

Wellington Town Council Planning Meeting 1st November 2021**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL
HELD AT Court Fields School Hall, Wellington TA21 8SW on Monday 1st
November 2021 at 6.30pm**

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

David Farrow (Town Clerk)
Annette Kirk (Deputy Clerk)
Alice Kendall (Deputy RFO & Assistant Clerk)
Rebecca Hunt (Admin Assistant)

Denise Todd, Planning Officer - Somerset West & Taunton District Council

One member of the press in attendance.

Two members of the Public

316. APOLOGIES

Apologies were received and accepted from Councillors D Bradley, N Powell-Brace C Booth and N Smith.

317. DECLARATIONS OF INTEREST

Councillor Thorne declared an interest in Agenda Item 5a (case ref: 43/21/0107) – applicants are family friends but not related.

Councillor Govier declared an interest in Agenda Item 4a (case ref: 43/21/0084) and Agenda Items 5a (case ref: 43/21/0107) - know the applicants personally and also in a professional capacity.

Councillor Lithgow declared an interest in Agenda Item 5a (case ref: 43/21/0107) – had spoken with applicants but offered no guidance.

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.

Councillor Stock-Williams and Councillor Govier 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.

318. PUBLIC PARTICIPATION

Email correspondence was received from the applicant for Case ref:43/21/0107). This was circulated to all Councillors prior to meeting.

319.APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

- a) **Case Ref: 43/21/0084** Proposal: Erection of a single storey extension to the side and rear and first floor extension to the rear of 39 Brendon Road, Wellington.

RESOLVED to approve the application subject to the Planning Officer's report.

- b) **Case Ref: 43/21/0096** Proposal: Erection of a single storey extension to the front of 13 Drakes Park, Wellington.

RESOLVED to approve the application subject to the Planning Officer's report.

320. 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: 43/21/0107** Proposal: Addition of Durasid cladding to the upper half of the front elevation of 70 Mantle Street, Wellington (retention of works already undertaken)

RECOMMENDED that this application be approved

- b) **Case Ref: 43/21/0113** Proposal: Change of use of building and compound from Builders Merchants to Vehicle Repair Workshop with MOT Station at Unit 7 Blackdown Business Park, Sylvan Road, Wellington

RECOMMENDED that this application be approved

- c) **Case Ref: 43/21/0115** Proposal: Siting of a temporary portable building at The Mount Veterinary Hospital, Taunton Road, Wellington

RECOMMENDED that this application be refused. The following concerns were raised:

- This was a second portable building to accommodate pre-covid capacity.
- How long will the portable building be sited – how long is temporary?
- The Veterinary Hospital should consider extending the hospital to manage demand.

- d) **Case Ref: 43/21/0118/T** Proposal: Application to carry out management works to one Beech tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 1997 at 14 Pyles Thorne Road, Wellington (TD670)

RECOMMENDED that this application be approved subject to the Tree Preservation Officer's recommendations.

321. SOMERSET WEST & TAUNTON DISTRICT COUNCIL - 2021 PLANNING DECISIONS FOR INFORMATION ONLY

Application Number	Proposal	Address	WTC Recommendation	SWT Decision
43/21/0034	Erection of 1 No. 2 bedoomed chalet bungalow with detached garage and associated works at	16 Westford Close, Wellington (resubmission of 43/20/0049)		Withdrawn
43/21/0064	Removal of 3m of garden wall to the rear for access to the garden for off road parking at	1 Bulford, Wellington	Approval	Approved
43/21/0097/T	Application to carry out management works to one Yew tree included in Taunton Deane Borough (Wellington No.2) Tree Preservation Order 2000 at	The Priory, Priory, Wellington (TD859)	Approval	Approved

The meeting ended at 7.00pm

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Councillor Mark Lithgow
Mayor

WELLINGTON TOWN COUNCIL MINUTES 1 NOVEMBER 2021

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT COURT FIELDS SCHOOL HALL, WELLINGTON TA21 8SW ON MONDAY 1 NOVEMBER 2021 AT 7.00 PM

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

David Farrow (Town Clerk), Annette Kirk (Deputy Clerk), Alice Kendall (Deputy RFO & Assistant Clerk), Rebecca Hunt (Admin Assistant).

One member of the press was in attendance.

322 WELCOME AND INTRODUCTIONS

The Mayor opened the meeting.

323 APOLOGIES

Apologies were received and accepted from Councillors Bradley and Powell-Brace. Councillor Smith submitted apologies by email prior to the meeting starting but this had not been seen by the Town Clerk and so was not reported.

Councillors W Battishill and R Henley were absent.

324 DECLARATIONS OF INTEREST

Councillors Barr, Govier, Lithgow and Stock-Williams declared personal interests as members of Somerset West and Taunton Council.

Councillors Govier, Hunt and Thorne declared personal interests as members of Somerset County Council.

325 MINUTES

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

326 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

No public representation had been received.

327 REPORT FROM THE MAYOR

The Mayor had circulated details of his engagements since the previous meeting in advance of the meeting following a visit to Isambard Kingdom Brunel School that afternoon.

328 CLERK'S REPORT

The Clerk's report had been circulated with the agenda. An updated copy of the Council Work Plan was tabled at the meeting. In addition to the tabled report the Town Clerk reported that:
(i) He and councillors had been notified that the SWT Levelling Up Bid which was to have been used to fund improvements to Tone Dale Mill and the purchase of land had been unsuccessful.

WELLINGTON TOWN COUNCIL MINUTES 1 NOVEMBER 2021

He would be having discussions with SWT officers and other partners to consider how to move this forward.

- (ii) In the Chancellor's Budget funding had been provided to enable the railway station project to proceed. He would be holding discussions with SWT officers to ensure the Town Council was fully engaged with the process.
- (iii) The Councils Interim Audit had taken place three weeks ago and was very positive. He thanked the Deputy RFO for her work in preparing for it and working with the auditor on the day
- (iv) There was still no announcement from the Government as to whether local council elections in Somerset would be brought forward to May 2022. It had been expected by the end of October.

The Council noted the content of the report.

329 TO RECEIVE A REPORT FROM THE LOCAL POLICING TEAM

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

330 POLICY AND RESOURCES COMMITTEE HELD ON 14 OCTOBER 2021

The draft minutes of the meeting and supporting papers had been circulated with the agenda and The Mayor provided an update. The content was noted and the following resolutions made:

(a) Longforth Road Toilets Remodelling

RESOLVED that the Longforth Road Toilet block should be redesigned to have three cubicles and a Changing Places facility recognising that this would leave very little space for a retail/office space in the block.

(b) Proposed Lease for Additional Council Office

RESOLVED that the revised terms of the lease relating to the addition of the former Housing Office be accepted.

(c) Staffing Update

RESOLVED that the staffing complement should be increased to 7 FTE 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 to 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.

RESOLVED 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 to make a separate proposal in relation to the amount as part of the budget setting process.

331 ENVIRONMENT AND OPEN SPACE COMMITTEE MEETING 20 OCTOBER 2021

The draft minutes of the meeting had been circulated with the agenda. Councillor McGuffie provided an update which was noted.

WELLINGTON TOWN COUNCIL MINUTES 1 NOVEMBER 2021

332 EXTRAORDINARY MEETING OF THE TOWN CENTRE COMMITTEE 21 OCTOBER 2021

The draft minutes of the meeting had been circulated with the agenda and were noted.

The Council **RESOLVED** 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.

333 GRANTS

(a) Applications

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

(b) Review of policy and application form

Several comments were made on the proposed Grants Policy. It was agreed that the Deputy RFO and Town Clerk would bring a revised draft back to the December meeting for approval.

334 CHRISTMAS OFFICE ARRANGEMENTS

RESOLVED that the Town Council Offices would close from 23 December 2021 and re-open on 4 January 2022. Time off for the staff to be covered by a combination of bank holidays, statutory days, annual leave and/or time off in lieu in agreement with the Town Clerk.

It was also **RESOLVED** that future decisions around office closure at Christmas should be delegated to the Town Clerk and reported to the Town Council for information at its November meeting.

335 ADDITIONAL CHRISTMAS LIGHTING

RESOLVED not to agree to the installation of additional Christmas Lighting at Joseph Welch Jewellers for this year and that instead it should be considered in the context of an overall review of Christmas lighting in the town when the current contract is reviewed.

336 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

RESOLVED 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.



REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE COUNCIL 6 December 2021

1. Risk Reporting

The Clerk is pleased to report that there have been no incidents, accidents or near misses in the previous month.

2. IT and Comms IT

The Council's IT systems continue to work well.

2.1 Website/Facebook

These continue to be managed in house by the Deputy and Assistant Clerk and Administrative Apprentice. We have now opened new Twitter and Instagram accounts and will be using them alongside Facebook to promote our work.

2.2 Communications

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

2.3 As reported at the last meeting the Outlook system has now been migrated to Office 365 and all our documents have now been moved to the cloud-based OneDrive making them more easily accessible online for staff and councillors. This is an important step to moving towards reducing the amount of paper and photocopying that we do. The next step will be to ensure that councillors have access to our OneDrive and that is currently being planned. Our IT consultant is still available provide guidance to support those unable to attend the drop-in sessions that we ran to enable them to set up their council email address on their laptop/tablet/phone. Please contact me if you require support.

3. Office and Public Services

Council offices have continued to be open between 9.00 – 14.00 and the phone system until 17.00.

The CAB office and Museum remain closed. We understand that CAB intend to reopen but no date has been given and repairs are needed to the window to address water ingress before they can re-open.

4. Longforth Road Public Conveniences

Twice daily cleans are being undertaken by ID Verde. Following concerns raised about the cleaning regime of the toilets, systems have been put in place to monitor the arrangements more closely. Where it is apparent that twice daily cleaning is not taking place, this has been raised with ID Verde. More formal contract arrangements are being drawn up to manage the current arrangements given recent concerns.

5. Community Warden Service

The Community Warden Service continues to operate over 21 hours per week. Contact has been made with ID Verde and SWT re increasing the amount of street cleaning capacity and a meeting is being arranged in January to discuss this.

6. Council Work Plan/Actions taken

A copy of the Council Work Plan is attached to this report for information. This has been updated with actions taken since the last meeting. It is still a developing model of working which will evolve over time.

7. Remembrance Events 2021

Remembrance events took place as planned on the 11 and 14 November. Both events went well and were well attended by the community. Thanks to the Wellington branch of the British Legion, the Wellington School Cadet Force, the local Police team and local Churches for their support.

8. Christmas Light Switch On and Christmas Events

It was with great regret that we had to cancel the Christmas Light Switch On events on Saturday 27 November. The Yellow Warning of wind through Friday evening and all-day Saturday and the associated definitions meant that there was little choice other than to cancel. The risk was too great and would have exposed the Town Council to potential prosecution if we had continued and anything untoward had taken place. We still have the street performers coming to town over the next three Saturdays and the lights, which were switched on on the 27 November, have been receiving very positive comments on social media as has the Tui window wrap.

9. Monthly Bank Reconciliation

Attached as appendix A.

10. Council Chamber

We are still waiting for details of when SWT will be planning to unseal the windows in the Chamber. They are at present painted shut meaning the room cannot be used for any length of time because we are unable to ventilate it. Work will be required from the outside of the building via a scaffolding tower or cherry picker.

11. Wellington Station Project

Sarah Povall will be attending the January meeting of the Council to provide an update on this along with the Longforth Farm Masterplan.

12. Local Government Review

At the time of writing the Structural Change Order has still not been published so we are no wiser as to whether elections will be brought forward to May 2022. I have been advised that it may be published on the 30 November, but it could still be a couple of weeks after that. We may know more by the time of the meeting.

