

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT COURT FIELDS SCHOOL, MANTLE STREET, WELLINGTON, TA21 8SW ON MONDAY 4 OCTOBER 2021 AT 5.45 PM

PRESENT: Councillor M Lithgow (Mayor),
Councillors M Barr, A Govier, M McGuffie, S Pringle-Kosikowsky, V Stock-Williams and J Thorne

IN ATTENDANCE: David Farrow (Town Clerk), Annette Kirk (Deputy Clerk), Alice Kendall (Deputy RFO & Assistant Clerk)
1 member of the press

250 APOLOGIES

Apologies were received and accepted from Councillors Bradley and Lloyd.

251 DECLARATIONS OF INTEREST

Councillor Govier has a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being former customers of the company.

Councillor Thorne has a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a personal friend of the company owner. In addition, he declared a personal in item 6c (income) has his daughter had paid for the use of the Pop Up Shop.

Councillor Lithgow declared a prejudicial interest in item 7 as a director of WHERE.

252 MINUTES

RESOLVED to approve and formally adopt the minutes of the Finance meeting held on 6 September 2021.

253 PUBLIC PARTICIPATION

No members of the public were present.

254 GRANTS

No application had been received since the last meeting

(a) Grants Summary

Grants paid in the 2021-22 year listed below were noted.

	£
Wellington Mills CIC	2,500.00
Transition Town Wellington	1,446.17
Life Education Wessex	860.00
Churches Together (Howard Rd)	100.00

Total	£ 4,906.17

255 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 28 SEPTEMBER 2021

RESOLVED to note and approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 1 - 28 SEPTEMBER 2021

RESOLVED to note and approve the expenditure report.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 1 - 28 SEPTEMBER 2021

RESOLVED to note and approve the income report.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2021-22 YEAR AS AT 28 SEPTEMBER 2021

RESOLVED to note and approve the budget report.

At this juncture, Councillor Lithgow left the meeting as he had declared a prejudicial interest in the next item. The Deputy Mayor, Councillor Stock-Williams took the chair.

256 SERVICE LEVEL AGREEMENTS

The Council's 3-year SLA with WHERE for £2,000 per year came to an end in the last financial year. The organisation had approached the Council to apply for a new agreement. They submitted a grant application form to seek funding of £2,500 per year. The application form and supporting documents were circulated to Councillors by e-mail. The draft agreement was also attached to the agenda.

RECOMMENDED to Full Council that a new 3 year agreement be entered into with WHERE granting payment of £2,500 per year. Before signing the agreement, the Deputy RFO will check that their Annual Report contains figures of hours provided and number of people who used the service. It was also confirmed that the new template for SLAs requires more in-depth monitoring and that the payment process carried out by Officers had changed slightly to ensure this is kept up.

There being no further business, the meeting closed at 5.58 pm.

.....
Councillor Mark Lithgow
Mayor

WELLINGTON TOWN COUNCIL



GRANTS POLICY

1. Introduction

1.1 Wellington Town Council is committed to supporting a vibrant and thriving local community, with the wellbeing of residents at the heart of services and activities on offer.

1.2 As a Town Council, Wellington has statutory powers to make grants to local charities and groups¹. The purpose of such grants is to provide financial support to the wide range of organisations providing or developing services or activities around the Town.

1.3 Over the years many groups have benefited from the Council's grant scheme. This has enabled social, educational and leisure opportunities for the community that might not otherwise have been available to local people.

1.4 Wellington Town council will set a yearly budget for grants during its annual budget-setting activities, prior to the commencement of each financial year. Currently this is £15,000 (2019-2020).

1.5 The Council understands that it is responsible for public funds and the distribution of these funds needs to be properly managed. The awarding of grants is taken very seriously by the Council, and each application will be carefully reviewed before a decision is made.

1.6 This policy relates to the giving of awards under the Council's Grant Scheme and is not applicable to other forms of financial support which may be given.

2. Our Grants

2.1 Grants awarded will be in line with the Council's policy of supporting the local community and making a contribution to the life and well-being of the town. Particular

¹ Local Government Act 1972 S137; Local Government (Miscellaneous Provisions) Act 1976

priorities for the Council are to support services or activities for children and youth, those which seek to reduce social isolation, and those which encourage a safe and harmonious environment. All applications should clearly define the benefits of their project to local people.

2.2 Grants applications will be will be considered monthly (see Section 6).

2.3 Application forms are available on request from the Council Offices and must be requested by the particular group intending to apply for a grant. Forms will not normally be made available through a third party.

3. Eligibility

3.1 Applications are welcomed from local groups, organisations or partnerships seeking a financial contribution towards the costs of providing specific activities or services wholly or principally for the benefit of parish residents. General funding for day-to-day management of a particular group will not qualify.

3.2 Organisations applying for a grant must be operating on a voluntary, charitable or 'not for profit' basis

3.3 Grants can only be applied for where the project or activity has yet to take place. Retrospective funding will not be considered for costs incurred prior to the grant application.

3.4 Generally the organisation applying for funding will be expected to contribute to the service or activity for which the grant is being requested. There will be occasions however, based on the individual merit of an application, where the full costs will be met by a grant.

3.5 Awards will *not normally* be made to:-

- Projects whose primary objectives is to campaign or lobby;
- Individual rather than group applicants;
- Local branches that could be funded by their national or umbrella body **or**
- Send funds raised to their umbrella body for general purposes;
- Organisations who have already received a grant in the current financial year;
- Groups which already receive council funding through a Service Level Agreement;
- Groups with considerable financial reserves of their own.

