



# WELLINGTON TOWN COUNCIL

**Notes of a meeting of the Wellington Town Centre Working Group held at 6pm on Tuesday 21<sup>st</sup> January 2020 in the Council Chamber.**

**Present:** Councillors M Lithgow, N Powell-Brace, J Lloyd, M McGuffie, J Thorne.

Richard Coupe, Adrian Hooper, Sharon Davis, Keith Wheatley.

Kathryn Hemensley - Town Clerk  
Annette Kirk – Assistant Clerk

**1. Apologies:** Councillor S Pringle-Kosikowsky

## **2. Declarations of Interest**

**Pop Up Shop** - Councillor Thorne declared an interest as his daughter had rented the shop.

**Promotional Space** – Councillor McGuffie declared an interest, as it is his intention to rent the space later in the year.

## **3. Pop up Shop**

**a)** Councillor Powell-Brace gave an update on the shop:-

- Bookings very good, with only 16 weeks available to rent for rest of year.
- Somerset Gazette would like to do an article on the Shop. KH suggested we get TV Coverage as well to promote the Shop.
- British Gas Electric Bill – online account. Councillor Powell-Brace said she was finding it very frustrating trying to change the account name. Using the online account, she cannot find where to input meter readings. Councillor Lithgow said he would assist with this.
- AH said we should ask the media to run an article alongside the shop promotion on the difficulties we are having with British Gas.
- KH said thank you to Councillor Powell-Brace for her work running the Shop and efforts made with British Gas

**b)** AK confirmed that a excel spreadsheet had been created to show deposits and rents received.

c) Councillor Powell-Brace said no licences had been signed to date. Town Council Office to assist to ensure licences are signed, as this will affect the shop insurance. Staff to print off 20 copies of the licence for Nancy.

d) Business Rates – Councillors decided after much discussion that we cannot pass on to existing bookings the £54 weekly cost of business rates. KW proposed a rent increase to £130.00 from 1<sup>st</sup> January 2021 to include Business Rates – Councillor Lloyd seconded.

**RECOMMENDED** to charge £130.00 per week from 1<sup>st</sup> January 2021.

e) KH suggested TV coverage would be good for the Pop Up promotion. AH said contact should be made to HTV in South Street. Councillor Thorne said we should co-incide with something of interest in the shop.

### 3. Christmas Lights

- From a traders' point of view the lights should be switched on 5 Saturdays before Christmas. AH recommended more events in line with light switch-on and run up to Christmas. Eg Winter Solstice, Children Entertainment.
- Councillor Powell-Brace felt traders were not being listened to.
- Councillor Lithgow felt very disappointed with traders after he had made efforts to chat with them and listen to their concerns, encouraging them to join the group meetings and then they were not turning up.
- Councillor Lithgow thanked Councillor Powell-Brace for her work in arranging for the small Christmas trees around the town.
- KH suggested a Christmas working group is set up, in light of the amount of work to be done this year.

### 4. Film Festival

- Councillor Lithgow and KW had a meeting with Debbie Richardson (Film Festival Organiser).
- The festival will commence on the morning Friday 18<sup>th</sup> September 2020 to evening Sunday 20<sup>th</sup> September 2020.
- Films & documentaries will be shown at the following venues:  
Wellesley Cinema  
Odettes Café  
Arts Centre  
Wellington School  
St. Johns Church
- Wellington School Bursar was happy for us to use their High Resolution Board to screen the outdoor film.
- RC will produce the Festival Programme, getting 50% of the programme sponsored. Will produce 5000 copies. 4000 copies being distributed around the town. 1000 copies to be given out in Pop-Up shop. RC would speak to Carly Press Printers to sponsor the programme printing.
- Councillor Lithgow confirmed interest from a solicitor to sponsor a gazebo plus cash donation
- KW advised that 3 local businesses had interest in sponsoring parts of the festival.

- AH confirmed that his wife was happy to donate £500 from an old account, towards the festival. AH keen to get involved in the Festival, and ML would ensure he was invited to future meetings.
- KH advised that for VAT purposes, all invoices for purchases on behalf of the Council must be made out in the name of “Wellington Town Council”

## 5. Promotional Space

- a) Councillor Lithgow confirmed he had spoken at length with Craig Stone from Somerset West & Taunton to discuss the managing of Promotional Spaces. Craig had provided us with example SWT promotional space templates. SWT were very happy to have a link to Wellington’s promotional space on their website. AK to speak to Craig Stone and MTMIT to implement.
- AK provided the committee with a draft copy of the Promotional Spaces application form for review. Photographs would be put on the front of the form, with the area for hire outlined. AK to implement.
  - Overall concern over the proposed charge of £50 half day £100 half day. It was noted that for the same money you could rent the Pop Up Shop for a week.
  - Councillor McGuffie asked whether we had a policy for the space. KH to create. It was agreed that the space would not let to any preaching religious groups or political parties.
  - Councillor Lithgow recommended that the charges would stay the same £25.00 half day and £50.00 full day with the rent to be reviewed annually.
  - Councillor Thorne would investigate taking over the promotional space in front of the Co-op.
- b) The proposed rent increase to £50 half day for Jonas Fishmongers – it was felt it was too high, as he was the only trader currently using the promotional space. It was agreed to leave the rent at £25.00 with the rent increase to be reviewed annually in November as part of the Council budget-setting.

## 6. Town Centre Signage

- RC circulated map dispenser specification from Cityscape Maps; the cost would be in the region of £1600. A dispenser (see attached) would cost around £1,600 to install, with customers paying £1 for a map. The Company also supply finger-posts and RC would seek some pricing options.

## 7. Any Other Business

- Councillor Lithgow passed his thanks to a very productive working group and thanked them for their contribution.

### Date of next meeting

Next meeting set for Tuesday 17<sup>th</sup> March 2020 at 6pm. in Council Chamber.

The meeting ended 7.30 pm

**Members:** Councillors Lithgow (Chair), Thorne, Powell-Brace, McGuffie, Pringle – Kosikowsky, and the Mayor (Councillor Lloyd)  
Richard Coupe, Sharon Davis, Keith Wheatley, Adrian Hooper