to staff between 9am and 2pm Mondays to Fridays.

Individual appointments are being offered if it is necessary and where it is safe to do so (for example showing a prospective tenant around the allotments or letting the pop-up shop).

Recently there have been several individuals requiring verification for foreign pensions and the Clerk has conducted meetings under strict social distancing guidelines.

The museum and CAB (who share the office) remain closed and SWT's housing team are not using the office until further notice. The shared Coronavirus safe-working risk assessment for building users has not yet been finalised but a second draft is now being reviewed.

6. Longforth Road Public Conveniences

The public toilets re-opened early in July with two cubicles available and twice-daily cleaning. The re-opening was publicised via facebook.

7. Community Warden Service

The current arrangement of reduced hours (11 per week as opposed to 22) is likely to remain in place in the short term. Staff maintain regular contact with the Warden and a liaison (remote) meeting has been arranged for 5th August for the Clerk and the ID Verde Service Manager. It is hoped to start increasing CW hours after the meeting.

8. Actions from the July Council meeting

Actions have been progressed as follows:-

Longforth Farm Allotments: Contact has been made with the representative of SWT (Somerset West and Taunton Council) dealing with the S106 allotment provision. A site map and joining negotiations have been requested and a site meeting is planned.

Privat Dlugosz plus 1, naming on Wellington Park War Memorial: SWT have confirmed that the National Trust own the War Memorial. Contact has been made to see how this addition of names might be taken forward.

2019 – 2020 Grants Recipients: Recipients who had not responded have been chased, with a deadline for a response by 24th July. Wellington Walking Football Club have now responded – see below, but still nothing has been received from Life Education Wessex (£900) and the Family Counselling Trust (£2997.07).

Contacting neighbouring Councils to set up an initial meeting to discuss the proposal for a Unitary Authority for Somerset: An invitation was sent on 24th July to the parishes of Wellington Without, Sampford Arundel, Langford Budville, Nynhead and West Buckland.

Meeting at Westpark: Contact has been made to seek a new date for Councillors to meet with the site developer. No prospective dates have yet been received.

Bench at the Basins: A date for meeting at the site to arrange installation of the bench has been agreed in for early August with the Basins Volunteer Group.

WELLINGTON WALKING FOOTBALL GRANT FEEDBACK

The grant enabled us to buy four new footballs and three sets training tops for Wellington Walking Football Club as our old ones were nearly 4 years old and showing signs of wear.

With the publicity that we got through the Wellington weekly news we managed to increase the number of players from about 10 to where we are now, having regularly 18/20 players on a Monday night, with a large majority coming from the Wellington area, we are sure this was to do the publicity from the Wellington weekly news, through the grant we received from you.

With the extra players joining our team we were able to enter a team this year, for a tournament with teams from around the Europe playing walking football in Majorca in April, but sadly this was cancelled due to the coronavirus but the good news is we do have a date for April next year, and we will be sending a team out for the walking football competition.

Our age range now is from the early 50s right through to the early 80s, this is not only been good exercise for the more mature players, some who have had knee problems and also

recovering from heart operations, but it is has also helped our younger players who had injuries in the past and can't play competitive football anymore, we have now started meeting up half an hour before we start to play on the Monday night, just to have a good chat which normally is about anything and everything.

We have now have a local community of players, who now have become good friends, we have started having social events the next one is a curry and a pint to celebrate the return to football after the coronavirus lockdown.

Last November we arranged a walking football tournament locally with teams from Taunton, Bridgewater and Wellington, for a Memorial cup in remembrance of two of our team, who sadly passed away last year.

I enclose a photograph showing our captain for the day Beth receiving the cup on the behalf of Wellington Walking football club the winning team.

Please let me know if you like anything else you would like, and finally a very big thank you to all of you at Wellington Town council you have enabled our team to go from strength to strength which we are all very grateful.



| WELLINGTON TOWN COUNCIL ELECTRONIC DECISIONS RECORD | | | | | | |
|---|----------|---|------------------|----------------------------------|------------------|---|
| CORONAVIRUS BUSINESS CONTINUITY MARCH 2020 | | | | | | |
| ITEM | DATE | HOW CIRCULATED | Clerk approval | COUNCILLOR DECISIONS/VOT OUTCOME | | COMMENTS |
| | | | | JL | ML | |
| Foodbank Boxes | 14.07.20 | APK e-mailed KH, JL and ML for approval | 14/07 - Approved | 14/07 - Approved | 14/07 - Approved | E-mailed Cllr Govier to request an invoice to make the payment against. |
| Festive Lighting Inspection | 14.07.20 | KH emailed JL and ML for approval | 14/07 - Approved | 14/07 - Approved | 14/07 - Approved | Town Clerk moving forward |
| Accounts for Payment | 17.07.20 | APK e-mailed KH, JL and ML for approval | 17/07 - Approved | 17/07 - Approved | 17/07 - Approved | Schedule forwarded to Deputy Clerk who made payments |

23 Alexandra Road,
Minehead
Somerset
TA24 5DR

Tel: 01643704963, email: bryan.howe@talk21.com

13/07/2020

Kathryn Hemensley
Clerk and responsible Financial Officer
Wellington Town Council
28 Fore Street,
Wellington
Somerset.
TA21 8AQ

Dear Kathryn,

Annual Report by the internal auditor for the financial year ended 31 March 2020

Thank you for your help in carrying out and completing the internal audit.

I attach my internal audit working papers together with other documents used in the audit. Please retain these for three years.

Your Council should consider the following points which have been based on the Governance and Accountability in Local Council's-a practitioners Guide.

I have the following points to mention:

- Internal Audit 2019-20 – I note that WTC has implemented an action plan following the 2019-20 internal audit report however there are some outstanding recommendations these are: No 2,6,
No2- I did not see a revised asset register No6. Expenses were not signed by the chairman.
- The accounting method has been changed in both 2018/19 and 2019/20 from Receipts and payments to Income and Expenditure.
- VAT outstanding £3,830.96 as at the 31st March 2020 should be accounted as a debtor.
- The petty cash balance of £41.44 as at 31-3-2020 should be included in year end balances.
- I did not see the clerk's or the deputy clerks' contract of employment and I note that the clerk has received a substantial salary increase in February 2020 and a new deputy Clerk was appointed. The Clerks salary as at 31st March 2020 is £36,876 point 34 @ 30 hours per week = £2,491.62 pm however she was paid £2,455.37.
- Current account balances should always be treated as a general reserve as at the year end.
- I recommend that you review all contracts on a regular basis particularly the toilet cleaning, town warden, and Christmas lights.
- Other queries: no weedkilling/grass cutting costs in accounts.
- The cost of technology has substantially increased, and I did not see three quotes for this new contract.
- I note that you have some SLA, s but I did not the agreements. I recommend that you have signed agreements with partners that provide benchmarks and feedback to prove value for money.
- I did not see the new litter bins in the asset register, and I recommend that you create a separate register (see internal audit plan)

- Misc. Income (£3,565) needs to be allocated to appropriate service headings.
- All income and Expenditure sheets should be signed by the Clerk and Mayor.
- Do not make payments on photocopied invoices.