13. Longforth Farm Playing Pitches

I emailed councillors regarding the above following coverage in the Wellington Weekly. SWT are seeking a meeting with Bloor to discuss the service road and in turn I am seeking a meeting with SWT. I will keep councillors posted on developments.

14. Meetings/Events in December

4, 11 and 18 December – Wellington Christmas Walkabout

14 December – Environment and Open Spaces Committee – venue tbc

23 December – 3 January – office closed.

15. January Finance, Planning and Council Meetings

A reminder that the January meetings will take place on the 10 January 2022 as the 3 January is a Bank Holiday.

16. And Finally

This meeting marks a year since my first meeting as Town Clerk. I would like to thank the other staff and councillors for their support during that year and I look forward to the year to come.

Wishing everyone a peaceful Christmas and Happy New Year

Dave Farrow
Town Clerk
30 November 2021

Wellington Town Council

Prepared by: Alice Kendall - Deputy RFO _____ Date: 30/11/2021
Name and Role (Clerk/RFO etc)

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

A	<p>Bank Reconciliation at 30/11/2021</p> <p>Cash in Hand 01/04/2021</p> <p>ADD Receipts 01/04/2021 - 30/11/2021</p> <p>SUBTRACT Payments 01/04/2021 - 30/11/2021</p> <p>Cash in Hand 30/11/2021 (per Cash Book)</p>	605,816.42 586,947.97 1,192,764.39 230,704.95 962,059.44															
B	<p>Cash in hand per Bank Statements</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Petty Cash</td> <td style="width: 20%;">30/11/2021</td> <td style="width: 20%;">28.19</td> </tr> <tr> <td>Lloyds Treasurers PC 87331468</td> <td>30/11/2021</td> <td>329.04</td> </tr> <tr> <td>Lloyds Treasury Deposit</td> <td>30/11/2021</td> <td>0.00</td> </tr> <tr> <td>Lloyds Deposit Account 07788306</td> <td>30/11/2021</td> <td>256,520.48</td> </tr> <tr> <td>Lloyds Current Account 2195145</td> <td>30/11/2021</td> <td>712,012.74</td> </tr> </table> <p>968,890.45</p> <p>Less unpresented payments</p> <p>Plus unpresented receipts</p> <p>Adjusted Bank Balance</p>	Petty Cash	30/11/2021	28.19	Lloyds Treasurers PC 87331468	30/11/2021	329.04	Lloyds Treasury Deposit	30/11/2021	0.00	Lloyds Deposit Account 07788306	30/11/2021	256,520.48	Lloyds Current Account 2195145	30/11/2021	712,012.74	28.19 329.04 0.00 256,520.48 712,012.74 968,890.45 6,831.01 962,059.44 962,059.44
Petty Cash	30/11/2021	28.19															
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Lloyds Current Account 2195145	30/11/2021	712,012.74															
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WELLINGTON TOWN COUNCIL WORK PLAN 2021/22

Strategic Activities

Aim	Objective	Actions	Lead Officer	Current Status	Action Proposed/Progress Since Last Review	
S1 Committee: Policy and Resources						
S1.1 To develop a Town Council Vision/Plan	To provide structure to planning and reporting activities and to guide the work and priorities of the Town Council	To develop a draft Action Plan that gathers all current projects/priorities in one place To develop an overarching vision statement for the Council. To review previous plans/priorities to determine what is relevant To carry out consultation with the public about future priorities.	DF	Yellow	Town Clerk tasked with providing initial draft for consideration by Policy and Resources Committee at January meeting	
S1.2 To prepare for implementation of LGR	To begin to prepare for the new unitary authority - determine what activities/resources/assets should be transferred to the Town Council – linked to 1 above	Review SWT and SCC assets in Wellington from the respective asset registers and carry out initial assessment of likelihood/desirability of transfer. Review assets against priorities to assess how WTC might add value. Begin discussion with SWT and SCC re principles of transfer	DF	Yellow	16/9 List of SCC/SWT assets extracted from respective Asset Registers on website - initial comments shared with P and R Committee via email	
S1.3 To develop an Engagement Strategy including PR/Comms/Social Media	To improve and formalise the Council's engagement process with the community to inform policy/decision making	Review current approaches to engagement Establish social media presence beyond Facebook i.e. Instagram/Twitter Increase use of regular press releases to promote work/decisions of the Council Establish online library of press cuttings relating to Council work	DF	Yellow	Instagram and Twitter accounts now in place and being used Town Clerk to develop proposals for wider engagement strategy for consideration for January P and R Committee	
S1.4 To review the Council's Scheme of Delegation	To ensure that it supports efficient implementation of Council decisions.	Review spending limits for Clerk/Committees to determine if further streamlining of decisions is possible/desirable Draft recommendations for change for consideration by Committee	AK/DF	Red	Deputy RFO/Town Clerk to develop proposals for consideration for January P and R Committee	
S1.5 To review Council Policies and Procedures	To ensure that all necessary policies and procedures and terms of reference are in place, up to date and reviewed in accordance with statutory/policy requirements	Review policies/terms of references (TOR) /procedures against statutory requirements to see if any gaps - where gaps exist draft new ones for consideration and approval Review existing policies/TOR to establish review dates and where necessary carry out reviews	All	Yellow	16/9 List of policies/procedures produced with review dates - plan developed with timeframe for updating and presenting to Council via appropriate Committee	
S2 Committee: EOS						



S2.1 To develop and begin to deliver a strategy for the Town to seek to become carbon neutral by 2030	Develop Environmental Strategy for the Town detailing how the Town Council will seek to reduce its carbon footprint and also setting out how the Council will work with residents and businesses to address carbon neutrality in the town	Gather data to support establishing base line for assessment of impact of actions Explore examples of best practice to see what can be drawn down to inform the Council's strategy Liaise with SWT and SCC Climate change teams to determine what support is available, review their action plans and how they apply to Wellington Review budget for 2022/23 to increase it to enable work to be done to develop strategy and to fund initiatives. Plan public consultation to inform priorities	DF		16/9 - Policy agreed at September Council meeting EOS to meet to plan development of strategy 25/11 update - Councillors and Clerk met with SWT Climate Change Team to discuss support available and to review SWT action plan in relation to Wellington EOS Chair and Clerk met with TTW reps to discuss their support for developing the strategy EOS meeting 14 December to discuss further	
S3 Committee: Finance						
S3.1 To develop a plan for how CIL income over the next 4 years can support the delivery of the Council's priorities	To ensure that the Council has a clear plan for the use of CIL funds	Identify CIL income for next 4 years. Look at Council priorities over that time and consider how CIL could be used to support their delivery Provide proposal for consideration by Committee/council	AK/DF		Deputy RFO/Town Clerk to set out expected CIL income over the next 4 years with guidance about how it can be used and links to suggested priorities	
S3.2 To review and realign budget structures	To review budget structures in context of implementation of new online accounting system	Line by line review of budget required to ensure proper structure in place Submit proposals for Council approval	AK/DF		Completed	

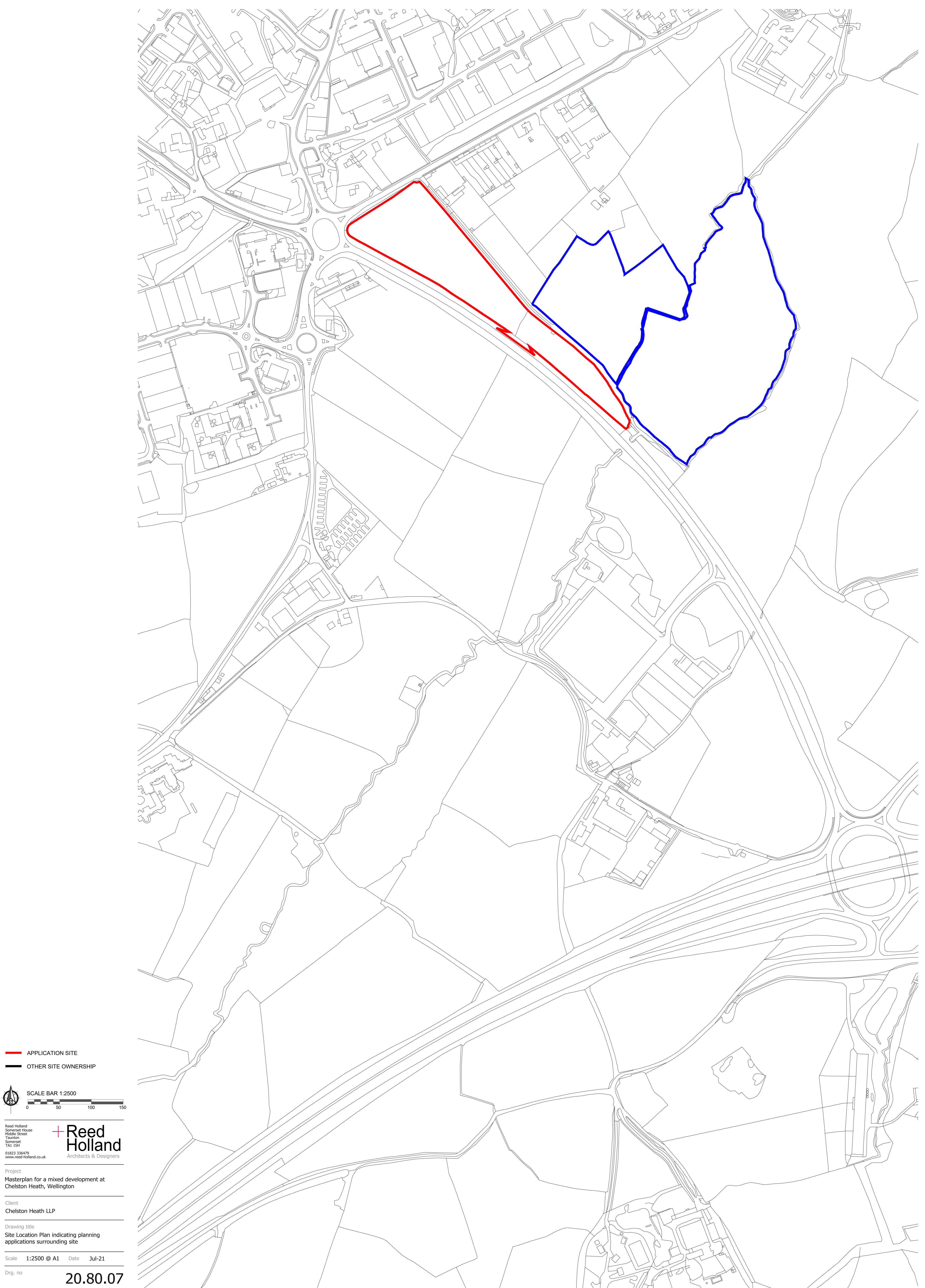
Operational Activities

Aim	Objective		Lead Officer/Councillor	Actions (reference other plans if available)	Action Proposed/Progress Since Last Review	
Committee: Town Centre						
TC 1. To utilise the SWT Return to High Street/Welcome Back Fund Project, SCC Town Funding project and Emergency High Street Fund to secure improvements to the Town Centre.	See separate Action Plans developed through the Town Centre Committee	See separate Action Plans	NK		See reports to the Town Centre Committee	
TC 3. To deliver a Town centre Shared Workspace	To have a space in town that can be utilised by people wishing to have access to office type facilities but working from home or are mobile workers.	Establish if demand Identify suitable premises Determine what funding would be required to deliver the working space Determine what funding might be available to support the development.	DF/ NK		16/9 Kings Arms identified as potential site in partnership with Falcon Housing. Further discussion to be held	
TC 4. To make arrangements for the Christmas Fair/Lights Switch On on the 27 November 2021	To deliver an event on the 27 November 2021	See separate work plan	AK		16/9 Date agreed at August Council meeting. Initial thinking shared with TC Committee at September meeting. Once Street Fair finished will start planning detail. 25/11 update - plans progressing well and in place	

