



WELLINGTON TOWN COUNCIL

Notes of a meeting of the Wellington Town Centre Working Group held on Wednesday 27 November 2018 at 5.30pm in the Council Chamber, 28 Fore Street, Wellington

Present: Councillor Shepherd (Chairman)
Councillors Lithgow and Barr
Sharon Davis, Richard Coupe, Keith Wheatley, Peter Watts

Kathryn Hemensley– Town Clerk
Gill Croucher – Town Clerk’s Assistant

1. Apologies: Councillors James, and Russell-Cairns

2. Updates since last meeting:

2a. Film Festival

Cllr Lithgow gave an update. Evaluation documents relating to previous film festivals at Ilfracombe had been circulated for the attention of the group. Currently it was not clear whether the proposed Co-ordinator for the film festival would still have capacity to take on this role. If not, then the group were hopeful that another Co-ordinator would be found without too much difficulty, and the group remained enthusiastic about the project as a whole. It was agreed that a key issue would be to secure the films and venues well in advance, so that the organisation for the festival can be mobilised quickly if and when funding is confirmed.

An initial proposal for funding for the financial year 2018/19 had been accepted at the recent budget planning meeting of the Council, but this would need to be ratified when the budget was confirmed in January 2018 .**

****Post meeting note** – the sum proposed was **£25,000** for both the Film Festival and Pop-up Shop.

2b.Pop-up Shop

Peter presented initial costings for the estimated running costs of the Pop-up shop. These had been prepared using sample costings forwarded by the group and totalled £12,709 for the year. It was suggested that the electricity cost was understated, and agreed that

additional costs need to be factored in for legal fees for producing a lease and checking the licence agreement. Costings included a Manager's salary based on one hour per week. Hirers would pay a deposit, and this would cover utility costs, once meters had been read. It was felt that the back room might lend itself to use by therapists.

Confirmation had been received that the freeholder was happy to grant a 2 year lease, and this would need a quick re-visit as a one year break-clause was desired. Formal ratification from the Town Council of a budget for 2018/19 was needed (**see above ****) but once approved, it was the intention to enter into the lease as soon as possible.

The group then discussed the potential charging strategy for potential hirers. It was desired that lettings would be to a mixture of charitable organisations and fledgling businesses, but should not take custom away from established retailers. An agreed committee would approve applicants, and it was noted that a good level of interest had already been shown by individuals and groups. Lettings could be for up to 1 month on a 'first-come' basis. It was agreed there would be 3 tiers of costs:-

Level 1 – Charities, non-commercial – free rental plus cost of utilities

Level 2 – Intermediate - £300 pcm/100 pwk inclusive

Level 3 – Full retail status - £600 pcm/200 pwk inclusive.

A key consideration was reiterated that the pop-up shop is not intended to be a commercial enterprise, but rather to enhance the town's appeal and reputation.

3. Town Centre Signage

Town Centre Signage had been discussed at previous meetings. This item was deferred to a future meeting once the ongoing status of the Working Group had been confirmed. It was noted that finger post signs can cost in excess of £1,000 each and more than one might be needed to provide continuity. It was hoped that ID Verde might be able to provide competitive costings for fitting signs at the appropriate time, also noted that Planning Permission would be required which would add to costs.

4. Town Centre Working Group status

The Town Council had extended the Working Group's mandate until the next meeting on 3 December. It was agreed to request a continuance until June 2019.

5. Date of next meeting

5.30pm Tuesday 22 January 2019 at the Council office.

The meeting ended at 6.45pm

Members: Councillors Shepherd (Chair), Lithgow, Russell-Cairns, Barr and the Mayor (Councillor James)

Richard Coupe, Sharon Davis, Emma Ransom-Bellamy, Peter Watts, Keith Wheatley, Adrian Hooper.