



WELLINGTON TOWN COUNCIL

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ANNUAL COUNCIL MEETING

You are summoned to attend the **ANNUAL COUNCIL MEETING** which will be held at The United Reformed Church Hall, Fore Street, Wellington TA21 8AG on **Monday 16 May 2022 at 6.00 pm**

Members of the public are cordially invited to join this meeting. Whilst statutory COVID restrictions have been lifted we are continuing to look to minimise the number of face to face contacts so ask that members of the public only attend if there are pressing reasons to do so. Minutes are available online following the meeting.

Councillors, members of the public and members of the press are reminded that they must not attend the meeting if they or are any of their immediate household, have COVID symptoms.

Whilst restrictions have now been lifted, we would ask anyone attending the meeting to respect social distancing and to feel free to wear a face covering whilst attending the meeting.

Members of the public who wish to have the opportunity to address the council will need to advise the Clerk in writing by no later than 12 noon on Friday 13 May 2022.

David Farrow
Town Clerk
01823 662855
info@wellingtontowncouncil.co.uk

10 May 2022

AGENDA

1. TO ELECT THE MAYOR FOR 2022-23

Nominations, properly proposed and seconded, and endorsed by the candidates, are invited for the office of Mayor, in accordance with Standing Order 2 (e). The Town Clerk will present any nominations at the meeting.

2. TO ELECT A DEPUTY MAYOR FOR 2021-22

Nominations, properly proposed and seconded, and endorsed by the candidates, are invited for the office of Mayor, in accordance with Standing Order 2 (e). The Town Clerk will present any nominations at the meeting.

3. APOLOGIES

If you cannot attend, please send your apology and reason to the Town Clerk. Councillors are reminded that failure to attend any Council meeting for 6 months, full council or a committee/s, will result in them automatically ceasing to be a councillor irrespective of whether apologies are given.

4. DECLARATIONS OF INTEREST

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

5. MINUTES

To approve and sign the minutes of the Finance, Planning and Full Council meetings held on 4 April 2022 (copies attached).

6. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Public Attendance: If the public wish to make a comment or ask the Council a question must inform the Town Clerk by 12.00 on Friday 13 May 2022. For those members of the public who wish to ask a question or make a statement a three-minute time limit applies to each speaker.

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

7. REVIEW OF COMMITTEES, THEIR MEMBERSHIP AND TERMS OF REFERENCE

7.1 Terms of Reference

It is **RECOMMENDED** that each Committee review its terms of reference at the first meeting of the year and make recommendations for any changes to the subsequent Council meeting.

7.2 Committee Membership

To agree membership of the following committees:

a. Finance (9 Councillors)

b. Environment and Open Spaces (7 Councillors)

c. Community Safety Committee

This Committee has not met since November 2019. It is **RECOMMENDED** that the responsibilities of this committee are transferred initially to the Policy and Resources Committee which will determine how its responsibilities should be fulfilled.

d. Policy & Resources Committee (8 Councillors)

e. Allotments Committee (6 Councillors)

f. Town Centre Committee (7 Councillors)

8. TO ELECT REPRESENTATIVES TO OUTSIDE BODIES

a. Wellington Twinning Association (2 members)

b. Wellington Community Association (2 members)

c. Somerset Association of Local Councils (2 members)

d. Hospital of Sir John Popham Knight (3 members)

e. Friends of Wellington Park (1 member)

f. Wellington Business Association (1 member)

g. Wellington Museum and Local History Committee (1 member)

h. Devon and Somerset Metro Group (1 member)

i. Representative Governor at Wellington School

j. Wellington One (2 members)

l. Basins Volunteer Group (2 members)

9. RENEWAL OF THE ANNUAL SUBSCRIPTIONS

It is **RECOMMENDED** that the following subscriptions are renewed for 2022/23

a. Somerset Association of Local Councils (SALC).

Renewal fees are based on numbers on the Electoral Roll (last amount paid was £1,778).

b. Community Council for Somerset (CCS)

Council approval is sought to membership of the CCS at a cost of £100 per year. This will provide access to a range of support and resources that will support community development activities.

c. Society for Local Council Clerks (SLCC)

Council approval is also sought to renew membership of SLCC as a further professional support for Council staff. £262 per year.

