



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

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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 December** 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 these details:

Join Zoom Meeting

<https://us02web.zoom.us/j/88208304929?pwd=VElFa3V6RWRKOXhrZEtpak9qdIFadz09>

Meeting ID: 882 0830 4929

Passcode: 269137

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 December 2020.

David Farrow

Town Clerk

07983 697740

dave@wellingtontowncouncil.co.uk

30th November 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 2nd November (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 to the agenda.

8. GRANT APPLICATIONS

There have been no grant applications since the last meeting.

9. TO RECEIVE A REPRESENTATION FROM ST JOHN'S CHURCH

Richard Kelley from St John's Church will give information about their Angels of Hope project.

10. 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.

11. CORRESPONDENCE

(a) eat:Wellington (attached)

12. TO REVIEW ELECTRONIC DECISIONS MADE BY COUNCILLORS

At its emergency Coronavirus meeting on 19th March the Council made several proposals, subsequently approved by full Council. This included electronic voting for decisions about the Council's affairs. A summary report of electronic Council decisions since the Council meeting of 5th October is attached. Full details of all electronic voting are available on the Council's website.

13. COUNCIL ACCOUNTS

(a) To note and approve the September bank reconciliation (attached)

(b) Proposed budget for 2021-22

Following an informal budget meeting, the second draft of the proposed budget is attached with an accompanying report.

(c) To consider the precept amount for 2021-22

At the informal budget meeting, and as calculated in the documents circulated above, it was recommended that the Council set the Precept at £352,939 that being the same rate as the previous year year.

14. TO CONSIDER SECTION 106 MONIES AVAILABLE FOR BIDS

Somerset West & Taunton Council have given an update on the current balances of 106 funding available (see attached schedule). Cllr Lloyd was present at a recent Scrutiny meeting where Mike Rigby gave an update on 106 monies and a new computer system to track said funding. She will give an update with more information.

15. TO RECEIVE AN UPDATE ON CIL MONEY PAID TO THE COUNCIL

The Town Council has received the following CIL payments from Somerset West & Taunton Council. The money must be spent within 5 years of receipt. If it is not spent, the money has to be returned to the District Council who will keep the money to be spent appropriately within the Town. Councillors should now consider projects to use this funding (especially that received in 2018).

April 2018	£ 1,608.75
October 2018	£ 4,296.06
April 2019	£ 4,023.19
October 2019	£10,381.90
April 2020	£ 2,335.51
October 2020	£16,253.08
TOTAL	£38,898.49

16. TO MAKE A CONSULTEE COMMENT ON A STREET TRADING LICENCE APPLICATION

Details of the application from the Farmers Market have been forwarded to Councillors by e-mail.

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 and Working Group meetings, and to agree any working arrangements

The following meeting dates have been agreed by their Committees/groups;

- Environment & Open Spaces – 19th January 2021 – 6pm
- Town Centre Committee – 20th January 2021 – 10.30am
- Staffing & Resources – 27th January 2021 – 2.00pm
- Wellington Network Partnership – 10th February 2021 - 6.30pm

18. FEEDBACK FROM THE WELLINGTON NETWORK PARTNERSHIP

A meeting was held on Wednesday 25th November; the minutes of the meeting are attached. Councillor Lithgow will give an update.

19. FEEDBACK FROM THE TOWN CENTRE COMMITTEE

The Committee met on Wednesday 25th November; the minutes of the meeting are attached. Councillors Lloyd and Lithgow will give an update.

RECOMMENDATION: To take up a new 2 year lease on the Pop Up Shop subject to approval with Perry's.

20. FEEDBACK FROM THE STAFFING AND RESOURCES COMMITTEE

The Committee met on Wednesday 25th November; the minutes of the meeting are attached. Councillor Lloyd will give an update.

RECOMMENDED to Full Council that a subscription be taken up for an Accounting package. The Committee support the recommendation of the Clerks. Following demonstrations of three packages/services, the Clerks recommend the Scribe Accounting option at a cost of £1,500 per year plus a one off set up cost.

21. TO RECEIVE INFORMATION FROM THE DEVON & SOMERSET METRO GROUP

Papers to follow by e-mail.

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 PLANNING MEETING OF WELLINGTON TOWN COUNCIL
HELD ONLINE VIA ZOOM ON MONDAY 2ND NOVEMBER 2020 AT 6.00PM**

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

Alice Kendall (Acting Town Clerk)
Annette Kirk (Deputy Clerk)
David Farrow (Incoming Clerk)

One member of the public and One member of the press were in attendance.

101. APOLOGIES

Apologies were received and accepted from Councillors Booth and N Powell-Brace. Apologies were also received from Councillors A Govier and J Hunt, who later arrived part way through the meeting

102. 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 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.

103. PUBLIC PARTICIPATION

It was reported that no representations had been received.

104. 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: 43/20/0100/LB** Proposal: Insertion of 2 No. conservation roof lights to the rear with insertion of extractor fans and boiler flue and various external and internal alterations at 3 High Street, Wellington.

RECOMMENDED to support approval of the listed building consent. However, Councillors would like to raise a query with the Planning Officer as there is no accompanying 'full' planning application as is usually received for comment.

- b) **Case Ref: 43/20/0109** Proposal: Conversion and change of use of garage (Class C3) to beauty salon (Sui Generis) at 18 Popes Lane, Rockwell Green, Wellington.

RECOMMENDED to support approval on condition that planning permission is granted only on a two year temporary agreement.

Councillors also made the following comments:

- 1) What impact would the business have with customers parking in the residential area
- 2) Concerns of possible business changes in the future on change of ownership

At this juncture, Councillor Govier arrived at the meeting.

- c) **Case Ref: 43/20/0097** Proposal: Erection of a single storey infill extension with internal alterations at Drakes Place, High Street, Wellington.

RECOMMENDED to support approval subject to any Planning Officer recommendations. It was the Councillors understanding that this building is listed but no listed building application had been received for comment.

- d) **Case Ref: 43/20/0111** Proposal: Erection of a two storey extension to the side of 49 Wellesley Park, Wellington.

RECOMMENDED to support approval subject to any Planning Officer recommendations.

At this juncture, Councillor Hunt arrived at the meeting.

- e) **Case Ref: 43/20/0112/T** Proposal: Application to fell two Ash trees included in Taunton Deane Borough (Wellington No.2) Tree Preservation Order 1999 at Dukes Court, Bulford, Wellington (TD840).

RECOMMENDED to support approval subject to the Tree Officer's recommendations and that two specimen trees are replanted on site. The council would like confirmation from the Tree Officer that the trees were suffering from Ash Dieback and needed to be felled.

- f) **Case Ref: 43/20/0088/LB**

- g) **Case Ref: 43/20/0087** Proposal: Re-roofing of property with replacement of rotten timber rafter and installation of 2 No. conservation roof windows to the rear elevation of 82 Mantle Street, Wellington.

RECOMMENDED to support approval subject to any Planning Officer recommendations. Councillors did query the number of roof windows as only one could be identified on the drawings.

- h) **Case Ref: 43/20/0113** Proposal: Erection of a single storey extension to the rear of 2 Farthings Pitts, Foxdown Hill, Wellington.

RECOMMENDED to support approval subject to any Planning Officer recommendations.

- i) **Case Ref: 43/20/0116** Proposal: Erection of a single storey extension to the rear of 1 Baynes Close, Wellington

RECOMMENDED to support approval subject to any Planning Officer recommendations.

The meeting ended at 6.35pm

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Councillor Janet Lloyd
Mayor

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD ONLINE VIA ZOOM ON MONDAY 2ND NOVEMBER 2020 AT 7.00 PM

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

Alice Kendall (Acting Town Clerk)
Annette Kirk (Deputy Clerk)
David Farrow (Incoming Clerk)

There was 1 member of the public present and 3 members of the press.
Sergeant Daniel Bishop was present, as was Emma Jones, Community Fundraiser and Engagement Officer (Wellington Monument) – National Trust.

