



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 7th September 2020** at 7.00 pm.

Members of the public are cordially invited to join this meeting.

Due to Coronavirus (Covid-19) measures Wellington Town Council is conducting its meetings remotely until further notice using 'ZOOM' technology. Members of the press and public are welcome to join this meeting using the following details. A device such as a mobile telephone, laptop or computer will be required.

<https://us02web.zoom.us/j/82005481511?pwd=N0tKOHcwbS9YdnpORDgzNVU1N1NlZz09>

Meeting ID: 820 0548 1511

Passcode: 896229

Members of the public who wish to have the opportunity to address the council will need to advise the Clerk in writing by no later than 12 noon on Thursday 3rd September.

Kathryn Hemensley, Town Clerk
07983 697740
kathryn@wellingtontowncouncil.co.uk
28 August 2020

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 Planning and full Council meetings on 3rd August (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 police to the meeting.

7. TONEDALE MILL

With input from the Police and Somerset West and Taunton Council's Heritage at Risk Officer (see agenda item 8) to discuss the current situation regarding the mill, particularly in regard to public safety.

8. TO RECEIVE AN UPDATE FROM THE SOMERSET WEST AND TAUNTON COUNCIL (SWTC) HERITAGE OFFICER CONCERNING LOCAL SITES

Dr Joanne O'Hara will give a verbal update on local sites where SWTC have current involvement.

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

The report is attached to the agenda.

10. TO CONSIDER GRANT APPLICATIONS

No applications have been received since the Council meeting on 3rd August.

11. IN LIEU OF PUBLIC SPEAKING 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 submissions received from members of the public.

12. TO REVIEW ELECTRONIC DECISIONS MADE BY COUNCILLORS

At a Coronavirus emergency meeting on 19th March, Councillors 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 electronic decisions made since the Council meeting of 3rd August is attached.

13. COUNCIL ACCOUNTS

(a) TO NOTE AND APPROVE THE JULY BANK RECONCILIATION (attached)

(b) TO NOTE AND APPROVE INCOME AND EXPENDITURE ITEMS FOR THE MONTH OF JULY (attached)

(c) TO NOTE AND APPROVE INCOME AND EXPENDITURE AGAINST BUDGET FOR THE YEAR TO DATE AS AT 31ST JULY 2020 (attached)

14. INTERNAL AUDIT ACTION PLAN 2020

To review the 2020 Internal Audit action plan and to note any information points and agree any actions arising. The plan is attached.

15. APPOINTMENT OF INTERNAL AUDITOR FOR 2021

To have early discussion about the internal auditor appointment for the 2020 – 2021 financial year.

16. TO BE UPDATED ON ARRANGEMENTS FOR THE TOWN'S CHRISTMAS LIGHTS

Having received quotations for the replacement of faulty light fittings and a new 3-year lights contract, recent contact from Somerset West and Taunton Council advised that some fittings belong to them. This has delayed progressing the contracts whilst ownerships and permissions to replace are clarified.

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

This is a standing agenda item to enable decisions about arrangements for Council Committee or Working Group meeting for the month ahead, and any amendments to staffing arrangements.

18. TONEDALE BRIDGE ROAD CLOSURE

To discuss Councillors' concerns about extensive road closures over a significant time-frame whilst Network Rail carries out essential repairs.

19. ADOPTION OF A DECOMMISSIONED BRITISH TELECOM TELEPHONE KIOSK

A request has been submitted for the Council to consider adoption of an out-of-service telephone box at Tone Hill for use by local residents. If approved enquiries as to whether this would be possible would need to be made with British Telecom and management arrangements would need to be agreed.

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

**Minutes of the meeting of Wellington Town Council held online via Zoom on Monday
3rd August 2020 at 7.00 pm**

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

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

There was 1 member of the public present and 2 members of the press. Sgt Daniel Bishop was also present.

34. 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.

35. APOLOGIES

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

36. DECLARATIONS OF INTEREST

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

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

Councillors Thorne, Govier and Hunt 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 3 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.

Councillor Lithgow declared a personal interest in the Grant Application from Wellington Community Counselling 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 from Wellington Community Counselling as he had helped set up the organisation. He confirmed that he no longer has any involvement.

WELLINGTON TOWN COUNCIL MINUTES 3RD AUGUST 2020

37. MINUTES

RESOLVED to approve and formally adopt the minutes of the Council Planning meeting on 20th July and full Council meeting on 6th July 2020.