TC 5 To plan arrangements for the Queens Platinum Jubilee Celebrations in June 2022	To coordinate events in the town for the celebration of the Queen's Platinum Jubilee	Establish working group to support the delivery identify activities that maybe taking place around the town Establish budget line in 2022/23 budget Develop project Plan to deliver the events		 	25/11 Update - initial discussion held at November Town Centre Committee meeting - agreed Events Working Group would develop plan and report back to Committee at each meeting	
Committee: P and R				 		
PR1 To refurbish the Longforth Toilet Block	To refurbish the toilet block to deliver 3 cubicles and a Changing PLace Facility	Commission design of new layout Estimate costs of refurb and demolish/rebuild Establish budget line for work in 2022/23 budget When design approved go out to tender for work.	DF/NK	 	16/9 Plans received from Healthmatic. Further discussion required 25/11 update - Healthmatic provided furjer drawings and estimate of cost - drawings nneed further refinement before going out to tender. Decision re funding of work needs to be taken in context of budget for 2022/23	
PR2. To re organise existing office space in 28-30 Fore Street	Following the acquisition of the Housing Office re organise office space and acquire good quality office equipment	Agree with SWT what equipment/furniture will be left Agree date WTC can move in Review lease arrangements ensuring that gas/electricity costs are properly apportioned	All	 	 	
PR3. To explore the option of taking over all office space in 28-30 Fore Street to accommodate additional staffing requirements arising from LGO	To consider whether to acquire the property either through purchasing directly or an asset transfer as part of the implementation of the new local government structure.	Commission valuation of property and condition survey Commence discussion in relation to potential asset transfer under LGR	NK/DF	 	Review quotes for condition survey/remodelling. Consider case for Asset transfer rather than purchase	
PR4. To begin work to deliver the Cades Farm Community Hall in line with the cades Farm S106 Agreement	To establish and work with a residents' management group to run the process of delivering a Community Hall on Cades Farm	Esatblish residents management group Commission support from Community Council for Somerset Carry out surevey re potential use to inform design Establish budgetline to support work in 2021/22 budget to carry through to 2022/23. Develop project plan for delivery	DF	 	CCS provided draft consultation proposal - final version being worked on	
PR5. To update the Council's ICT/Phone Systems	To upgrade IT and phone systems to modernise them and make them fit for purpose in preparation for LGO	Get quotes for installing new webbased phone system Seek approval from Council to purchase Install new Broadband line Install phone system Purchase doble screens for all staff and upgrade microsoft office package to 365 Move file storage to OneDrive	AK/DF	 	16/9 Phone system installed and staff working on Office 365. Ongoing work needed re transfer of archived emails etc and moving councillors to 365 and Wellington Town Council emails	
PR6. To work with the Post Office Ltd to re-open a Post Office in Wellington Town Centre	To re-establish a post office in Wellington	Identify potential sites for PO Liaise with PO Ltd re options for delivery	DF	 	Coninue to look for potential location - Community Office? Link with shared working space project?	
PR7. To develop a Citizenship Award	To recognise significant contributions to the life of the Town	Draw best practice examples together and develop proposal for Council approval to implement Sumer 2022	DF	 	Town Clerk to develop proposal	

PR8. To re-establish the Civic Award and develop the concept of a Childrens Parliament	For all primary schools in the town to be engaged with the Civic Award and a Childrens Parliament competition	Promote Civic Award to schools Develop proposal for Chidrens Parliament Competition for agreement by Council Promote Childrens Parliament with schools - to beheld June 2022	AK/DF	 	16/9 launch for Beech Grove set for 30 September . Mayor and Town Clerk Childrens Parliament concept agreed by council. Wellington School will host and provide refreshments. Planning will start after Chritsmas
PR11. To make recomendations to SWT re the use of the Playing pitch S106 funding from Cades and the S106 land on Longforth Farm in the context of a revised playing pitch strategy.	To support sports clubs in the town and Court Fields School to enable them to deliver on significant sporting infratructure developments	Review S106 Expressions of interest and submit recomendations to SWT	DF	 	16/9 September Council meeting agreed to support allocation of £250k to support reloaction of football club or failing that provision of playing pitches at Longforth Farm. Awaiting EOI form from rugby club abd cricket club. Initial discussions held re installation of 3G pitch potentially at Court Fields. 25/11 Update - Council agreed in October to support applications from rugby club, cricket club and Court Fields for a 3G pitch - now with SWT for consideration
PR12. To support the delivery of the new Railway Station and Associated Development -	(i) To work with strategic partners to support the delivery of a new train station for the town and (ii) work with developers in relation to the development of the surrounding area to ensure that the needs of the twon are understood and met	To maintain links with the project through Councilor representation on the Metro Group and Clerk contact with Project Officer To liaise with the developer re the Longforth Masterplan To ensure WTC input to the Masterplan and ensure that appropriate cycle/footpath links fomr the town to the station ae considered	DF	 	16/9 Awaiting dteilas of Longforth Master Plan from SWT - intention is to invite developer to November Council meeting or separate briefing around that time to discuss. 25/11 update - Sarah Poval will be attending January meeting of Council to update on project
PR13. To instate a War Memorial Centenary Plaque -	To design and arrange for installation of a plaque to commemorate the centenary of the unveiling of the war memorial. To arrange a ceremony on Armed Forces Day	Agree wording for plaque Commission plaque and installation Plan event	DF	 	COMPLETED
PR14 To plan and deliver Remembrance Day/Remembrance Sunday Events and Armed Forces Day	To plan and deliver events.	See separate project plan for Remembrance events Liaise wth RBL/40 Commando/Wellington Cadets/wellington School re Armed Forces Day event for 2022		 	Remembrance events completed - planning for next years Armed Forces Day will commence in the new year

EOS1. To work with partners to deliver The Green Corridor project	To look at bringing into public ownership Crown Estate Land primarily situated around The Basins and surrounding areas either directly through the Town Council or as part of a wider project relating to a Green Corridor/Levelling Up Bid linked to the Mill etc	Work with partners to establish alternative funding for purchase of land if bid unsuccessful Be part of the Green Corridor Working Group Work with Community farm to support the delivery of the project Review position in relation to Crown Estate Land in light of Green Corridor work	DF		16/9 Await outcome of Levelling Up Bid. Also see confidential minute of September Council meeting. 25/11 update - Levelling Up bid unsuccessful - discussions ongoing about alternative funding models	
EOS2. To effect the transfer of the Dormouse Wood land to WTC	To liaise with CG Fry re the transfer of ownership and then work with interested groups over management/care of site and potential use e.g. scouts	Confirm WTC position that it wishes to accept the land transfer Continue to liaise with CG Fry to effect transfer Liaise with TTW re management arrangements post transfer	DF		20/9 Advised by CG Fry that transfer delayed as need to consider how land could be used as phosphate mitigation. No issue with principle of transfer just timing	
EOS4. To deliver sustainable transport improvements in the town	To look to improve cycle routes through the town and link in with the proposed Wellington – Taunton Cycle Route	Meet with SUSTRANS and SWT Cycling Officer to discuss potential work in Wellington to inform project plan Continue membership of Wellington – Taunton Cycle path group	DF		25/11 update - awaiting response to invitation for meeting	
EOS5. To redesign and rebuild the Tonedale Play Area	To have a modern, accessible play area	Draft design for new play area equipment Seek views of local residents Go out to tender for delivery	AK/DF		Initial plan received considered by EOS Committee at October meeting - proposal to get further plans	
Committee: Finance						
F1. To address actions identified through the findings of the Internal Audit	To have finance and risk management systems that are fit for purpose	Actions as set out in Audit Report	AK/DF		16/9 Actions reported back to September Finance Committee and Council. Note re review of councillors allowances	
F2. To review Asset Register and begin to utilise Parish Online	To have an up to date and accurate digital record of the Council's assets which can be further developed.	Review current asset register, take photographs and upload to Parishonline	AK		16/9 Asset Register utilising Parish Online approved subject to certain additions identified by Councillors at September Finance Committee and Council meetings - Completed	
F3. To review cash balances and either earmark for activities or spread balances in accordance with new policy	To address finding of Internal audit and protect the Council's financial position	Identify alternative bank accounts for holding reserves for approval by Council	AK/DF		16/9 Treasury Policy approved at September Finance Committee and Council meetings. A proposal re the actual allocation of funds to be presented to the October meetings	
Committee: Allotments						
A1. To complete the transfer of the land for the Longforth Farm Allotments in accordance with the Longforth Farm S106 Agreement	To arrange for the transfer of land identified in the Longforth farm S106 for allotments and bring allotments on stream.	To confirm with developer what work will be undertaken prior to land transfer to establish a line in the 2022/23 budget for any additional work that may be required to deliver the allotments	NK		16/9 Town Clerk/Deputy Clerk and Chair of Allotments Committee meeting 29 September to review position in light of comms from Bloor Homes	



WELLINGTON TOWN COUNCIL

Minutes of a meeting of the Wellington Town Centre Committee held at United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Wednesday 10th November 2021 at 6pm

Present: Councillors M Lithgow (Chair), J Lloyd, M McGuffie, V Stock-Williams, S. Pringle-Kosikowsky, N Powell-Brace
Richard Coupe
Annette Kirk – Deputy Town Clerk
Dave Farrow – Town Clerk

338 APOLOGIES

Councillor J Thorne. Keith Wheatley. Sharon Davis (email received 4.38pm)

339 DECLARATIONS OF INTEREST

None

340 WELLINGTON FOOTFALL COUNTER

Councillor Lloyd gave an update:

- September and October 2021 monthly reports were circulated prior to the meeting which showed a 9.25% increase in footfall in October.
- Two additional footfall sensors from Proximity Future have been put on hold for the moment as Somerset West & Taunton District Council have signed a 6 month agreement up to April 2022 with HUQ a mobility data company. The cost of £24,000 being covered by the Return to High Street fund. Data will be picked up from mobile phones via the public wi-fi hub on the corner of High Street and South Street. The data collated will provide reports on the town footfall, Density e.g. where people are gathering. Where people have come from to shop in the town. Frequency people visit shops. Satisfaction of shops people visit etc.
- Councillor Powell-Brace asked what does the Data mean and how will this be used. Councillor Lithgow (chair) confirmed the data provided will enable shops to gauge when to open and close. Once the system is installed to cover the town centre then data will be more meaningful and will be made available to town centre businesses and the public.
- It was felt we should not put in the footfall sensors from Proximity Future if HUQ can provide the same information. The Deputy Clerk will seek clarity from Somerset West & Taunton District Council whether the Town Council has any responsibility for costs for the work to date from Proximity Future. Also whether the Town Council will be expected to continue the agreement and costs with HUQ after the end of the initial six months contract.

341 POP UP SHOP

- The Pop Up Shop update was circulated to the Committee prior to the meeting. We have a week available in the shop from 19th December 2021. We have offered it to regular bookers and put the word out on Facebook.
- The Lease Renewal has been signed by the Mayor and Deputy and returned to solicitors. They have confirmed receipt of it with the Landlord's solicitors and the final signed copies should be returned for our records soon.