Any exceptions to these guidelines will be based on the individual merits of the application.

3.6 Awards will *not* be made to:-

- Commercial enterprises set up to generate profit;
- Those supporting party political issues or opposing a political party;

- Groups or activities which appear discriminatory in nature;
- Activities that are not lawful or risk disrepute to the Council;
- Groups which are not considered financially viable;
- Groups which previously benefitted from a grant where monies given were not spent for the purpose provided;
- Health, education or welfare organisations whose services should be provided by statutory funding.

3.7 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of religious belief. Compliance with this requirement will need to be demonstrated throughout the project.

3.8 Applications from education, health or social services establishments may be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community.

4. Submitting Applications

4.1 Applications must be made to the Council Office using the Council's Grant Application Form. Both paper and electronic applications are acceptable.

4.2 The applicant must state clearly their organisation's aims and objectives.

4.3 All requested supporting documentation must be included before any application can be considered, including relevant accounting statements.

4.4 The applying organisation is required to submit audited accounts, or accounts that have been independently examined by a suitably qualified person, for the previous two financial years **or**, in the case of a newly formed organisation or less formal group, a comprehensive budget and business plan.

4.5 The group must also submit a copy of its written Constitution, as formally adopted by the members of the organisation. Where the association is less formal a similar document of agreement between individuals will be acceptable.

4.6 The applicant must state if the organisation has applied for funds elsewhere, and if known, the outcome of this application. The Council must also to be informed of any fund raising activities being carried by the applicant.

4.7 Council staff will not fill out application forms for the applicant. Staff will however give appropriate advice and support to enable the applicant to complete the form.

5. Assessment Criteria

5.1 Grant applications will be assessed with reference to the following criteria, which are in no priority order:-

- The application is submitted in line with the Council's policy;

- Funding will fill gaps in provision of services or facilities;
- The project to be funded has to be viable;
- The need for the service or activity being funded is clearly demonstrated;
- The grant should benefit residents of the parish.
-

6. The Council's decision

6.1 Wellington Town Council will ensure openness and transparency when awarding its grants.

6.2 Grant applications will be reviewed monthly by the Council's Finance Committee which will make a recommendation for formal approval at the full Council meeting later that evening.

6.3 Grant applications will be circulated in advance of meetings but no decision will be made prior to the meeting.

6.4 Councillors must clearly declare any interest associated with a grant application prior to the decision being discussed.

6.5 Grant applicants, or an alternative representative of their organisation will be invited to attend the council meeting where their application will be considered.

6.6 The applicant or representative will be offered the opportunity to speak in support of the application, under the Public Speaking agenda item, prior to the grant being decided.

6.7 Approval of the grant by full Council will require a proposal which must be seconded. A vote by show of hands will then be taken. Applications require a simple majority vote to be approved. Where the vote is tied the Chairman will have the deciding vote.

6.8 Recommendations for grants will be recorded in the minutes of the finance committee, and formal resolutions recorded at the subsequent council meeting.

6.9 A letter confirming the grant, stating the amount awarded will be sent to applicants within 5 working days of the council meeting.

6.10 Where a grant has been declined, a letter will be sent to the applicants within 5 working days of the council meeting. Reasons why the grant has not been approved will be given so that organisations understand why they have not been successful.

6.11 Where further information is required, or a grant has been declined for reasons relating to the actual application, the grant may be re-submitted once the shortcoming has been addressed.

6.12 The decision of the Council is final. There is no right of appeal for a grant which has been declined based on its merits.

7. Payments

7.1 Payments will be made by cheque within 5 working days of the council meeting, unless alternative arrangements are agreed.

8. Grant Conditions

8.1 Wellington Town Council expects organisations which benefit from a grant to:-

- Identify any assets purchased through the grant as being acquired with the assistance of a grant from the Town Council;
- Have a group bank account, with at least two authorised signatories as cheques cannot be made out to any individual;
- Allow appropriate site or project visits by representatives of the Council, subject to reasonable notice being given;
- Provide receipts or proof of expenditure subject to reasonable notice being given;
- Notify the Council immediately if the intended project is amended in any way;
- Have a full set of risk assessments for the activities to be carried out;
- Have Public Liability Insurance to cover services and activities to be provided.

8.2 Wellington Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form, or within a reasonable timeframe.

8.3 Wellington Town Council reserve the right to recoup any equipment provided by the grant should the organisation cease to exist within three years of the grant being paid.

8.4 Organisations that receive a grant will be required to agree an appropriate public acknowledgement of the Town Council's contribution.

9. Large & Capital Grants – Additional Conditions of Funding

9.1 Wellington Town Council defines a large grant as any sum in excess of £3000.

9.2. The Council will only award a large grant in exceptional circumstances.

9.3 Capital grants are those towards buildings and/or facilities as opposed to services or activities.

9.4 Organisations requesting funds for buildings must provide evidence of security of tenure in the relevant property for a minimum of 7 years from the date that the grant is considered.

9.5 Organisations requesting funds for buildings must provide proof that the property is adequately insured.

9.6 Where appropriate any request for grant funding for buildings must be accompanied by the relevant permission to carry out such work.

9.7 As much notice as possible is required for any large grant application, this will ensure that if the grant is to be awarded the Town Council can make appropriate budgetary provision.

9.8 In the case of a large grant the award may be phased, by mutual agreement, over a number of years.

10. Promoting the Grant Fund

10.1 The council will publish bi-monthly reports in its newsletter 'The Edge' stating which groups have received a grant, what for, and the monetary value of the award.