10. CALENDAR OF MEETINGS FOR 2022-2023

Standing order 2 (j, xx) requires the Council to set the dates, times and places of ordinary meetings for the forthcoming year. It is **RECOMMENDED** that the attached calendar of meetings is adopted.

11. CODE OF CONDUCT

The Local Government Association has produced a revised model Code of Conduct and the Monitoring Officers of the County and four District Councils and the Somerset Association of Local Councils (SALC) are recommending that parish and town councils adopt it suitably amended to reflect their position. . A copy of the proposed draft document along with a letter from the five Monitoring Officers and SALC are attached to the agenda. It is **RECOMMENDED** that the Town Council adopt the Code of Conduct as amended to make it relevant to town and parish councils.

12. STANDING ORDERS AND FINANCIAL REGULATIONS

It is **RECOMMENDED** that the Policy and Resources Committee review the Councils Standing Orders and Financial Regulations at its first meeting and bring any proposals for change to the next Council meeting.

13. COUNCIL POLICIES AND PROCEDURES

It is **RECOMMENDED** that the Policy and Resources Committee undertake a review of all policies and procedures of the Council during the first year of the Council and bring recommendations to future Council meetings. A programme for the reviews will be agreed at its first meeting.

14. THE GENERAL POWER OF COMPETENCE (GPC)

In March 2020, the Council adopted The GPC – an explanatory paper setting out the principles of the GPC is attached. In order to continue to apply the GPC, under paragraph 1 of the Schedule of The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, a town council is required to resolve at the first meeting after an ordinary election that it meets the conditions required to exercise the GPC. The criteria are;

(1) that two thirds of the Council members must have been declared to have been elected and

(2) that the Clerk holds a relevant qualification e.g. Certificate in Local Authority Administration

As both criteria are met it is **RECOMMENDED** that the Council resolves to adopt the GPC.

15. ACCOUNTING STATEMENTS

(a) 2021-22 Year;

- i. **TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 31 MARCH 2022 (attached, previously verified by the mayor)**
- ii. **TO NOTE AND APPROVE EXPENDITURE FOR 29 – 31 MARCH 2022 (attached)**
- iii. **TO NOTE AND APPROVE INCOME RECEIVED FOR 29 – 31 MARCH 2022 (attached)**

- iv. **TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2021-22 YEAR AS AT 31 MARCH 2022**
(attached, please note that this does not include yearend adjustments)

(b) 22-23 year;

- i. **TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 9 MAY 2022 (attached)**
- ii. **TO NOTE AND APPROVE EXPENDITURE FOR 1 APRIL – 9 MAY 2022 (attached)**
- iii. **TO NOTE AND APPROVE INCOME RECEIVED FOR 1 APRIL – 9 MAY 2022 (attached)**
- iv. **TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2022-23 YEAR AS AT 9 MAY 2022 (attached)**

16. COUNCILLOR ATTENDANCE

A summary of Councillor attendance at 2021-22 meetings is attached for noting. Full records are available on the Council's website.

17. TO RECEIVE AN UPDATE FROM THE TOWN CENTRE COMMITTEE MEETING HELD ON 28 APRIL 2022

The draft minutes are attached for information and Councillor Lithgow will provide an update.

18. REVIEW OF BANK SIGNATORIES

It is **RECOMMENDED** that all members of the Finance Committee are appointed as signatories for the authorisation of payments from the Council's current account with Lloyds, plus the Mayor and Deputy if they are not already a member of the Committee. It is further **RECOMMENDED** that the Mayor and Deputy are appointed as signatories for the Council's savings accounts (Nationwide, Cambridge & Counties and Cambridge Building Society) should any withdrawals need to be made.

DECLARATIONS OF INTEREST

Members of Somerset County Council/Somerset Council:

Councillor Andrew Govier
Councillor Marcus Barr

Members of Somerset West and Taunton Council:

Councillor Janet Lloyd
Councillor Andrew Govier
Councillor Mark Lithgow
Councillor Ross Henley
Councillor Marcus Barr
Councillor Chris Booth

