



## WELLINGTON TOWN COUNCIL

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### COUNCIL MEETING

You are summoned to attend a meeting of Wellington Town Council to be held at Court Fields School Hall, Wellington TA21 8SW on **Monday 7 June 2021 at 7.00pm.**

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

Councillors, members of the public and members of the press are reminded that they must not attend the meeting if they have been advised to self-isolate through Test and Trace or by Public Health or if they or are any of their immediate household have COVID symptoms and/or have had a positive COVID test.

Those who are attending the meeting are reminded that social distancing of 2m is required before, during and after the meeting and that face coverings must be worn when entering the hall or moving around in the hall or school building. They can only be removed when seated.

All those attending will be required to provide their names and contact details for test and trace purposes. These will be held securely by the Town Council for a period of 30 days.

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 3 June 2021.

David Farrow  
Town Clerk  
07983 697740  
[info@wellingtontowncouncil.co.uk](mailto:info@wellingtontowncouncil.co.uk)

1 June 2021

**1. TO OFFER WELCOME AND INTRODUCTIONS**

**2. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN**

If you cannot attend, please send your apology and reason to the Town Clerk

**3. DECLARATIONS OF INTEREST**

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)  
Standing declarations made by Councillors are set out at the end of the agenda.

**4. MINUTES**

To approve and sign the minutes of the Planning, Annual Council and Full Council meetings on 4 May (copies attached).

**5. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

Public Attendance: If the public wish to make a comment or ask the Council a question, these must be emailed to the Town Clerk by 12.00 on Thursday 3 June 2021. For those members of the public who have submitted any questions or statements, please note, a three-minute time limit applies to each speaker.

N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119

**6. CORRESPONDENCE**

**(a) A38 WEST OF WELLINGTON**

To note the content of the attached email from Nick Cowling, Service Manager - Transport Data & Road Safety, Economic and Community Infrastructure, Somerset County Council.

**(b) NOTICE OF APPLICATION FOR STREET TRADING CONSENT – RANDOM COTTAGE FOODS – FARMERS MARKET – WELLINGTON**

To make comment on the above application, details have been circulated to Councillors by e-mail.

**7. TO RECEIVE A REPORT FROM THE MAYOR**

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

The report is attached to the agenda.

**9. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM**

Sergeant Dan Bishop will present a report to the Council.

**10. TO RECEIVE A PRESENTATION FROM MRS POLLY MATTHEWS, HEAD TEACHER OF COURT FIELDS SCHOOL**

Following Mrs Matthew's appointment as substantive head teacher at Court Fields School the previous Mayor wrote to her to congratulate her and to invite her to come to a Council meeting to share her vision and plans for the school.

## 11. NATIONAL THANK A TEACHER DAY

The Pearson Teaching Awards has announced that Wednesday 16th June 2021 will be National Thank a Teacher Day. It is **Recommended**

- (a) That to mark the event the Town Council should resolve to thank all staff in the town's schools who have worked so hard over the last 15 months to make provision for the most vulnerable children and young people in the town, whilst at the same time making sure that all children and young people had access to education provision at home. The context could not have been more challenging for them.
- (b) That the Mayor write to all head teachers of schools in the town to this effect.

## 12. SERVICE LEVEL AGREEMENTS

The Finance Committee will make a recommendation on the following SLAs;

### (a) REMINISCENCE LEARNING

Following a meeting of Councillors appointed at the Finance meeting in April (Councillors Stock-Williams, Pringle-Kosikowsky, McGuffie and Barr), it is **recommended** that a total of £13,500 be awarded over three years (£4,000 year one, £4,500 year two and £5,000 year three). The recommended draft agreement was circulated with Finance agenda.

### (b) CITIZENS ADVICE

At the Finance meeting in May, a grant award of £5,000 was agreed as the first of 3 SLA payments. The terms were discussed at the above mentioned meeting. It is **recommended** that £5,000 per year be secured for three years (total £15,000). The recommended draft agreement was circulated with Finance agenda.

## 13. 2021-22 BUDGETARY REVIEW

The Town Clerk and Deputy RFO have reviewed the Budget for 2021-22. Proposed changes, include additional items to be spent from a drawdown of general reserves. The Finance Committee will make a recommendation on the report circulated with that agenda.

## 14. INTERNAL AUDIT AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21

### (a) Internal Auditor's Report

To review the report received from the Internal Auditor as attached.

### (b) Council's Summary of Funds

To review and approve the attached report

### (c) Statement of Internal Control

To declare the Council's annual Statement of Internal Control as set out in the attached report.

**(d) Risk Management Scheme**

The Council' adopted a revised Risk Management Scheme, at its meeting on 12<sup>th</sup> May 2020 and agreed it should be subject to annual review. Apart from a couple of minor drafting changes no substantive changes are proposed. It is **recommended** that the Council confirm the annual review has taken place and that all Council activities will be conducted in accordance with. The Risk Management Scheme. The Scheme is attached to the agenda.

**(e) Annual Governance and Accountability Return (AGAR)**

**i. Section 1 - Annual Governance Statement 2020/21**

To make the required annual governance statement concerning financial governance for the year to 31 March 2021. The declaration will be recommended to Councillors for their confirmation prior to the Chairman and Clerk's official signing-off. A copy of the Annual Governance Statement Section 1 is attached. As a 'No' response is to be made on Assertion 4, an explanation should be recorded and provided to the External Auditor as follows; The period announced by the Council for the exercise of Electors' rights covered a period of 32 days and not the 30 days as required by the Regulations.