10.2 Successful applicants will be invited to return to council meetings, or to provide a written statement setting out what was achieved by the service or activity which received council funding.

10.3 Successes will be promoted by either party via appropriate web-sites, the press and social media.

11. Policy Review

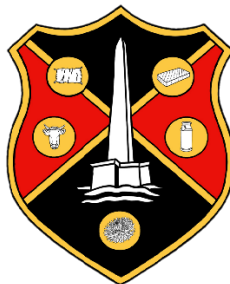
11.1 The Grants Policy will be reviewed annually, including the amount of the grant fund.

Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

Tel: 01823 662855
Clerk: David Farrow

Email: info@wellingtontowncouncil.co.uk

Please write clearly in dark ink or type



OFFICE USE ONLY

Date received: **AGENDA ITEM 5B**

Finance Meeting Date:

WELLINGTON TOWN COUNCIL FINANCIAL GRANT APPLICATION

SECTION A: CONTACT DETAILS					
Name of Organisation					
Organisation Address					
Any other name you use or name of your project (if different)					
Main contact for this application					
Title		First Name		Last Name	
Position held in the Organisation					
Contact Address (inc. full postcode)					
E-mail address					
Telephone (Please include day and evening numbers)					
SECTION B: ABOUT YOUR ORGANISATION					
What type of organisation are you? Tick all that apply		<input type="checkbox"/> Community Group, Club or Society <input type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Registered Charity Registration No: _____ <input type="checkbox"/> Other (please describe)			

WELLINGTON TOWN COUNCIL
FINANCIAL GRANT APPLICATION

**When was or organisation established?
OR
When did it start meeting or running
activities or projects?**

Describe the purpose of your Organisation.
Describe the usual activities / services you provide. If you are a new group, describe what you plan to provide. If you have a written constitution, you must enclose a copy with this application.

**If you are a branch of, or related to, a
larger organisation, please give details.**

SECTION C: ABOUT YOUR PROJECT OR SERVICE

Describe the project or service.
Does it have a working title? What does it aim to achieve? How will it work? Please enclose any supporting documents, plans, projections etc.

Please tell us how you think this matches the policy of Wellington Town Council Grant Scheme. (Please refer to guidance notes)

How have you identified the need for this project?

WELLINGTON TOWN COUNCIL
FINANCIAL GRANT APPLICATION

When do you intend your project or service to start? <i>(Month/Year)</i>	
--	--

Do your services benefit only people in Wellington? If not what proportion of your services benefit only people in Wellington?

--

Tell us the cost for your project and give a breakdown of what the money is for.
We need this information to assess your application thoroughly. If you have a project budget, or have received estimates / quotations, please enclose copies.

Item or Activity	Estimated Cost
Total Cost:	

Have you sought funding from any other source?	<input type="checkbox"/> Yes <input type="checkbox"/> No
---	---

If Yes, please provide details below;

Organisation	Amount Requested	Successful? <i>Yes/No (or, waiting decision)</i>	Conditions Attached?
Total;			

WELLINGTON TOWN COUNCIL
FINANCIAL GRANT APPLICATION

How much of your organisation's money will be used for this project?	£
How much money are you asking the Town Council to grant?	£
If your project will involve local organisations such as schools or other groups, please provide confirmation that they are aware you are applying to Wellington Town Council for a grant.	
Please use this space to give any additional information that you think may be helpful;	
SECTION D: YOUR FINANCIAL DETAILS	
Your bank or Building Society Details	
Bank/Building Society Name	
Bank/Building Society Address	
Branch Sort Code	
Account Number	
Name as on the Account	

WELLINGTON TOWN COUNCIL
FINANCIAL GRANT APPLICATION

Please provide the following summary details from your most recent annual audited accounts.

Accounts for the Year Ending <i>(Month/Year)</i>	
Gross Income	
(minus) Total Expenditure	
(equals) Profit/Loss for the Year	
Savings <i>(reserves, cash, investments)</i>	

PLEASE ENCLOSE A COPY OF YOUR FINAL AUDITED ACCOUNTS FOR THE PAST TWO YEARS, WHICH COVER ALL OF YOUR ORGANISATION'S ACTIVITIES.

SECTION E: AUTHORITY AND APPLICATION

Declaration and Signature of Applicant

- (a) I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct.
- (b) I understand that you may ask for additional information at any stage of the application process.
- (c) I am authorised to act for the organisation in making this application for financial assistance.
- (d) I enclose a copy of the resolution or other form of authorisation for this application.
- (e) I have read the Agreement detailed in section F and agree to the terms.

Signature			
Name (Print)		Date	

WELLINGTON TOWN COUNCIL
FINANCIAL GRANT APPLICATION

SECTION F: AGREEMENT

I confirm that the organisation named on the front of the application form has authorised me to sign this agreement on their behalf.

I certify that the information given in this application is true to the best of my knowledge, and confirm that all enclosures are current, accurate and adopted or approved by the organisation.

If this application is successful, in full or in part, the organisation will keep the following terms and conditions.

I understand that this is an agreement between the organisation and Wellington Town Council, which I legally binding.

We understand and agree to the following:

We will deliver the commissioned project or service as set out in this application.

We will not make any major change to the commissioned project or service without first receiving Wellington Town Council's written agreement.

We will not sell or dispose of any equipment or other assets which we have purchased in connection with this project or service without Wellington Town Council's written agreement. If we sell any equipment or assets, we may have to pay Wellington Town Council all or part of the money we received from them. The amount we repay will be in direct proportion to the share of the project or service cost represented by Wellington Town Council's grant.

