

## WELLINGTON TOWN COUNCIL MINUTES 7 JUNE 2021

### MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT COURT FIELDS SCHOOL HALL WELLINGTON TA12 8SW ON MONDAY 7 JUNE 2021 AT 7.00 PM

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

David Farrow (Town Clerk), Annette Kirk (Deputy Clerk), Alice Kendall (Deputy RFO & Assistant Clerk)

One member of the press was in attendance and one member of the public.

Also in attendance for agenda item 9 was Sergeant Daniel Bishop

#### **71 WELCOME AND INTRODUCTIONS**

The Mayor opened the meeting and welcomed all those present noting that this was first face-face meeting of the Council since March 2020. He also took the opportunity of presenting former Mayor Janet Lloyd with a Past Chairman's badge

#### **72 APOLOGIES**

No apologies were noted at the meeting. However subsequent to the meeting the Clerk established that Councillor Smith had left a telephone message on Friday 4 June and Councillor Bradley had sent an email at 18.44 on Monday 7 June giving apologies. These had not been seen prior to the meeting.

#### **73 DECLARATIONS OF INTEREST**

Councillors Barr, Booth, Govier, Henley, 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.

Councillors Govier, Lloyd and Thorne declared personal interests in item 17 as former customers of MTMIT and Councillor Thorne as a friend of MTMIT.

Councillor Thorne declared a personal interest in item 23 (a) (report from the Town Centre Committee) as his daughter is a hirer of the Pop-Up Shop. Also, Item 14 b (Summary of Funds Report), Appendix D as payment from his daughter form part of the account's adjustments.

#### **74 MINUTES**

**RESOLVED** to approve and formally adopt the minutes of the Planning and Full Council meetings held on 4 May 2021.

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### 75 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Dave Mitton, Chairman of the Wellington Community Association addressed the Council. He explained that the Community Centre was opened in 1906 and went through a number of different functions. In 1962 it was conveyed as a gift to Wellington Urban District Council to act as Trustees of the property for it to be used as a Community Centre for the people of Wellington. With the abolition of the Urban District Council in 1974 the Trusteeship was transferred to Taunton Deane Borough Council. Until recently this has not required a great deal of involvement from the District Council. He explained that the Association whose main function is the running of the Centre felt that it is now an appropriate time to transfer the trusteeship back to the local council. The Town Clerk will arrange to meet with Mr Mitton to take this matter forward.

### 76 CORRESPONDENCE

#### a. A38 WEST OF WELLINGTON

The Council noted the content of the email circulated with the agenda from Nick Cowling, Service Manager - Transport Data & Road Safety, Economic and Community Infrastructure, Somerset County Council. Councillor Lloyd said she was concerned that action was not being taken more quickly but had been reassured by a conversation with Sergeant Dan Bishop that the police would be taking steps to monitor the stretch of road.

#### b. NOTICE OF APPLICATION FOR STREET TRADING CONSENT – RANDOM COTTAGE FOODS – FARMERS MARKET – WELLINGTON RESOLVED to support the request for a licence for the Farmers Market.

### 77 REPORT FROM THE MAYOR

The Mayor reported that he had attended the Somerset Day Service at Wells Cathedral with the Mayoress. He hoped that, as lockdown restrictions eased, he would be able to report on a wider range of civic events.

### 78 CLERK'S REPORT

The Clerk's report had been circulated with the agenda and was noted.

### 79 TO RECEIVE A REPORT FROM THE LOCAL POLICING TEAM

Sergeant Bishop's report had been circulated in advance of the meeting and was noted.

### 80 TO RECEIVE A PRESENTATION FROM MRS POLLY MATTHEWS, HEAD TEACHER OF COURT FIELDS SCHOOL

Mrs Matthews was unable to attend the meeting. This item has been held over until the next meeting.

**81 NATIONAL THANK A TEACHER DAY**

**RESOLVED**

- (a) That to mark the event, the Town Council 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.

**82 SERVICE LEVEL AGREEMENTS**

**a. REMINISCENCE LEARNING**

**RESOLVED** that a total of £13,500 be awarded over three years (£4,000 year one, £4,500 year two and £5,000 year three) as per the agreement circulated with the Finance agenda.

**b. CITIZENS ADVICE**

**RESOLVED** that £5,000 per year be secured for three years 2021/22, 2022/23 and 2023/24 (total £15,000) as per the agreement circulated with the Finance agenda.

**83 2021-22 BUDGETARY REVIEW**

**RESOLVED** To accept the recommendation of Finance Committee to amend the 2021/22 Budget as set out in the paper supporting the item on the Finance Committee agenda.