105 WELCOME AND INTRODUCTIONS

The Mayor opened the meeting with a welcome to attendees and reminded Councillors to raise their hand when they wished to speak.

106 APOLOGIES

Councillors Booth and Powel-Brace had informed the Clerk they might arrive late to the meeting. Apologies from Councillor Smith were noted by the Clerk as he attempted to join the meeting but experienced technical difficulties.

107 DECLARATIONS OF INTEREST

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 (items 11/12b/12c), being a former customer of MTMIT, the Council's IT consultant.

Councillor Thorne declared a personal interest relating to payments to MTMIT (items 11/12b/12c), being a customer and personal friend of MTMIT, the Council's IT consultant. Also, on item 12b (income) as a payment had been received from his daughter's business associate, J Alway, in relation to the Pop-Up Shop.

Councillor Govier declared a personal interest to payments to MTMIT, being a customer of MTMIT

108 MINUTES

RESOLVED to approve and formally adopt the minutes of the Planning and full Council meetings held on 5th October.

109 MAYOR'S REPORT

The Mayor reported that she had visited the Women's Institute memorial display in Wellington Park where knitted and hand-crafted poppies have been installed. She had also visited the field of remembrance at the Baptist Church and laid a cross. The local branch of the Royal British Legion will be running their poppy appeal from the Pop Up Shop until Wednesday. It was planned to hold a small, socially distanced, wreath laying ceremony at the War Memorial on Sunday 8th November but this might change due to the new lockdown restrictions being announced. Councillor Thorne reported that further guidance on remembrance services had been issued earlier that day. The Mayor will circulate an update the following day once the new guidance has been read.

She had contacted the organisers of the annual Christmas window competition and unfortunately agreed that it should be cancelled for 2020. This was due to the new Coronavirus restrictions.

She was saddened and shocked to receive a report that Network Rail employees working on the Tonedale Bridge had been subject to verbal abuse by members of the community. She has written to National Rail to issue an apology on behalf of the Town.

110 POLICE REPORT

Sergeant Dan Bishop presented his Police report for the previous month which had been circulated in advance of the meeting. His team had carried out a number of licence checks and they had been impressed with the COVID-19 related measures being taken by local businesses. He further reported that officers had dealt with a gathering of around 40 youths at the skate park adjacent to Wellington Sports Centre. This led to eleven ASB warning letters being issued to youths and their parents. Two £200 COVID-19 penalty notices were issued to those over 18. On the same evening, a youth was also arrested for causing criminal damage to a window of a high street property. It was understood however, that the incident did not involve genuine users of the skate park but the area was used as a meeting place for those in question.

Councillors noted that this report was prepared and circulated before the new lockdown measures had been announced. Sgt Bishop was thanked for his team's hard work and it was asked that the kind thoughts of the Council be passed to PSCO Hallett who had unfortunately fallen ill.

At this juncture, Sgt Bishop left the meeting.

RESOLVED to move forward item 10 (update from National Trust) to follow the Clerk's report.

111 CLERK'S REPORT

The report prepared by the Acting Clerk had been previously circulated to Councillors and it was so noted. Councillor Stock-Williams asked if there had been an update from ID Verde regarding the Longforth Road toilets. The Acting Clerk informed that this will be followed up as soon as possible.

112 TO RECEIVE AN UPDATE FROM NATIONAL TRUST

Emma Jones, Community Fundraiser and Engagement Officer (Wellington Monument), gave an update on the fundraising for the Monument's refurbishment. £380,000 is left to raise but she is confident that this will be reached. The project is only one of a few that the National Trust continued through lockdown and is only around two weeks behind schedule with an anticipated finish date of May 2021. 1,500 stones are being replaced in the structure including a newly built pyramidion. However, they are pleased to be able to re-instate the original capstone which is in excellent condition. Fundraising activities have included 'stone donations' where it has been possible to purchase a piece of stone that has been removed with a certificate of authenticity. Another scheme has seen people submitting donations accompanied with a letter or note on A5 paper which will be placed behind the new plinth stones when they are installed. Emma was also pleased to report that the stones required to rebuild the steps had been ordered and that the scaffolding will be dismantled in the coming months. The project, when finished, will have taken 3 years in total. She put forward an idea that the original pyramidion could be used to create a feature in the centre of Wellington. Councillors were very keen on this and installation in the park or on a roundabout was suggested. Emma will gather further information and report back to the Council.

113 GRANT APPLICATIONS

An application had been received from Wellington Tennis Club for £200 which will contribute towards work to trees adjacent to their premises. The application and supporting documents had been circulated to Councillors in advance of the meeting. After some discussion it was **RESOLVED**, by majority vote, not to grant the application for £200. Councillors felt that as the County Council owned the trees, that they should carry out the works required or provide the funding to do so.

114 IN LIEU OF PUBLIC SPEAKING TO RECEIVE ANY REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

The Clerk advised that no representations had been received.

115 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 5th October was attached to the agenda, with the full voting records available on the Council website.

RESOLVED to note and accept the voting report.

116 COUNCIL ACCOUNTS

(a) **TO NOTE AND APPROVE THE SEPTEMBER BANK RECONCILIATION**

(b) **TO NOTE AND APPROVE INCOME AND EXPENDITURE ITEMS FOR THE MONTH OF SEPTEMBER**

(c) TO NOTE AND APPROVE INCOME AND EXPENDITURE AGAINST BUDGET FOR THE YEAR TO DATE AS AT 30TH SEPTEMBER 2020

RESOLVED to accept the Bank reconciliation, income and expenditure, and budget reports as presented.

(d) PRELIMINARY BUDGET CONSIDERATIONS FOR 2021-22

It was noted that an informal meeting will be held on 18th November at 6.30pm to discuss items to be included in the upcoming budget.

117 NALC CLIMATE CHANGE SURVEY

An online survey had been issued by NALC relating to Climate Emergency declarations. It was agreed that the Acting Clerk will complete the questions with input from the Mayor.

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

It was noted that the following meeting dates had been agreed by their Committees/groups;

- Town Centre Committee – 25th November – 10.30am
- Staffing & Resources Committee – 25th November – 2pm
- Wellington Network Partnership – 25th November – 6.30pm
- Environment & Open Spaces – 19th January 2021 – 6pm

119 REVIEW OF THE FINANCE COMMITTEE

RESOLVED to re-instate the Finance Committee and accept the Terms of reference as presented after amending bullet 4 under 'Operation of the Committee' (page 2) to read; If the Chairman is not able to attend a meeting, the Committee shall vote to appoint a Chairman for that meeting before any business is conducted.

120 FEEDBACK FROM THE ENVIRONMENT AND OPEN SPACES COMMITTEE

(a) Environment & Open Spaces Committee Meeting

The Committee met on Tuesday 13th October; the minutes of the meeting were circulated. Councillor McGuffie gave an update. The minutes were noted after moving Councillor Thorne from 'Present' to 'Also Present' as he is not a member of the committee.

(b) Recommendations

As per the minutes circulated at the item above, the Committee recommended; "that the Environment and Open Spaces move forward with the application to the Somerset County Council Climate Emergency Fund led by the Chairman, Councillor McGuffie." Councillor McGuffie's proposal had been circulated by e-mail in advance of the meeting.

(c) Additions to the application to the Climate Emergency Fund

As per the e-mail forwarded from Councillor McGuffie, a decision is required if the Council would like to provide match funding of £9,000.

WELLINGTON TOWN COUNCIL MINUTES 2ND NOVEMBER 2020

RESOLVED to accept the recommendation that Councillor McGuffie move forward with making an application the Climate Emergency Fund for the street trees project. Also, to provide match funding of up to £9,000 from the Council's environmental budget. An additional suggestion of tree sponsorship will also be included.

At this juncture, Councillor Hunt gave his apologies and left the meeting.

121 FEEDBACK FROM THE WELLINGTON NETWORK PARTNERSHIP

A meeting was held on Wednesday 14th October; the minutes of the meeting were circulated and noted. Councillor Lithgow gave an update to explain what the group had worked on so far including gathering information on what services the neighbouring Parishes currently provide. The next meeting will be held on 25th November.

