

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNITED REFORMED CHURCH HALL, FORE STREET, WELLINGTON TA21 8AG ON MONDAY 4 April 2022 AT 6.00 PM

PRESENT: Councillor M Lithgow (Mayor),
Councillors M Barr, A Govier, J Lloyd, M McGuffie, S Pringle-Kosikowsky, V Stock-Williams (from minute 552a) and J Thorne

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

547 APOLOGIES

No apologies were received.

548 DECLARATIONS OF INTEREST

Councillors Lloyd and Govier have standing personal interest declarations relating to MTMIT, the Council's IT consultant, being former customers of the company.

Councillor Thorne has a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a personal friend of the company owner.

Councillor Lloyd had a question to raise relating to the Superannuation on the expenditure report and so also declared a personal interest as a recipient of a Local Government Pension.

549 MINUTES

RESOLVED to approve and formally adopt the minutes of the Finance Committee meeting held on 7 March 2022.

550 PUBLIC PARTICIPATION

There were no members of the public

551 GRANTS

(a) Grants Summary

A summary of grants paid in 2021-22 was circulated before the meeting and was noted.

552 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 28 MARCH 2022

RESOLVED to note and approve the bank reconciliation.

At this juncture, Councillor Stock-Williams arrived at the meeting.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 1 - 28 MARCH 2022

Councillor Lloyd asked why there was a negative payment for Superannuation, the Deputy RFO reported that it was to correct an over payment made in error. It was **RESOLVED** to note and approve the expenditure.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 1 - 28 MARCH 2022

RESOLVED to note and approve the income.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2021-22 YEAR AS AT 28 MARCH 2022

RESOLVED to note and approve the budget report.

553 PETTY CASH

RESOLVED that petty cash no longer be used in the office with the remaining balance being paid back into the current account.

There being no further business, the meeting closed at 6.05 pm.

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Councillor Mark Lithgow
Mayor

**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL
HELD AT United Reformed Church Hall, Fore Street, Wellington TA21 8AG on
Monday 4th April 2022 at 6.15pm**

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

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

Kieran Reeves – Senior Planning Officer – Somerset West & Taunton District Council

One member of the press in attendance.

One members of the Public

554. APOLOGIES

Apologies were received and accepted from Councillors N Powell-Brace and R Henley

555. DECLARATIONS OF INTEREST

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.

Councillors Lloyd, Stock-Williams and 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.

556. PUBLIC PARTICIPATION

Member of the Public spoke regarding Item 7. Street Names – Phase 2 at Jurston Farm Development – three names were suggested with a historic connection to Wellington:

1) Copenhagen – The name of Wellington's horse at the Battle of Waterloo and two battles in which The Rifles fought

2) Talavera – The 1809 battle after which Arthur Wellesley was first honoured with the title Wellington.

3) Albert – First World War Battle fought by the Somerset Light Infantry, together with troops from Wellington New Zealand.

557. APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

- a) **Case Ref: 43/22/0004** Proposal: Erection of a conservatory to the side of 72 Richards Close, Wellington.

RESOLVED to Approve the application as recommended by the Planning Officer's report

558 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: 43/22/0010** Proposal: Installation of 5 No. EV bays with associated infrastructure at Wellington Service Station, Westpark 26, Chelston, Wellington

RECOMMENDED that this application be approved on the condition that Somerset West and Taunton District Council ask for a revised plan to be drawn up showing the relocation of lost parking spaces and outside seating/picnic area.

- b) **Case Ref: 43/22/0016** Proposal: Erection of a single storey extension to the side and front of 33 Sylvan Road, Wellington

Somerset West and Taunton District Council's Planning Officer had emailed earlier in the day asking for this application to be deferred to the next Planning meeting as it was incorrectly coded. The Council determined that the applicant should not be disadvantaged by a delay because of an error that wasn't of their making. It therefore **resolved** to refer this application to Somerset West and Taunton District Council's Delegated Officer with a **RECOMMENDATION** that it be approved.