38. TOWN MAYOR'S REPORT

The Mayor read a summary of a written report on the previous month. A copy is attached to these minutes. Further to this report, Cllr Lloyd reported that £100,000 will be granted to Wellington from a High Street Fund via Somerset West and Taunton Council. It was believed the Town Council would become responsible for the administration of said funding. It was suggested, but Councillors did not agree that a formal resolution would be required from Full Council with regard to submitting proposals for the use of the funding. A meeting was suggested for Tuesday 11th August to table this matter but declined with Councillors stating that managing the fund could be adequately dealt with by the Council's Town Centre Working Group. The Mayor informed Councillors that she was now in receipt of further documents containing more detail about the project and that she would circulate a copy to all Councillors for their information.

39. POLICE REPORT

Sergeant Dan Bishop gave an overview of his report that was circulated to Councillors before the meeting. Councillors briefly asked questions regarding the current bike marking event that was held. The Mayor thanked Sergeant Bishop for his attendance.

Sergeant Bishop left the meeting at this juncture.

40. CLERK'S REPORT

The report had been previously circulated to Councillors and it was so noted. Councillors asked about the situation regarding the installation of a bench at Brooklands Road. The Town Clerk advised Councillors that the 4 benches ordered in the previous financial year arrived just before lockdown. A shortage of ID Verde availability due to employees shielding had meant the benches had been stored. The Clerk would seek to progress this as she would be meeting with the ID Verde Service manager shortly.

41. 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 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 and adults. The organisation had 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.

RESOLVED to set up a three-year Service Level Agreement for the amount of £12,000 to be paid in two instalments each year after a six-monthly review of the organisation's

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performance. Measurable outcomes are to be detailed in the agreement, and a panel of Councillors would meet with the Charity's Directors. There were eight votes in favour and three against.

RESOLVED to transfer funds from the health and wellbeing budget heading to fund these payments. There were eight votes in favour, one against and two abstentions.

b) PromiseWorks

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

RESOLVED to decline the grant application from PromiseWorks stating the following reasons; Although the organisation has a reserves policy in place, Councillors felt that the company's funds were more than adequate and the Council aims to help those organisations who are less financially sound. There were also issues raised regarding the locality in which the money would be spent. Although it was stated in the application form that there is a waiting list in the Wellington area, it was not clear what their definition of 'the Wellington area' was. It was also noted that there is already a well-established mentoring service running in the Town. Councillors expressed their disappointment that there was no representative from the Company present at the meeting. There were nine votes in favour and two abstentions.

42. TO RECEIVE ANY REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

No representations had been received.

43. 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 was circulated to Councillors in advance of the meeting and was so noted.

At this juncture, Cllr Hunt left the meeting.

44. 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. They were re-circulated to Councillors in advance of the meeting.

(a) Internal Auditor's Report

The Internal Auditor's report was noted.

(b) To review the Council's Summary of Funds Report

RESOLVED to accept the Summary of Funds Report.

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

A copy of the AGAR was circulated to Councillors before the meeting. The statements in section one were read aloud by the Town Clerk;

RESOLVED to answer YES to statement 1

RESOLVED to answer YES to statement 2

RESOLVED to answer YES to statement 3

RESOLVED to answer YES to statement 4

RESOLVED to answer YES to statement 5

RESOLVED to answer YES to statement 6

RESOLVED to answer YES to statement 7

RESOLVED to answer YES to statement 8

Statement 9 is not applicable.

(d) Annual Accounting Statements 2018/19

RESOLVED to approve the Accounting statement section of the AGAR and confirm that the Accounting Statements are accepted by Councillors as true and accurate.

(e) Statement of Internal Control

RESOLVED to accept the annual statement of internal control.

(f) Risk management

RESOLVED to affirm that all Council activities are being conducted in strict accordance with the Council's revised Risk Management Scheme as adopted on 12th May 2020.

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

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

NOTED that an Allotments Committee meeting will be held on 21st September after carrying out the annual inspections.

AGREED that committee meetings will be placed on a rolling review and an item will remain on the monthly Full Council agenda.

(b) Coronavirus budget

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RESOLVED to add a Coronavirus heading the current years (2020-21) budget.

RESOLVED to transfer £10,000 from the Community Service and Priorities budget to the new Coronavirus budget.