- **Budget monitoring**

I am concerned about the way the Town Council monitors and controls its budgets, and this was reported in last year's report and reports prior to that. The subject was added to the internal audit action plan but was dismissed.

There are a number of grants, donations, SLAs and other payments that the Wellington Town Council awards each year,

When setting budgets there should be separate heading for known SLA agreements, a donation budget and a grants budget, and payments should not exceed these budgets.

The current budget for grants/SLAs was overspent by £4K and there was no donations budget, so it is very difficult to control spending.

Other budget issues ---the salary budget has been overspent by £21K The

Tele/Computer/Web site budget was overspent by £6.5K. Longford Rd Toilets overspent by £5K. Youth service under spent by £5K

There is Community services and priorities budget of £40K and only £5,750 has been spent. I recommend that the Council is clear with its budget headings and only create budgets for planned expenditure in order to accurately monitor and control spending throughout the year.

Due to the budget issues above I cannot tick YES on box D of the AGAR return.

Due to me ticking 'No' to box D of the Annual Governance Statement, return I would remind Councillors that they are ticking a YES or NO on the declaration on section 1 of the Annual Governance Statement number 7 "we took appropriate action on all matters raised in reports from internal and external audit".

I would to thank Kathryn for all her work in carrying out the internal audit particularly over the 'lock down period', and I can see that she has made a number of improvements in the way the finance is recorded and presented to the Town Council.

I note that with the extra staffing resource, further improvements will be made in 2020/2021.

Thank you again for providing the accounts and documents.

The Town Council should note that I have carried out a limited internal audit and due to the 'lock down' I have not been able to visit the offices and look at certain documentation.

The Council must ensure that effective controls are in place and are in operation, to prevent and minimise any possible losses through fraud and corruption.

Yours sincerely,
Bryan Howe

Internal Audit

**WELLINGTON TOWN COUNCIL****INCOME AND EXPENDITURE ACCOUNT 2019 - 2020****SUMMARY OF FUNDS AS AT 31 MARCH 2020****INTRODUCTION**

This report relates to the Council's financial accounts for the year ended 31 March 2020 and includes various explanatory notes.

The Council's accounts are prepared under Regulations 7 and 9 of the Audit and Accounts Regulations 2011 as amended by Statutory Instrument SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020.

The accounts are published subject to audit by the accountancy firm of PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD. The audit is expected to be completed by the end of November 2020.

These accounts are expected to be approved by resolution of the Town Council at a virtual, but lawfully conducted meeting on 3rd August 2020.

Kathryn Hemensley,
Town Clerk and Responsible Financial Officer,
Wellington Town Council,
28 Fore Street,
Wellington,
Somerset TA21 8AQ

01823 662855
07983 697740
kathryn@wellingtontowncouncil.co.uk

WELLINGTON TOWN COUNCIL

Notes to the Receipts and Payments Account for the year ended 31 March 2020.

1. Statement of Accounting Policies

The general principles adopted in the preparation of these accounts and the Summary of Funds are those recommended by the Chartered Institute of Public Finance and Accountancy (CIPFA).

In the 2015 – 2016 Financial year, Wellington Town Council reached the threshold for Councils with either a budgeted income or expenditure over £200,000. This required within 3 financial years (that is to say by the 2018-2019 financial year) that the accounting statements be prepared in a different format than previously. The Council did not achieve this requirement and was therefore instructed by the external auditor to migrate to the new reporting system in the 2019-20 financial year. As part of this year's annual audit the Council were instructed to resubmit the previous year's (2018-2019) accounting statements in the required 'income and Expenditure' format.

Income and Expenditure format

The Council's annual accounts were previously reported on a 'receipts and payments' basis which took a snapshot at the year end, with no adjustment. The new 'Income and Expenditure' format takes the year-end position then adjusts recorded annual income and costs to include any amounts owed to or by the Council (known as Debtors and Creditors). The final (adjusted) accounting statements therefore reflect the financial situation if all sums payable and receivable for the financial year had actually been processed at year end. Future annual accounts will also be prepared on an Income and Expenditure format.

2. Fixed Assets

| Date of Acquisition | Description | Location | Cost | Insured Value |
|-------------------------------|---|---|--------|---------------|
| 01/04/1974 | Allotments 3.64 acres. Transferred from Wellington UDC. | Basins | £1 | |
| 12/08/1985 | Play area 0.62 acres. Donated by Barrett Bristol Ltd. | Tonedale | £1 | |
| 01/04/1974 & 06/04/2009 | Civic insignia including Mayoral Robes. Transferred from Wellington UDC and donated by Mr D Lentall. | Council Offices, 28 Fore Street | £3,000 | £7,299 |
| 04/09/2000 | Street Light | Rackfield, Westford | £1 | £719 |
| 04/09/2000 | 4 town name twinning signs | Town Entrances | £1 | £2,137 |
| 02/09/2002 | Public notice boards | Town Centre, Rockwell Green, Burrough Way | £1 | £3,347 |