- c) **Case Ref: 44/22/0002/LB** Proposal: Removal of composite Profile 3 roof sheets and installation of box profile metal sheeting the The Stable at Lower Nowers Farm, Nowers Nursery Road, Wellington

RECOMMENDED that this application be approved.

The Council again want to ask the Planning Officer to confirm why this application is listed in the "Wellington Without" Parish, as it is in the Wellington Parish. The Deputy Clerk confirmed that an email had been sent to the Planning Officer prior to meeting asking for an explanation and a reply was still to be received

559. WITHDRAWN PLANNING APPLICATION

Case Ref: 43/22/0003 – Erection of a single storey extension to the rear and replacement of workshop with a two storey workshop/home office. The application has been withdrawn. Notification circulated to all Councillors prior to the meeting.

560. STREET NAMES – PHASE 2 AT JURSTON FARM DEVELOPMENT

RESOLVED that all street names suggested prior to the meeting be provided to Somerset West and Taunton District Council

561 SOMERSET WEST & TAUNTON DISTRICT COUNCIL - 2022 PLANNING DECISIONS FOR INFORMATION ONLY:

Application Number	Proposal	Address	WTC Recommendation	SWT (Somerset West and Taunton) Decision
43/21/0121	Replacement of porch with the erection of a conservatory to the rear	8 Post Close, Wellington	Approval	Approved
43/21/0132	Erection of a two storey extension to the side and rear and a single storey and first floor extension to the rear	117 Barn Meads Road, Wellington	Approval	Approved
43/21/0136	Demolition of single storey extension with erection of a one and a half storey extension	1 Lucas Court, High Street, Wellington	Approval	Approved
43/21/0141	Conversion of loft space into ancillary accommodation with erection of balcony to the rear	Twiga, 2 Foxdown Gardens, Foxdown Hill, Wellington	Approval	Approved
43/21/0143	Demolition of garage and erection of a two storey extension to the side	116A Mantle Street, Wellington	Approval	Approved
43/22/0003	Erection of a single storey extension to the rear and replacement of workshop with a two storey workshop/home office at	31 Richards Close, Wellington		WITHDRAWN
43/22/0011/T	Display of 2 No. non-illuminated fascia signs and various digitally printed vinyl	36 High Street, Wellington	Approval	Approved

Wellington Town Council Planning Meeting 4th April 2022

	window graphics to the front and rear			
43/22/0017/NMA	Application for a Non-Material Amendment to application 43/17/0002 for changes to the external materials on a total of 79 No. plots, plots 21-32, 40-46, 49-58, 66-97, 103-114, 124-125, 129-132, from	Ibstock Brunswick Farmhouse mixture to Edenhill Adwick Sunrise on land west of Bagley Road, Rockwell Green, Wellington		Approved

The meeting ended at 6.40pm

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Councillor Mark Lithgow
Mayor

WELLINGTON TOWN COUNCIL MINUTES 4 APRIL 2022**MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT UNITED REFORMED CHURCH HALL, WELLINGTON TA21 8SW ON MONDAY 4 APRIL 2022 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, V Stock-Williams, J Thorne

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

One member of the press and two members of the public were in attendance.

562 WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed those present.

563 APOLOGIES

Apologies were received and accepted from Councillors R Henley and N Powell-Brace

Councillors W Battishill and D Bradley were absent

564 DECLARATIONS OF INTEREST

Councillors Barr, Booth, Govier, Lithgow, Lloyd 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.

565 MINUTES

RESOLVED to approve and formally adopt the minutes of the Planning and Full Council meetings held on 7 March 2022.

566 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

One members of the public addressed the meeting to talk about an idea to show support for Ukraine by handing out packages of sunflower seeds to schools and also through a number of shops in the town and also asked whether the Town Council would convene a meeting to coordinate support for any Ukrainian refugees coming to the town.

Councillors welcomed the sunflower seeds initiative. Councillor Govier suggested that a meeting as suggested would be better timed when there was more of an understanding about how many refugees were in the town and what support they were getting from other authorities.