342 CHRISTMAS

- Update on the Transfer of Five Electric Light Fittings from Somerset West and Taunton District Council. Waiting for the final copy of the agreement from Somerset West and Taunton District Council for signature.
- Additional Christmas Banner in High Street – WGS Power & Lighting Ltd reported that this would not be possible, unfortunately the minimum height restriction could not be achieved. Town Christmas Lights to be reviewed in new year
- Christmas Light Switch on Saturday 27th November 2021 – Update report from Alice Kendall Deputy RFO/Assistant Clerk was circulated prior to meeting.
 - Councillor Powell-Brace asked had the Wellington Silver Band been contacted to perform. Deputy Clerk said we understood they would be performing with Church Together for their Carol Service on Monday 13th December 2021 to take place next to Christmas Tree.
 - Councillor Powell-Brace that we should consider making the Christmas Light Switch on a two day event in the future with more Christmas themed stalls etc.,
- Father Christmas – Rotary Club – Richard Coupe advised:
 - Rotary will provide Santa in the Town Centre on three Saturdays - 4th, 11th and 18th December from 9am to 1pm to tie in with the Street Entertainment.
 - Instead of using the pick-up truck they will set up a gazebo on the pavement near the Tree which will be decorated as a Grotto - with Christmas music and the normal collectors scattered around the town.
 - For information. Normally they will take the pick-up truck with Santa around the streets during the first two weeks of December. This has become very difficult as many of the streets are almost inaccessible because of parking. This year for 5 nights they will instead park up at population centres around the Town for people to come to them. Timings and park up places will be advertised in advance.

343 RETAIL PREMISES – Co Working Space

Councillor Lithgow (Chair) gave an update:

- Councillor Lithgow had no further updates to give regarding Falcon Rural Housing and ground floor co-working space.
- Councillor Lithgow did acknowledge that we should start thinking about what we want in the space and ask the Council Officers to follow this up.

344 FARMERS MARKET

Councillor Lithgow gave an update

- Somerset Farmers Market Feasibility Report was circulated prior to meeting. They will be not going forward with the market in town.
- Councillor Lithgow reported that a meeting held in the Council Chambers with Vic Sawdye of the Wellington Produce Market took place on Monday 8th November 2021. Wellington Produce Market very keen to run a monthly market in the town.
 - The market to be set up in South Street – 25 to 30 stalls
 - The market to be held on the third Saturday of every month
 - The Committee agreed that initial set up and marketing costs should funded from Emergency High Street up to the end of March 2022.
 - Wellington Produce Market to apply for grant to fund additional costs needed for the next 12 months.

345 QUEEN'S PLATINUM JUBILEE CELEBRATIONS – 2ND TO 5TH JUNE 2021

David Farrow Town Clerk gave a report on how the town council can deliver the event/s

- Town Centre Committee to deliver local events as part of national celebrations.
Suggestions to consider:
 - Beacon sited on Hillyhead. Beacon lighting Guide circulated prior to meeting.
 - What sort of Beacon? Gas, Fire or Laser
 - We will need a bagpiper
 - Thanksgiving Service at St. Johns
 - Do we want to produce a Platinum Jubilee Booklet? Council published one for the Silver Jubilee.
 - Street Fair – to establish whether the Wellington Carnival Committee will be running the event on Sunday 5th June 2021.
 - Picnic/Party in Park – liaise with Friends of Wellington Park
 - Other things to consider in addition to what you've set out:
 - Commemorative gifts for school children? Coins/mugs?
 - Planting of trees as a Jubilee Copse with Commemorative Plaque
- Wellington Without Parish Council have approached the Town Council regarding the Beacon at Wellington Monument – David Farrow Town Clerk to follow this up.
- Councillor Stock-Williams reported the monument will be lit up in red/white/blue. She would be attending a meeting with the National Trust and would ask whether the Cannon would be fired at the event.
- Town Council Officers to work with the current Event Working Group to produce a programme for the four day event and to invite other people to join the group.
- To contact a company to use a drone to film the lighting of the Beacons.
- We should do everything we can to celebrate the event, as the Queen is longest reigning monarch in the history of the world and as totally committed herself to the role.

346 FILM FESTIVAL 2022

Councillor Lithgow read out an update from Keith Wheatley:

- Somerset Film to provide event schedule and to apply for a grant funding from Somerset West and Taunton District Council
- Film Festival likely dates to be confirmed are September 30th/October 1st and 2nd with 16th, 17th and 18th as fallback.
- Somerset film will handle and account for ticket sales. Councillor Stock-Williams asked would the tickets be competitively priced and where would the profit from ticket sales go. Councillor Lithgow said they would come to the Town Council.
- The website www.wellingtonfilmfestival.org.uk is registered and live, although only with placeholder content at present.
- It looks as though most of the original items on the schedule will go ahead, although specific films are still to be decided.
- Councillor Stock-Williams asked what sort of films were being shown. Councillor Lithgow said there are films about the local waterways, leats etc., The Film "Odette" will be shown in the Odettes Tea Room, together with other local interest films.
- Councillor Pringle-Kosikowsky suggested showing a short film of the Platinum Jubilee event.

Recommendation: That the £8,000 allocated for this event in this year's budget be taken forward in to the 2022/23. 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 to spend the allocated Budget of £8,000 to deliver the Film Festival for the new financial year 2022/23.

347 TOWN CENTRE EMERGENCY HIGH STREET AND WELCOME BACK FUNDS

- The Deputy Clerk provided an update on Town Centre Emergency High Street Fund
- Project management report at 5th November 2021 – circulated prior to meeting.
- Emergency High Street Fund and Welcome Back Fund – Indicative Plan Changes – circulated prior to meeting.
- Councillor Lloyd gave an update on Coach Park after discussions with Somerset West and Taunton District Council – still waiting confirmation whether we can use Emergency High Street funding to cover the costs.
 - Councillor McGuffie said we should be getting value for money and look at refurbishing the current planters
 - Councillor McGuffie said we should paint the current bollards but some are bent and will need removing to straighten. Tarmac repair/resurfacing will be needed.
 - Councillor McGuffie also asked that we consider using a local company to make benches and planters from recycled wood to put next to bus shelter.

- “Living Wall” project update – Deputy Clerk to follow up with Create Landscaping, Wellington

RECOMMENDATION to full council to agree costs for a new bus shelter as quoted by Shelter Store and tidy up garden area as quoted by Create Landscaping. To also replace Bollards and repair tarmac surface if Somerset West and Taunton District Council confirm we cannot cover these costs through the Emergency High Street Fund.

348 STREET FURNITURE ON THE CORNER OF FORE STREET AND SOUTH STREET

- To Agree Benchmark Ltd large planter 1200mm in diameter x 700mm high – cost to be confirmed by Benchmark Ltd and paid for from Emergency High Street Fund. To be located in front of curved bench. Finger post to be positioned inside planter.

RESOLVED purchase large planter 1200mm x 700mm in diameter from Benchmark Ltd – cost to be confirmed by Benchmark Ltd

- To consider a Straight seat between Notice Board and Hanging Basket Post in Fore Street – it was decided at that this would impact on the Wellington Produce Market Stalls.
- Councillor McGuffie asked could we consider moving the Notice Board round to free up more space.

349 DATE OF NEXT MEETING:

Wednesday 12th January 2022 at 6pm – Venue to be confirmed.

The meeting ended at approx. 7.15pm

.....
Councillor Mark Lithgow
Chairman



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Town Centre Committee

As amended to incorporate management of the £100,000 Town Centre Emergency Fund and adopted at the meeting of Wellington Town Council held on 5th October 2020

Name of Committee: The Wellington Town Centre Committee

Purpose: To review and report to the Council on issues faced by shops and businesses in Wellington, with an emphasis on:

- Vacant Shops and other commercial premises;
- The challenges facing businesses already operating in Wellington;
- Public Facilities and amenities in the town centre;
- Proposing practical solutions to issues identified which are affordable and within the scope of the Council's powers.

To act as the Council's delegated body for the receipt of the Somerset West and Taunton Council's Town Centre Emergency Fund (TCEF) award for Wellington Town Centre of £100,000. In doing so to manage the fund in line with all associated regulations, terms of acceptance or guidance relating to expenditure of funds given and to carry out all required administration in respect of the award.

To act as the Council's delegated body to deliver projects to the value of £36,660 allocated funding from the MHCLG Welcome Back Fund. In conjunction with Somerset West and Taunton Council, to manage the fund in line with all associated regulations, terms of acceptance or guidance relating to expenditure of funds given and to carry out all required administration in respect of the allocated funding.

To act as the Council's delegated body to spend the allocated Budget of £8,000 to deliver the Film Festival for the financial year 2022/23.

Status: The Town Centre Committee is a fully constituted Committee. It has elected membership; however, all Councillors are welcome to attend any meetings of the Committee.

Reporting: The Committee will provide a regular update for discussion and consideration at each Council meeting following a meeting of the Committee.

Membership: Membership of the Committee will comprise elected Councillors and co-opted members of the public. It is intended that the members of the public co-opted onto the Committee will have some particular relevant experience or expertise relating to the matters under consideration by the Committee. At least one member shall be a representative of a local trading organisation (where one such group exists), and at least two members shall be independent traders within Wellington. The Committee will also elect to its membership, where possible, a District Councillor (who may be nominated by the District Authority), and a County Councillor (who may be nominated by the County Authority).

The Committee shall comprise no more than 11 members and will include the current Mayor. There will be a maximum of 4 non-Councillor members. Councillors Lithgow, Thorne, Powell-Brace, Pringle-Kosikowsky, McGuffie and Lloyd (Mayor) will serve for the 2020 – 2021 operational year. Subject to availability, the Town Clerk or the Deputy Town Clerk will attend meetings to provide expertise and to take minutes.

Should any of the elected members of the Committee resign, the Chairman will consult with the other elected members and, if it is deemed necessary, seek another elected Councillor to fill the vacancy.

If any co-opted member of the Committee resigns from the Committee at any time, the Committee as a whole shall vote on a replacement, who will then be approached by the most appropriate member of the Committee.

Operation of the Committee:

- In matters relating to the Town Centre Emergency Fund, (TCEF) and The Welcome Back Fund (WBF) and at all times complying strictly with all rules of the Fund and in accordance with the Council's financial regulations, Code of Conduct and Standing Orders, the Committee has full power to:-
 - ❖ Receive and disburse payments relating to the TCEF
 - ❖ Make decisions on expenditure – all such decisions to be approved by formal vote with an accompanying minute confirming each decision
 - ❖ Instruct works to be carried out as approved in the Fund's Indicative Plan
 - ❖ In conjunction with Town Council staff deliver the activities or services as approved in the Fund's Indicative Plan
 - ❖ Draw on the services of the Council's staff to arrange works, issue invoices or to pay for goods or services.
- In matters relating to general Town Centre business The Committee has power to operate only as set out in these Terms of Reference and has no power whatsoever to implement any recommendations without express approval from the Council. Additionally, members will only have decision-making authority when voting at full Council on issues presented by the Committee relevant to the Committee's operational remit.
- Meetings of the Committee will be held at least four times a year, as and when designated by the Chairman, and subject to availability.