122 FEEDBACK FROM THE TOWN CENTRE COMMITTEE

The Committee met on Wednesday 21st October; the minutes of the meeting were circulated and noted. Councillor Lloyd gave an update. Unfortunately, given the announcement of a second lockdown, some of the projects for Town Centre Emergency Fund had to be put on hold.

123 FEEDBACK FROM THE STAFFING AND RESOURCES COMMITTEE

(a) Staffing and Resources Committee

The Committee met on Wednesday 21st October; the minutes of the meeting were circulated and noted. Councillor Lloyd gave an update; The incoming Town Clerk is kindly looking at the upgrade of the office telephone system with the IT consultant. SWT will be approached about the possibility of taking on the Community Office on the ground floor.

(b) Recommendations

As per the minutes above, the Committee recommended; "that any additional hours worked by the Deputy Clerk during the next 6 weeks can be taken as time in lieu up to 10 hours. Any amount over this will be paid as overtime."

RESOLVED to accept the recommendation.

124 FEEDBACK FROM THE POST OFFICE WORKING GROUP

The group met on 27th October, notes of the meeting were circulated and noted. Councillor Thorne gave a brief update, although there were no actions arising from the meeting, Councillors endorsed the approach being taken.

125 BEATING THE BOUNDS

This item will be deferred until mid-2021

There being no further business, the meeting closed at 9.35 pm.

.....
Councillor Janet Lloyd Mayor

**REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL (REMOTE) MEETING ON
7th DECEMBER 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. The office remains closed to the public with staff attending for essential reasons only (post collection etc.). 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. It was agreed to run another 6 weeks of free advertising in the Welly Weekly to support businesses over lockdown number 2 and up to Christmas. This will total £1,080 bringing the coronavirus budget spend to £4,798.88.

3. IT and Comms**IT**

The Council's IT systems are working well. The IT consultant continues to assist the new Town Clerk with gathering pricing and options for the installation of a new telephone system.

Zoom Meetings

All Council meetings continue to be held via Zoom and this generally works satisfactorily. In-person meetings will only reconvene when professional guidance recommends such action.

Website/Facebook

These continue to be managed in house by the Deputy and Assistant Clerk.

Communications

Staff continue to issue a range of press releases as required.

4. Staffing Update

The new Town Clerk, David Farrow, started in post on 30th November.

5. Office and Public Services

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

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.

Socially-distanced appointments for the public are available on request where an in-person meeting is necessary to transact Council business. This recently has covered verifying personal details for local residents with foreign pension entitlements.

6. Longforth Road Public Conveniences

Twice daily cleans have now been requested with ID Verde. At the time of writing, contact details for the security company providing the locking services are still awaited.

7. Community Warden Service

The Community Warden Service is now operating over 15 hours per week and will need further review between the new Clerk and Richard Hopkins the Id Verde local manager.

8. Actions from the October Council Meeting

Subject	Action to be taken	By	Comments/Update
Planning	Chase re application for Wellington Foot care (83 Dobree Park)	AK	Raised with Planning.
Benches	New bench installations still outstanding plus one at Basins	APK	Bench locations passed to Community Warden. There are one or two issues to resolve before installation. Community Warden will install ASAP and when provision of supplies allows.
Toilet Cleaning & Locking	Chase up ID Verde	APK	Done.
Grant Application	Write to applicant	APK	Done
Budget meeting	Set up meeting for 18 th November	APK	Done
Finance Committee	Amend ToR	APK	Done
Climate Emergency Fund	Cllr McGuffie to make application		Done

Alice Kendall
Acting Town Clerk
30th November 2020



Wellington Town Council

We know that weekend shindigs, days out and socialising have all been turned on their heads this year with plans disrupted and many regular events cancelled. We had the beginning and end of our year long series of food and drink events impacted by the restrictions on popular markets where large numbers may attend – but we think we managed to deliver an inclusive, safe and welcoming event in Wellington between lockdowns.

We are proud of our custodianship of the food and drink festival and this year was our fifth since taking it on.

This year we made adaptations and alterations to ensure maximum public safety and create an opportunity for the local community to have something to look forward to. As in previous years the festival was open air and we had applied for and been granted covid-secure status. We removed around 1/3 of the pitches to create more room, introduced markings for queues, dispersed the hot food to minimise congestion, had extra signage, covid marshals, hand sanitiser stations and lots of pre-event messaging to remind people of their obligations. All our producers had completed their covid risk assessment and we had an excellent report back from the Director of Public Health and Council EHO who both visited. For many of the micro and small food and drink businesses our six 2020 events were the only face-to-face (or mask-to-visor) trading opportunities of the whole year.

Reflecting on the past 5 years we have enjoyed working in Wellington and forging relationships with groups like the Quakers, Transition Town and the Army Cadets.

We made one fundamental change in 2015 by switching the layout from backs of stalls facing the shops to islands in the middle of the road in High Street and alternating sides of the road in South Street. We continued the demo stage we had helped establish and then swapped to a more interactive cook school.

We brought our high sustainability standards to the event. This is a 24 point plan covering waste, water, energy, transport, food and community. We have a target of 30 miles for the miles for the producers who take part. We also book a wide variety of entertainment that keeps the food and drink as the star of the day.

We know that producers who had only just started out when the pandemic restrictions hit were some of the hardest hit by the lack of events, so in 2021 we are launching a new support initiative, Start Out Strong [SOS], to help them. This is a 20% discount on their pitch fee plus support from our partners with financial advice, marketing and business planning.

The bursary sponsored by Thatchers Cider will return in 2021 – offering free pitches to brand new producers.

We are working in the 2021 eat:Wellington event and are looking forward to showcasing a great range of local producers in a town. We are already open for applications and expect to be full before the end of February for the September festival. We welcome applications and if you know someone who you think would enjoy trading at any of events please do ask them to get in touch. We will be reaching out and visiting local businesses offering ideas on how they can take advantage of the footfall. In 2021 we will keep the revised layout of the dedicated lane for the Royal Mail.

Best wishes and merry Christmas – Bev and Sarah Milner Simonds hello@eatfestivals.org

AGENDA ITEM NO.

12

WELLINGTON TOWN COUNCIL ELECTRONIC DECISIONS RECORD									
CORONAVIRUS BUSINESS CONTINUITY MARCH 2020									
ITEM	DATE	HOW CIRCULATED	Clerk approval	COUNCILLOR DECISIONS/NOT		OUTCOME	COMMENTS		
				JL	ML				
Christmas Lighting Extras	A secondary wire is required to support the Christmas lights crossing the street. Cost is max £180 per wire, £1,000 added to plan for EHF	27.10.20	APK e-mailed JL and ML for approval	27.10 - Approved	27.10 - Approved	APPROVED			
Letter of Support	Application from Community Centre made to Section 106 monies for £140.	27.10.20	APK e-mailed all for approval	N/A	27.10 - Approved	APPROVED			
Newspaper Advertisements	Re-Instatement of the free advertising in the Wellington Weekly. Cost £180+VAT, 6 week run suggested	4.11.20	APK e-mailed all for approval	N/A	04.11 - Approved	Approved - 9 Abstain - 1			
Accounts for Payment	Schedule of Payments sent to JL & ML for approval (26th October - 9th November)	9.11.20	APK e-mailed JL and ML for approval	09.11 - Approved	09.11 - Approved	12.11 - Approved	JL - Declared an interest in Payments to MTMIT as a former customer (Items b and c). Also did not comment on Items d and g as they were expense payments to herself.		
Festive Lighting Invoice	Full approval required for amount of £8,972.80. APK Checked amounts against contracts.	9.11.20	APK e-mailed all for approval	N/A	09.11 - Approved	09.11 - Approved	APPROVED		
Accounts for Payment	Schedule of Payments sent to JL & ML for approval (9th November - 20th November)	20.11.20	APK e-mailed JL and ML for approval	20.11 - Approved	20.11 - Approved	APPROVED	JL - Declared an interest in Payments to MTMIT as a former customer (Items j, m and n)		

Wellington Town Council

INCOME AND EXPENDITURE RECONCILIATION

Period 1st April 2020 to 31st March 2021

Balance brought forward at 1st April 2020

Add cashbook receipts cumulative to 31st October 2020

Total

Less cashbook expenditure cumulative to 31st October 2020

Balance brought forward as 31st October 2020

£ : p

£400,078.40

£401,037.42

£801,115.82

£173,512.60

£627,603.22

Lloyds Current Account No. 02195145

Lloyds Deposit A/C No. 07788306

Lloyds Treasury Deposit placed 22.04.20

Total

Less unrepresented cheques

Total

Statement no:

Statement no:

£314,885.45

£256,492.63

£56,225.14

£627,603.22

£0.00

£627,603.22

Signed.....