567 TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

Sergeant Bishop presented his report to the Council – a copy was circulated during the meeting. Councillor Thorne asked if the increase in antisocial behaviour (ASB) was down to the same individuals repeat offending. Sergeant Bishop said there were no ASB hotspots in the town and

WELLINGTON TOWN COUNCIL MINUTES 4 APRIL 2022

there was no information to suggest that it was the same people reoffending. He said that if people considered that this was an issue they needed to report it either by phone or online.

Councillor Barr raised concerns about HGV vehicles using Ford Street. Sergeant Bishop said he wasn't aware that this was an issue. The local Speed watch group was active and had not raised it and PCSOs had recently cycled up Ford Street on a couple of occasions and had not reported any issues.

568 TO RECEIVE A REPORT FROM THE MAYOR

Details of the Mayors engagements in March had been circulated prior to the meeting. The Mayor added that over the weekend he had attended the Reminiscence Learning Jigsaw events on both Saturday and Sunday.

569 TO RECEIVE THE CLERK'S REPORT ON RECENT COUNCIL ACTIVITIES

The Clerk's report had been circulated with the agenda. He highlighted that there were a couple of errors -the election was to be held on the 5 May and not April and in thanking councillors he should have thanked them for three years' service not four.

The Clerk highlighted the issue with the Bus Shelter on Longforth Road and assured councillors that work was in hand to address the issues that had arisen.

570 TO RECEIVE AN UPDATE FROM THE TOWN CENTRE COMMITTEE MEETING HELD ON THE 9 MARCH 2022

The draft minutes had been circulated with the agenda and were noted. The Town Clerk advised that the Platinum Jubilee Coins had now been ordered.

571 TO RECEIVE AN UPDATE FROM THE ENVIRONMENT AND OPEN SPACES COMMITTEE MEETING HELD ON THE 9 MARCH 2022

The draft minutes had been circulated with the agenda and were noted. It was reported that the sites in the field at Westford for the two Wellingtonia trees donated by Wellington Bloom had been selected.

572 TO RECEIVE AN UPDATE FROM THE POLICY AND RESOURCES COMMITTEE MEETING HELD ON THE 15 MARCH 2022

The draft minutes and relevant supporting papers were circulated with the agenda

At this point Councillor Govier declared a personal interest in item (b) below as a supporter of and regular attendee at Wellington Football Club. It was **RESOLVED:**

(a) to approve the Funding Agreement with Court Fields School in relation to the Council's contribution of £150,000 towards the cost of building the 3G Pitch.

(b) to pay £50,000 of Community Infrastructure Levy funding to the football club to make up the difference between what it had applied for and what it received from Somerset West and Taunton Council.

WELLINGTON TOWN COUNCIL MINUTES 4 APRIL 2022

(c) to approve the meeting arrangements for May 2022 namely:

- Annual Council Meeting – to be held on the 16 May 2022 and to incorporate the monthly Council meeting agenda and matters normally considered by the Finance Committee as that committee would not have been constituted at that time
- Planning Meeting – to be held following the Annual Council Meeting on the 16 May 2022
- Annual Parish Meeting to be held the following week and if possible, to include a series of presentations from community groups the Council has supported over the year.

573 TO CONSIDER DRAFT PROPOSALS FOR THE FUTURE MANAGEMENT OF LAND BEING PURCHASED BY SOMERSET WEST AND TAUNTON COUNCIL (SWT)

A draft paper had been circulated with the agenda. It was **RESOLVED** to

- (a) agree the commitments for the use of the land with the addition of the words 'which is seeking' after 'Wellington Community Food Group' and 'look to' after 'it will' in the paragraph relating to the allotments.
- (b) agree that the base budget for the management of the land should be £20,000 recognising that further funding could be sought through grant applications and the use of other funding e.g. Community Infrastructure Levy for specific purposes.

574 LATE NOTIFICATION OF ROAD CLOSURES

It was noted that concerns had been raised regarding the number of road closures due to broadband cabling being laid by different companies and also the lack of advance notice being given to the Town Council of road closures in general. It was noted that there could be little control over the timing of works although it was not clear why the work was required. The Town Clerk will contact Somerset County Council in relation to the lack of advance notification of road closures in general.