We will comply with all relevant legislation applicable to the way we carry out our project or service.

We will acknowledge Wellington Town Council's grant in our Annual Report, our Chairman's or Secretary's report at our AGM, our accounts which cover the period of the grant and in any publicity materials we produce about the project or service.

We understand that Wellington Town Council will not normally increase the grant, and that monitoring and control of the project or service expenditure is our responsibility.

We will keep all financial records and accounts, including receipts for items bought. We will make these available to Wellington Town Council on request.

Wellington Town Council may hold back payment or ask us to repay, in whole or in part, in the following circumstances:

If we fail to keep to this agreement in any way:

- If the application form was completed dishonestly or the supporting documents gave false or misleading information;
- If we close down, become insolvent, go into administration, receivership or liquidation, or make an arrangement with our creditors;
- If our organisation closes down we will not sell or dispose of any equipment or assets without first receiving Wellington Town Council's written agreement.
- If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal expected working life of the assets.
- Any payment made prior to the completion of a project will be recovered if the project does not reach completion.

WELLINGTON TOWN COUNCIL
FINANCIAL GRANT APPLICATION

SECTION G: CHECKLIST

- We have read and understood all the guidance notes.
- We have fully completed all the sections of the application unless otherwise directed.
- We have enclosed all the relevant documents / information we need to send:
(As applicable):
 - Constitution / Governing documents
 - Accounts for the past two years
 - Project profile
 - Copy of Resolution or authority to make application
 - Other relevant material
- The main contact named has signed the declaration
- A senior person, with the authority to do so, has signed the agreement
- We have made a copy of this application to keep our reference.

Wellington Town Council

Prepared by: Alice Kendall - Deputy RFO
Name and Role (Clerk/RFO etc)

Date: 25/10/2021

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 25/10/2021		
	Cash in Hand 01/04/2021		605,816.42
	ADD Receipts 01/04/2021 - 25/10/2021		583,749.93
			1,189,566.35
	SUBTRACT Payments 01/04/2021 - 25/10/2021		204,752.71
A	Cash in Hand 25/10/2021 (per Cash Book)		984,813.64
	Cash in hand per Bank Statements		
	Petty Cash 25/10/2021	29.99	
	Lloyds Treasurers PC 87331468 25/10/2021	536.21	
	Lloyds Treasury Deposit 25/10/2021	0.00	
	Lloyds Deposit Account 07788306 25/10/2021	256,518.44	
	Lloyds Current Account 2195145 25/10/2021	732,173.41	
			989,258.05
	Less unrepresented payments		4,444.41
			984,813.64
	Plus unrepresented receipts		
B	Adjusted Bank Balance		984,813.64
	A = B Checks out OK		

Wellington Town Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
210	Professional Fees	29/09/2021	63680874	Lloyds Current Accour	BACS	Land Valuation	Somerset West & Taunton	S	449.35	89.87	539.22
211	Rent	29/09/2021	2127	Lloyds Current Accour	BACS	Pop-Up Shop Rent	H T Perry & Son	X	500.00		500.00
212	Longforth Road Toilets	29/09/2021		Lloyds Current Accour	Direct Debit	Electricity for Public Toilets	SSE	L	159.91	7.99	167.90
213	IT Support & Email Hosting	01/10/2021	MTM13038	Lloyds Current Accour	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
214	IT Equipment Upgrades	01/10/2021	MTM13038	Lloyds Current Accour	BACS	365 Migration Fee	MTMIT	S	265.00	53.00	318.00
215	Office 365	01/10/2021	MTM13038	Lloyds Current Accour	BACS	Office 365 (Cllrs & Officers)	MTMIT	S	1,590.00	318.00	1,908.00
216	Staff Training	04/10/2021	INV-0428	Lloyds Current Accour	BACS	Introduction to VAT (Officer tr	SALC	X	30.00		30.00
217	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Rotary Club of Wellington	X	30.00		30.00
218	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Isambard Kingdom Brunel Pr	X	30.00		30.00
219	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Woodland Wax Company	X	30.00		30.00
220	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Kirslukey Craft	X	30.00		30.00
221	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Zunzun	X	30.00		30.00
222	Deposits	04/10/2021		Lloyds Current Accour		Stall Refund x2	Apple Campers	X	60.00		60.00
223	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Mind Your Biscuit	X	30.00		30.00
224	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Wellington Squash Club	X	30.00		30.00
225	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Beauty Glow Makeup	X	30.00		30.00
226	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Neil's Coffee Stop	X	30.00		30.00
227	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Wellington Majorettes	X	30.00		30.00
228	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Taffi Ceri Crafts	X	30.00		30.00
229	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	The Crepe Cart	X	30.00		30.00
230	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Court Fields School	X	30.00		30.00
231	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund x5	Churches Together	X	150.00		150.00
232	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Ford Nursery	X	30.00		30.00
233	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Over 60s Exercise with Steph	X	30.00		30.00
234	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund x2	Olive and Rosy	X	60.00		60.00
235	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Wellington Rugby Club	X	30.00		30.00
236	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Trudy Taylor	X	30.00		30.00
237	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Tracey's Wooden Signs	X	30.00		30.00
238	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Natures Treasures	X	30.00		30.00
239	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund x2	Recycle More	X	60.00		60.00
240	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund x2	Gallery 59	X	60.00		60.00
241	Deposits	04/10/2021		Lloyds Current Accour		Stall Fee Refund	Kings Cycles LTD	X	30.00		30.00
242	Electricity	04/10/2021		Lloyds Current Accour	Direct Debit	Electricity for Offices	SSE	L	288.85	14.44	303.29
243	Overheads	04/10/2021		Lloyds Current Accour	Direct Debit	electricity for Pop-Up Shop	EDF Energy	X	25.00		25.00
244	Rent	05/10/2021		Lloyds Current Accour		Pop-Up Shop Refund	Rotary Club of Wellington Dis	X	91.79		91.79
245	Emptying Dog Bins	05/10/2021	63681776	Lloyds Current Accour	BACS	Emptying Dog Bins	Somerset West & Taunton	S	840.00	168.00	1,008.00