- The Committee will appoint a Chairman for the year ahead at its first meeting following the Annual Meeting of the Council. The Chairman must be a Councillor.
- If the Chairman is not able to attend a meeting another elected Member will undertake to act as Chairman for the duration of the meeting in question.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting, each member having one vote.
- In the case of a tied vote, the Committee's Chairman will cast the deciding vote.
- The Clerk or Deputy Clerk will prepare and circulate an Agenda by email for each meeting, at least 5 working days prior to meeting.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors as soon as practicable, and to the public as deemed appropriate.
- Whilst it is recognised that the following issues are of critical importance to Wellington, in order to make the best use of the time available (and mindful of the work which is already ongoing elsewhere in respect of these issues) the Committee will not consider or make recommendations on any issue directly relating to:
 - ❖ The provision of a railway station for Wellington;
 - ❖ The Northern Relief Road; and/or
 - ❖ The restoration of the Wellington Monument.
- One of the elected members of the Committee will report to the Council at each monthly meeting as to the progress of its deliberations. Each monthly report will include specific updating on all activities relating to the delivery and administration of the Town Centre Emergency The Welcome Back Fund.
- In matters not relating to the Town Centre Emergency Fund and The Welcome Back Fund the Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core activities to a maximum of £500 (per item) to be taken from the Community Services budget. All items of expenditure will be reported at the next Council meeting.
 - ❖ In the event that more than £500 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.
- Where expenditure relates to the Town Centre Emergency fund and The Welcome Back Fund, there is no restriction on the amount of expenditure the Committee can authorise on the strict proviso that:-
 - ❖ the item in question is an approved, pre-costed item within the Indicative Plan, as agreed with SWTC.
 - ❖ all terms of the Fund are complied with, and
 - ❖ expenditure is in line with the Council's financial regulations
- Any amendments to these Terms of Reference must be by formal resolution at a full Council meeting, and in the instance that amendments relate to the delivery and

administration of the Town Centre Emergency Fund and The Welcome Back Fund shall be formally ratified by the appropriate representative of the District Council.

- In matters relating to the Film Festival the committee will have the power to act as the Council's delegated body to spend the allocated Budget of £8,000 to deliver the Film Festival for the financial year 2022/23.

WELLINGTON TOWN COUNCIL

Minutes of the Allotments Committee Meeting held on 15th November 2021 at 6pm in United Reform Church Hall, 35 Fore Street, Wellington. TA21 8AG

Present: Councillor J Lloyd (Chair), M McGuffie, V Stock-Williams and J Hunt
 Annette Kirk Deputy Clerk
 Four allotment holders

350 Apologies

Retrospective apology was received from Councillor Booth by email on 17th November 2021 -attended a District Council meeting

351 Declarations of interest

There were no interests to declare.

352 Minutes

RESOLVED to confirm and sign the minutes of the meeting held on 23rd August 2021

353 Public participation

- Written correspondence received from the tenant of Plot 18a requesting permission to agree various changes to the area of ground beyond Plot 19a.
- Written correspondence received from tenant of Plot 14 raising concern over agenda item 7a

354 Update on Plot Vacancies and Waiting List

- Deputy Clerk reported:
 - 5 plots were available to let – plots 89, 46, 48, 51, 89
 - Two plots had been reserved with new tenancies commencing on 19th November 2021.
 - 15 names on the waiting list

355 General Maintenance & Inspections

- a. Fence work required to the rear of Plot 19a. It was agreed that the tenant of Plot 18a could tidy the hedgerow line and install green colour steel sheets.
RESOLVED Committee suspended Standing orders to allow the tenant of Plot 19a to comment.
RESOLVED Standing orders were reinstated.
- b. Plot 89 – The council would consider supporting the tenant if they needed strimming. Laying of cardboard and recycled plastic.
 - It was discussed that the Council would consider offering support when starting with their new plots e.g. clearing plots of rubbish and strimming if they are taking on in very poor order.

356 Wellington Produce Market

- a) Allotments Holders to run a stall – Committee Chair raised her concerns under Allotment Law. Also the set up costs to tenants e.g. public liability insurance, gazebos, tables etc. Committee Chair dismissed this proposal
- The Committee encouraged all tenants with excessive produce to donate it local charities or the Food Pantry Rockwell Green – Deputy Clerk to obtain contact details

357 Longforth Farm Allotments

It was reported that a meeting is to be scheduled with Bloor Homes to discuss a number of issues to include: Boundary Fencing, sheds with guttering and water butt.

358 Anything Allotments Holders wish to raise

Two plot holders raised the following issue for discussion:

- Main Entrance Gate – condition of track and water pooling in this area. Deputy Clerk to obtain quotations

359 Next Meeting Date: Monday 21st February 2022 at 6pm

The date of the next meeting was noted.

Meeting Closed: 6.25pm

.....
Chair, Councillor Janet Lloyd



**WELLINGTON TOWN COUNCIL
BUDGET REPORT**
for the financial year 1 April 2022 to 31 March 2023

1. INTRODUCTION

Wellington Town Council has a statutory duty to set an annual budget. This is a legal precursor to setting the precept. 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 Deputy RFO and Clerk prepared a 1st draft budget which was reviewed at an informal meeting in December. The outcome of this process was a 2nd draft budget that is submitted for approval with this report which, once agreed, will allow the 2022-23 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 by Somerset West and Taunton Council (SWT) and is known as the Council Tax Base. At the time of writing, **the figure for 2022-2023 is 5,371.10**. It should be noted that the Tax Base was changed at a late stage in the process for 2021-22 so any calculations below are in draft form only. The final Precept amount will be set at the January meeting.

The shortfall of the annual budget is divided by the Council tax base (5,371.10) 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 can 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 six months operational costs as per Section 5 of the Practitioners Guide written by JPAG¹ at NALC².

The table below shows the comparative financial position as of 30 September. It should be noted that when the Savings Bond matured, it was transferred back to the Current Account. This table has been updated based on what has been presented in previous years, however, this process should now be replaced with a specific reserve report generated from the Scribe accounting system. The current position is attached to this report.

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
30.09.21	256,516	0.00	£256,516	600,735

At present, the Council's funds are held entirely with Lloyds, but applications are underway for new accounts as per a Distribution of Funds and Savings Report presented to, and accepted at, the Finance Committee in September.

3.2 Basis of Preparation

The 2022-2023 draft budget was prepared considering the current year's income and expenditure to 29 October, projected forward to year end by factoring in known and best guess estimates for the remaining 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 2022-2023 budget. If deemed required, a 3% increase has been built into 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

At the informal meeting held in December, the general consensus between those Councillors present was accepting of the fact that, given the Council's upcoming projects and commitments, the precept amount will have to be increased. Various scenarios were

¹ Joint Panel on Accountability and Governance

² National Association of Local Councils

presented, and they were discussed in detail. The consensus was that further work should be done based on a set percentage increase of 15% on the 2021-22 Band D amount with the shortfall to be drawn down from the Council's reserves. This option also ensures a general reserve balance that is close to the 6 months of normal expenditure

The (draft) calculation was made as follows;

Opening Bank Balance 1 April 2021	£605,816.42
Minus	
Estimated Expense	£448,174.79
	£157,641.63
Add	
Estimated Income	£573,412.76
Est. Closing Bank Balance 31 March 2022	£731,054.39
22-23 Earmarked Reserves	£337,050.97
Estimated General Reserve	£394,003.42

21-22 Band D	£66.91
(+) 15%	£76.95
22-23 Precept Amount	£413,287.68
22-23 Expense	£586,552.53
22-23 Income	£13,845.00
Shortfall (Exp - Precept - Inc)	£159,419.85
Est Gen Reserve Bal	£234,583.57

Comparative Annual Precept levels

Year	Precept £	Council Tax per annum (Band D)	% 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	£353,354	£66.80	0%	£0.00
2022-23	£413,287	£76.95	15%	£0.19

Costs per Band of Property

While the Band D cost provides an average figure for the charge added to Council Tax Demands, it is important to understand that lower bands (a-c) will pay less, and higher bands (e-h) will pay more. The table below indicates the numbers of each band within Wellington and the (draft) amount they will pay. It should be noted that 74% of households fall within bands A, B and C and will therefore pay less than the Band D benchmark.

Band	Number of Households	% of total households	Fraction of Band D Cost	Amount on Council Tax Demand (draft)
A	1,130	14.8%	6/9 (66.67%)	£51.30
B	2,808	36.7%	7/9 (77.78%)	£59.85
C	1,691	22.1%	8/9 (88.89%)	£68.40
D	938	12.3%	9/9 (100%)	£76.95
E	875	11.4%	11/9 (122.22%)	£94.05
F	164	2.1%	13/9 (144.44%)	£111.15
G	35	0.5%	15/9 (166.67%)	£128.25
H	8	0.1%	18/9 (200%)	£153.90
Total	7649	100%		

In considering the Town Council's precept, it is worth looking at the precepts of other town and parish councils in Somerset. Attached as an appendix is a summary of 2021/22 precepts for a range of town and parish Councils varying in size from a tax base of 1647.84 to 9104.62. Wellington sits almost in the middle with a tax base last year of 5281.03, yet its precept is the lowest of all those listed by some margin. To be clear this, of itself, is not a justification for increasing the precept and more work would need to be done to see if we were comparing like with like in terms of assets and services being delivered but does give an indication of how we compare.

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 in 2021-22 has increased on the previous year but it is estimated that the budget line will be underspent at year end.

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. Following discussions at the informal meeting, it was agreed that the SLA payments be coded under the Health & Wellbeing line rather than a dedicated line for each as it was felt that over a number of years the budget lines had been duplicated.

	£	Current status (2021-22)
WHERE	2,500	Year 1 of 3
Citizen's Advice Bureau	5,000	Year 1 of 3
Reminiscence Learning	4,000	Year 1 of 3
Wellington Community Counselling	12,000	Year 2 of 3

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 has given the Clerk delegated authority to increase the Council's staffing level to seven full time equivalents. This will be done over a number of years.

5.1 Current Staffing Levels

Current weekly levels are as follows:-

Clerk	37 hours
Deputy Clerk	30 hours (min.)
Deputy RFO	30 hours (min.)
Admin Assistant	37 hours
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Total	134 hours
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5.2 Next Year

The 2022-23 staffing budget has been set in line with the following weekly staff time, plus allowances for overtime, employers pension contributions and employers National Insurance. Other budget lines have been increased accordingly to allow for an extra member of staff (phone, 365 subscription etc.)

Clerk	37 hours
Deputy Clerk	37 hours
Deputy RFO	37 hours
Admin Assistant	37 hours
1x extra FTE	37 hours
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Total	185 hours
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6. COUNCILLOR ALLOWANCES

The current level of allowance is £500 per year for the Mayor, £250 for the Deputy and £280 per year for Councillors. Allowances count as taxable income and are processed via the Council's Payroll system. An increase in allowance payments were discussed at the informal meeting but it was agreed that a formal review process needs to be implemented in 2022-23 with any changes being included in the 2023-24 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. Current year items and balances are attached. The table below shows the planned reserves for 2022-23. This includes some larger unspent budget lines that can be carried forward from the current financial year.