575 ALLOTMENTS

The Council **RESOLVED** to delegate authority to the Town Clerk to spend up to £5,000 for any necessary clearance and remedial work to be undertaken. The council asked Council Officers to look at obtaining a quotation to put the fallen trees through a chipper and for the chippings to be offered back to Allotment Tenants.

There being no other business the meeting closed at 8:00pm

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Councillor Mark Lithgow
Mayor

Calendar of Meetings

May 2022				
16 th	Monday	6.00pm	Annual Town Council, Planning	URC Hall
24 th	Tuesday	6.00pm	Annual Parish	URC Hall
25 th	Wednesday	3.00pm	Town Centre	URC Hall
25 th	Wednesday	4.00pm	Environment & Open Spaces	URC Hall

June 2022				
6 th	Monday	5:30pm	Finance, Planning, Full Council	
14 th	Tuesday	2:30pm	Environment & Open Spaces (Tonedale Play Area Tenders)	
8 th	Wednesday	6:30pm	Policy & Resources	

July 2022				
4 th	Monday	5:30pm	Finance, Planning, Full Council	
12 th	Tuesday	2:30pm	Environment & Open Spaces	
13 th	Wednesday	2:00pm	Town Centre	

August 2022				
1 st	Monday	5:30pm	Finance, Planning, Full Council	
8 th	Monday	6:00pm	Allotments	
9 th	Tuesday	2:30pm	Policy & Resources	

September 2022				
5 th	Monday	5:30pm	Finance, Planning, Full Council	
8 th	Thursday	6:30pm	Environment & Open Spaces	
14 th	Wednesday	6:00pm	Town Centre	

October 2022				
3 rd	Monday	5:30pm	Finance, Planning, Full Council	
10 th	Monday	6:00pm	Allotments	
11 th	Tuesday	6:30pm	Policy & Resources	

November 2022				
7 th	Monday	5:30pm	Finance, Planning, Full Council	
9 th	Wednesday	2pm	Town Centre	

10 th	Tuesday	2:30pm	Environment & Open Spaces
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December 2022			
5 th	Monday	5:30pm	Finance, Planning, Full Council
13 th	Tuesday	2:30pm	Policy & Resources

January 2023			
9 th	Monday	5:30pm	Finance, Planning, Full Council
11 th	Wednesday	6:00pm	Town Centre
17 th	Tuesday	6:30pm	Environment & Open Spaces

February 2023			
6 th	Monday	5:30pm	Finance, Planning, Full Council
9 th	Thursday	6:30pm	Policy & Resources
13 th	Monday	6:00pm	Allotments

March 2023			
6 th	Monday	5:30pm	Finance, Planning, Full Council
8 th	Wednesday	2.00pm	Town Centre
14 th	Tuesday	2:30pm	Environment & Open Spaces



To: All City, Town and Parish Councils in Somerset

Date: 8 April 2022

Dear City, Town and Parish Councillors and Clerks

Local Government Association Model Councillor Code of Conduct

We are writing to you regarding the Local Government Association (“LGA”) Model Councillor Code of Conduct (“the Code”) which has been produced by the LGA in association with key partners and is being promoted to councils across the country. The Code is available for all councils to adopt with or without amendments.

There are a number of benefits of this new Code including:-

- A commitment by the LGA to undertake an annual review of the Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation.
- A wealth of information to assist in interpreting the Code including:-
 - ✓ Significant detail within the Code itself to better aid interpretation,
 - ✓ Separate detailed guidance on the Code,
 - ✓ Training slides to support Councils in understanding the Code.
- Many councils are adopting this Code across the country.

In February this year, Somerset County Council resolved to adopt the LGA Code with amendments from May 2022 both for the County Council but also the new Somerset Unitary from April 2023.

In addition, the District Councils in Somerset are being recommended, by their Monitoring Officers, to adopt the LGA Code by September this year.