| | | | | |
|---|--|---|----------------|---------------------------------|
| 02/09/2002 | Popham historical sign at playing field | Wellington | £1 | £1,399 |
| 19/11/2003 and 31/01/2019 March 2020 | 4 benches 4 new benches | High Street Fore Street Longforth Road Entrance to North Street car park | £500 £2,000 | £3,600 |
| 18/01/ 2007 | MUGA | Tone Play Area | £1 | £21,301 |
| 30/11/2004 | Play equipment | Tone Play Area | £5,000 | £15,558 |
| 03/04/2006 | 2 relocatable CCTV cameras and laptop (dismantled and no longer in use) | Office | n/a | n/a |
| 01/04/1974 | Filing Cabinet | Office | £30 | |
| 01/04/1974 | 8 tables, 18 chairs | Chamber | £200 | |
| 05/11/1990 | 30 polypropylene chairs | Chamber | £257 | |
| 02/02/2010 | 2 x 22" PC and monitor and 1laptop | Office | £550 | £6,707 for all equipment |
| August 2019 | laptop upgrade and new PC | Office | £860 | |
| 06/03/2006 | 2 desks, 2 cabinets & 2 chair | Office | £200 | |
| 01/02/2017 | Public Convenience, | Longforth Road | £30,000 | £75,835 |
| 10/03/2011 And June 2018 | 10 Grit bins | Wellington | £1,750 | Cover included in play area sum |
| 10/03/2011 | 8 Dog bins | Wellington | £500 | |
| 10/03/2011 | Community resilience shed | Wellington School | £1 | |
| 05/11/2013 | A3 Laminator | Office | £20 | |
| 2012/2013 | Brush, Rake, Snow shovel | Office | £75 | |
| 05/01/2015 | Mayoral Chain case and collar | Office | £50 | |
| 06/10/2017 | 2 x Defibrillator and case Manufacturer: CU Medical Model: iPad SP1 Serial Number: G1P06C47 | Longforth Road public convenience building and Rockwell Green Christian Fellowship Centre | £5,000 | £5,150 |
| Total | | | £50,000 | |

3. Section 137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) grants local councils power to spend up to a maximum of an annual allowance per head of electorate on the register as at 1st April. Known as the 'power of last resort' S137 expenditure is permitted only where no other legal power exists. Proposed expenditure must be balanced against the benefits, which must be solely for parish residents, and agreement to fund costs via S137 must be by formal resolution. Expenditure must be expressly reported. The 2019 -

2020 allowance was £8.12 per elector for an electorate of 12,067 which gave a total of allowable expenditure of £97,984.04.

The following activities were funded from S137 expenditure:-

| Payee | £ |
|---|-----------------|
| War Grave Flowers | 253.35 |
| Poppy Wreaths x 2 Remembrance Sunday & Armed Forces Day | 92.50 |
| Donation to Police Horse Blanket | 300.00 |
| Pop up shop (rents/legals/electric) | 8,012.64 |
| | ----- |
| SubTotal | 8,658.49 |
| St John's Primary School | 357.00 |
| (crossing patrols) | ----- |
| Total | 9,015.49 |

4. Deposit Reserve

This deposit reserve as at 31 March 2020 stands at £256,436.

5. Overall Financial Reserves

The Council has an overall cash balance of £400,078 as at 31 March 2020 (see table below) This operational reserve was taken into account when setting the 2019 - 2020 budget, and subsequently raising the precept. A decision was taken to draw down funds of £80,000 to be made available for specific (earmarked) funding during the year, and therefore lessen the charge to Council tax for the year ahead. The Council aims to hold reserves equivalent to one year's operational costs plus the capacity to consider introducing additional services to replace those lost as a result of efficiency savings and devolution of services by the principal authorities.

Bank reconciliation as at 31/03/2020

There were no unrepresented cheques at year end:-

| RECEIPTS AND PAYMENTS RECONCILIATION | | |
|---|------------------|--------------------|
| Period 1st April 2019 to 31st March 2020 | | £ : p |
| Balance brought forward at 1st April 2019 | | £328,766.86 |
| Interest on Investment | | £443.10 |
| Add cashbook receipts cumulative to 31st March 2020 | | £309,007.43 |
| Total | | £638,217.39 |
| Less cashbook expenditure cumulative to 31st March 2020 | | £238,138.99 |
| Balance brought forward as 31st March 2020 | | £400,078.40 |
| | | |
| Lloyds Current Account No. 2195145 | Statement no: 38 | £88,112.72 |
| Lloyds Deposit A/C No. 07788306 | Statement no: 29 | £256,436.56 |
| Lloyds Treasury Deposit placed 13.04.19 | | £55,529.12 |
| Total | | £400,078.40 |
| Less unrepresented cheques | | £0.00 |
| Total | | £400,078.40 |

6. Leases

The town council has a rolling lease with Taunton Deane Borough Council to occupy two rooms at 28 Fore Street Wellington at a yearly rent of £1,000. As a tenant, the Town Council is required to pay 10% of the cost of maintaining the common parts.

The Town Council sub-lets these two rooms to Wellington Museum and Local History Society at cost value. An annual grant is then applied for by the Museum to offset this overhead. This ensures accountability and transparency in the Council's support for the Museum.

During the year two new leases were taken on. Firstly, an additional room at the Council offices at 28 Fore Street, Wellington TA21 8AQ. This provides additional office space for the growing staff team. The initial term is for 3 years from 4 December 2019 at an annual rent of £1,260. The second was a two-year lease was for the premises at 31 Fore Street, Wellington TA21 8AG, which is the Council's pop up shop. Annual rent is £6,000.

7. Superannuation

The Clerk and Deputy have joined the Superannuation Scheme. The Town Council therefore pay 17.8 % of each salary as the employer's contribution to the scheme. In addition a monthly sum (recalculated annually) is paid to cover the deficit within the pension fund and the total paid for the year to 31st March 2020 was £936.

8. Income and Expenditure summary

Income

As can be seen on the year end accounts, as at 31st March 2020, total income for the year, adjusted for year-end debtors amounted to £309,947, made up as follows:-

| | | |
|---|-----------------|--------------------|
| 2019 – 2020 Precept received | £268,358 | AGAR* return Box 2 |
| Income generated by Council activities and services | £42,032 | AGAR return Box 3 |
| TOTAL INCOME | £310,390 | |

*Annual Governance and Accountability Return

Expenditure

Expenditure for the 2019 – 2020 financial year, adjusted for creditors totalled £266,762. Staffing costs are split out on the AGAR form, and overall costs were made up as follows:-

| | | |
|--------------------------|-----------------|-------------------|
| Staffing Costs | £69,773 | AGAR return Box 4 |
| Other operational costs | £196,989 | AGAR return Box 6 |
| TOTAL EXPENDITURE | £266,762 | |

Having taken into account the balance and reserves brought forward from the previous financial year (£308,064 as shown in AGAR Box 1), then adding this year's income and deducting this year's expenditure the carried forward balance of reserves as at 31st March 2020 was £351,692. This is shown in AGAR Box 7.