Item	Reserve
Office Rent Contingency	£2,000
Office Furniture Replacement	£3,000
Youth Services	£26,000
C.I.L.	£210,373.97
Elections	£2,000
Film Festival	£8,000
Railway Station	£15,000
Playing Pitch Strategy	£9,000
Post Office Provision	£2,500
Cades Community Hall	£4,677
Neighbourhood Plan	£10,000
Environment	£20,000
Pop Up Shop	£10,500
Professional Fees	£14,000
Total	£337,050.97

8. RECOMMENDATION

It is recommended that Draft 2 of the budget and the basis of calculating the Precept be accepted as presented. The final Precept figure will be confirmed at the January meeting

Alice Kendall
Deputy RFO & Assistant Clerk

David Farrow
Town Clerk

30 November 2021

**Wellington Town Council
2022 - 2023 Budget**

Current Year 2021 - 2022							New Year 2022 - 2023						
Income Budget	Actual Income at 29 October	Expected Income at Year End	Expenditure Budget	Actual Spend at 29 October	Expected Spend at Year End	Est. Variance at Yr End		Income Budget	Expenditure Budget Draft 1	Expenditure Budget Draft 2	Earmarked Reserve	Notes	Notes from Informal budget meeting 15/11/21
£0.00	£0.00	£0.00	£1,265.00	£975.33	£2,975.33	-£1,710.33	Office Rent	£250.00	£4,000.00	£4,000.00	£2,000.00	New amount includes Museum Rent as one invoice will be received for all. Line to be renamed accordingly for 2022-23	Added £2k earmarked reserve to cover possibility of taking up more office space.
£0.00	£20.00	£40.00	£950.00	£412.11	£850.00	£100.00	Photocopier	£0.00	£1,000.00	£1,000.00	£0.00	Current agreement ends in Feb 22. Rounded increase to allow for possible rental increase	
£0.00	£0.00	£0.00	£1,155.00	£707.30	£1,500.00	-£345.00	Electricity	£0.00	£2,000.00	£2,000.00	£0.00	Increased based on increased office space	
£0.00	£0.00	£0.00	£250.00	£178.74	£200.00	£50.00	Office Equipment	£0.00	£250.00	£250.00	£0.00		
£0.00	£0.00	£0.00	£2,250.00	£1,936.45	£1,936.45	£313.55	Insurances	£0.00	£2,750.00	£2,750.00	£0.00	£500 increase to allow for possible annual events cover	
£0.00	£0.00	£0.00	£1,150.00	£910.09	£1,100.00	£50.00	Stationery & Postage	£0.00	£1,250.00	£1,250.00	£0.00		
£0.00	£0.00	£0.00	£1,700.00	£1,385.00	£1,770.00	-£70.00	Audit Fees	£0.00	£1,800.00	£1,800.00	£0.00	Increase based on actual payments in 21-22	
£0.00	£0.00	£0.00	£1,821.00	£112.82	£250.00	£1,571.00	Office Cleaning & Maintenance	£0.00	£2,500.00	£2,500.00	£0.00	To be reviewed given increased office space.	
£0.00	£0.00	£0.00	£480.00	£627.00	£1,600.00	-£1,120.00	Hire of Hall	£0.00	£2,250.00	£1,740.00	£0.00	Assuming 12 FC meetings at Court Fields. Plus 26 Committee meetings throughout year at URC	Meeting venues to be reviewed at December meeting. New amount assumes 12x FC meetings at Baptist Hall and 26 Committees at URC
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Hire of Sound System for Meetings	£0.00	£4,200.00	£0.00	£0.00	Hire for 12 FC meetings if meeting at Court Fields	Removed at draft 2 due to likely change in meeting venue
£0.00	£0.00	£0.00	£2,000.00	£0.00	£0.00	£2,000.00	Ground Floor Office (30 Fore St)	£0.00	£0.00	£0.00	£0.00	Now covered in 'Office Rent' above. Budget line transfer needed for current year	
£0.00	£0.00	£0.00	£5,000.00	£0.00	£0.00	£5,000.00	Office Furniture Replacement	£0.00	£0.00	£0.00	£3,000.00	Carry unspent forward from 21-22 into earmarked reserve.	Reduced from £5k to £3k
£0.00	£20.00	£40.00	£18,021.00	£7,244.84	£12,181.78	£5,839.22	Total of administration & office running costs	£250.00	£22,000.00	£17,290.00	£5,000.00		
£0.00	£0.00	£0.00	£1,910.00	£1,778.02	£1,778.02	£131.98	Affiliation Fees	£0.00	£1,910.00	£1,910.00	£0.00		
£0.00	£0.00	£0.00	£300.00	£0.00	£277.00	£23.00	SALC	£0.00	£300.00	£300.00	£0.00		
£0.00	£0.00	£0.00	£100.00	£0.00	£100.00	£0.00	SLCC	£0.00	£100.00	£100.00	£0.00		
£0.00	£0.00	£0.00	£2,310.00	£1,778.02	£2,155.02	£154.98	Total Affiliation Fees	£0.00	£2,310.00	£2,310.00	£0.00		
£0.00	£0.00	£0.00	£7,500.00	£7,477.33	£7,477.33	£22.67	Christmas	£0.00	£7,500.00	£7,500.00	£0.00		
£0.00	£0.00	£0.00	£7,000.00	£0.00	£6,406.50	£593.50	Hire of Lights	£0.00	£8,000.00	£8,000.00	£0.00	Increase assuming additional lights added to install/take down contract	
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Lights Install	£0.00	£200.00	£200.00	£0.00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Electricity	£0.00	£200.00	£200.00	£0.00	5 fittings taken over from SWT are non-metered supplies. Estimated amount budgeted as per bills provided by SWT for previous years.	
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Additional Lights and Initial Install	£0.00	£5,000.00	£5,000.00	£0.00	Estimated for additional installations at Tonedale and High Street plus initial infrastructure. Also any other when reviewed. Annual put up/take down included above.	
£0.00	£0.00	£0.00	£17,500.00	£641.09	£6,000.00	£11,500.00	Switch on Event	£0.00	£10,000.00	£10,000.00	£0.00	Reduce to £10k 1st Draft based on estimated spend. Will be reviewed after event to see actual spend in 2021.	
£0.00	£0.00	£0.00	£32,000.00	£8,118.42	£19,883.83	£12,116.17	Total Christmas	£0.00	£30,700.00	£30,700.00	£0.00		

**Wellington Town Council
2022 - 2023 Budget**

Current Year 2021 - 2022							New Year 2022 - 2023						
Income Budget	Actual Income at 29 October	Expected Income at Year End	Expenditure Budget	Actual Spend at 29 October	Expected Spend at Year End	Est. Variance at Yr End		Income Budget	Expenditure Budget Draft 1	Expenditure Budget Draft 2	Earmarked Reserve	Notes	Notes from Informal budget meeting 15/11/21
							Community Services						
£0.00	£0.00	£0.00	£11,000.00	£11,000.00	£11,000.00	£0.00	Wellington One	£0.00	£11,000.00	£11,000.00	£0.00		
£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00	£1,000.00	Community Safety	£0.00	£1,000.00	£1,000.00	£0.00		
£0.00	£0.00	£0.00	£5,000.00	£65.00	£200.00	£4,800.00	Promotion of Wellington	£0.00	£5,000.00	£5,000.00	£0.00		
£0.00	£0.00	£0.00	£10,000.00	£5,448.05	£6,000.00	£4,000.00	Community Services & Priorities	£0.00	£5,000.00	£5,000.00	£0.00	Only £450 spent in 20/21 and estimated 60% spend in 21/22. Suggest reduction by 50% and Council to review what this budget line is used for	
£0.00	£0.00	£0.00	£18,000.00	£40.00	£40.00	£17,960.00	Health & Wellbeing	£0.00	£9,000.00	£30,000.00	£0.00	No spend recorded in 20/21 also suggest reduction by 50% and Council to review	Increased to encompass Service Level Agreements rather than having separate budget lines.
£1,000.00	£125.00	£250.00	£1,000.00	£2,000.00	£2,000.00	-£1,000.00	Museum Lease	£0.00	£0.00	£0.00	£0.00	To be removed in 22/23. Now covered in Office Rent above	
£0.00	£0.00	£0.00	£17,505.00	£6,918.73	£14,000.00	£3,505.00	Community Warden	£0.00	£17,505.00	£17,505.00	£0.00		
£0.00	£0.00	£0.00	£1,000.00	£0.00	£0.00	£1,000.00	Emergency Planning	£0.00	£1,000.00	£1,000.00	£0.00		
£1,000.00	£0.00	£0.00	£300.00	£1,283.00	£1,400.00	-£1,100.00	Other Payments	£0.00	£300.00	£300.00	£0.00	Income budget removed as none received in 21-22.	
£0.00	£0.00	£0.00	£26,000.00	£0.00	£0.00	£26,000.00	Youth Services	£0.00	£0.00	£0.00	£26,000.00	Carry forward to earmarked reserve as likely to be unspent at year end.	
£0.00	£0.00	£0.00	£550.00	£0.00	£0.00	£550.00	Section 137 Payments	£0.00	£0.00	£0.00	£0.00	Line to be removed. S137 not relevant when GPC in effect. New system also accounts for S137 differently and items should be coded to the appropriate budget headings as normal	
£0.00	£172,015.48	£172,015.48	£38,358.49	£0.00	£0.00	£38,358.49	C.I.L	£0.00	£0.00	£0.00	£210,373.97	Income and budget balance from 21-22 carried forward into earmarked reserve	
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Possible Unitary Processes Contingency	£0.00	£2,500.00	£0.00	£0.00	Removed in Draft 2, Councillors present felt that possible payments can be made under existing budget headings	
£2,000.00	£172,140.48	£172,265.48	£129,713.49	£26,754.78	£34,640.00	£95,073.49	Total of Community Services	£0.00	£52,305.00	£70,805.00	£236,373.97		
							Cost of democracy and elections						
£0.00	£0.00	£0.00	£500.00	£500.00	£500.00	£0.00	Mayors Allowance	£0.00	£500.00	£500.00	£0.00		
£0.00	£0.00	£0.00	£4,200.00	£3,920.00	£3,920.00	£280.00	Councillors Allowances	£0.00	£4,200.00	£4,200.00	£0.00	An increase in Councillor's allowances was discussed in general. However, a review and comparison process needs to be carried out before changing the budget.	
£0.00	£0.00	£0.00	£500.00	£304.27	£400.00	£100.00	Members Training	£0.00	£500.00	£500.00	£0.00		
£0.00	£0.00	£0.00	£600.00	£62.10	£100.00	£500.00	Members Travelling	£0.00	£600.00	£600.00	£0.00		
£0.00	£0.00	£0.00	£1,000.00	£164.35	£250.00	£750.00	Hospitality	£0.00	£1,000.00	£1,000.00	£0.00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Elections	£0.00	£1,000.00	£1,000.00	£2,000.00	Agreed in 21-22 budget process to build earmarked reserve by £1,000 each year	Likely outcome will be to review in 22-23 and make and proposed changes to the budget in 23-24.
£0.00	£0.00	£0.00	£200.00	£200.00	£200.00	£0.00	Deputy mayor's Allowance	£0.00	£200.00	£200.00	£0.00		
£0.00	£0.00	£0.00	£7,000.00	£5,150.72	£5,370.00	£1,630.00	Total of cost of democracy and elections	£0.00	£8,000.00	£8,000.00	£2,000.00		
							Expenditure from Earmarked Reserves						
£0.00	£0.00	£0.00	£8,000.00	£0.00	£0.00	£8,000.00	Film Festival	£0.00	£0.00	£0.00	£8,000.00		
£0.00	£0.00	£0.00	£15,000.00	£0.00	£0.00	£15,000.00	Railway Station	£0.00	£0.00	£0.00	£15,000.00		
£0.00	£0.00	£0.00	£50,000.00	£0.00	£55,000.00	£-5,000.00	Capital Projects	£0.00	£50,000.00	£50,000.00	£0.00	Top back up to £50,000	
£0.00	£0.00	£0.00	£9,000.00	£0.00	£0.00	£9,000.00	Playing Pitch Strategy	£0.00	£0.00	£0.00	£9,000.00		
£0.00	£0.00	£0.00	£2,500.00	£0.00	£0.00	£2,500.00	Post Office Provision	£0.00	£0.00	£0.00	£2,500.00		
£0.00	£0.00	£0.00	£7,000.00	£2,323.00	£2,323.00	£4,677.00	Cades Farm Community Hall	£0.00	£2,323.00	£2,323.00	£4,677.00	Top back up to £7,000	
£0.00	£0.00	£0.00	£91,500.00	£2,323.00	£57,323.00	£34,177.00	Total of Expenditure from Earmarked Reserves	£0.00	£52,323.00	£52,323.00	£39,177.00		