We attach a copy of the LGA Code which has been adapted for City, Town and Parish Councils with some suggested improvements in blue. The Code builds upon your existing Code of Conduct but is brought up-to-date to include such things as social media, harassment and importantly, a recognition that, as councillors, you should be able to undertake your role without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect your democratic role, encourage good conduct and safeguard the public’s trust in local government.

In the circumstances, the Somerset Monitoring Officers and the Somerset Association of Local Councils ("SALC") highly commend the LGA Code to you.

Ultimately the decision as to whether to adopt the new Code rests with your Council. To assist you in reaching this decision, we have included at the bottom of this letter a link to the guidance that is available to you should you choose to adopt the LGA Code. We would encourage you to review this.

Should you decide to adopt the LGA Code, we would encourage you to do so at your annual council meeting in May this year, so that all councillors in Somerset, particularly dual and triple hatted members, can be working to the same Code of Conduct. This will provide clarity and consistency for councillors and the public.

In addition to the wealth of guidance, should you adopt the LGA Code, SALC and the Somerset Monitoring Officers will continue to offer advice and support to you in relation to interpretation of the Code of Conduct should you require it. We would also be happy to facilitate a number of training events for City, Town and Parish Councils on the new Code.

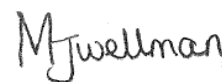
Please do not hesitate to contact Justin Robinson at SALC or your local Monitoring Officer, should you require any further advice or clarification in relation to the content of this letter or the attached LGA Code.

Yours faithfully



Scott Wooldridge
Monitoring Officer
Somerset County Council

Justin Robinson
Chief Executive Officer
Somerset Association Local Councils



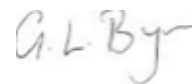
Melanie Wellman
Monitoring Officer
Sedgemoor District Council



David Clark
Monitoring Officer
Mendip District Council



Amy Tregellas
Monitoring Officer
Somerset West and Taunton Council



Jill Byron
Monitoring Officer
South Somerset Council

Link to LGA Guidance: <https://tinyurl.com/38xe3k4>

The Code of Conduct for Somerset's City, Town and Parish Councils

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to city, town and parish councils.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, city and town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer. The Monitoring Officer will be able to advise on any matters that relate to the Code of Conduct.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct.

Bullying, harassment and discrimination

As a councillor:

1.3 I do not bully any person.

1.4 I do not harass any person.

1.5 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

2. Impartiality of officers of the council

As a councillor:

2.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral. They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

3. Confidentiality and access to information

As a councillor:

3.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. I have consulted the Monitoring Officer prior to its release.**

3.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

3.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

4. Disrepute

As a councillor:

4.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

5. Use of position

As a councillor:

I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

6. Use of local authority resources and facilities

As a councillor:

6.1 I do not misuse council resources.

6.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support

- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

7B Consideration of advice

As a councillor:

7B.1 I will, when reaching decisions on any matter, consider and pay due regard to any relevant advice provided to me by the Council's Responsible Finance Officer in accordance with their legal requirements.

7B.2 I will give reasons for departing from the advice of the Responsible Finance Officer

It is extremely important for you as a councillor to have regard to advice from your Responsible Finance Officer where they give that advice under their statutory duties. As a councillor you must give reasons for all decisions in accordance with any legal requirements and any reasonable requirements imposed by your local authority.

7. Complying with the Code of Conduct

As a Councillor:

7.1 I will undertake Code of Conduct training provided by my local County Association (SALC) or by the Monitoring Officer.

7.2 I do not make trivial or malicious complaints against other councillors.

7.3 I cooperate with any Code of Conduct investigation and/or determination.

7.4 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings including the complainant and any witnesses.

7.5 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

8 Interests

As a councillor:

8.4 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Clerk or the Monitoring Officer.