46. 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 had ended and a proposal for this year had been sought.

(b) There remained 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 was also being sought from a second electrical company, recommended Festive Lighting company, who provide the lights.

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

The Town Clerk advised Councillors that a new 3-year quotation for Christmas lights including installation and removal had been received and would be circulated to Councillors after the meeting. Christmas lights at Rockwell Green were requested by Cllr Barr who would investigate what connections are in place and report back.

RESOLVED that there will be no Christmas events held in 2020 but there would be lights, which would be switched on from the last Saturday in November (28th). There were ten votes in favour and one abstention.

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

RESOLVED to accept the revised Application Form, Tenancy Agreement, and Risk Assessment. Also, to increase the deposit from £22.00 to £50.00 from the start of the allotment year, 29th September 2020. There were ten votes in favour and one abstention.

48. 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) had 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

WELLINGTON TOWN COUNCIL MINUTES 3RD AUGUST 2020

was currently under consultation and had been circulated to Councillors in advance of the meeting.

After some discussion, it was agreed that the majority of the Council supported the proposed changes to the Code of Conduct. Two Councillors were not in support of the sanctions suggested in the document.

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

RESOLVED to approve the summaries of income and expenditure for the month of June, bank reconciliation as at 30th June 2020 and summary accounts for the period 1st March 2020 to 30th June 2020.

There being no further business, the meeting closed at 10.20 pm.

.....
Councillor Janet Lloyd
Mayor

**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL HELD
ONLINE VIA ZOOM ON MONDAY 3RD AUGUST 2020 AT 6.30PM**

PRESENT: Councillor Lloyd

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

Kathryn Hemensley (Town Clerk)

Annette Kirk (Deputy Clerk)

Alice Kendall (Assistant Clerk)

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

29. APOLOGIES

Apologies were received and accepted from Councillor N Powell-Brace.

30. 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. Councillor Lithgow declared a further interest as Chair of Somerset West and Taunton Council's Licencing Committee

Councillors Lloyd and Stock-Williams declared an interest as substitute members for SWT's Planning Committee, reserving the right to vote differently if attending SWT's Planning Committee meeting should different facts be placed before them.

Councillor Pringle-Kosikowsky declared an interest as an employee of South West Heritage Trust who would be potentially be commenting on Case Ref: 43/20/0071

Councillor Govier declared a personal interest, as a member of St. John's Church Congregation – Case Ref: 43/20/0071

31. PUBLIC SPEAKING TIME

No members of the public present or any written representations received.

32. APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

The delegated agreement for determining decisions remained on hold so there were no applications for the Council's decision.

33. 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: 43/20/0067 Proposal: Erection of a single storey extension to the rear of Unit 5E Lowmoor Industrial Estate, Tonedale, Wellington

RECOMMENDED to support approval of the application subject to any Planning Officer recommendations, but noting concerns over potential noise pollution to neighbouring housing. Reference was also made that the loss of parking spaces to enable the extension might increase roadside parking which could in turn impact on road safety.

The Councillors pointed out confusion on identifying the unit on supporting documents, as it was shown as 5A.

b) Case Ref: 43/20/0071 Proposal: Replacement of roof coverings from lead to terne coated steel over single storey choir vestry on the rear aspect with associated replacement of guttering at St Johns The Baptist Church, High Street, Wellington

RECOMMENDED to support approval of the application. Subject to any relevancies to the Grade I Listing of the Church and that any future work was in keeping with the original construction.

The meeting ended at 6.47pm

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Councillor Janet Lloyd
Mayor

**REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL (REMOTE) MEETING ON
7th September 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 Impacts

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 budget since July's Council meeting. Expenditure within the current financial year amounts to £3,718.88 out of an agreed budget of £10,000.

3. IT and Comms**IT**

IT back-ups are run weekly but this is by necessity performed overnight as the process takes 6 hours. The cause for this is not known and the situation cannot be remedied until the Clerk is able to meet in person with the IT consultant.

Zoom Meetings

All Council meetings continue to be held via Zoom and this is working satisfactorily, although Zoom failings have been reported across the media recently. Meetings are hosted from the office to ensure reasonably strong connectivity. A range of meetings are scheduled for September to include linking in with neighbouring parish councils to discuss early Unitary thoughts, and progression of the Service Level Agreement with Wellington Community Counselling. In-person meetings will only reconvene when professional guidance recommends such action.