9. Creditors and Debtors

Although the financial year ended on 31 March 2020 there were a number of payments due for services or activities within the 2019 - 2020 financial year which were unpaid at the year end. These are known as creditors. Likewise, there was income generated during the year which was received after the year end. These are referred to as debtors. Both are set out in the table below.

| | Description | Creditor or Debtor | Amount: £ | Date Paid |
|---------------------------------------|--|--------------------|-----------|--|
| Somerset County Council | Superannuation for March 2020 | Creditor | 984.35 | May 2020 |
| AIS contract cleaning | Office cleaning to 31 March 2020 | Creditor | 100.36 | 3 rd April 2020 |
| Cllr J Lloyd | Travel Expenses | Creditor | 77.85 | 8 th April 2020 |
| Idverde | Community Warden Feb to April 2020 | Creditor | 3738.30 | 12 th May 2020 |
| Idverde | Longforth Road Toilets Cleaning 1/1/20 to 3/4/20 | Creditor | 1484.70 | 12 th May 2020 |
| Wellington Community Support Services | Contribution towards Mantle Street Youth Centre for the period August 2019 to March 2020 | Creditor | 13,110.00 | 27 th April 2020 |
| Somerset West & Taunton Council | Contested Parish Election Fee - May 2019 | Creditor | 1861.45 | 27 th April 2020 |
| Somerset West & Taunton Council | Uncontested Parish Election Fee – May 2019 | Creditor | 300.00 | 27 th April 2020 |
| Somerset West & Taunton Council | Emptying of litter bins and dog waste bins | Creditor | 3822.00 | Invoice received 5 th June 2020 |
| British Gas | Pop Up Shop Electric – 16 th March to 16 th April 2020 | Creditor | 41.20 | 21 st April 2020 |
| Glasdon | 4 Benches | Creditor | 1984.52 | 8 th April 2020 |
| Konica Minolta | Photocopier rental 6 th March to 6 th April 2020 (pro rata) | Creditor | 36.87 | 8 th April 2020 |
| Konica Minolta | Photocopier copies 7 th December 2019 to 6 th March 2020 | Creditor | 101.71 | 8 th April 2020 |
| HWCS | Window Cleaning 30 th Sept and 31 st Oct 2019 | Creditor | 20.00 | 8 th April 2020 |
| Somerset West & Taunton | Installation of Christmas Lights December 2019 | Creditor | 22738.38 | 15 th April 2020 |
| British Gas | Pop up Shop Electric – 12 th Feb to 16 th March 2020 | Creditor | 63.62 | 3 rd April 2020 |

| | | | | |
|----------------------------|---|---------------|---------------------|-----------------------------|
| HT Perry & Son | Pop up Shop Insurance 14 th Oct to 31 st Oct 2019 | Creditor | 25.00 | 8 th April 2020 |
| Handmade Pop Up – Jo Alway | Pop Up Shop – Rent £75.00 and Deposit £70.00 refund 23 rd March to 29 th March 2020 | Creditor | 145.00 | 15 th April 2020 |
| Wellington Majorettes | Pop Up Shop – Deposit Refund 17 th Feb to 1 st March 2020 | Creditor | 35.74 | 9 th April 2020 |
| United Reformed Church | Hall Hire for Council meetings – Jan to March 2020 (3 months) | Creditor | 96.00 | 23 rd April 2020 |
| TOTAL | Total amount owed to Creditors as at 31st March 2020 | | £50,767.05 | |
| Supplier | Description | Debtor | Amount £ | Date Received |
| C & C Motor Services | Hire Cost – Promotional Space, High Street, Wellington – Saturday 7 th March 2019 | Debtor | 50.00 | 1 st April 2020 |
| Somerset County Council | Contribution to Resurfacing of footpath at Crosslands, Wellington – February 2019 | Debtor | 1250.00 | 22 nd May 2020 |
| Somerset West & Taunton | Contribution to Cleaning Costs for Housing Team Office and Hire of Chamber – 28 Fore Street, Wellington 1 st April 2019 to 31 st March 2020 | Debtor | 1080.00 | 22 nd May 2020 |
| TOTAL | Total amount owed by Debtors as at 31st March 2020 | | £2,380.00 | |

10. Petty Cash

Petty cash is used mostly for small day-to-day items and the float is topped up to £50.00 when the need arises. All expenditure is recorded on a petty cash voucher, which when accompanied with the receipt for the purchase, enables a refund to the payee. Petty cash records are balanced monthly, and expenditure allocated to its specific budget heading at year end. The balance of petty cash held at year end was £28.71.

11. Financial Risk Assessment and Management

On the recommendation of the Council's Internal Auditor the Clerk has undertaken a risk assessment of the Council's financial procedures and management. See also item 12.

12. Risk Assessment and Management 2019 - 2020

A new risk management scheme was introduced during the year, and although adoption was delayed until May due to the coronavirus pandemic, its principles were followed throughout the year. The scheme document is re-presented to Council along with this report and year-end financial statements.

17th July 2020

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2020**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2020**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2020
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2019/20

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2020 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2019/20**, approved and signed, page 4
- **Section 2 - Accounting Statements 2019/20**, approved and signed, page 5

Not later than 30 September 2020 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2019/20

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (no highlighted boxes left empty), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible before approving the annual governance statement and the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2020.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2019) equals the balance brought forward in the current year (Box 1 of 2020).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2020**.

| Completion checklist – 'No' answers mean you may not have met requirements | | Yes | No |
|--|--|-----|----|
| All sections | Have all highlighted boxes have been completed? | | |
| | Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor? | | |
| Internal Audit Report | Have all highlighted boxes been completed by the internal auditor and explanations provided? | | |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? | | |
| Section 2 | Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | | |
| | Has an explanation of significant variations from last year to this year been published? | | |
| | Has the bank reconciliation as at 31 March 2020 been reconciled to Box 8? | | |
| | Has an explanation of any difference between Box 7 and Box 8 been provided? | | |
| Sections 1 and 2 | Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested. | | |

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2019/20

WELLINGTON TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

| Internal control objective | Agreed? Please choose one of the following | | |
|--|--|-----|----------------|
| | Yes | No* | Not covered** |
| A. Appropriate accounting records have been properly kept throughout the financial year. | ✓ | | |
| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for. | ✓ | | |
| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | ✓ | | |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | | ✓ | |
| E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for. | ✓ | | |
| F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for. | ✓ | | |
| G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied. | ✓ | | |
| H. Asset and investments registers were complete and accurate and properly maintained. | ✓ | | |
| I. Periodic and year-end bank account reconciliations were properly carried out. | ✓ | | |
| J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. | ✓ | | |
| K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered") | ✓ | | |
| L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations. | ✓ | | |
| M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee. | Yes | No | Not applicable |
| | | | ✓ |