Wellington Town Council
2022 - 2023 Budget

Current Year 2021 - 2022							New Year 2022 - 2023						
Income Budget	Actual Income at 29 October	Expected Income at Year End	Expenditure Budget	Actual Spend at 29 October	Expected Spend at Year End	Est. Variance at Yr End		Income Budget	Expenditure Budget Draft 1	Expenditure Budget Draft 2	Earmarked Reserve	Notes	Notes from Informal budget meeting 15/11/21
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Emergency High Street Fund	£0.00	£0.00	£0.00	£0.00		
£0.00	£0.00	£0.00	£0.00	£874.78	£874.78	-£874.78	Electrical Infrastructure Work	£0.00	£0.00	£0.00	£0.00		
£0.00	£0.00	£0.00	£0.00	£200.00	£200.00	-£200.00	Related Staffing Costs	£0.00	£0.00	£0.00	£0.00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Christmas Entertainment 2020	£0.00	£0.00	£0.00	£0.00		
£0.00	£0.00	£0.00	£0.00	£1,043.00	£1,043.00	-£1,043.00	Street Furniture	£0.00	£0.00	£0.00	£0.00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Maps & Signage	£0.00	£0.00	£0.00	£0.00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Marketing	£0.00	£0.00	£0.00	£0.00		
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Notice Boards	£0.00	£0.00	£0.00	£0.00		
£0.00	£0.00	£0.00	£0.00	£950.00	£950.00	-£950.00	Farmers Market	£0.00	£0.00	£0.00	£0.00		
£0.00	£0.00	£0.00	£0.00	£944.33	£944.33	-£944.33	Related Fees	£0.00	£0.00	£0.00	£0.00		
£0.00	£0.00	£0.00	£0.00	£5,830.68	£5,830.68	-£5,830.68	Welly Welcome Weekend 2021	£0.00	£0.00	£0.00	£0.00		
£0.00	£0.00	£0.00	£0.00	£2,548.00	£2,548.00	-£2,548.00	Town Surveys	£0.00	£0.00	£0.00	£0.00		
£0.00	£23,500.00	£23,500.00	£0.00	£0.00	£73,000.00	-£73,000.00	Emergency High Street Fund	£0.00	£0.00	£0.00	£0.00		
£0.00	£23,500.00	£23,500.00	£0.00	£12,390.79	£85,390.79	-£85,390.79	Total Emergency High Street Fund	£0.00	£0.00	£0.00	£0.00		
							Environment and Planning						
£0.00	£0.00	£0.00	£3,740.00	£0.00	£0.00	£3,740.00	Grass cutting	£0.00	£3,740.00	£3,740.00	£0.00		
£0.00	£0.00	£0.00	£1,215.00	£0.00	£0.00	£1,215.00	Weedkilling	£0.00	£1,215.00	£1,215.00	£0.00		
£0.00	£0.00	£0.00	£5,000.00	£2,292.00	£5,724.00	-£724.00	Emptying Dog Bins	£0.00	£8,112.00	£8,112.00	£0.00	Currently 10 dog bins (£6 per empty, twice a week) with one in progress. Provision for emptying 13 to account for possible extras in 22-23	
£0.00	£0.00	£0.00	£2,500.00	£488.56	£900.00	£1,600.00	Provision of Street Furniture	£0.00	£2,500.00	£2,500.00	£0.00		
£0.00	£0.00	£0.00	£12,160.00	£875.00	£2,100.00	£10,060.00	Planning Administration inc £10,000 for NP	£0.00	£2,160.00	£2,160.00	£10,000.00	£10k for NP moved to earmarked reserve	
£0.00	£0.00	£0.00	£20,000.00	£0.00	£0.00	£20,000.00	Environmental Improvements	£0.00	£20,000.00	£20,000.00	£20,000.00	Recommendation from E&OS Committee; Carry forward unspent £20,000 from 21-22 into earmarked reserve and top up with budget amount to make £40,000 total. £9,000 contained herein for Street Trees. Rename to 'Climate Change Strategy'. E&OS to review breakdown, £9k trees, £15k climate related grants etc.	
£0.00	£0.00	£0.00	£400.00	£215.13	£430.26	-£30.26	Electricity for Street Light	£0.00	£450.00	£450.00	£0.00	Small increase based on estimated spend	
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Possible additional Street Lighting	£0.00	£1,500.00	£1,500.00	£0.00	Item coming back to E&OS following previous discussion.	
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Land at Westford	£0.00	£5,000.00	£5,000.00	£0.00	Estimated possible maintenance costs	
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Capital Repayments	£0.00	£0.00	£20,000.00	£0.00	This item will be discussed in Part B at the December Full Council Meeting	
£0.00	£0.00	£0.00	£45,015.00	£3,870.69	£9,154.26	£35,860.74	Total of Environment and Planning	£0.00	£44,677.00	£64,677.00	£30,000.00		

**Wellington Town Council
2022 - 2023 Budget**

Current Year 2021 - 2022							New Year 2022 - 2023					
Income Budget	Actual Income at 29 October	Expected Income at Year End	Expenditure Budget	Actual Spend at 29 October	Expected Spend at Year End	Est. Variance at Yr End	Income Budget	Expenditure Budget Draft 1	Expenditure Budget Draft 2	Earmarked Reserve	Notes	Notes from Informal budget meeting 15/11/21
£0.00	£0.00	£0.00	£15,000.00	£4,906.17	£10,822.17	£4,177.83	Grants	£0.00	£15,000.00	£15,000.00	£0.00	
£0.00	£0.00	£0.00	£10,000.00	£1,650.00	£3,400.00	£6,600.00	Coronavirus	£0.00	£0.00	£0.00	£0.00	Remove. Only used for hire of meeting sound system in 21-22 this has now been accounted for separately.
£0.00	£0.00	£0.00	£5,000.00	£5,000.00	£5,000.00	£0.00	SLA (CA-T)	£0.00	£5,000.00	£0.00	£0.00	
£0.00	£0.00	£0.00	£4,000.00	£4,000.00	£4,000.00	£0.00	SLA (RL)	£0.00	£4,500.00	£0.00	£0.00	Yearly increase as per agreement
£0.00	£0.00	£0.00	£2,000.00	£2,500.00	£2,500.00	-£500.00	SLA (WHERE)	£0.00	£2,500.00	£0.00	£0.00	Increase as per new agreement
£0.00	£0.00	£0.00	£12,000.00	£12,000.00	£12,000.00	£0.00	SLA (WCC)	£0.00	£12,000.00	£0.00	£0.00	
£0.00	£0.00	£0.00	£48,000.00	£30,056.17	£37,722.17	£10,277.83	Total of Grants	£0.00	£39,000.00	£15,000.00	£0.00	
£2,112.00	£2,046.00	£2,112.00	£1,000.00	£264.00	£500.00	£500.00	Allotments	£2,470.00	£2,000.00	£2,000.00	£0.00	£500 transfer to staffing to cover time.
£0.00	£0.00	£0.00	£1,000.00	£546.00	£700.00	£300.00	Tone Play Area	£0.00	£1,000.00	£1,000.00	£0.00	
£0.00	£0.00	£0.00	£500.00	£205.36	£300.00	£200.00	Footpaths Maintenance	£0.00	£500.00	£500.00	£0.00	
£0.00	£0.00	£0.00	£1,500.00	£0.00	£0.00	£1,500.00	Longforth Allotment	£0.00	£10,000.00	£10,000.00	£0.00	Requirements currently unknown. Possible costs for fencing, paths, set up of plots etc.
£2,112.00	£2,046.00	£2,112.00	£4,000.00	£1,015.36	£1,500.00	£2,500.00	Total of grounds maintenance & Allotments	£2,470.00	£13,500.00	£13,500.00	£0.00	
£353,354.00	£353,354.00	£353,354.00	£0.00	£0.00	£0.00	£0.00	Precept	£0.00	£0.00	£0.00	£0.00	
£582.00	£183.87	£300.00	£0.00	£0.00	£0.00	£0.00	Bank Interest	£2,000.00	£0.00	£0.00	£0.00	
£2,275.00	£2,275.00	£2,275.00	£0.00	£0.00	£0.00	£0.00	Parish Grants	£2,275.00	£0.00	£0.00	£0.00	
£1,700.00	£775.00	£1,550.00	£0.00	£0.00	£0.00	£0.00	Rents Various	£1,000.00	£0.00	£0.00	£0.00	
£357,911.00	£356,587.87	£357,479.00	£0.00	£0.00	£0.00	£0.00	Total Income only items	£5,275.00	£0.00	£0.00	£0.00	

