



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

COUNCIL MEETING

You are summoned to attend a meeting of Wellington Town Council to be held at Court Fields School, Mantle Street, Wellington TA21 8SW on **Monday 1 November 2021 at 7.00pm.**

Members of the public are cordially invited to join this meeting. However, given the current situation with COVID rates in the town we are looking to minimise the number of face to face contacts so ask that members of the public only attend if there are pressing reasons to do so. Minutes are available online following the 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 Worship Centre or moving around it. 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 Friday 29 October 2021.

David Farrow
Town Clerk
07983 697740
info@wellingtontowncouncil.co.uk

26 October 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.

Councillors are reminded that failure to attend any Council meeting for 6 months, full council or a committee/s on which the councillor is a member, will result in them automatically ceasing to be a councillor irrespective of whether apologies are given.

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 and Full Council meetings on 4 October 2021 (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 Friday 29 October 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. TO RECEIVE A REPORT FROM THE MAYOR

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

The report is attached to the agenda for information and a verbal update on the Work Plan will be given at the meeting.

8. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

A report from Sergeant Dan Bishop will be circulated in advance of the meeting.

9. POLICY AND RESOURCES COMMITTEE HELD ON 14 OCTOBER 2021

The draft minutes of the Policy and Resources Committee held on the 14 October 2021 are attached to the agenda. Councillor Lithgow will give an update and the Council is asked to note the contents. The Committee agreed to make the following **RECOMMENDATIONS** for approval by the Town Council:

(a) Longforth Road Toilets Remodelling

The Town Clerk presented updated plans received from Healthmatic including a Changing Places facility. The Committee **RECOMMEND** to the Town Council that the Longforth Road Toilet block should be redesigned to have three cubicles and a Changing Places facility recognising that this would leave insufficient space for a retail/office space in the block

(b) Proposed Lease for Additional Council Office

The proposed revised lease taking in to account the additional office space being used as a result of the Housing Team moving out had been circulated with the agenda. The Committee **RECOMMEND** to the Town Council that the revised terms be accepted.

(c) Staffing Update

The Town Clerk had tabled a report showing the amount of additional time that staff had been working over their contracted hours over the last 6 months. He reported that this was as a result of a general increase in Council work being undertaken and in addition to that the role it had undertaken in managing the delivery of the Street Fair. The Committee thanked the staff for the work they had done and recognised that workloads were only going to increase. The Committee **RECOMMEND** to the Town Council that the staffing complement should be increased to 7 over time and that the Town Clerk be given flexibility for determining how that should be used recognising that any increase should be incremental based on an assessment of workload. The Town Clerk will consider how this should be reflected in the budget setting process.

(d) To Consider a Proposal to Establish a Wellington Schools Children's Parliament Event in June 2022.

A paper had been circulated with the agenda. The Committee **RECOMMEND** to the Town Council that a Wellington Schools Children's Parliament should be established and that a sum of money should be set aside to implement the winning ideas. The Town Clerk will make a separate proposal in relation to the amount as part of the budget setting process.

10. ENVIRONMENT AND OPEN SPACE COMMITTEE MEETING 20 OCTOBER 2021

The draft minutes of the Environment and Open Spaces Committee held on the 20 October 2021 are attached to the agenda. Councillor McGuffie will give an update and the Council is asked to note the contents.

11. EXTRAORDINARY MEETING OF THE TOWN CENTRE COMMITTEE 21 OCTOBER 2021

The draft minutes of the Extraordinary meeting of the Town Centre Committee held on the 21 October 2021 are attached and Councillor Lithgow will give an update and the Council is asked to note the contents. The Committee agreed to make the following **RECOMMENDATIONS** for approval by the Town Council:

- Full Council to change the current Town Centre Committee Terms of Reference to enable the Town Centre Committee to have the powers to act as the Council's delegated body for the receipt of and spend against the Government's Welcome Back Fund award for Wellington Town Council of £36,660.00. In doing so to manage the fund in line with associated regulations, terms of acceptance or guidance relating to the funds given and to carry out all required administration in respect of the award.

An updated copy of the Terms of Reference is attached for approval as recommended above. Councillor Lloyd will give an update on minute number 308 (Longforth Road Coach Park).

12. GRANTS

The Finance Committee will make recommendations on the following;

(a) Applications

- i. **Wellington Cricket Club** – An application has been received from Wellington Cricket Club for the amount of £876 for their annual indoor youth coaching sessions. The Application and supporting documents have been circulated to Councillors by e-mail.
- ii. **Skintight Samba** – An application has been received from Skintight Samba seeking £1,040 to fund church hall hire and teaching fees for beginners' sessions. The Application and supporting documents have been circulated to Councillors by e-mail.

(b) Review of policy and application form

As stated within the policy, it should be reviewed annually. The current policy and application form were circulated with the Finance agenda (the application form's content remains the same, but the layout/design has been updated slightly)

13. CHRISTMAS OFFICE ARRANGEMENTS

As in previous years, it is **PROPOSED** that the office closes from 23 December 2021 and re-opens on 4 January 2022. Time off for the staff will be covered by a combination of bank holidays, statutory days, annual leave and/or time off in lieu in agreement with the Town Clerk.

14. ADDITIONAL CHRISTMAS LIGHTING

The Manager (by instruction of the Owner) at Joseph Welch Jewellers has contacted the office to enquire about possible installation of additional Christmas Lighting, a paper is attached for consideration.

15. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

The Council is asked to RESOLVE to exclude members of the press and public for agenda item 16 in accordance with Public Bodies (Admission to Meetings) Act 1960 as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

16. PURCHASE OF LAND

Confidential information attached.

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