Mayor

Date: 31st OCTOBER 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



**WELLINGTON TOWN COUNCIL
BUDGET REPORT
for the financial year 1 April 2020 to 31 March 2021**

1. INTRODUCTION

Wellington Town Council has a statutory duty to set an annual budget. This is a legal precursor to setting the precept for the following year. Although variances in actual expenditure are inevitable due to changing circumstances (whether internal or external), careful attention to detail, coupled with comprehensive planning ensures that anticipated costs for the year ahead are accurately forecast. This means sufficient funds are available for the Council to:-

- meet its statutory duties both as a Council and an employer
- operate efficiently and effectively
- provide services for the benefit of the town
- work positively with partners and other external agencies
- fulfil aspirations to enhance Wellington's community well-being and success

The Acting Clerk prepared a 1st draft budget which was reviewed at an informal Council meeting in November. The outcome of this process was a 2nd draft budget to be submitted for approval at the December meeting of full Council which, once agreed will allow the 2020-2021 precept to be determined.

2. THE PRECEPT

The precept is a component of annual Council Tax levied by a Local Council, chargeable only to its parish (town) residents. It is the sum required to meet the shortfall between anticipated income and expenditure in the forthcoming year's budget.

2.1 Calculating the precept

Precept calculations follow a formula based on Band D Council tax valuations (October 2009) against the number of band D properties within the parish, as adjusted for empty properties, new properties coming forward, appeals and non-collection. This information is provided annually by Somerset West and Taunton Council (SWT) and is known as the Council Tax Base. **This year's figure is 5,283.86.**

The shortfall of the annual budget is divided by the Council tax base (5,283.86) to determine a per-household sum. Once agreed, Wellington Town Council's precept is notified to SWT through a formal process. The precept is then collected from 'parish' residents as part of their overall Council Tax Bill.

2.2 Precept Payments

Precept payments are split into two equal instalments receivable in April and September. Details of Wellington Town Council's precept levels are shown below at 3.3.

3. BUDGETARY CONSIDERATIONS

Council expenditure may be funded from income generated by assets, however for Wellington Town Council, like many others, the main bulk of income is generated through the precept.

3.1 Budgetary Surpluses and Financial Reserves

Given that the Council's funds are mostly generated from public money it is essential that unnecessary surpluses are not generated year on year. It is generally considered reasonable to have financial reserves for one year's operational costs, and this 'rule of thumb' has been followed by the Council for several years.

Coronavirus restrictions have significantly impacted the Council's planned activities for the 20-21 year which has contributed to an overall projected underspend of £207,000 as at 31 March 2021.

Comparative Financial position as at 30 September

Account	Deposit Account	Savings Bond	Total Reserves	Current Account
30.09.17	161,187	55,641	£216,828	226,758
30.09.18	261,314	55,086	£316,400	86,273
30.09.19	256,372	55,529	£311,901	188,089
30.09.20	256,493	56,225	£312,718	314,885

Financial reserves are similar to last year. However as seen above, the current account balance is significantly higher this year. The overall financial position is very healthy, providing financial protection of 12 months operating reserves based on the 2021-22 draft budget. Councillors should be mindful that reserves should be proportional to operational need. Consideration might also be given to transferring some funds from the Current Account to the Deposit or Savings Bond Account.

3.2 Basis of Preparation

The 2020-21 draft budget was prepared taking into account the current year's 6-month income and expenditure to 30 September, projected forward to year end by factoring-in known and best-guess estimates for the remaining 6 months of the current financial year.

Where anticipated income or costs are known for next year's contracts or services these exact amounts have been incorporated into the 2021-21 budget. Otherwise a 3% increase has been built in to contract sums to reflect inflationary increases. Other costs have been based on this year's final anticipated budget plus any anticipated change to services or activities.

3.3 Governance and Accountability – Precept Levels

The Council manages its finances well, reviewing monthly income and expenditure reports and bank reconciliations. The 2020-2021 year resulted in a bigger increase in the precept as the Council determined significant appetite to increase the range and extent of its services and activities.

At the informal meeting held in November, it was agreed that due to the anticipated underspend, it would be prudent to keep the precept amount at the same as last year. Due to the slight increase in tax base (ie more properties), keeping the same precept figure will actually show a very slight decrease on the Band D equivalent.

Comparative Annual Precept levels

Year	Precept £	Council Tax per annum	% increase on previous year	weekly increase on previous year
2016-17	£186,100	£40.00	46%	-
2017-18	£205,080	£40.40	1%	£0.01
2018-19	£213,633	£41.62	3%	£0.02
2019-20	£268,368	£51.19	23%	£0.18
2020-21	£352,939	£66.91	31%	£0.30
2021-22	£352,939	£66.80	-0.16%	-£0.01

4. GRANTS and SERVICE LEVEL AGREEMENTS

Wellington Town Council exercises its legal power to make grants to external organisations – charities, community interest companies, voluntary groups, and pre-schools. There is a formal grants policy and application form.

4.1 Grants Budget and Process

Demand for grants has been very low so far in the 2020-21 year. The impact, of course, has been due to Coronavirus. However, as groups/organisations return to more normal working practices, I would expect this to increase during the later part of the financial year and into 2021-22. The budget also includes provision for spending on projects directly relating to Coronavirus.

4.2 Service Level Agreements (SLAs)

The Council has acknowledged the essential role of a range of local organisations in providing much-needed services to the town. As a result, a commitment to year-on-year funding has been awarded by way of a 3-year SLA. Several of the Council's SLAs have now expired or will expire before the end of the financial year. These will be presented to the Finance Committee as required.

	£	Current status	Formal agreement?
WHERE	2,000	3 year SLA terminated 2020-21	To be reviewed
Citizen's Advice Bureau	3,000	3 year SLA terminated 2019-2020	Review required. Anticipated increase built into budget for 2020-2021
Reminiscence Learning	3,000	3 year SLA terminated 2020-21	To be reviewed
Wellington Community Councillors	12,000	3 year SLA terminating 2022-23	Yes

4.3 Value for Money and Accountability

The Council has acknowledged the need to formally evaluate the benefit of each grant or SLA payment throughout the year. Grant beneficiaries are required to submit formal feedback at the end of each financial year.

5 STAFFING LEVELS

To enable expansion and to keep abreast of demand the Council have agreed a maximum staffing complement of four full-time equivalents, to be recruited as services and resources require. This is treated as a total of 148 staffing hours per week (4X37).

5.1 Current Staffing Levels and

Current weekly levels are as follows:-

Clerk	37 hours
Deputy Clerk	30 hours (min)
Assistant Clerk	30 hours (min)
Book-keeper	3 hours
Community Warden	15 hours

Total **115 hours**

5.2 Next Year

The 2021-22 staffing budget has been set in line with the following weekly staff time, plus one week (5hrs for Finance Asst) worth of overtime over the year for each staff member;

Clerk	37 hours
Deputy Clerk	30 hours (min)
Assistant Clerk	30 hours (min)
Assistant Clerk	30 hours (min)
Book-keeper	3 hours

Total **130 hours**

6. COUNCILLOR ALLOWANCES

The current level of allowance (agreed in 2018) is £500 per year for the Mayor and £280 per year for Councillors. Allowances count as taxable income. Councillors are not proposing to increase this sum. It was agreed at the informal meeting that a £200 allowance for the Deputy Mayor be included in the budget.