Website

The Assistant Clerk is now managing most website content and uploads for the Council's website.

Facebook

Similarly, the Deputy Clerk continues to manage the Council's Facebook account, posting topical messages and monitoring trending issues.

4. Staffing

Following the Clerk's notice to terminate her employment, an informal Council meeting, open to all Councillors, was held on 26th August to discuss recruitment for a replacement Clerk. There was provisional agreement that the current Clerk would end her employment on Sunday 18th October, with a prompt recruitment campaign to be undertaken. Details relating to the recruitment would be circulated to all Councillors for electronic approval prior to advertising the vacancy.

5. Office and Public Services

Staff continue to work mostly from home with individual members attending the office on several days each week to check the premises and pick up any post. Accounts and payroll functions are completed in the office by the Finance Assistant.

In line with government guidance the office remains closed. Socially-distanced appointments for the public are available on request where an in-person meeting is necessary to transact Council business. However, there have been no such requests in the past month.

The Clerk, Deputy and Assistant each continue with their 30-hour working week and telephone access remains available to the public between 9 am and 2 pm each weekday, excluding public holidays.

The CAB office and museum remain closed and the SWTC housing team do not have plans to return to the office at present.

6. Longforth Road Public Conveniences

Two cubicles remain open with twice-daily cleaning. Apart from one incident where a soap dispenser was removed and left on the floor, there have been no issues reported.

7. Community Warden Service

Following a telephone review with the ID Verde manager, the current service of reduced hours will be increased from 11 to 15 per week as from 1st September. This will be further reviewed with the aim to reinstate the full service of 22 hours per week from the start of October. 4 public benches will shortly be installed - one as donated by Swain's Lane Nature Reserve to be located at the Basins (at a site of the volunteer group's choosing). Three other locations are Brooklands Road, corner of Gay Street and Priory and the green at Oakfield Park. A further bench already purchased and planned for installation at the corner of Pear Tree Way and Torres Vedras Drive will not be installed at present due to the unresolved issues of green spaces at Cades Farm.

8. Actions from the August Council meeting

Subject	Action to be taken	By	Comments/Update
Benches	To be discussed with ID Verde at meeting with Manager	KH	Telephone catch up held on 25 th August and benches to be installed within the next 2-3 weeks dependent on ID Verde availability (and weather!)
Wellington Community Counselling – SLA	Panel of Cllrs to meet with WCC to agree details of outcomes	KH	11/08 – KH agreed panel of ML, SPK and MMG and meeting now set up with WCC for Thursday 10th September at 6pm
	Make budget transfers (£12k from health and wellbeing)	KH	14/08 - £10,000 already in budget, further £2,000 transferred.
Promise Works – Grant Application	Write to inform application declined	APK	Confirmation of decision sent by e-mail 06/08
Committee Meetings	Place on rolling review – item to remain on the agenda	KH	To be discussed at next meeting – 07/09
Coronavirus Budget	Add new budget heading	KH	14/08 – New heading added
	Make £10k transfer from Community Service and Priorities Budget		14/08 – Transfers made
Christmas Lights	Forward new scheme and inspection info when received	KH	All information forwarded on 11/08 with Cllrs agreeing to replace all fittings (with timers) and to enter a new 3-year agreement for lights with Festive Lighting Company. Contract issue temporarily on hold pending new information from SWTC

Allotments	Implement new deposits and revised documents	AK	Deputy Clerk will implement new forms and deposits on new tenancies going forward
NALC Code of Conduct	Reply to NALC with Cllr feedback	KH	04/08 – Feedback sent

AGENDA ITEM NO.