9 Gifts and hospitality

As a councillor:

- 9.4 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 9.5 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Clerk or Monitoring Officer for guidance.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office or within 28 days of your interests changing you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non-participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
7. Where a matter arises at a meeting which **affects** –
- a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or well-being of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

8. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the parish affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

In the event that your non-registerable interest relates to -

- (1) an unpaid directorship on a company owned by your authority or
- (2) another local authority of which you are a member,

subject to your declaring that interest, you are able to take part in any discussion and vote on the matter.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

Appendix C
Guidance on Bias and Predetermination

This does not form part of the Code of Conduct

- Where you have been involved in campaigning in your political role on an issue which does not impact on your personal and/or professional life, you may participate in a decision on the issue in your political role as a councillor. However, you must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.
- The courts have sought to distinguish between situations which involve predetermination or bias on the one hand and predisposition on the other. The former is indicative of a 'closed mind' approach and likely to leave a decision susceptible to challenge by Judicial Review. Whereas being predisposed on a matter is acceptable provided you remain open to listening to all the arguments and changing your mind in light of all the information presented at the meeting.
- Section 25 of the Localism Act 2011 provides that a councillor should not be regarded as having a closed mind simply because they previously did or said something that, directly or indirectly, indicated what view they might take in relation to any particular matter.
- In the circumstances, when making a decision, consider the matter with an open mind and on the facts made available to the meeting at which the decision is to be taken.
- As a councillor you will always be judged against an objective test of whether the reasonable onlooker, with knowledge of the relevant facts, would consider that you were biased. If you have predetermined your position, you should withdraw from being a member of the decision-making body for that particular matter

4 April 2022 (2021 - 2022)

Wellington Town Council

Prepared by: A Kendall - Deputy RFO


Name and Role (Clerk/RFO etc)

Date: 04/04/2022Approved by: 

Name and Role (RFO/Chair of Finance etc)

Date: 4.4.2022

A	Bank Reconciliation at 31/03/2022		
	Cash in Hand 01/04/2021		605,816.42
	ADD Receipts 01/04/2021 - 31/03/2022		609,628.67
			1,215,445.09
	SUBTRACT Payments 01/04/2021 - 31/03/2022		447,015.14
	Cash in Hand 31/03/2022 (per Cash Book)		768,429.95
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2022	3.29	
	Nationwide 01343556 31/03/2022	200,000.00	
	Cambridge & Counties 15020773 31/03/2022	250,377.25	
	The Cambridge Building Society Cl 31/03/2022	200,001.10	
	Lloyds Treasurers PC 87331468 31/03/2022	150.49	
	Lloyds Treasury Deposit 31/03/2022	0.00	
	Lloyds Deposit Account 07788306 31/03/2022	56,528.86	
	Lloyds Current Account 2195145 31/03/2022	70,791.84	
			777,852.83
	Less unrepresented payments		9,422.88
			768,429.95
	Plus unrepresented receipts		
	Adjusted Bank Balance		768,429.95
	A = B Checks out OK		


 Tan ebeh
 4/4/22

Wellington Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
528	Emergency High Street Fund	30/03/2022	KG 9466	Lloyds Current Accour	BACS	Emergency High Street Fund	Abacus Construction Ltd	S	480.00	96.00	576.00
529	Street Furniture	30/03/2022	KG 9466	Lloyds Current Accour	BACS	Cycle Racks Installation	Abacus Construction Ltd	S	780.00	156.00	936.00
530	Street Furniture	30/03/2022		Lloyds Current Accour	BACS	Street Furniture Install	Abacus Construction Ltd	S	682.50	136.50	819.00
533	Emptying Dog Bins	31/03/2022		Lloyds Current Accour	BACS	Emptying Dog Bins	Somerset West & Taunton	S	1,560.00	312.00	1,872.00
531	Hire of Hall	31/03/2022		Lloyds Current Accour	BACS	Hire of Hall	Wellington URC	X	150.00		150.00
532	Rent	31/03/2022		Lloyds Current Accour		Pop-Up Shop Refund	National Trust	X	92.93		92.93
534	Hospitality	31/03/2022		Petty Cash	Cash	Milk	Co-op	X	1.00		1.00
Total									3,746.43	700.50	4,446.93