7. RESERVES

Rather than raise a precept for all expenditure items, some budgetary costs may be met by drawing on Council's cash reserves. These are specific sums 'earmarked' for mostly arms-length services or activities the Council is involved with. Current year items are:-

2020-21	Item	2021-22 2 nd Draft Budget
£8,000.00	Film Festival	£8,000
£10,500.00	Pop Up Shop	£10,500
£6,300.00	Railway Station	£15,000
£50,000.00	Capital Projects	£50,000
£9,000.00	Playing Pitch Strategy	£9,000
£0.00	Post Office Provision	£2,500
£500.00	Elections	£1,000
£84,300	Total	£96,000

Some one off expenditure items have also been identified that can be drawn down from the Council's general reserve:-

CiLCA Training for Clerk & Deputy	£1,600
IT Equipment for new staff member	£1,500
Office Furniture replacement	£3,000
Total	£6,100

8. RECOMMENDATION

Councillors are requested to review and consider the draft budget and budget report, and agree the Council's budget for the 2021-22 financial year. Also to agree the precept for 2021-22.

Alice Kendall – Acting Town Clerk
30th November 2020

WELLINGTON TOWN COUNCIL
2021-22 BUDGET

		2020/21		Over/Under Spend	PAYMENTS	2021/22 Draft 1		2021/22 Draft 2		Notes
Budget	As at 30th September 2020	Likely at Yr End				Budget		Budget		
					Staff costs and expenses					
£90,654.00	£43,041.39	£86,735.21	£3,918.79		Salaries	£110,962		£110,962		
£500.00	£0.00	£100.00	£400.00		Staff Training	£500.00		£500.00		
£200.00	£28.80	£50.00	£150.00		Staff Travelling	£200.00		£200.00		
£1,500.00	£0.00	£115.00	£1,385.00		Staff recruitment	£1,500.00		£1,500.00		
£92,854.00	£43,070.19	£87,000.21	£5,853.79		Total of staff costs and expenses	£113,162		£113,162.00		
					Cost of democracy and elections					
£500.00	£400.00	£400.00	£100.00		Mayors Allowance	£500.00		£500.00		£100 Tax deduction covered in Salaries heading Re-coding check
£4,200.00	£2,968.00	£2,968.00	£1,232.00		Councillors Allowances	£4,200.00		£4,200.00		15x £280. Appropriate tax deductions covered in Salaries heading Re-coding check
£500.00	£0.00	£350.00	£150.00		Deputy mayor's Allowance	£0.00		£200.00		Added at informal budget meeting (18/11/20)
£600.00	£77.85	£100.00	£500.00		Members Training	£500.00		£500.00		
£1,000.00	£0.00	£185.00	£815.00		Members Travelling	£600.00		£600.00		
					Hospitality	£1,000.00		£1,000.00		
£6,800.00	£3,445.85	£4,003.00	£2,797.00		Total of cost of democracy and elections	£6,800.00		£7,000.00		
					Administration/Office running costs					
£1,265.00	£630.00	£1,260.00	£5.00		Office Rent	£1,265.00		£1,265.00		
					Downstairs Office (30 Fore Street)	£2,000.00		£2,000.00		Estimated rent for downstairs office. Amount to be confirmed
£950.00	£636.02	£890.00	£60.00		Photocopier	£950.00		£950.00		
£1,155.00	£452.12	£1,000.00	£155.00		Electricity	£1,155.00		£1,155.00		
£1,360.00	£520.10	£1,990.00	-£630.00		Telephone / Computer/Web site	£3,500.00		£3,500.00		Increased amount assuming new telephone system installed for four staff. Plus allowance for service as required
£1,200.00	£65.00	£65.00	£1,135.00		IT Equipment	£1,200.00		£1,200.00		
£4,000.00	£7,210.73	£9,255.00	-£5,255.00		IT Support & E-mail Hosting	£4,250.00		£4,250.00		£250 per month support + £90 per month hosting = £4,080/yr. 3% est. increase and rounded. Overspend in 20-21 £4,150 website final invoice **transfer equip MTM invs?
£0.00	£0.00	£0.00	£0.00		Software Subscriptions	£1,000.00		£2,100.00		Parish Online Sub. £450py. £120 p/year Zoom. £1,500 accounting software
£250.00	£220.50	£250.00	£0.00		Office Equipment	£250.00		£250.00		Removed as copier consumables covered above and paper under stationery
£250.00	£0.00	£0.00	£250.00		Printing	£0.00		£0.00		
£2,250.00	£25.00	£2,100.00	£150.00		Insurances	£2,250.00		£2,250.00		
£1,150.00	£491.62	£650.00	£500.00		Stationery & postage	£1,150.00		£1,150.00		Underspend due to homebased working
£1,627.00	£838.00	£1,438.00	£189.00		Audit Fees	£1,700.00		£1,700.00		Rounded increase. Quotes to be obtained for new auditor

**WELLINGTON TOWN COUNCIL
2021-22 BUDGET**

2020/21				2021/22 Draft 1		2021/22 Draft 2	
Budget	As at 30th September 2020	Likely at Yr End	Over/Under Spend	PAYMENTS		Budget	Notes
£1,821.00	£120.80	£200.00	£1,621.00	Office Cleaning and maintenance		£1,821.00	Offices and chamber not cleaned during closure. Carried out by Staff as required.
£1,850.00	£1,713.98	£1,713.98	£136.02	Affiliation Fees		£1,910.00	Rounded 3% increase
£0.00	£0.00		£0.00	Petty Cash		£0.00	
£480.00	£96.00	£96.00	£384.00	Hire of Hall		£480.00	Hall not used due to Coronavirus in 20/21
£19,608.00	£13,049.87	£20,907.98	-£1,299.98	Total of administration & office running costs		£24,881.00	
				Grants			
£15,000.00	£500.00	£1,000.00	£14,000.00	Grants		£15,000.00	Demand for grant requests in 20-21 impacted by Coronavirus
£3,000.00	£0.00	£3,000.00	£0.00	Service Level Agreement - CAB		£3,000.00	SLA expired. Grant application expected. Suggest £3k grant this year. Amount increased to £5,000 to cover expected increase in SLA amount
£3,000.00	£3,000.00	£3,000.00	£0.00	Service Level Agreements - RL		£3,000.00	Final year of SLA. New agreement needs to be reached.
£2,000.00	£2,000.00	£2,000.00	£0.00	Service Level Agreements - WHERE		£2,000.00	Final year of SLA. New agreement needs to be reached.
£12,000.00	£0.00	£12,000.00	£0.00	Service Level Agreements - WCC		£12,000.00	21-22 2nd of 3x £12k payments
£10,000.00	£3,718.88	£4,800.00	£5,200.00	Coronavirus		£10,000.00	
£45,000.00	£9,218.88	£25,800.00	£19,200.00	Total of Grants		£45,000.00	
				Grounds Maintenance and Allotments			
£1,000.00	£15.00	£1,790.00	-£790.00	Allotments		£1,000.00	Overspend offset by rental income
				Longforth Allotments		£1,500.00	Implementation of new allotment site
£1,000.00	£0.00	£0.00	£1,000.00	Tone Play Area		£1,000.00	
£500.00	£83.88	£125.00	£375.00	Footpaths Maintenance		£500.00	
£2,500.00	£98.88	£1,915.00	£585.00	Total of grounds maintenance & Allotments		£2,500.00	
				Environment and Planning			
£3,740.00	£0.00		£3,740.00	Grass cutting		£3,740.00	Not invoiced in 2019/20
£1,215.00	£0.00		£1,215.00	Weedkilling		£1,215.00	Not invoiced in 2019/20
£3,120.00	£3,822.00	£3,822.00	-£702.00	Emptying Dog Bins		£4,000	Increase due to invoice amount.
£2,500.00	£1,984.52	£2,500.00	£0.00	Provision of benches & Litter/Dog Bins		£2,500.00	
£11,200.00	£0.00	£540.00	£10,660.00	Planning Administration inc £10,000 for NP		£12,160.00	£180 per visit plus £10k for NP
£20,000.00	£0.00	£9,000.00	£11,000.00	Environmental Improvements		£20,000.00	
£12,130.00	£6,762.80	£12,500.00	-£370.00	Longforth Road Toilets		£20,017.00	2 cubicles open, twice-daily cleans = 28 daily cleans plus one service room= 29 cleans per week x £7.50 x 52 weeks = £11,310. Rates £1,854. Electric £1,250. Repairs £2,000. Water Rates £1,000. Locking £2,603.
£53,905.00	£12,559.32	£28,362.00	£25,543.00	Total of Environment and Planning		£63,632.00	
				Professional Services			
£20,000.00	£0.00	£0.00	£20,000.00	Professional Fees		£20,000.00	
£20,000.00	£0.00	£0.00	£20,000.00	Total of Professional Services		£20,000.00	