12

WELLINGTON TOWN COUNCIL ELECTRONIC DECISIONS RECORD									
CORONAVIRUS BUSINESS CONTINUITY MARCH 2020									
ITEM	DATE	HOW CIRCULATED	Clerk	COUNCILLOR DECISIONS/VOT		OUTCOME	COMMENTS		
				JL	ML				
Account for Payment	Schedule of Payments sent to KH, JL & ML for approval	24.07.20	APK e-mailed KH, JL and ML for approval	24/07 - Approved	24/07 - Approved	APPROVED	Schedule forwarded to Deputy Clerk who made payments		
Pavement Licence application received from Plantside-Mellington	WTC Consultee to approve Plantside application for tables and chairs on the pavement to front of shop - response to SWT Licensing 5-10 days	28.07.20	AK emailed to Councillors	28/07 - approved	28/07 - approved	APPROVED	31/7/20 emailed SWT to approve application		
Account for Payment	Schedule of Payments sent to KH, JL & ML for approval	04.08.20	APK e-mailed KH, JL and ML for approval	05/08 - Approved	04/08 - Approved	APPROVED	Schedule forwarded to Deputy Clerk who made payments		
Christmas Lights	Renewal of Christmas lighting scheme	07.08.20	KH e-mailed new lighting scheme to Councillors. Option for a new 3yr contract at £5,900. Possibility of 1 year also discussed	Yes - 3yr	Yes - no comment on term	APPROVED	Town Clerk to order new lighting scheme		
Footpaths Expenditure	Approval sought for £100 expenditure to continue footpaths/walking website.	11.08.20	KH e-mailed JL & ML for approval	11/08 - Approved	12/08 - Approved	APPROVED			
Accounts for Payment	Schedule of Payments sent to KH, JL & ML for approval	14.08.20	APK e-mailed KH, JL and ML for approval	14/08 - Approved	14/08 - Approved	APPROVED			
Christmas Light Fittings	<p>Having had the infrastructure for the Christmas lights checked by a qualified electrician, apparently the fittings are in very poor condition, beyond repairing and in need of replacement. I attach the quotation for your consideration and would ask for you to give me your vote as to whether to proceed, noting this is a full council decision as the sum exceeds £5k.</p> <p>Please see the attached but in summary the quotation is:</p> <p>£ 6224.00 + VAT WITH TIMERS</p> <p>£ 5570.00 + VAT WITHOUT TIMERS</p> <p>Given the feedback likely to arise from having lights on all the time (climate emergency) I suggest the option of a timer is worth the extra sum within the quotation. It also builds in flexibility. In order to proceed with lights this year I will not have the time to get a comparative quotation although you may recall I have asked for this from SWT on many occasions so it can be demonstrated that I have tried.</p> <p>Please let me know how you wish to proceed.</p>	14.08.20	KH e-mailed all Councillors	N/A	YES - TIMERS	YES - TIMERS	APPROVED	YES - TIMERS = 13	

AGENDA ITEM NO.

13(9)

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 31st July 2020****£190,880.85****Total****£590,959.25****Less cashbook expenditure cumulative to 31st July 2020****£109,165.93****Balance brought forward as 31st July 2020****£481,793.32****Lloyds Current Account No. 02195145****Statement no: 65****£169,088.76****Lloyds Deposit A/C No. 07788306****Statement no: 30****£256,479.42****Lloyds Treasury Deposit placed 22.04.20****£56,225.14****Total****£481,793.32****Less unrepresented cheques****£0.00****Total****£481,793.32****Signed.....****Mayor****Date: 31st JULY 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**

EXPENDITURE JULY

	VAT PAID	TOTALS
5	£7,567.54	£96,516.89
		£35.00
		£63.10
		£1,374.16
		£2,407.14
		£80.00
		£15.00
		£236.36
		£128.08
		£100.00
	£7.35	£44.10
		£100.00
		£500.00
0	16.16	£98.96
		£600.00
		£79.96
		£1,713.96
	3.25	£19.50
	£14.12	£84.74
	£13.12	£275.47
		£1,124.58
		£1,166.85
		£213.58
		£1,967.15
	£16.91	£101.46
		£224.00
		£0.00
5	£7,638.45	£109,195.93

INCOME FOR JULY 2020[illegible]

13 (C)

JULY

	2019/20	2020/21
ANTICIPATED ACTUAL INCOME		
Precept	£268,358.00	£352,939.00
Bank Interest	£350.00	£582.00
Parish Grants	£2,275.00	£2,275.00
Allotment Rents	£2,000.00	£1,800.00
VAT Refund	£13,273.95	£3,000.00
Rents - Various	£1,005.00	£2,700.00
Grants Received TDBC	£10,381.90	£0.00
Drawdown from Earmarked Reserves	£2,000.00	£86,300.00
Contribution towards Play Pitch Strategy	£4,023.19	£0.00
C.I.L.	£1,000.00	£0.00
Misc Income	£3,565.35	£1,000.00
Railway Station*	£0.00	£0.00
Film Festival & Pop Up Shop	£1,756.90	£3,600.00
Bank Transfer	£0.00	£0.00
Toilet Insurance Claim		£0.00
Crosslands Footpath Contribution		£0.00
Returned Grant (Churches Together)		£0.00
TOTAL	£309,007.43	£454,196.00
* From Earmarked reserves		
Film Festival & Pop Up Shop	£21,000.00	£21,000.00
Railway Station	£6,300.00	£6,300.00
Playing Pitch Strategy	£9,000.00	£9,000.00
Capital Provision	£0.00	£50,000.00
TOTAL EARMARKED RESERVES	£36,300.00	£86,300.00