Wellington Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
246	Rent	06/10/2021		Lloyds Current Accour		Pop-Up Shop Refund	Bowel Cancer West	X	92.74		92.74
247	Welly Welcome Weekend 20	08/10/2021	45930	Lloyds Current Accour	BACS	Banners & Bunting	Carley Press	S	2,740.00	548.00	3,288.00
248	Sage Payroll & HR	08/10/2021		Lloyds Treasurers PC	Debit Card	HR System	Sage HR	S	24.00	4.80	28.80
249	Office Equipment	08/10/2021	7715530	Lloyds Current Accour	BACS	Projector Screen	Viking	S	167.00	33.40	200.40
250	Hospitality	08/10/2021		Lloyds Treasurers PC	Debit Card	Flowers	Interiors and Flowers by Des	X	75.00		75.00
251	Stationery & Postage	11/10/2021	7722975	Lloyds Current Accour	BACS	Stationery	Viking	S	41.27	8.25	49.52
252	Switch on Event	11/10/2021	63682261	Lloyds Current Accour	BACS	Licence Fee	Somerset West & Taunton	X	70.00		70.00
253	Rent	11/10/2021		Lloyds Current Accour		Pop-Up Shop Refund	Second Nature	X	62.86		62.86
254	Rent	11/10/2021		Lloyds Current Accour		Pop-Up Shop Refund	Caroline Bartlett	X	73.87		73.87
255	Deposits	11/10/2021		Lloyds Current Accour		Stall Fee Refund	Montania Design	X	30.00		30.00
256	Deposits	11/10/2021		Lloyds Current Accour		Stall Fee Refund	Dizzyresin	X	30.00		30.00
257	Deposits	11/10/2021		Lloyds Current Accour		Stall Fee Refund	Unwin Photography	X	30.00		30.00
258	Deposits	11/10/2021		Lloyds Current Accour		Stall Fee Refund	Arc	X	30.00		30.00
259	Deposits	11/10/2021		Lloyds Current Accour		Stall Fee Refund	Crafting Friends	X	30.00		30.00
260	Deposits	11/10/2021		Lloyds Current Accour		Stall Fee Refund X3	Wellington Produce Market	X	90.00		90.00
261	Deposits	11/10/2021		Lloyds Current Accour		Stall Fee Refund	Resilience Voyage Drugs Bus	X	30.00		30.00
262	Staff Training	11/10/2021	INV-0447	Lloyds Current Accour	BACS	Neighbourhood Plan Seminar	SALC	X	20.00		20.00
263	Telephone System	11/10/2021		Lloyds Current Accour	Direct Debit	Phone System	Taurus Clearer Communicati	S	121.30	24.26	145.56
264	Professional Fees	11/10/2021		Lloyds Current Accour	BACS	Solicitors Fees (Land)	Amicus Law (South West) LL	X	50.00		50.00
265	Coronavirus	12/10/2021	17795	Lloyds Current Accour	BACS	Sound System Hire	Denis & Ian Pearce Ltd	S	350.00	70.00	420.00
266	Salaries	12/10/2021		Lloyds Current Accour	BACS	Eye Test	Miss A Kirk	E	35.00		35.00
267	Community Services & Priorit	13/10/2021	3644	Lloyds Current Accour	BACS	Community Farm Feasibility	Apricot Centre CIC	S	1,500.00	300.00	1,800.00
268	Community Services & Priorit	13/10/2021	7540698	Lloyds Current Accour	BACS	Folders for Civic Award	Viking	S	103.05	20.61	123.66
269	Switch on Event	13/10/2021	7540698	Lloyds Current Accour	BACS	Cable ties, hi vis & Litter picke	Viking	S	93.09	18.62	111.71
270	Museum Lease	14/10/2021	63659962	Lloyds Current Accour	BACS	Museum Rent	Somerset West & Taunton	X	250.00		250.00
271	Office Rent	14/10/2021	63659953	Lloyds Current Accour	BACS	Office Rent	Somerset West & Taunton	X	315.00		315.00
272	Town Surveys	14/10/2021		Lloyds Treasurers PC	Card	Book Vouchers	Asda	X	600.00		600.00
273	Stationery & Postage	11/10/2021		Lloyds Treasurers PC	Card	Stationery	W H Smith	X	6.99		6.99
274	Overheads	15/10/2021		Petty Cash	Cash	Witness Fee	Amicus Law (South West) LL	X	20.00		20.00
275	Overheads	15/10/2021		Petty Cash	Cash	Starter for light	H T Perry & Son	S	2.08	0.41	2.49
276	Switch on Event	15/10/2021	000559	Lloyds Current Accour	BACS	First Aid	Bristol Ambulance	X	425.00		425.00
277	Town Surveys	15/10/2021		Lloyds Treasurers PC	Card	Book Vouchers	Asda	X	100.00		100.00
278	Telephone & Broadband	18/10/2021		Lloyds Current Accour	Direct Debit	Telephone & Broadband	Chess	S	88.97	17.79	106.76
279	Office Rent	18/10/2021	63684001	Lloyds Current Accour	BACS	Insurance re-charge	Somerset West & Taunton	S	11.15	2.23	13.38
280	Town Surveys	15/10/2021		Lloyds Treasurers PC	Card	Book Vouchers	Asda	X	100.00		100.00
281	Switch on Event	20/10/2021		Lloyds Treasurers PC	Card	Licence Fee	Somerset West & Taunton	X	53.00		53.00
282	SLA (WHERE)	20/10/2021	SLA YR1	Lloyds Current Accour	BACS	SLA Agreement	WHERE	X	2,500.00		2,500.00
283	Welly Welcome Weekend 20	21/10/2021	7578130	Lloyds Current Accour	BACS	Megaphones	Viking	S	67.98	13.60	81.58
284	Related Fees	22/10/2021	61049293	Lloyds Current Accour	BACS	Licence Fee	Somerset County Council	X	100.00		100.00