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

15-7-20

BRYAN HOWE

Signature of person who carried out the internal audit



Date

15-7-20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

| | Agreed | | |
|---|--------|-----|--|
| | Yes | No* | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | | | <i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i> |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | | | <i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i> |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | | | <i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i> |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | | | <i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i> |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | | | <i>considered and documented the financial and other risks it faces and dealt with them properly.</i> |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | | | <i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i> |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | | | <i>responded to matters brought to its attention by internal and external audit.</i> |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | | | <i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i> |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes | No | N/A |
| | | | <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i> |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

Section 2 – Accounting Statements 2019/20 for

WELLINGTON TOWN COUNCIL, SOMERSET

| | Year ending | | Notes and guidance |
|--|-----------------------|-----------------------|--|
| | 31 March 2019 £ | 31 March 2020 £ | |
| 1. Balances brought forward | 331440 | 308064 | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | 213633 | 268358 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 39267 | 42032 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | 57040 | 69773 | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments | 0 | 0 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 219236 | 196989 | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 308064 | 351692 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 328767 | 400079 | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | 46633 | 50000 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | 0 | 0 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> |
| | | ✓ | <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i> |

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor Report and Certificate 2019/20

WELLINGTON TOWN COUNCIL, SOMERSET

In respect of

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

WELLINGTON TOWN COUNCIL

| ACTUAL | RECEIPTS | Proposed | TOTAL |
|---|--------------------|--------------------|-------|
| 2018/19 | 2019/20 | | |
| INCOME | | | |
| £213,633.00 Precept | £268,358.00 | £268,358.00 | |
| £576.50 Bank Interest | £350.00 | £571.24 | |
| £2,275.00 Grants | £2,275.00 | £2,275.00 | |
| £1,787.00 Allotment Rents | £2,000.00 | £2,240.00 | |
| £17,223.67 VAT Refund | £3,000.00 | £13,273.95 | |
| £1,825.00 Rents - Various | £2,700.00 | £2,135.00 | |
| £4,500.00 Public Conveniences | £0.00 | £0.00 | |
| £358.11 Insurance refund | £0.00 | £0.00 | |
| £2,400.00 Grants Received TDBC | £0.00 | £10,381.90 | |
| £1,000.00 Contribution towards Play Pitch Strategy* | £9,000.00 | £2,000.00 | |
| £5,364.81 C.I.L. | £0.00 | £4,023.19 | |
| £516.91 Misc Income | £1,000.00 | £2,125.35 | |
| £0.00 Contribution toward Crosslands Footpath | | £1,250.00 | |
| £0.00 Railway Station* | £6,300.00 | £0.00 | |
| £0.00 Film Festival & Pop Up Shop* | £21,000.00 | £1,756.90 | |
| £0.00 Bank Transfer | | £0.00 | |
| £251,460.00 TOTAL | £315,983.00 | £310,390.53 | |

* From Earmarked reserves

WELLINGTON TOWN COUNCIL BUDGET 2019/20

| 2018/19 | | | 2019/20 | year end |
|-------------------|-------------------|---|-------------------|-------------------|
| Estimated | Actual | PAYMENTS | Proposed | Total |
| | | Staff costs and expenses | | |
| £48,000.00 | £57,040.15 | Salaries | £49,000.00 | £69,773.36 |
| £500.00 | £960.00 | Staff Training | £500.00 | £175.00 |
| £200.00 | £89.11 | Staff Travelling | £200.00 | £254.92 |
| | £980.28 | Staff recruitment | £0.00 | £0.00 |
| £48,700.00 | £58,089.26 | Total of staff costs and expenses | £49,700.00 | £70,203.28 |
| | | Cost of democracy and elections | | |
| £500.00 | £500.00 | Mayors Allowance | £500.00 | £400.00 |
| £4,200.00 | £3,538.60 | Councillors Allowances | £4,200.00 | £3,472.00 |
| £500.00 | £82.50 | Members Training | £500.00 | £80.00 |
| £500.00 | £677.21 | Members Travelling | £500.00 | £657.84 |
| £1,000.00 | £1,239.30 | Hospitality | £1,000.00 | £672.44 |
| £1,000.00 | £0.00 | Elections | £5,000.00 | £2,167.70 |
| £7,700.00 | £4,798.31 | Total of cost of democracy and elections | £11,700.00 | £7,449.98 |
| | | Administration/Office running costs | | |
| £0.00 | £0.00 | Office Rent | £0.00 | £334.89 |
| £1,300.00 | £856.53 | Photocopier | £1,300.00 | £654.81 |
| £1,000.00 | £992.96 | Electricity | £1,000.00 | £1,111.44 |
| £1,000.00 | £1,770.31 | Telephone / Computer/Web site | £1,000.00 | £7,693.86 |
| £0.00 | £173.15 | Office Equipment | £0.00 | £362.56 |
| £2,500.00 | £2,960.47 | Printing | £2,500.00 | £1,664.77 |
| £2,500.00 | £2,051.37 | Insurances | £2,500.00 | £1,954.06 |
| £1,300.00 | £1,737.08 | Stationery & postage | £1,300.00 | £1,397.20 |
| £1,200.00 | £1,410.00 | Audit Fees | £1,200.00 | £1,470.00 |
| £750.00 | £1,434.00 | Office Cleaning | £1,500.00 | £1,441.28 |
| £1,800.43 | £3,293.36 | Affiliation Fees | £1,800.00 | £1,674.87 |
| £800.00 | £0.00 | Petty Cash Float | £800.00 | £28.71 |
| £400.00 | £453.50 | Hire of Hall | £400.00 | £525.00 |
| £14,550.43 | £17,419.58 | Total of administration & office running costs | £15,300.00 | £20,313.45 |
| | | Grants | | |
| £15,000.00 | £16,315.50 | Grants | £15,000.00 | £16,054.46 |
| | | Service Level Agreements CAB,WHERE, RL | £8,000.00 | £11,000.00 |
| £15,000.00 | £16,315.50 | Total of Grants | £23,000.00 | £27,054.46 |
| | | Grounds Maintenance and Allotments | | |
| £1,000.00 | £3,625.00 | Allotments | £2,000.00 | £68.00 |
| £1,500.00 | £436.91 | Tone Play Area | £1,500.00 | £0.00 |
| £500.00 | £30.00 | Footpaths Maintenance | £500.00 | £2,553.29 |
| £3,000.00 | £4,091.91 | Total of grounds maintenance & Allotments | £4,000.00 | £2,621.29 |
| | | Environment and Planning | | |
| £3,500.00 | £3,526.44 | Grass cutting | £3,500.00 | £0.00 |
| £2,400.00 | £0.00 | Weedkilling | £2,400.00 | £0.00 |
| £2,000.00 | £592.80 | Emptying Dog Bins | £2,000.00 | £3,822.00 |