WELLINGTON TOWN COUNCIL BUDGET 2020/21

JULY

2019/20		2020/21				
Budget	Actual	PAYMENTS	Budget	B fwd	July	Yr to date
						Notes
		Staff costs and expenses				
£49,000.00	£70,107.65	Salaries	£90,654.00	£17,469.59	£8,679.05	£26,148.64
£500.00	£175.00	Staff Training	£500.00	£0.00		£0.00
£200.00	£413.32	Staff Travelling	£200.00	£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	£17,498.39	£8,679.05	£26,177.44
		Cost of democracy and elections				
£500.00	£400.00	Mayors Allowance	£500.00	£400.00		£400.00
£4,200.00	£3,472.00	Councillors Allowances	£4,200.00	£2,464.00	£504.00	£2,968.00
£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	£5,103.30	£504.00	£5,607.30
		Administration/Office running costs				
£0.00	£334.89	Office Rent	£1,265.00	£630.00		£630.00
£1,300.00	£654.81	Photocopier	£950.00	£456.48		£456.48
£1,000.00	£1,111.44	Electricity	£1,155.00	£0.00	£262.35	£262.35
£1,000.00	£7,750.97	Telephone / Computer/Web site	£1,360.00	£255.43	£84.55	£339.98
£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	£2,295.74	£79.99	£2,375.73
£0.00	£350.54	Office Equipment	£250.00	£110.25	£36.75	£147.00
£2,500.00	£1,555.45	Printing	£250.00	£0.00		£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	£121.87	£232.19
£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	£1,713.98	£1,713.98
£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	£4,100.02	£2,299.49	£6,399.51
		Grants				
£15,000.00	£21,734.05	Grants	£15,000.00	£500.00		£500.00
£8,000.00	£8,000.00	Service Level Agreement - CAB	£3,000.00	£0.00		£0.00
		Service Level Agreements - RL	£3,000.00	£0.00		£0.00
		Service Level Agreements - WHERE	£2,000.00	£2,000.00		£2,000.00
		Service Level Agreements - WCC	£12,000.00	£0.00		£0.00
		Coronavirus	£10,000.00	£3,718.88		£3,718.88
£23,000.00	£29,734.05	Total of Grants	£45,000.00	£6,218.88	£0.00	£6,218.88
		Grounds Maintenance and Allotments				
£2,000.00	£68.00	Allotments	£1,000.00	£0.00	£15.00	£15.00
£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	£15.00	£15.00
		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	£5,806.52		£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	£6,494.55	£80.80	£6,575.35
£34,400.00	£22,165.56	Total of Environment and Planning	£53,905.00	£12,301.07	£80.80	£12,381.87
		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

transferred in
from Health and
Wellbeing
£10,000
transferred in
from Community
Services and

2019/20			2020/21				
Budget	Actual	PAYMENTS	Budget	B fwd	July	Yr to date	Notes
		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	£523.11		£523.11	
£40,000.00	£5,750.00	Community services and Priorities	£10,000.00	£0.00		£0.00	Transfer £10,000 to Coronavirus heading
£0.00	£0.00	Health and Wellbeing	£18,000.00	£0.00		£0.00	Transfer £2,000 to SLA heading
£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	£0.00		£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	£7,567.54	£70.91	£7,638.45	
£130,400.00	£81,730.42	Total of Community Services	£134,494.00	£47,677.33	£70.91	£47,748.24	
		Expenditure from Earmarked Reserves					
£21,000.00	£7,140.48	Film Festival £8000/Pop Up Shop £13000	£0.00	£3,617.69		£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	£1,000.00	£1,000.00	
£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	£3,617.69	£1,000.00	£4,617.69	
£304,800.00	£238,138.99	TOTAL	£455,461.00	£96,516.68	£12,649.25	£109,165.93	

AGENDA ITEM NO.