Wellington Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
285 Salaries	22/10/2021		Lloyds Current Accour	BACS	Superann - Oct	Somerset County Council	X	1,991.16		1,991.16
286 Salaries	22/10/2021		Lloyds Current Accour	BACS	Deductions - Oct	HMRC	X	2,307.49		2,307.49
287 Salaries	22/10/2021		Lloyds Current Accour	BACS	Net Salaries	Various	X	6,760.57		6,760.57
288 Tone Play Area	22/10/2021	63703102	Lloyds Current Accour	BACS	Grass Cutting	Somerset West & Taunton	S	540.00	108.00	648.00
289 Emptying Dog Bins	22/10/2021	63703111	Lloyds Current Accour	BACS	Emptying Dog Bins	Somerset West & Taunton	S	672.00	134.40	806.40
290 Deposits	22/10/2021		Lloyds Current Accour	BACS	Stall Fee Refund	Wellington Women's Institut	X	30.00		30.00
291 Deposits	22/10/2021		Lloyds Current Accour	BACS	Stall Fee Refund	Wellington Petanque Club	X	30.00		30.00
292 Deposits	22/10/2021		Lloyds Current Accour	BACS	Stall Fee Refund	Friends of Wellington Park	X	30.00		30.00
293 Deposits	22/10/2021		Lloyds Current Accour	BACS	Stall Fee Refund	Wellington Basins Volunteer	X	30.00		30.00
294 Sage Payroll & HR	25/10/2021		Lloyds Current Accour	Direct Debit	Payroll System	Sage	S	39.75	7.95	47.70
295 Hospitality	25/10/2021		Petty Cash	Cash	Milk	Co-Op	X	3.60		3.60
296 Overheads	25/10/2021		Petty Cash	Cash	Witness Fee	Amicus Law (South West) LL	X	10.00		10.00
297 Stationery & Postage	25/10/2021		Petty Cash	Cash	Petty Cash Voucher Book	W H Smith	X	2.99		2.99
298 Related Fees	25/10/2021		Lloyds Treasurers PC	Card	Land Registry Search	HM Land Registry	X	9.00		9.00
Total								28,555.81	2,031.62	30,587.43

Wellington Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
85 VAT Refund	30/09/2021		Lloyds Current Accour		VAT Refund	HMRC	R		8,352.05	8,352.05
86 Allotments	04/10/2021		Lloyds Current Accour		Allotment Rent & Deposit	Jane P Beagle (Plot 10 The B	X	74.00		74.00
87 Allotments	04/10/2021		Lloyds Current Accour		Allotment Rent	Various	X	574.00		574.00
88 Telephone System	06/10/2021		Lloyds Current Accour		Deposit for Phone System (refi	Taurus Clearer Communicati	S	2,996.54	599.31	3,595.85
89 Parish Grants	08/10/2021		Lloyds Current Accour		Parish Grant	Somerset West & Taunton	X	2,275.00		2,275.00
90 Rent	11/10/2021		Lloyds Current Accour		Pop-Up Shop	Claire Western Art	X	100.00		100.00
91 Allotments	11/10/2021		Lloyds Current Accour		Allotment Rent	Various	X	96.00		96.00
92 Stall Deposits	15/10/2021		Lloyds Current Accour		Stall Fee	Beauty Glow Makeup	X	30.00		30.00
93 Stall Deposits	15/10/2021		Lloyds Current Accour		Stall Fee	Zunzun	X	30.00		30.00
94 Rents - Various	15/10/2021		Lloyds Current Accour		Promotional Space	Jonas Fishmonger	X	325.00		325.00
95 Allotments	15/10/2021		Lloyds Current Accour		Allotment Rent	Various	X	96.00		96.00
96 Bank Interest	15/10/2021		Lloyds Deposit Accour		Interest	Lloyds Bank	X	2.25		2.25
97 C.I.L	18/10/2021		Lloyds Current Accour		CIL (43/19/0075)	Somerset West & Taunton	X	123,256.24		123,256.24
98 C.I.L	18/10/2021		Lloyds Current Accour		CIL (43/18/0065)	Somerset West & Taunton	X	26,496.50		26,496.50
99 C.I.L	18/10/2021		Lloyds Current Accour		CIL (43/20/0019)	Somerset West & Taunton	X	6,009.66		6,009.66
100 Switch on Event	22/10/2021		Lloyds Current Accour		Stall Fee	Kirslukey Craft	X	30.00		30.00
101 Rent	25/10/2021		Lloyds Current Accour		Pop-Up Shop	Crafting Friends	X	300.00		300.00
102 Rent	25/10/2021		Lloyds Current Accour		Pop-Up Shop	Crafting Friends	X	100.00		100.00
Total								162,791.19	8,951.36	171,742.55