| 2018/19 | | PAYMENTS | 2019/20 | year end |
|--------------------|--------------------|---|--------------------|--------------------|
| Estimated | Actual | | Proposed | Total |
| £2,000.00 | £945.00 | Provision of benches & Litter/Dog Bins | £2,000.00 | £3,362.14 |
| £1,000.00 | £320.00 | Planning Administration inc £10,000 for NP | £11,000.00 | £480.00 |
| £11,954.00 | £25,849.08 | Longforth Road Toilets | £13,500.00 | £18,744.25 |
| £22,854.00 | £31,233.32 | Total of Environment and Planning | £34,400.00 | £26,408.39 |
| | | Community Services | | |
| £8,500.00 | £8,500.00 | Wellington One | £11,000.00 | £11,000.00 |
| £900.00 | see 137 exp | St John's Crossing Patrol | £900.00 | £357.00 |
| £17,000.00 | £26,636.49 | Christmas Lights | £25,000.00 | £28,933.01 |
| £2,000.00 | £3,440.81 | Community Safety | £2,000.00 | £2,291.00 |
| £4,000.00 | £1,107.75 | Promotion of Wellington | £4,000.00 | £3,042.14 |
| | | | | |
| £20,000.00 | £3,077.14 | Community services and Priorities | £40,000.00 | £8,429.59 |
| £1,000.00 | £1,000.00 | Museum Lease | £1,000.00 | £750.00 |
| £7,000.00 | £8,893.45 | Playing Pitch Strategy (see earmarked reserves) | £0.00 | £0.00 |
| £15,900.00 | £24,742.67 | Community Warden | £16,500.00 | £15,855.30 |
| £1,000.00 | £0.00 | Emergency Planning | £1,000.00 | £158.40 |
| £1,000.00 | £30.06 | Other Payments | £1,000.00 | £45.00 |
| £25,000.00 | £19,665.00 | Youth Services | £25,000.00 | £19,665.00 |
| £0.00 | £2,491.00 | Section 137 Payments | £0.00 | £8,820.95 |
| | | | | |
| £0.00 | £10,000.00 | Payment National Trust Monument (from reserves) | £0.00 | £0.00 |
| £0.00 | £13,000.00 | Resurfacing paths in the park | £0.00 | £0.00 |
| £0.00 | £0.00 | C.I.L | £0.00 | £0.00 |
| £3,000.00 | £19,812.16 | VAT Paid | £3,000.00 | £12,344.63 |
| £112,600.00 | £144,328.96 | Total of Community Services | £130,400.00 | £111,692.02 |
| | | Expenditure from Earmarked Reserves | | |
| £0.00 | £0.00 | Film Festival £8000/Pop Up Shop £13000 | £21,000.00 | £0.00 |
| £6,300.00 | £0.00 | Railway Station | £6,300.00 | £0.00 |
| £10,000.00 | £0.00 | Playing Pitch Strategy | £9,000.00 | £1,020.00 |
| £16,300.00 | | Total of Expenditure from Earmarked Reserves | £36,300.00 | £1,020.00 |
| £224,404.43 | £276,276.84 | TOTAL | £304,800.00 | £266,762.87 |

Wellington Town Council

RECEIPTS AND PAYMENTS RECONCILIATION

Period 1st April 2019 to 1st April 2020

| | |
|---|----------------------|
| Balance brought forward at 1st April 2019 | £ : p £328,766.86 |
| Add cashbook receipts cumulative to 31st March 2020 | <u>£309,450.53</u> |
| Total | £638,217.39 |
| Less cashbook expenditure cumulative to 31st March 2020 | <u>£238,138.99</u> |
| Balance brought forward as 31st March 2020 | £400,078.40 |

| | | |
|---|------------------|--------------------|
| Lloyds Current Account No. 02195145 | Statement no: 38 | £88,112.72 |
| Lloyds Deposit A/C No. 07788306 | Statement no: 29 | £256,436.56 |
| Lloyds Treasury Deposit placed 13.04.19 | | £55,529.12 |
| Total | | £400,078.40 |
| Less unrepresented cheques | | £0.00 |
| Total | | £400,078.40 |

Signed.....
Mayor

Date: 31st MARCH 2020

Unrepresented cheques

NONE



**WELLINGTON TOWN COUNCIL
STATEMENT OF INTERNAL CONTROL
FOR THE YEAR ENDING 31st MARCH 2020**

1. Scope of Responsibility

Wellington Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. The Internal Control Environment

The Council

The Council has appointed a Chairman who is responsible for the smooth running of its meetings and for ensuring that all Council decisions are lawful. The Council reviews its obligations and objectives and prepares a budget at its January meeting. This enables the determination of the level of precept required for the following financial year. The Council monitors progress against its aims and objectives at its meetings by receiving relevant reports from the Town Clerk. The Council regularly reviews its internal controls, its policies, systems and procedures.

The Clerk/Responsible Financial Officer

The Council has appointed a Clerk of the Council who acts as the Council's advisor and administrator. The Clerk, who is qualified to CiLCA level, is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments

All payments are approved by Council. Two Members of Council must sign every cheque, and the Clerk countersigns. Following the passing of a resolution at the Council's meeting on 5th August 2019 and online bank account was set up and most payments are now paid by electronic bank payment. As with cheques, the release of online payments requires two Councillors to approve payments set up by the Clerk

Risk Management

The Council actively reviews its systems and controls and associated risk. On 12th May the Council adopted (by electronic vote due to Covid-19 regulations and the inability to meet in person) a new comprehensive risk management scheme. This details risks to all areas of Council operations with the mitigations and supporting documents in place to reduce risks to their practicable minimum.

Risk Assessment

The Council prepares a written risk assessment in respect of its activities, and where such activities are carried out with partner agencies, it ensures that each organisation is working to a shared risk assessment.

Internal Audit

The Council has appointed an independent Internal Auditor who reports to the Council on the adequacy of its systems and procedures, internal controls and risk management and its reviews of these matters. The effectiveness of internal audit is reviewed annually, and recommendations considered and enacted where deemed appropriate.

External Audit

The Council's External Auditors submits an annual Certificate of Audit which is presented to the Council.