**WELLINGTON TOWN COUNCIL
2021-22 BUDGET**

2020/21			2021/22 Draft 1		2021/22 Draft 2	PAYMENTS	Over/Under Spend	Likely at Yr End	As at 30th September 2020
Budget			Budget	Budget					
						Community Services			
£11,000.00	£0.00	£0.00	£11,000.00	£11,000.00	£11,000.00	Wellington One	£11,000.00	£0.00	£0.00
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	St John's Crossing Patrol	£0.00	£0.00	£0.00
£31,649.00	£23,228.38	£15,500.00	£32,000.00	£32,000.00	£32,000.00	Christmas Lights	£16,149.00	£15,500.00	£23,228.38
£1,000.00	£0.00	£0.00	£1,000.00	£1,000.00	£1,000.00	Community Safety	£1,000.00	£0.00	£0.00
£5,000.00	£545.91	£600.00	£5,000.00	£5,000.00	£5,000.00	Promotion of Wellington	£4,400.00	£600.00	£545.91
£10,000.00	£0.00	£0.00	£10,000.00	£10,000.00	£10,000.00	Community services and Priorities	£10,000.00	£0.00	£0.00
£18,000.00	£0.00	£0.00	£18,000.00	£18,000.00	£18,000.00	Health and Wellbeing	£18,000.00	£0.00	£0.00
£1,000.00	£0.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00	Museum Lease	£0.00	£1,000.00	£0.00
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Playing Pitch Strategy (see earmarked reserves)	£0.00	£0.00	£0.00
£16,995.00	£5,889.28	£13,660.00	£17,505.00	£17,505.00	£17,505.00	Community Warden	£3,335.00	£13,660.00	£5,889.28
£1,000.00	£0.00	£0.00	£1,000.00	£1,000.00	£1,000.00	Emergency Planning	£1,000.00	£0.00	£0.00
£300.00	£0.00	£0.00	£300.00	£300.00	£300.00	Other Payments	£300.00	£0.00	£0.00
£26,000.00	£13,110.00	£26,000.00	£26,000.00	£26,000.00	£26,000.00	Youth Services	£0.00	£26,000.00	£13,110.00
£550.00	£0.00	£50.00	£550.00	£550.00	£550.00	Section 137 Payments	£500.00	£50.00	£0.00
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Payment National Trust Monument	£0.00	£0.00	£0.00
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Resurfacing paths in the park	£0.00	£0.00	£0.00
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	C.I.L	£0.00	£0.00	£0.00
£12,000.00	£8,302.40	£12,000.00	£12,000.00	£12,000.00	£12,000.00	VAT Paid	£0.00	£12,000.00	£8,302.40
£134,494.00	£51,075.97	£68,810.00	£135,355.00	£135,355.00	£135,355.00	Total of Community Services	£65,684.00	£68,810.00	£51,075.97
						Expenditure from Earmarked Reserves			
£0.00	£3,800.13	£3,800.13	£0.00	£0.00	£0.00	Film Festival £8000/Pop Up Shop £13000	£3,800.13	£3,800.13	£3,800.13
£8,000.00	£554.34	£554.34	£8,000.00	£8,000.00	£8,000.00	Film Festival	£7,445.66	£554.34	£554.34
£10,500.00	£1,038.69	£7,300.00	£10,500.00	£10,500.00	£10,500.00	Pop Up Shop	£3,200.00	£7,300.00	£1,038.69
£6,300.00	£0.00	£0.00	£6,300.00	£6,300.00	£6,300.00	Railway Station	£6,300.00	£0.00	£0.00
£50,000.00	£0.00	£0.00	£50,000.00	£50,000.00	£50,000.00	Capital Projects	£50,000.00	£0.00	£0.00
£5,000.00	£0.00	£0.00	£9,000.00	£9,000.00	£9,000.00	Playing Pitch Strategy	£5,000.00	£0.00	£0.00
			£0.00	£0.00	£2,500.00	Post Office Provision			
£500.00	£2,161.45	£0.00	£1,000.00	£1,000.00	£1,000.00	Elections	£500.00	£0.00	£2,161.45
£80,300.00	£7,554.61	£11,654.47	£84,800.00	£84,800.00	£84,800.00	Total of Expenditure from Earmarked Reserves	£68,645.53	£11,654.47	£7,554.61

Unspent in 19-20 and so far in 20-21

*£22k SWT invoice coded out at yr end as relates to 2019. Festive Lighting Hire £7,478. WGS Install approx £7,000. Rounded to £32,000 leaves £17,522 for switch on event in 2021.

*old line to be removed. Check items for recoding

income will be offset against costs. Rent £6,000 plus overheads £250 per month plus repairs provision £120 per month

Increase agreed at informal meeting (18/11/20)

Added at informal meeting (18/11/20)

£2,161.45 relates to last yr, will be debited out at yr end. Increase to £1k this year to build reserve (then another £1k next year and following yr to make £3k reserve total) Agreed to move to earmarked reserves at informal Budget meeting (18/11/20)

WELLINGTON TOWN COUNCIL
2021-22 BUDGET

2020/21		2021/22 Draft 1		2021/22 Draft 2	
Budget	As at 30th September 2020	Likely at Yr End	Over/Under Spend	PAYMENTS	Notes
				Expenditure from General Reserves	
£0.00	£0.00	£0.00	£0.00	CILCA Training for Clerk & Deputy	£410 CILCA registration and £390 assuming four-day course is taken up (x2 for new Clerk and Deputy)
£0.00	£0.00	£0.00	£0.00	IT Equipment for new staff member	New PC etc.
£0.00	£0.00	£0.00	£0.00	Office Furniture replacement	All new desks and chairs needed. Also possible furnish of new downstairs office
£0.00	£0.00	£0.00	£0.00	Total of Expenditure from General Reserves	
£455,461.00	£140,043.57	£248,452.66	£207,008.34	TOTAL	
				£502,230	£518,230.00