Wellington Town Council 2022 - 2023 Budget

Current Year 2021 - 2022							New Year 2022 - 2023						
Income Budget	Actual Income at 29 October	Expected Income at Year End	Expenditure Budget	Actual Spend at 29 October	Expected Spend at Year End	Est. Variance at Yr End		Income Budget	Expenditure Budget Draft 1	Expenditure Budget Draft 2	Earmarked Reserve	Notes	Notes from Informal budget meeting 15/11/21
							IT, Website & Internet						
£0.00	£0.00	£0.00	£1,200.00	£1,497.52	£2,067.52	-£867.52	Telephone & Broadband	£0.00	£2,690.00	£2,690.00	£0.00	Chess bills just under £100 per month plus 3x current mobiles at £210 p/yr. Added 1x extra mobile to allow for new staff	
£0.00	£0.00	£0.00	£1,200.00	£1,173.16	£1,173.16	£26.84	IT Equipment	£0.00	£1,200.00	£1,200.00	£0.00		
£0.00	£0.00	£0.00	£4,250.00	£2,744.99	£4,105.00	£145.00	IT Support & Email Hosting	£0.00	£4,250.00	£4,250.00	£0.00	Currently £340 per month plus rounded 3% increase allowance	
£0.00	£0.00	£0.00	£1,500.00	£180.00	£180.00	£1,320.00	IT for New Staff	£0.00	£1,500.00	£1,500.00	£0.00	Assuming 1 new staff member	
£0.00	£2,996.54	£2,996.54	£2,140.00	£3,530.79	£4,258.59	-£2,118.59	Telephone System	£0.00	£2,000.00	£2,000.00	£0.00	Assuming 1 additional phone and license for additional staff member	
£0.00	£0.00	£0.00	£2,172.50	£1,745.00	£1,745.00	£427.50	IT Equipment Upgrades	£0.00	£0.00	£0.00	£0.00	Upgrades completed in 21/22	
			£0.00	£0.00	£0.00	£0.00	Councillor Tablets	£0.00	£2,500.00	£2,500.00	£0.00	To cover transition to Paperless meetings etc.	
£0.00	£0.00	£0.00	£156.00	£156.00	£156.00	£0.00	Security Software	£0.00	£156.00	£195.00	£0.00	Current yearly cost + 1 extra licence	
£0.00	£0.00	£0.00	£1,500.00	£1,590.00	£1,590.00	-£90.00	Office 365	£0.00	£1,600.00	£1,760.00	£0.00	5x £15.10 (Officers) pm 15x £3.80 (Cllrs) pm	Updated outside of meeting as Microsoft announced US price rises from March 22. Added 10%
£0.00	£0.00	£0.00	£450.00	£0.00	£450.00	£0.00	Parish Online	£0.00	£450.00	£450.00	£0.00		
£0.00	£0.00	£0.00	£120.00	£119.90	£119.90	£0.10	Zoom	£0.00	£120.00	£120.00	£0.00		
£0.00	£0.00	£0.00	£1,500.00	£1,500.00	£1,500.00	£0.00	Scribe Accounting System	£0.00	£1,500.00	£1,500.00	£0.00		
£0.00	£0.00	£0.00	£765.00	£422.25	£765.00	£0.00	Sage Payroll & HR	£0.00	£837.00	£870.00	£0.00	Payroll £39.75 pm. HR £30 pm (assuming 5x staff)	Changed in draft 2 (outside of meeting) as notification of price increase of Sage Payroll to £42.50 pm.
£0.00	£2,996.54	£2,996.54	£16,953.50	£14,659.61	£18,110.17	-£1,156.67	Total IT, Website & Internet	£0.00	£18,803.00	£19,035.00	£0.00		
							Pop Up Shop (earmarked reserve)						
£5,850.00	£4,600.00	£5,500.00	£6,000.00	£4,115.31	£6,855.31	-£855.31	Rent	£5,850.00	£0.00	£0.00	£6,000.00		
£0.00	£38.74	£38.74	£3,000.00	£1,032.10	£2,276.00	£724.00	Overheads	£0.00	£0.00	£0.00	£3,000.00		
£0.00	£0.00	£0.00	£1,500.00	£0.00	£0.00	£1,500.00	Repairs Provision	£0.00	£0.00	£0.00	£1,500.00		
£5,850.00	£4,638.74	£5,538.74	£10,500.00	£5,147.41	£9,131.31	£1,368.69	Total of Pop Up Shop	£5,850.00	£0.00	£0.00	£10,500.00		
							Professional Services						
£0.00	£0.00	£0.00	£20,000.00	£939.35	£5,600.00	£14,400.00	Professional Fees	£0.00	£6,000.00	£6,000.00	£14,000.00	carry forward unspent to earmarked reserve and top up	
£0.00	£0.00	£0.00	£20,000.00	£939.35	£5,600.00	£14,400.00	Total of Professional Services	£0.00	£6,000.00	£6,000.00	£14,000.00		
							Staff costs and expenses						
£0.00	£0.00	£0.00	£110,962.00	£66,498.73	£132,997.46	-£22,035.46	Salaries	£0.00	£179,096	£179,096	£0.00		
£0.00	£0.00	£0.00	£500.00	£80.00	£160.00	£340.00	Staff Training	£0.00	£500.00	£500.00	£0.00		
£0.00	£0.00	£0.00	£200.00	£8.55	£25.00	£175.00	Staff Travelling	£0.00	£200.00	£200.00	£0.00		
£0.00	£0.00	£0.00	£1,500.00	£0.00	£0.00	£1,500.00	Staff Recruitment	£0.00	£1,500.00	£1,500.00	£0.00		
£0.00	£0.00	£0.00	£0.00	£690.00	£690.00	-£690.00	Home Working Allowances	£0.00	£600.00	£600.00	£0.00		
£0.00	£0.00	£0.00	£1,600.00	£570.00	£1,140.00	£460.00	CilCA Training	£0.00	£0.00	£0.00	£0.00		
£0.00	£0.00	£0.00	£114,762.00	£67,157.28	£135,012.46	-£20,250.46	Total of staff costs and expenses	£0.00	£181,895.53	£181,895.53	£0.00		

Salary Calculation based on the following assumptions; Each member of staff receives 1 scale increment. Plus one extra for Clerk and Deputy for CilCA. Deputy Clerk and Deputy RFO move to full time hours. One additional FTE at scale 7 (just over £20k p/yr). Estimated one hour per week payable overtime for each member of staff spread over the year. Changes to the pay scales for 21/22 are still being negotiated. Assumed that current offer of 1.75% increase is accepted. Employers NI will also increase in 22-23. Home Working allowances = 2x staff x47 weeks (52 weeks - 5 weeks leave) x£6 per week (gov. set amount), then rounded for contingency for other staff ad-hoc at home working.

Wellington Town Council
2022 - 2023 Budget

Current Year 2021 - 2022							New Year 2022 - 2023					
Income Budget	Actual Income at 29 October	Expected Income at Year End	Expenditure Budget	Actual Spend at 29 October	Expected Spend at Year End	Est. Variance at Yr End	Income Budget	Expenditure Budget Draft 1	Expenditure Budget Draft 2	Earmarked Reserve	Notes	Notes from Informal budget meeting 15/11/21
£0.00	£9,481.00	£9,481.00	£20,017.00	£8,355.46	£15,000.00	£5,017.00	Longforth Road Toilets	£0.00	£20,017.00	£20,017.00	£0.00	Amount calculated in budget process for 21/22. Based on 2 daily cleans, plus water, electricity etc. All to be reviewed once refurbished.
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Longforth Road Toilets Refurbishment	£0.00	£150,000.00	£10,000.00	£0.00	Estimated costs based on approved drawings
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Platinum Jubilee	£0.00	£25,000.00	£25,000.00	£0.00	Estimated amount - Street Fair, Beacon, Souvenirs (eg. Mugs or similar). To be discussed going forward at Town Centre Committee
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Co-Working Space	£0.00	£30,000.00	£30,000.00	£0.00	Estimated annual rental plus initial set up costs. To be discussed at Town Centre Committee
£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	Town Centre Projects	£0.00	£20,000.00	£20,000.00	£0.00	Contingency for other projects e.g. Longforth Rd Coach park if unable to claim via Emergency High Street Fund
£0.00	£9,481.00	£9,481.00	£20,017.00	£8,355.46	£15,000.00	£5,017.00	Total of town centre	£0.00	£245,017.00	£105,017.00	£0.00	
TOTALS							New Year 2022 - 2023					
Income Budget	Actual Income at 29 October	Expected Income at Year End	Expenditure Budget	Actual Spend at 29 October	Expected Spend at Year End	Est. Variance at Yr End	Income Budget	Expenditure Budget Draft 1	Expenditure Budget Draft 2	Earmarked Reserve		
£367,873.00	£571,410.63	£573,412.76	£559,791.99	£194,961.90	£448,174.79	£111,617.20	£13,845.00	£716,530.53	£586,552.53	£337,050.97		

Wellington Town Council**Reserves Balance**

2021 - 2022

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Elections	1,000.00				1,000.00
C.I.L	38,358.49		172,015.48		210,373.97
Film Festival	8,000.00				8,000.00
Railway Station	15,000.00				15,000.00
Capital Projects	50,000.00				50,000.00
Playing Pitch Strategy	9,000.00				9,000.00
Post Office Provision	2,500.00				2,500.00
Cades Farm Community Hall	7,000.00	2,323.00			4,677.00
Pop Up Shop	10,500.00	6,564.68	4,938.74		8,874.06
Total Earmarked	141,358.49	8,887.68	176,954.22		309,425.03
TOTAL RESERVE	141,358.49	8,887.68	176,954.22		309,425.03
GENERAL FUND					666,938.46
TOTAL FUNDS					976,363.49

Town	Tax Base 21/22	Precept per head 21/22 (Band D)	Total Precept 21/22
Martock	1647.84	219.00	362,036
Somerton	1967.51	209.00	412,000
Frome	8922	202.00	1,802,305
Crewkerne	2468.22	178.28	440,037
Shepton M	3394.56	170.94	580,266.09
Ilminster	2044.16	164.00	335,245
Minehead	4275.67	162.55	695,010.16
Wincanton	2154.68	159.94	325,238.00
Chard	4328.84	152.71	661,057.20
Wells	4247.49	134.52	571,372.36
Glastonbury	3106.35	129.42	400,244.29
Yeovil	9104.62	129.31	1,177,318.41
Street	3808.45	123.80	471,486.11
Burnham and Highbridge	6326.8	111.81	707,399.51
Bridgwater	9673.24	90.85	878,814
Wellington	5281.03	66.94	353,543
Average	4546.96	150.00	635,835.76

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 (2021/22).

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, those which encourage a safe and harmonious environment, and **those who seek to reduce carbon emissions**. All applications should clearly define the benefits of their project to local people.

2.2 Grants applications 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. **However, activities that promote particular religious beliefs will not be considered.** 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 (**if not previously submitted**), 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.
- Project does not increase carbon emissions

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~~ **BACS** 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/**services** purchased through the grant as being acquired/**provided** 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;
- **Agree to abide by the Council's Carbon Neutrality policy**

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 **reports and information on its website and social media pages**. ~~bi-monthly reports in its newsletter 'The Edge'~~ stating which groups have received a grant, for what purpose, 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 Email: info@wellingtontowncouncil.co.uk
Clerk: David Farrow

Please write clearly in dark ink or type



OFFICE USE ONLY

Date received:

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 <i>(Please include day and evening numbers)</i>					

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. <i>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.</i>	
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. <i>Does it have a working title? What does it aim to achieve? How will it work? Please enclose any supporting documents, plans, projections etc.</i>	
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

What steps is your organisation taking either to reduce carbon emissions or to ensure it is not adding to carbon emissions?

**When do you intend your project or service to start?
(Month/Year)**

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? Yes/No (or, waiting decision)	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 (Month/Year)	
Gross Income	
(minus) Total Expenditure	
(equals) Profit/Loss for the Year	
Savings (reserves, cash, investments)	

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.

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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

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Finance Committee

As approved at the meeting of Wellington Town Council held on XXX

Name of Committee: The Finance Committee

Purpose

To review, report on, and make recommendations to the Council on all matters of a financial nature and to act as a measure of internal control.

Summary of Responsibilities

The Finance Committee shall have delegated authority to:-

- To monitor, review **and approve** monthly expenditure and accounts for payment
- To monitor, review **and approve** monthly bank reconciliations (copy also supplied at Full Council with the Clerk's report)
- **To monitor, review and approve the Council's expenditure against the budget**
- **To receive and decide (or make recommendations to Council where required) Grant applications within the Council's policy**
- **To review and make recommendations in relation to the Council's Service Level Agreements**
- **To review the Council's Grant Policies and make recommendations for change to the full Council**
- **To review and make recommendations to the Council in relation to the Council's contracts for goods and services**
- **To review the Council's bank mandate and banking arrangements**
- **To review and make recommendations to the Council regarding the Council's reserves**
- **To review and make recommendations on the Council's annual budget and precept demand**

Status

The Finance Committee is a fully constituted Committee. It has elected membership; however, all Councillors are welcome to attend any meetings of the group.

Reporting

The committee will provide a regular update for discussion and consideration at each Council meeting following a meeting of the committee.

Membership

The Committee will comprise 9 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £1,000 (per item) to be taken from the relevant budget. No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.
- In respect of Grant applications, the Committee has delegated authority from the Council to approve expenditure for non-major grants. i.e. up to £3,000. All applications exceeding this will require a recommendation to Council.
- In the event that more than £1,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Committee will be held once a month, to precede the monthly Full Council meetings.
- Unless a motion is passed to the contrary, the Mayor will be appointed Chairman of the Committee at its first meeting following the Annual Meeting of the Council.
- 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.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Mayor, as Chairman will cast the deciding vote.

- The Clerk or Deputy RFO will prepare and circulate to Councillors an agenda by email for each meeting, at least 3 clear days prior to the meeting, and will publish the agenda on the Council website and noticeboard.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at each monthly meeting as to the progress of matters under its consideration.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.