4. Review of Effectiveness

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- The Council
- The Clerk/RFO who has responsibility for the design and maintenance of the internal control environment and managing risk
- The independent Internal Auditor who reviews the Council's systems of internal control
- The Council's External Auditors who make the final check using the Annual Return, a form completed and signed by the RFO, the Chairman and Internal Auditor

5. Significant Internal Control Issues

No significant internal control issues were identified during the 2018/19 financial year. There were however a number of recommendations from the External Auditor, which have been addressed in the preparation in this year's financial statements.

The Council strives for the continuous improvement of the system it had designed for internal control and is committed to addressing all of the minor issues and weaknesses raised and reported during the review process.

Chairman

Clerk of the Council

Date: 18 June 2020

Wellington Town Council
Meeting Schedule 2020-2021

Part 1 – Meetings that should have been held during lock down

This part of the schedule predicts what meetings would have taken place in the year to date if operations were continuing as normal. This was created using assumptions gathered from previous agendas;

- Finance, Planning & Full Council – first Monday of every month
- Staffing and Resources Committee – every other month last meeting held in February 2020
- Allotments Committee – quarterly last meeting held in October 2019
- Town Centre Working Group – every other month last meeting held January 2020
- Environment and Open Spaces Committee – quarterly last meeting held February 2020
- Community Safety – one/two per year (usually November) last meeting held November 2019

As most meetings seem to be held in the evening, I have timed them as 6pm (*this of course is just an estimation of what would have been*)

| April 2020 * all meetings cancelled | | |
|--|--------|--------------------------------------|
| 6 th | Monday | Finance 5.45pm |
| 6 th | Monday | Planning 6.15pm |
| 6 th | Monday | Full Council 7pm |
| 20 th | Monday | Staffing and Resources Committee 6pm |
| 27 th | Monday | Allotments Committee 6pm |

| May 2020 * all meetings cancelled | | |
|--|---------|---------------------------------|
| 4 th | Monday | Finance 5.45pm |
| 4 th | Monday | Planning 6.15pm |
| 4 th | Monday | Full Council 7pm |
| 12 th | Tuesday | Town Centre Working Group 6pm |
| 26 th | Tuesday | Environment and Open Spaces 6pm |

| June 2020 *all meetings cancelled | | |
|--|--------|--------------------------------------|
| 1 st | Monday | Finance 5.45pm |
| 1 st | Monday | Planning 6.15pm |
| 1 st | Monday | Full Council 7pm |
| 15 th | Monday | Staffing and Resources Committee 6pm |

| July 2020 *only Full Council and Planning Meetings held (highlighted green) | | |
|--|---------|-------------------------------|
| 6 th | Monday | Finance 5.45pm |
| 6 th | Monday | Planning 6.15pm |
| 6 th | Monday | Full Council 7pm |
| 14 th | Tuesday | Town Centre Working Group 6pm |
| 20 th | Monday | Planning 6.15pm |
| 27 th | Monday | Allotments Committee 6pm |

Part 2 – Meetings going forward

Using the information gathered from previous agendas, the calendar for the rest of the year would be as follows;

| August 2020 | | |
|------------------|---------|--------------------------------------|
| 3 rd | Monday | Finance 5.45pm **under review |
| 3 rd | Monday | Planning 6.15pm |
| 3 rd | Monday | Full Council 7pm |
| 17 th | Monday | Staffing and Resources Committee 6pm |
| 25 th | Tuesday | Environment and Open Spaces 6pm |

| September 2020 | | |
|------------------|---------|-------------------------------|
| 7 th | Monday | Finance 5.45pm **under review |
| 7 th | Monday | Planning 6.15pm |
| 7 th | Monday | Full Council 7pm |
| 8 th | Tuesday | Town Centre Working Group 6pm |
| 21 st | Monday | Allotments Committee 6pm |

| October 2020 | | |
|------------------|--------|--------------------------------------|
| 5 th | Monday | Finance 5.45pm **under review |
| 5 th | Monday | Planning 6.15pm |
| 5 th | Monday | Full Council 7pm |
| 19 th | Monday | Staffing and Resources Committee 6pm |

| November 2020 | | |
|------------------|----------|---------------------------------|
| 2 nd | Monday | Finance 5.45pm **under review |
| 2 nd | Monday | Planning 6.15pm |
| 2 nd | Monday | Full Council 7pm |
| 5 th | Thursday | Community Safety Committee 6pm |
| 10 th | Tuesday | Town Centre Working Group 6pm |
| 24 th | Tuesday | Environment and Open Spaces 6pm |

| December 2020 | | |
|------------------|--------|--------------------------------------|
| 7 th | Monday | Finance 5.45pm **under review |
| 7 th | Monday | Planning 6.15pm |
| 7 th | Monday | Full Council 7pm |
| 21 st | Monday | Staffing and Resources Committee 6pm |

| January 2021 | | |
|------------------|---------|-------------------------------|
| 4 th | Monday | Finance 5.45pm **under review |
| 4 th | Monday | Planning 6.15pm |
| 4 th | Monday | Full Council 7pm |
| 12 th | Tuesday | Town Centre Working Group 6pm |
| 25 th | Monday | Allotments Committee 6pm |
| 12 th | Tuesday | Town Centre Working Group 6pm |

| February 2021 | | |
|----------------------|---------|--------------------------------------|
| 1 st | Monday | Finance 5.45pm **under review |
| 1 st | Monday | Planning 6.15pm |
| 1 st | Monday | Full Council 7pm |
| 15 th | Monday | Staffing and Resources Committee 6pm |
| 23 rd | Tuesday | Environment and Open Spaces 6pm |

| March 2021 | | |
|-------------------|---------|-------------------------------|
| 1 st | Monday | Finance 5.45pm **under review |
| 1 st | Monday | Planning 6.15pm |
| 1 st | Monday | Full Council 7pm |
| 9 th | Tuesday | Town Centre Working Group 6pm |

[illegible]

[illegible]