WELLINGTON TOWN COUNCIL 2021-22 BUDGET

2020/21					
ANTICIPATED	AS AT 30TH SEPTEMBER	LIKELY TO YR END		INCOME	Notes
£352,939.00	£352,939.00	£352,939.00		Precept	
£582.00	£749.98	£800.00		Bank Interest	£582.00
£2,275.00	£2,275.00	£2,275.00		Parish Grants	£2,275.00
£1,800.00	£1,313.00	£2,000.00		Allotment Rents	Rent increased to £22. 101 plots. Assume 6 prize winners so 96 plots chargeable
£3,000.00	£11,369.03	£15,000.00		VAT Refund	£15,000.00
£2,700.00	£1,930.00	£2,500.00		Rents - Various	£2,700.00
£0.00	£0.00	£0.00		Grants Received TDBC	£0.00
£86,300.00	£0.00	£86,300.00		Drawdown from Earmarked Reserves	£87,300.00
				Drawdown from General Reserves	£48,472.00 Drawdon from general bank balance to keep precept level same as last year
£0.00	£0.00	£0.00		Contribution towards Play Pitch Strategy	£0.00
£0.00	£2,335.51	£2,335.51		C.I.L.	£0.00
£1,000.00	£0.00	£0.00		Misc Income	£1,000.00
£0.00	£0.00	£0.00		Railway Station*	£0.00
£3,600.00	£5,169.00	£6,250.00		Film Festival & Pop Up Shop	Assuming; 11 weeks offered FOC (once per month ex. Dec). 3x 4wk bookings @ £500. 29x 1wk booking @ £150. £5,850.00
£0.00	£0.00	£0.00		Bank Transfer	£0.00
£0.00	£940.00	£940.00		Toilet Insurance Claim	£0.00
£0.00	£1,250.00	£1,250.00		Crosslands Footpath Contribution	£0.00
£0.00	£2,997.07	£2,997.07		Returned Grant FC TS	£0.00
£0.00	£250.00	£250.00		Returned Grant (Churches Together)	£0.00
£454,196.00	£383,517.59	£475,836.58		TOTAL	£165,291.00

2020/21					
ANTICIPATED	AS AT 30TH SEPTEMBER	LIKELY TO YR END		2021/22 Draft 1	Notes
				INCOME	
				* From Earmarked reserves	
	£8,000.00			Film Festival	£8,000.00
	£10,500.00			Pop Up Shop	£10,500.00
	£6,300.00			Railway Station	£6,300.00
	£9,000.00			Playing Pitch Strategy	£9,000.00
	£50,000.00			Capital Provision	£50,000.00
	£0.00			Post Office Provision	£2,500.00
	£500.00			Election Provision	£1,000.00
	£84,300.00			TOTAL EARMARKED RESERVES	£87,300.00
				PRECEPT SHORTFALL	
				Expenditure	£518,230.00
				Income	£165,291.00
				Precept Required	£352,939.00
				Previous Precept	£352,939.00
				Comparison	0.00%

Section 106 Monies in Wellington

Planning Ref	Site Name	Spend by	Parish	Play	Outdoor Recreation	Com. Halls
43/14/0137	Three Cups, Fore Street	23/03/2023	Wellington	£21,596 (Allocated for Play equipment at Walkers Gate)		
43/10/0130 - Legal dept chased unfortunately we were unable to recover full debt!	The Sportsman, 46 Waterloo Road	12/12/2024	Wellington	£5,000 - Wellington TC to decide how best to split this money between play and outdoor recreation		43/10/0130 - Legal dept chased unfortunately we were unable to recover full debt!
43/10/0127	Cades Farm, Phase 2	22/05/2027	Wellington		£344,700 - £116,303 funds earmarked for provision of playing pitches at Longforth Farm therefore £228,397 remaining to allocate on outdoor recreation	
43/05/0004	Cades Farm, Phase 1	No spend by date	Wellington			£250,000.00
43/11/0062	East side of Bagley Road	No spend by date	Wellington		£1,200.00	

AGENDA ITEM NO.

14

**Minutes of an informal meeting of the Wellington Network Partnership held on
Wednesday 25th November 2020 at 6.30pm via Zoom.**

Present;

Wellington Town Council; Councillors Mark Lithgow (Chairman), Sean Pringle-Kosikowsky and John Thorne. Alice Kendall – Acting Town Clerk and Clerk to Sampford Arundel Parish Council. Annette Kirk – Deputy Town Clerk.

Nynehead Parish Council; Councillors Dr Jan Butterley (Chairman of Parish Council) and Malcom Vest.

West Buckland Parish Council; Councillor David Mitton (also Chairman of SALC).

Sampford Arundel Parish Council; Councillor Janet Lloyd (Chairman of Parish Council).

Wellington Without Parish Council; Neil Dalton (Clerk).

1. Welcome and Introductions

Attendees offered short 'round the table' introductions.

2. Gathering of information from each Parish regarding what services they currently provide

The updated services sheet was circulated with information so far received. It was suggested that the number of Councillors, number of electors and precept amounts for each Parish be added. Alice will arrange this. Councillors Lithgow and Mitton reported that they had been attending webinars hosted by Stronger Somerset. It was understood that the local clusters will be much larger than was hoped for. Max Wide, the consultant will be contacting the Town and Parish Councils. It was thought that the areas might be set inline with NHS Commissioning Groups. However, the general feeling is that these areas would not work. It was also understood that there will be some support given to the local network systems. This will likely be in the form of dedicated staff member(s). Councillor Mitton has the presentation documents if anyone would like them.

Business cases have to be submitted before 9th December. The Secretary of State will decide on the approach to the consultation process which will last for 8 weeks.

It was reported that, because of the unitary handover, the County Council have voted in favour of asking the Secretary of State to put the 2019 elections on hold.

3.To receive information from Councillor Mitton

Councillor Mitton had circulated for information some questions and answers from a meeting with Saint Cuthbert Out Parish Council and David Fothergill. He also reported that he often speaks with other County Associations and has gathered some information about other Towns and Parishes and how they work with their Unitary Authorities. It was understood that the system in Wiltshire was not very effective with the Towns and Parishes. In Cornwall, Parishes seem to have less input. Dorset are currently trying to catch up with demands having only recently moved to a Unitary Council.

4. Any other items for discussion

There were none.

5. Date of the next meeting

10th February 2021 6.30pm

The meeting closed at 7.30pm.

WELLINGTON TOWN COUNCIL**Minutes of a meeting of the Wellington Town Centre Committee held on 25th November 2020 via Zoom at 10.30am**

Present: Councillors M Lithgow (Chair), J Lloyd, M McGuffie, J Thorne. N Powell-Brace, S Pringle-Kosikowsky, Richard Coupe, Sharon Davis, Keith Wheatley. Annette Kirk – Deputy Town Clerk

Attendees: Councillor A. Govier. Dr J O'Hara – Heritage Officer, Somerset West & Taunton Council

1. Apologies

None received.

2. Declarations of Interest

Councillor Thorne – Agenda Item 3. Election of non-council member Donna Munson, Rule 7 Bistro – regular customer. Pop Up Shop – Daughter is connected with the licensee Jo Alway

Councillor Lloyd – Agenda Item 3. Election of non-council member Donna Munson, Rule 7 Bistro – regular customer and friend

Councillor Lithgow – Agenda Item 3. Election of non-council member Donna Munson, Rule 7 Bistro – known through Facebook

Richard Coupe - Agenda Item 3. Election of non-council member Donna Munson, Rule 7 Bistro – Worked alongside Donna previously with the annual Food Town Event.

3. CO-OPTION OF NON-COUNCIL MEMBERS TO THE COMMITTEE

Councillor Thorne would like to propose Donna Munson of Rule 7 Bistro to be co-opted as non-council member for the committee.

The Chair, Councillor Lithgow, asked that it was only fair we contact Adrian Hooper who had been part of Town Centre Working Group, to see if he wished to be on the committee. It was decided that the committee place would be decided at the next Town Centre Committee meeting.

The committee shall comprise no more than 11 members.

4. IN LIEU OF PUBLIC SPEAKING TO RECEIVE ANY REPRESENTATIONS FROM MEMBERS OF PUBLIC

No written representations had been received.

5. POP UP SHOP

- Alice Kendall Acting Town Clerk circulated an update report with the agenda prior to the meeting. Following the announcement of a further lockdown by the Government,

one booking was cancelled and refunded. The current hirer of the shop is using it as a hub for on line click and collect and delivery orders. They are in the shop until 13th December. All being well, if lockdown is lifted on 2nd December as hoped, the shop can re-open to complete bookings in the diary up to 24th December. Enquiries continue to be received on a weekly basis.

RECOMMENDATION: To take up a new 2 year lease on the Pop Up Shop subject to approval with Perry's.