Wellington Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
169	Rent	29/03/2022		Lloyds Current Accour		Pop-Up Shop	Louise Winborn	X	400.00		400.00
171	Other Payments	31/03/2022		Lloyds Current Accour		TEST TRANSACTION	R HUNT	X			
172	Other Payments	31/03/2022		Lloyds Current Accour		TEST TRANSACTION 2	R HUNT	X			
173	Other Payments	31/03/2022		Lloyds Current Accour		TEST TRANSACTION 3	Miss A Kendall	X			
174	Bank Interest	31/03/2022		Cambridge & Counties		Interest	Cambridge & Counties	X	179.98		179.98
Total									579.98		579.98

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

Administration/Office running

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent				1,265.00	1,605.33	-340.33	-340.33 (-26%)
27	Photocopier		49.30	49.30	950.00	810.15	139.85	189.15 (19%)
28	Electricity		76.80	76.80	1,155.00	970.87	184.13	260.93 (22%)
32	Office Equipment				250.00	296.09	-46.09	-46.09 (-18%)
34	Insurances				2,250.00	4,345.62	-2,095.62	-2,095.62 (-93%)
35	Stationery & Postage				1,150.00	1,202.76	-52.76	-52.76 (-4%)
36	Audit Fees				1,700.00	1,805.00	-105.00	-105.00 (-6%)
37	Office Cleaning & Maintenance				1,821.00	127.22	1,693.78	1,693.78 (93%)
40	Hire of Hall				480.00	1,829.00	-1,349.00	-1,349.00 (-281%)
90	Ground Floor Office (30 Fore St)				2,000.00		2,000.00	2,000.00 (100%)
95	Office Furniture Replacement				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL			126.10	126.10	18,021.00	12,992.04	5,028.96	5,155.06 (28%)

Affiliation Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	SALC				1,910.00	1,778.02	131.98	131.98 (6%)
99	SLCC				300.00	277.00	23.00	23.00 (7%)
100	CCS				100.00		100.00	100.00 (100%)
SUB TOTAL					2,310.00	2,055.02	254.98	254.98 (11%)

Christmas

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Hire of Lights				7,500.00	7,477.33	22.67	22.67 (0%)
115	Lights Install				7,000.00	8,455.50	-1,455.50	-1,455.50 (-20%)
116	Switch on Event		1,336.00	1,336.00	17,500.00	1,785.02	15,714.98	17,050.98 (97%)
123	Stall Deposits		360.00	360.00		360.00	-360.00	(N/A)
SUB TOTAL			1,696.00	1,696.00	32,000.00	18,077.85	13,922.15	15,618.15 (48%)

Codes no longer in use

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

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

9 May 2022 (2021 - 2022)

Community Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Wellington One				11,000.00	22,000.00	-11,000.00	-11,000.00 (-100%)
58	Community Safety				1,000.00		1,000.00	1,000.00 (100%)
59	Promotion of Wellington				5,000.00	527.90	4,472.10	4,472.10 (89%)
60	Community Services & Priorities				10,000.00	6,345.15	3,654.85	3,654.85 (36%)
61	Health & Wellbeing				18,000.00	196.00	17,804.00	17,804.00 (98%)
62	Museum Lease	1,000.00	250.00	-750.00	1,000.00	2,500.00	-1,500.00	-2,250.00 (-112%)
64	Community Warden				17,505.00	16,705.65	799.35	799.35 (4%)
65	Emergency Planning				1,000.00		1,000.00	1,000.00 (100%)
66	Other Payments	1,000.00		-1,000.00	300.00	1,404.00	-1,104.00	-2,104.00 (-161%)
67	Youth Services				26,000.00		26,000.00	26,000.00 (100%)
68	Section 137 Payments				550.00		550.00	550.00 (100%)
SUB TOTAL		2,000.00	250.00	-1,750.00	91,355.00	49,678.70	41,676.30	39,926.30 (42%)