(Mayor) _____ (Clerk) _____

| WELLINGTON TOWN COUNCIL BUDGET 2020/21 | | | | | | | | |
|--|------------|---|------------|------------|-----------|-----------|---------|------------|
| | | | JUNE | | | | | |
| 2019/20 | | | 2020/21 | | | | | |
| Budget | Actual | PAYMENTS | Budget | B fwd | June | Adj (+) | Adj (-) | Yr to date |
| Staff costs and expenses | | | | | | | | |
| £49,000.00 | £70,107.65 | Salaries | £90,654.00 | £10,788.30 | £5,696.94 | £984.35 | | £17,469.59 |
| £500.00 | £175.00 | Staff Training | £500.00 | £0.00 | | | | £0.00 |
| £200.00 | £413.32 | Staff Travelling | £200.00 | £0.00 | £28.80 | | | £28.80 |
| £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 | £10,788.30 | £5,725.74 | £984.35 | £0.00 | £17,498.39 |
| Cost of democracy and elections | | | | | | | | |
| £500.00 | £400.00 | Mayors Allowance | £500.00 | £0.00 | £400.00 | | | £400.00 |
| £4,200.00 | £3,472.00 | Councillors Allowances | £4,200.00 | £0.00 | £2,464.00 | | | £2,464.00 |
| £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 | £2,864.00 | £0.00 | £0.00 | £5,103.30 |
| Administration/Office running costs | | | | | | | | |
| £0.00 | £334.89 | Office Rent | £1,265.00 | £315.00 | £315.00 | | | £630.00 |
| £1,300.00 | £654.81 | Photocopier | £950.00 | £212.32 | 244.16 | | | £456.48 |
| £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 | £170.88 | £84.55 | | | £255.43 |
| £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 | £1,615.74 | | | £2,295.74 |
| £0.00 | £350.54 | Office Equipment | £250.00 | £73.50 | £36.75 | | | £110.25 |
| £2,500.00 | £1,555.45 | Printing | £250.00 | £825.00 | | | £825.00 | £0.00 |
| £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 | £96.00 | | | | £96.00 |
| £15,300.00 | £21,377.29 | Total of administration & office running costs | £19,608.00 | £2,628.82 | £2,296.20 | £0.00 | £825.00 | £4,100.02 |
| Grants | | | | | | | | |
| £15,000.00 | £21,734.05 | Grants | £15,000.00 | £0.00 | | £500 | | £500.00 |
| £8,000.00 | £8,000.00 | Service Level Agreements | £18,000.00 | £2,000.00 | | | | £2,000.00 |
| | | Coronavirus | £0.00 | £0.00 | £1,653.88 | £825.00 | | £3,718.88 |
| | | | | | | £740.00 | | |
| | | | | | | £500.00 | | |
| £23,000.00 | £29,734.05 | Total of Grants | £33,000.00 | £2,000.00 | £1,653.88 | £2,565.00 | £0.00 | £6,218.88 |
| 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 | £0.00 | £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 | £3,822.00 | | | £5,806.52 |
| £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 | £6,225.20 | £269.35 | | | £6,494.55 |
| £34,400.00 | £22,165.56 | Total of Environment and Planning | £53,905.00 | £8,209.72 | £4,091.35 | £0.00 | £0.00 | £12,301.07 |
| 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 | £0.00 | £0.00 | £0.00 |

| 2019/20 | | | 2020/21 | | | | | |
|--------------------|--------------------|---|--------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Budget | Actual | PAYMENTS | Budget | B fwd | June | Adj (+) | Adj (-) | Yr to date |
| | | | | | | | | |
| | | 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 | £21.14 | £501.97 | | | £523.11 |
| £40,000.00 | £5,750.00 | Community services and Priorities | £20,000.00 | £0.00 | | | | £0.00 |
| £0.00 | £0.00 | Health and Wellbeing | £20,000.00 | £1,740.00 | | | -£740.00 | £0.00 |
| | | | | | | | -£500.00 | |
| | | | | | | | -£500.00 | |
| £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 | £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 | £0.00 |
| £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 | £6,213.92 | £1,353.62 | | | £7,567.54 |
| £130,400.00 | £81,730.42 | Total of Community Services | £146,494.00 | £48,546.09 | £1,855.59 | £0.00 | -£2,724.35 | £47,677.33 |
| | | Expenditure from Earmarked Reserves | | | | | | |
| £21,000.00 | £7,140.48 | Film Festival £8000/Pop Up Shop £13000 | £0.00 | £3,529.56 | £88.13 | | | £3,617.69 |
| £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 | £3,529.56 | £88.13 | £0.00 | £0.00 | £3,617.69 |
| £304,800.00 | £238,138.99 | TOTAL | £455,461.00 | £77,941.79 | £18,574.89 | £3,549.35 | -£3,549.35 | £96,516.68 |

WELLINGTON TOWN COUNCIL

JUNE

| 2019/20 | | 2020/21 | |
|--------------------|--------------------|--------------------|--------------------|
| ANTICIPATED | ACTUAL | ANTICIPATED | ACTUAL |
| INCOME | | | |
| £268,358.00 | £268,358.00 | £352,939.00 | £176,469.50 |
| £350.00 | £128.14 | £582.00 | £718.15 |
| £2,275.00 | £2,275.00 | £2,275.00 | £0.00 |
| £2,000.00 | £2,240.00 | £1,800.00 | £80.00 |
| £3,000.00 | £13,273.95 | £3,000.00 | £0.00 |
| £2,700.00 | £1,005.00 | £2,700.00 | £1,130.00 |
| £0.00 | £10,381.90 | £0.00 | £0.00 |
| £9,000.00 | £2,000.00 | £86,300.00 | £0.00 |
| £0.00 | £4,023.19 | £0.00 | £0.00 |
| £1,000.00 | £3,565.35 | £0.00 | £2,335.51 |
| £6,300.00 | £0.00 | £1,000.00 | £2,190.00 |
| £21,000.00 | £1,756.90 | £3,600.00 | £0.00 |
| | £0.00 | £0.00 | £0.00 |
| £315,983.00 | £309,007.43 | £454,196.00 | £182,923.16 |
| TOTAL | | | |

* From Earmarked reserves

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

Wellington Town Council

INCOME AND EXPENDITURE RECONCILIATION

Period 1st April 2020 to 31st March 2021

£ : p

Balance brought forward at 1st April 2020

£400,078.40

Add cashbook receipts cumulative to 30th June 2020

£183,223.16

Total

£583,301.56

Less cashbook expenditure cumulative to 30th June 2020

£96,516.68

Balance brought forward as 30th June 2020

£486,784.88

Lloyds Current Account No. 02195145

Statement no: 3 of 3

£174,101.05

Lloyds Deposit A/C No. 07788306

Statement no: 30

£256,458.69

Lloyds Treasury Deposit placed 22.04.20

£56,225.14

Total

£486,784.88

Less unrepresented cheques

£0.00

Total

£486,784.88

Signed.....

Mayor

Date: 30th JUNE 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