Wellington Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Administration/Office running

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent				1,265.00	975.33	289.67	289.67 (22%)
27	Photocopier		20.00	20.00	950.00	412.11	537.89	557.89 (58%)
28	Electricity				1,155.00	707.30	447.70	447.70 (38%)
32	Office Equipment				250.00	178.74	71.26	71.26 (28%)
34	Insurances				2,250.00	1,936.45	313.55	313.55 (13%)
35	Stationery & Postage				1,150.00	910.09	239.91	239.91 (20%)
36	Audit Fees				1,700.00	1,385.00	315.00	315.00 (18%)
37	Office Cleaning & Maintenance				1,821.00	112.82	1,708.18	1,708.18 (93%)
40	Hire of Hall				480.00	627.00	-147.00	-147.00 (-30%)
90	Ground Floor Office (30 Fore St)				2,000.00		2,000.00	2,000.00 (100%)
95	Office Furniture Replacement				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL			20.00	20.00	18,021.00	7,244.84	10,776.16	10,796.16 (59%)

Affiliation Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	SALC				1,910.00	1,778.02	131.98	131.98 (6%)
99	SLCC				300.00		300.00	300.00 (100%)
100	CCS				100.00		100.00	100.00 (100%)
SUB TOTAL					2,310.00	1,778.02	531.98	531.98 (23%)

Christmas

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Hire of Lights				7,500.00	7,477.33	22.67	22.67 (0%)
115	Lights Install				7,000.00		7,000.00	7,000.00 (100%)
116	Switch on Event				17,500.00	641.09	16,858.91	16,858.91 (96%)
123	Stall Deposits		90.00	90.00				90.00 (N/A)
SUB TOTAL			90.00	90.00	32,000.00	8,118.42	23,881.58	23,971.58 (74%)

Codes no longer in use

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Allotment Rents NIU							(N/A)
12	Film Festival & Pop Up Shop NIL							(N/A)
74	Pop Up Shop NIU							(N/A)
SUB TOTAL								(N/A)

Wellington Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

26 October 2021 (2021 - 2022)

Community Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Wellington One				11,000.00	11,000.00		(0%)
58	Community Safety				1,000.00		1,000.00	1,000.00 (100%)
59	Promotion of Wellington				5,000.00	65.00	4,935.00	4,935.00 (98%)
60	Community Services & Priorities				10,000.00	5,448.05	4,551.95	4,551.95 (45%)
61	Health & Wellbeing				18,000.00	40.00	17,960.00	17,960.00 (99%)
62	Museum Lease	1,000.00	125.00	-875.00	1,000.00	2,000.00	-1,000.00	-1,875.00 (-93%)
64	Community Warden				17,505.00	6,918.73	10,586.27	10,586.27 (60%)
65	Emergency Planning				1,000.00		1,000.00	1,000.00 (100%)
66	Other Payments	1,000.00		-1,000.00	300.00	1,283.00	-983.00	-1,983.00 (-152%)
67	Youth Services				26,000.00		26,000.00	26,000.00 (100%)
68	Section 137 Payments				550.00		550.00	550.00 (100%)
71	C.I.L		172,015.48	172,015.48	22,105.00		22,105.00	194,120.48 (878%)
SUB TOTAL		2,000.00	172,140.48	170,140.48	113,460.00	26,754.78	86,705.22	256,845.70 (222%)

Cost of democracy and electric

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Mayors Allowance				500.00	500.00		(0%)
21	Councillors Allowance				4,200.00	3,920.00	280.00	280.00 (6%)
22	Members Training				500.00	304.27	195.73	195.73 (39%)
23	Members Travelling				600.00	62.10	537.90	537.90 (89%)
24	Hospitality				1,000.00	164.35	835.65	835.65 (83%)
25	Elections				1,000.00		1,000.00	1,000.00 (100%)
89	Deputy Mayor's Allowance				200.00	200.00		(0%)
SUB TOTAL					8,000.00	5,150.72	2,849.28	2,849.28 (35%)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
73	Film Festival				8,000.00		8,000.00	8,000.00 (100%)
75	Railway Station				15,000.00		15,000.00	15,000.00 (100%)
76	Capital Projects				50,000.00		50,000.00	50,000.00 (100%)
77	Playing Pitch Strategy				9,000.00		9,000.00	9,000.00 (100%)
96	Post Office Provision				2,500.00		2,500.00	2,500.00 (100%)
97	Cades Farm Community Hall				7,000.00	2,323.00	4,677.00	4,677.00 (66%)
SUB TOTAL					91,500.00	2,323.00	89,177.00	89,177.00 (97%)

Emergency High Street Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
79	Electrical Infrastructure Work							(N/A)
80	Related Staffing Costs					874.78	-874.78	-874.78 (N/A)

Wellington Town Council
Summary of Receipts and Payments

26 October 2021 (2021 - 2022)

All Cost Centres and Codes

81	Christmas Entertainment 2020			200.00	-200.00	-200.00 (N/A)
82	Street Furniture					(N/A)
83	Maps & Signage			1,043.00	-1,043.00	-1,043.00 (N/A)
85	Marketing					(N/A)
86	Notice Boards					(N/A)
88	Farmers Market			950.00	-950.00	-950.00 (N/A)
98	Related Fees			944.33	-944.33	-944.33 (N/A)
120	Welly Welcome Weekend 2021	50.00	50.00	5,765.68	-5,765.68	-5,715.68 (N/A)
121	Town Surveys			2,548.00	-2,548.00	-2,548.00 (N/A)
SUB TOTAL		50.00	50.00	12,325.79	-12,325.79	-12,275.79 (N/A)