Proposed Councillor Lithgow, Seconded: Councillor Lloyd – Vote carried

- Councillor Lithgow asked if we could get some feedback from Jo Alway on her click and collect service
- It was felt we should look at second Pop Up Shop to lift the High Street, Wellington. To start looking into suitable premises, cost etc., now.
- KW and RC felt we should wait until we see if the Covid-19 Restrictions continue in to the new year to March 2021, as this will affect bookings on our current Pop Up Shop.

RESOLVED: For the Committee to start looking at suitable premises for Pop Up Shop and options to include multiple use.

Proposed: Councillor Thorne Seconded: Councillor McGuffie - Vote Carried

7. PROMOTIONAL SPACE

- Steve Deakin, Parking Services Manager at Somerset County Council, confirmed that the Town Council could use the parking lay-by in front of the Old Post Office on 5th, 12th, 19th, 21st & 23rd December 2020. Steve Deakin advised NSL that the bays outside the sorting office can be suspended on the days requested.
- Steve Deakin did acknowledge in his email, that this exchange has highlighted a gap in their policies, they will have a look at this in the New Year as similar issues could well occur elsewhere. Annette Kirk Deputy Clerk suggested a meeting with Steve Deakin in the new year.
- No further bookings for the Promotional Space for December 2020. Wait confirmation from "Hungry Bear" Food Van to see if they wanted any dates, as they cancelled due to Covid-19 lockdown.

8. FARMERS MARKET

Councillor Lithgow (chair) confirmed that the Farmers Market were trading with no licence. And that they were ignoring the SWT Licencing Department. SWT had written to the Farmers Market asking them to stop trading until they had received their licence. Enforcement proceedings are in place.

It was generally felt that we should support a new farmers market in the town.

9. TO RECEIVE FEEDBACK FROM SWT ON THE INDICATIVE PLAN FOR THE TCEF

Councillor Lloyd led the report following further meetings/negotiations with Lisa Redston SWT :

- * Wellington still seems to be ahead of the game.
 - * Minehead still have not allocated a town councillor to their steering committee
 - * Taunton have two groups, I will try to explain this at our meeting on Weds as it seems very confusing.
 - * A Somerset Conservative MP thinks that we will come out of lockdown on 2 Dec to help the economy but we will go back into lockdown after Christmas.
 - * We will receive the signed agreement and signed Indicative Plan via email in a PDF.
 - * There will be a 30 second advert on Sky TV soon, seen it today on You Tube
 - * Marcus Kravis Portfolio Holder statement to be published in Wellington Weekly
 - * We would send our contract, licence etc, etc of the Pop-Up Shop plus costings to Minehead as they are ready to open a Pop-up shop and don't wish to reinvent the wheel.
 - * We have received the 1st Instalment of the Emergency High Street Fund - £76,500
- Dr Jo Hara, Heritage Officer said we should be mindful and allow more admin time to tackle any possible restrictions we may come against when completing our projects e.g: planning permission, conservation area, listing building consent etc. She would be happy to offer any assistance going forward.
 - Councillor Lithgow confirmed that we would extend the Project Manager's hours if needed.
 - Annette Kirk, Deputy Clerk, spoke on the Project Management report circulated to the committee members prior to the meeting. Street Entertainers in place to commence their programme of events on 5th, 12th, 19th, 21st and 23rd December. Deputy Clerk to circulate to Committee members Street Marshall rota to cover the event.
 - To purchase 2 Gazebos and sack truck/trolley to transport them to an event. Storing of the Gazebos to be found. It was suggested Longforth Toilets Store Room. Size and costing to be obtained.
 - To look at switching control of the Parking Bay in front of the Old Post Office from Somerset County Council to the Town Council.

RESOLVED: to enter into a one month contract with Introtweet - £270+VAT for December 2020 – cover Street Entertainment

RESOLVED: To purchase two gazebos and sack truck/trolley to use to transport to events.
Proposed: Councillor Lithgow, Seconded: Councillor Lloyd – vote carried

Notes for items to be placed on the next agenda;

- Richard Coupe asked will there be free car parking on the Saturdays leading to Christmas.
- Councillor McGuffie asked if we could put on the next agenda: To purchase Projectors to show films in the street. To purchase our own market stalls for hire.

9. DATE OF NEXT MEETING

The date of the next meeting was agreed as Wednesday 20th January 2021 at 10.30am.

The meeting ended at approx. 12 noon

WELLINGTON TOWN COUNCIL**MINUTES OF THE STAFFING AND RESOURCES COMMITTEE HELD REMOTELY VIA ZOOM ON WEDNESDAY 25 NOVEMBER AT 2.00 PM**

Present: Councillors Lloyd (Chair), Govier, Lithgow, Thorne and Stock-Williams
Alice Kendall – Acting Town Clerk/Assistant Clerk
David Farrow – Incoming Town Clerk

1. Apologies

No apologies had been received.

2. Declarations of Interest

Cllr Lloyd declared an interest in item 7 as a former customer of MTM IT, the Council's IT consultant.

Cllr Thorne declared an interest in item 7 as a customer and personal friend of MTM IT, the Council's IT consultant.

Cllr Govier declared an interest in item 7 as a customer of MTM IT, the Council's IT consultant.

3. 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 was replaced with the presentation of any written submissions received from members of the public. No representations had been received.

4. To consider the location of one bench held in stock

The Chairman reported that an e-mail had been received from the League of Friends earlier that week. The league would like to donate two benches with a view to place them in the Park and at the Basins. The League will be asked to contact the Friends of the Park and the Basins Volunteer Group to discuss possible locations. The matter of benches will be forwarded to the next meeting of the Environment and Open Spaces Committee.

5. Update on Longforth Road Toilets

RESOLVED to re-open the toilets with immediate effect.

RESOLVED to re-contract the electricity supply using EC Business Solutions.

6. To receive an update on Office requirements

Cllr Govier reported that he had spoken to Andrew Pritchard regarding the ground floor community offices as a result of the Post Office Working group meeting. This was further taken up with Chris Hall, who said SWT would be open to talks with a view for the Town Council to hire these offices as they are the main user of the building. Councillor Govier will provide an update at the next meeting.

7. To receive an update on the installation of a new telephone system

The incoming Town Clerk continues to work on this proposal in conjunction with the IT consultant. This will be reported to the next meeting.

8. To consider the Council's requirements for an accounting package/software

The acting Clerk presented a report containing prices and options from three providers. She and the incoming Clerk had received online demonstrations of two packages with a third booked for Friday 27th November. They reported that Scribe seemed to be the most intuitive to use and they are currently developing an additional payroll service that will be fully integrated with the current system. It was agreed that Scribe would be the choice of the Clerks unless the demonstration of the third package particularly stood out.

RECOMMENDED to Full Council that a subscription be taken up for an Accounting package. The Committee support the recommendation of the Clerks.

9. To consider subscribing to Parish Online

Parish Online is a web-based mapping system that can be used to track and map all of the Council's assets, allotment sites etc. A free trial is available but signing up without it results in a 10% discount. The annual fee for Wellington Town Council (including 10% discount) is £405 +VAT. This 10% discount is applied each year providing a continuous subscription is kept up. After some discussion, it was **RESOLVED** to take up the free trial in three months time when staffing level will be more stable.

10. To resolve to exclude the press and public to enable discussion of confidential matters relating to staffing

RESOLVED that under section 1 item 2 of the Public Bodies (Admission to Meetings) Act 1960, members of the press and public be excluded from the meeting to allow discussion of confidential staffing matters.

11. Confidential items

(a) Staffing updates

The incoming Town Clerk gave a verbal update. He thanked the Acting/Assistant and Deputy Clerk for their welcome and assistance before starting in post. He reported that he has not yet met with the Finance Assistant but plans to as soon as possible. A more complete report will be presented to the next meeting.

12. Date of next meeting

This was set for Wednesday 27th January 2021 at 2.00 pm

There being no further business, the meeting closed at 2.45 pm

END