14

Internal Audit Action Plan 2019 - 2020

Completed items blocked out

	Auditor Comments	Action required	Lead	Timeframe	Reviewed	Comments
1	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, (see below)	Items carried forward to new action plan (see below)	Clerk			noted
Items brought forward from 2018-19 Action Plan						
2/19	Recommend all assets are photographed and added to separate asset register with two valuations (insurance value and value to WTC)	Noted and agreed. New inventory to be drawn up	Deputy Clerk	End December 2020	5/8/19	Initially agreed at 5 th August 19 Council meeting: is now work in progress
6/19	All expenses paid to employees should be signed by chairman	None this had been correctly implemented.	Clerk		April	Amended from April 2019 Completed
Actions from 2019-20 Audit						
2	VAT outstanding £3,830.96 as at the 31 st March 2020 should be accounted as a debtor.	Noted and agreed. For future years VAT return to end of March will be completed as part of year-end process	Clerk	March 2021		
3	The petty cash balance of £41.44 as at 31-3-2020 should be included in year end balances.	Noted and agreed. Appropriate adjustment to be made at 2021 year-end	Clerk	March 2021		

Internal Audit Action Plan 2019 - 2020

Completed items blocked out

	Auditor Comments	Action required	Lead	Timeframe	Reviewed	Comments
4	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 31 st March 2020 is £36,876 point 34 @ 30 hours per week = £2,491.62 pm however she was paid £2,455.37.	Noted and agreed. Adjustment required to remedy under payment	Clerk	July 2020		Underpayment remedied with additional payment in July salary. Completed
5	Current account balances should always be treated as a general reserve as at the year end.	Noted and agreed. Summary of funds report amended to incorporate this feedback	Clerk	July 2020	July 2020	Completed
6	I recommend that you review all contracts on a regular basis particularly the toilet cleaning, town warden, and Christmas lights.	Noted and agreed. Toilet-cleaning, warden and Christmas lights costs all reviewed during the year.	Clerk	July 2020	July 2020	Completed
7	Other queries: no weedkilling/grass cutting costs in accounts.	Noted, and agreed there were no costs this year as SWTC did not provide the service	Clerk	July 2020	July 2020	Completed
8	The cost of technology has substantially increased, and I did not see three quotes for this new contract.	Noted and agreed. New contracts should be tendered to receive competitive quotations.	Clerk	July 2020	July 2020	Completed

Internal Audit Action Plan 2019 - 2020

Completed items blocked out

	Auditor Comments	Action required	Lead	Timeframe	Reviewed	Comments
9	I note that you have some SLA, s but I did see not the agreements. I recommend that you have signed agreements with partners that provide benchmarks and feedback to prove value for money.	Noted and agreed. All SLA's expire in the 2020-21 financial year and all new arrangements will be supported by formal, countersigned SLA documents	Clerk			
10	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)	Noted and agreed. The 3 new bins will be added to the asset register.	Deputy Clerk	End December 2020		
11	Misc. Income (£3,565) needs to be allocated to appropriate service headings.	Noted and agreed. These costs have been reallocated to specific income headings. Financial recording of misc. income to be amended.	Clerk			
12	All income and Expenditure sheets should be signed by the Clerk and Mayor.	Noted and agreed. Signing will be done as and when practicable due to coronavirus-related remote meetings.	Clerk/Mayor	July 2020	July 2020	Completed

Internal Audit Action Plan 2019 - 2020

Completed items blocked out

	Auditor Comments	Action required	Lead	Timeframe	Reviewed	Comments
13	Do not make payments on photocopied invoices.	Noted and agreed. This relates to one account only where the invoice we receive appears to have been photocopied. £40 total expenditure only so is not a significant risk.	Clerk	July 2020	July 2020	Completed
14	Budget Monitoring – several points raised resulting in a 'No' reply to item D on the AGAR form	Not agreed as acceptable auditor feedback by Councillors. No action proposed.				

**ADOPTION OF A DECOMMISSIONED BRITISH TELECOM TELEPHONE KIOSK**

A request has been submitted for the Council to consider adoption of an out-of-service telephone box at Tone Hill for use by local residents. If approved enquiries as to whether this would be possible would need to be made with British Telecom and management arrangements would need to be agreed.



Please find attached key questions on how to adopt a telephone Kiosk (taken from BT Adoption Kiosk Scheme Brochure):