**ii. Section 2 - Annual Accounting Statements 2020/21**

To approve the Accounting statement section of the AGAR and give the required confirmation that the Accounting Statements have been accepted by Members as true and accurate.

**(f) To review and confirm the dates for the exercise of Elector's rights as attached**

**15. RAILWAY STATION UPDATE**

On the 11 May 2021 Council members received a confidential briefing on the progress in relation to the new railway station for Wellington from Sarah Povall, Strategy Specialist with Somerset West and Taunton and David Northey, Network Rail. The briefing was confidential as it contained information that was commercially sensitive. A report is attached.

**16. CENTENARY OF THE UNVEILING OF THE WAR MEMORIAL IN WELLINGTON PARK**

The 17 June 2021 marks the centenary of the unveiling of the War Memorial in Wellington Park. A report containing several recommendations is attached.

**17. ICT UPGRADE PROPOSAL**

The attached paper proposes the purchase of additional ICT equipment and the upgrading of software to enable the Town Council councillors and staff to carry out their work as effectively, efficiently and securely as possible. It is **recommended** that additional ICT equipment and upgraded software should be purchased as advised by the Town Council's ICT Consultant and as set out in the attached report.

### **18. LONGFORTH ROAD TOILETS**

A report is attached containing recommendations for early stage refurbishment works.

### **19. TO REVIEW ELECTRONIC DECISIONS MADE BY COUNCILLORS**

At its emergency Coronavirus meeting on 19<sup>th</sup> March 2020, 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 4 May is attached. Full details of all electronic voting are available on the Council's website.

Now that the Council is returning to face-to-face meetings it is **recommended** that the facility to make decisions electronically should cease and only reinstated should the Council have to return to virtual working arrangements.

### **20. TO REVIEW COUNCIL OPERATIONS WITHIN THE CONTEXT OF CORONAVIRUS-RELATED WORKING ARRANGEMENTS**

This item was established as a standing agenda item to enable decisions about arrangements for Council, Committee and Working Group meetings, and to agree any working arrangements. Given that the Town Council is returning to face-to-face formal meetings and that a calendar of meetings for the year was agreed at the Annual Council Meeting, it is **recommended** that this item be removed from future Town Council meeting agendas. Any changes to staff working arrangements will be addressed by the Clerk through his monthly report or, if a decision is required, a specific agenda item.

### **21. COUNCIL ACCOUNTS**

**To note and approve the bank reconciliation up to 1 June 2021 (attached)**

### **22. TO RECEIVE A REPORT FROM THE POLICY AND RESOURCES COMMITTEE HELD ON THE 5 MAY 2021**

The Mayor will report on the meeting of the Committee (Minutes attached) and will **RECOMMEND** that the revised Terms of Reference for the Committee (attached) are adopted by the Town Council.

### **23. TO RECEIVE A REPORT FROM THE TOWN CENTRE COMMITTEE HELD ON THE 5 MAY 2021**

The Mayor will report on the meeting of the Committee (minutes attached)

#### **(a) Pop Up Shop – Review on Charity Bookings and policy wording**

**RECOMMENDATION:** Committee agreed to amend the Policy for Charity Bookings to read "There will be a limit of one 'free' / charitable booking per calendar month at a period for one week only." The amended section of the Handbook is attached.

#### **(b) Emergency High Street Fund and Welcome Back Fund – Councillor Lloyd to give update. An update report will be circulated by e-mail in advance of the meeting.**

#### **24. TOWN CENTRE FOOTFALL COUNTERS**

There is currently one footfall counter located on the lamp post to the entrance of Squirrel Court, this reports footfall up to the traffic lights (Iron Duke Public House). As part of the Government's Return to High Street Fund, two more counters are proposed for installation in High Street and South Street. The following costs will be covered by the funding;

- (a) 2 Counters = £4,000
- (b) Installation = £1,800
- (c) Licence, Maintenance & Support £150 per month (to March 2022)

To secure the funding for these additional counters, it is asked that the Council meet the ongoing licence, maintenance and support costs for the existing and additional counters at £75 per counter per month after March 2022. This can be added to budgets as a total of £2,700 per year. It is **recommended** that the Council support this request.

#### **25. TO RECEIVE A REPORT FROM THE MEETING OF THE ALLOTMENTS COMMITTEE HELD ON 24 MAY 2021**

Councillor Lloyd will report on the meeting of the Committee (minutes attached)

#### **26. TOWN COUNCIL REPRESENTATION ON OUTSIDE BODIES**

Attached is the updated list of Town Council representation on outside bodies updated to reflect feedback from the Annual Council Meeting. The list was approved at the Annual Council Meeting subject to the changes being made so no further action is required

#### **27. ANNUAL COMMUNITY INFRASTRUCTURE LEVY (CIL) RETURN**

The Annual CIL Return is attached for information.

#### **28. TO RESOLVE TO EXCLUDE THE PRESS AND PUBLIC TO ENABLE DISCUSSIONS OF CONFIDENTIAL MATTERS RELATING TO POTENTIAL COMMERCIAL TRANSACTIONS**

*The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2)*

#### **29. TO NOTE A CONFIDENTIAL MINUTE FROM THE POLICY AND RESOURCES COMMITTEE**

#### **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