**84 INTERNAL AUDIT AND ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21**

**a. Internal Auditor's Report**

**RESOLVED** to note and agree the report and proposed actions.

**b. Council's Summary of Funds**

**RESOLVED** to approve the Summary of Funds.

**c. Statement of Internal Control**

**RESOLVED** to declare the Councils Annual Statement of Internal Control

**d. Risk Management Scheme**

**RESOLVED** to confirm that the annual review had taken place and that all Council activities will be conducted in accordance with The Risk Management Scheme.

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

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

**RESOLVED** to answer yes to all assertions in Section 1, with exception for number four with the following explanation to be made to the External Auditors; 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

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

**RESOLVED** to approve the AGAR Accounting Statements

#### f. To review and confirm the dates for the exercise of Elector's rights as attached.

**RESOLVED** to confirm the dates for the exercise of Elector's rights as proposed.

### 85 RAILWAY STATION UPDATE

**RESOLVED** to:

- (a) Re-affirm support for the project to provide a new railway station for the town.
- (b) Welcome the positive progress that is being made in relation to the project.
- (c) Commit to continuing to work with SWAT and Network Rail and, when appropriate, developers, to ensure that the station project and associated developments around it meets the needs of the people of Wellington.
- (d) Agree that when setting its annual budget, it will consider what funding to commit to the project based on an assessment of what is required to deliver it, as identified by the lead partners, and how developments around the station can be used to improve accessibility to the station.

### 86 CENTENARY OF THE UNVEILING OF THE WAR MEMORIAL IN WELLINGTON PARK

**RESOLVED:**

- (a) That a plaque commemorating the centenary of the unveiling should be placed on the grass bank of the memorial. This has been approved by the Conservation Officer at Somerset West and Taunton Council (SWAT), the Planning Department has advised that Planning Permission is not required, and formal approval has been received from SWAT as the landowner.
- (b) The plaque should be unveiled by Richard Fox, grandson of F Hugh Fox who originally unveiled the Memorial.
- (c) That relatives of those named on the Memorial should be invited to attend the unveiling through the local press and social media.
- (d) That the unveiling should be combined with the usual Armed Forces Day event on the 26 June 2021 and led by the Mayor.
- (e) That Stonehenge Masonry be commissioned to design and install the plaque having previously worked on the Memorial when the additional plaque of names was added in 2018. The cost of the work required is estimated at £1,000.

### 87 ICT UPGRADE PROPOSAL

**RESOLVED** that additional ICT equipment and upgraded software should be purchased as advised by the Town Council's ICT Consultant.

### 88 LONGFORTH ROAD TOILETS

**RESOLVED** that Healthmatic be asked to:

- (a) produce drawings of the toilet block, as existing, and as they could be in a 2 or 3 cubicle set up.

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- (b) ask a structural engineer to confirm feasibility of design and any issues with the building that need addressing.
- (c) provide a specification for the work, including the structural report and agreed drawings which, if approved, can then be used to put the work out to tender.
- (d) approve the cost of this initial work at £2,500 excluding VAT. The funding to be drawn from the Professional Fees budget line.

### **89 TO REVIEW ELECTRONIC DECISIONS MADE BY COUNCILLORS**

**RESOLVED** to note and accept the voting report and that the facility to make decisions electronically should cease and only be reinstated should the Council have to return to virtual working arrangements.

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

**RESOLVED** 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.

### **91 COUNCIL ACCOUNTS**

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

**RESOLVED** to accept the Bank reconciliation.

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

The minutes of the meeting were noted. **RESOLVED** that the revised terms of reference for the Committee be adopted by the Town Council.

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

The minutes of the meeting and the notes relating to the Emergency High Street Fund and Welcome Back Fund were noted.

**RESOLVED** to amend the Policy for Charity Bookings at the Pop up Shop to read "There will be a limit of one 'free' / charitable booking per calendar month at a period for one week only." As per the amended section of the Handbook as circulated.

### **94 TOWN CENTRE FOOTFALL COUNTERS**

**RESOLVED** that the Town 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 from April 2022.

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

The minutes of the meeting were noted.

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**96 TOWN COUNCIL REPRESENTATION ON OUTSIDE BODIES**

With the addition of Councillor Powell-Brace to the Wellington Twinning Association and the removal of Councillor Powell-Brace from the Wellington Community Association, where only one councillor is required, which will be Councillor Lithgow, the list was approved.

**97 ANNUAL COMMUNITY INFRASTRUCTURE LEVY (CIL) RETURN**

The return was noted.

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

**RESOLVED** to exclude the press and public for the reason set out above

**99 TO NOTE A CONFIDENTIAL MINUTE FROM THE POLICY AND RESOURCES COMMITTEE**

The confidential minute was noted.

**There being no further business, the meeting closed at 8.30pm.**

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**Councillor Mark Lithgow**  
**Mayor**