Environment and Planning

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Grasscutting				3,740.00		3,740.00 (100%)	
48	Weedkilling				1,215.00		1,215.00 (100%)	
49	Emptying Dog Bins				5,000.00	2,292.00	2,708.00 (54%)	
50	Provision of Benches & Litter/Do				2,500.00	488.56	2,011.44 (80%)	
51	Planning Administration				12,160.00	875.00	11,285.00 (92%)	
52	Environmental Improvements				20,000.00		20,000.00 (100%)	
53	Longforth Road Toilets		9,481.00	9,481.00	20,017.00	8,355.46	11,661.54 (105%)	
113	Electricity for Street Light				400.00	215.13	184.87 (46%)	
SUB TOTAL			9,481.00	9,481.00	65,032.00	12,226.15	52,805.85 (95%)	

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00	4,906.17	10,093.83 (67%)	
43	Coronavirus				10,000.00	1,650.00	8,350.00 (83%)	
109	SLA (CA-T)				5,000.00	5,000.00	(0%)	
110	SLA (RL)				4,000.00	4,000.00	(0%)	
111	SLA (WHERE)				2,000.00	2,500.00	-500.00 (-25%)	
112	SLA (WCC)				12,000.00	12,000.00	(0%)	
SUB TOTAL					48,000.00	30,056.17	17,943.83 (37%)	

Grounds Maintenance and Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Allotments	2,112.00	2,046.00	-66.00	1,000.00	264.00	736.00 (21%)	
45	Tone Play Area				1,000.00	546.00	454.00 (45%)	
46	Footpaths Maintenance				500.00	205.36	294.64 (58%)	
92	Longforth Allotment				1,500.00		1,500.00 (100%)	
SUB TOTAL		2,112.00	2,046.00	-66.00	4,000.00	1,015.36	2,984.64 (47%)	

Wellington Town Council
Summary of Receipts and Payments

26 October 2021 (2021 - 2022)

All Cost Centres and Codes

Income		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
1	Precept	353,354.00	353,354.00					(0%)
2	Bank Interest	582.00	183.87	-398.13				-398.13 (-68%)
3	Parish Grants	2,275.00	2,275.00					(0%)
5	VAT Refund							(N/A)
6	Rents - Various	1,700.00	775.00	-925.00				-925.00 (-54%)
78	Emergency High Street Fund		23,500.00	23,500.00				23,500.00 (N/A)
SUB TOTAL		357,911.00	380,087.87	22,176.87				22,176.87 (6%)

IT, Website & Internet		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
29	Telephone & Broadband				1,200.00	1,497.52	-297.52	-297.52 (-24%)
30	IT Equipment				1,200.00	1,173.16	26.84	26.84 (2%)
31	IT Support & Email Hosting				4,250.00	2,404.99	1,845.01	1,845.01 (43%)
94	IT for New Staff				1,500.00	180.00	1,320.00	1,320.00 (88%)
101	Telephone System		2,996.54	2,996.54	2,140.00	3,530.79	-1,390.79	1,605.75 (75%)
102	IT Equipment Upgrades				2,172.50	1,745.00	427.50	427.50 (19%)
103	Security Software				156.00	156.00		(0%)
104	Office 365				1,500.00	1,590.00	-90.00	-90.00 (-6%)
105	Parish Online				450.00		450.00	450.00 (100%)
106	Zoom				120.00	119.90	0.10	0.10 (0%)
107	Scribe Accounting System				1,500.00	1,500.00		(0%)
108	Sage Payroll & HR				765.00	422.25	342.75	342.75 (44%)
SUB TOTAL			2,996.54	2,996.54	16,953.50	14,319.61	2,633.89	5,630.43 (33%)

Pop Up Shop		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
117	Rent	5,850.00	4,350.00	-1,500.00	6,000.00	4,115.31	1,884.69	384.69 (3%)
118	Overheads		38.74	38.74	3,000.00	1,032.10	1,967.90	2,006.64 (66%)
119	Repairs				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL		5,850.00	4,388.74	-1,461.26	10,500.00	5,147.41	5,352.59	3,891.33 (23%)

Professional Services		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
54	Professional Fees				20,000.00	939.35	19,060.65	19,060.65 (95%)
SUB TOTAL					20,000.00	939.35	19,060.65	19,060.65 (95%)

Wellington Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

26 October 2021 (2021 - 2022)

Staff Costs & Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				110,962.00	66,498.73	44,463.27	44,463.27 (40%)
17	Staff Training				500.00	80.00	420.00	420.00 (84%)
18	Staff Travelling				200.00	8.55	191.45	191.45 (95%)
19	Staff Recruitment				1,500.00		1,500.00	1,500.00 (100%)
87	Home Working Allowances							(N/A)
93	CiLCA Training				1,600.00	570.00	1,030.00	1,030.00 (64%)
SUB TOTAL					114,762.00	67,157.28	47,604.72	47,604.72 (41%)

Welly Welcome Weekend

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
122	Deposits		1,440.00	1,440.00		1,410.00	-1,410.00	30.00 (N/A)
SUB TOTAL			1,440.00	1,440.00		1,410.00	-1,410.00	30.00 (N/A)

Summary

NET TOTAL	367,873.00	572,740.63	204,867.63	544,538.50	195,966.90	348,571.60	553,439.23 (60%)
V.A.T.		11,009.30			10,585.81		
GROSS TOTAL		583,749.93			206,552.71		