Cost of democracy and electic

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Mayors Allowance				500.00	500.00		(0%)
21	Councillors Allowance				4,200.00	3,920.00	280.00	280.00 (6%)
22	Members Training				500.00	304.27	195.73	195.73 (39%)
23	Members Travelling				600.00	96.30	503.70	503.70 (83%)
24	Hospitality				1,000.00	195.96	804.04	804.04 (80%)
25	Elections				1,000.00	1.00	999.00	999.00 (99%)
89	Deputy Mayor's Allowance				200.00	200.00		(0%)
SUB TOTAL					8,000.00	5,217.53	2,782.47	2,782.47 (34%)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71	C.I.L		172,015.48	172,015.48	38,358.49		38,358.49	210,373.97 (548%)
73	Film Festival				8,000.00		8,000.00	8,000.00 (100%)
75	Railway Station				15,000.00		15,000.00	15,000.00 (100%)
76	Capital Projects				50,000.00	55,000.00	-5,000.00	-5,000.00 (-10%)
77	Playing Pitch Strategy				9,000.00		9,000.00	9,000.00 (100%)
96	Post Office Provision				2,500.00		2,500.00	2,500.00 (100%)
97	Cades Farm Community Hall				7,000.00	2,323.00	4,677.00	4,677.00 (66%)
SUB TOTAL			172,015.48	172,015.48	129,858.49	57,323.00	72,535.49	244,550.97 (188%)

Emergency High Street Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	Emergency High Street Fund		23,500.00	23,500.00		23,649.07	-23,649.07	-149.07 (N/A)
79	Electrical Infrastructure Work							(N/A)

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

9 May 2022 (2021 - 2022)

80	Related Staffing Costs			1,949.73	-1,949.73	-1,949.73 (N/A)
81	Christmas Entertainment 2020			200.00	-200.00	-200.00 (N/A)
82	Street Furniture			1,620.00	-1,620.00	-1,620.00 (N/A)
83	Maps & Signage			1,816.00	-1,816.00	-1,816.00 (N/A)
85	Marketing					(N/A)
86	Notice Boards			2,740.92	-2,740.92	-2,740.92 (N/A)
88	Farmers Market			950.00	-950.00	-950.00 (N/A)
98	Related Fees			944.33	-944.33	-944.33 (N/A)
120	Welly Welcome Weekend 2021	50.00	50.00	7,173.68	-7,173.68	-7,123.68 (N/A)
121	Town Surveys			2,748.00	-2,748.00	-2,748.00 (N/A)
124	Christmas 2021			110.00	-110.00	-110.00 (N/A)
125	Wellington Produce Market			1,127.03	-1,127.03	-1,127.03 (N/A)
SUB TOTAL		23,550.00	23,550.00	45,028.76	-45,028.76	-21,478.76 (N/A)

Environment and Planning

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
47	Grasscutting				3,740.00		3,740.00	3,740.00 (100%)
48	Weedkilling				1,215.00		1,215.00	1,215.00 (100%)
49	Emptying Dog Bins				5,000.00	5,412.00	-412.00	-412.00 (-8%)
50	Provision of Benches & Litter/Do				2,500.00	700.65	1,799.35	1,799.35 (71%)
51	Planning Administration				12,160.00	1,625.00	10,535.00	10,535.00 (86%)
52	Environmental Improvements				20,000.00	3,540.00	16,460.00	16,460.00 (82%)
53	Longforth Road Toilets		9,481.00	9,481.00	20,017.00	14,588.64	5,428.36	14,909.36 (74%)
113	Electricity for Street Light				400.00	530.45	-130.45	-130.45 (-32%)
SUB TOTAL			9,481.00	9,481.00	65,032.00	26,396.74	38,635.26	48,116.26 (73%)

Grants

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
41	Grants				15,000.00	13,644.56	1,355.44	1,355.44 (9%)
43	Coronavirus				10,000.00	3,400.00	6,600.00	6,600.00 (66%)
109	SLA (CA-T)				5,000.00	5,000.00		(0%)
110	SLA (RL)				4,000.00	4,000.00		(0%)
111	SLA (WHERE)				2,000.00	2,500.00	-500.00	-500.00 (-25%)
112	SLA (WCC)				12,000.00	12,000.00		(0%)
SUB TOTAL					48,000.00	40,544.56	7,455.44	7,455.44 (15%)

Grounds Maintenance and Allotments

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
44	Allotments	2,112.00	3,070.00	958.00	1,000.00	264.00	736.00	1,694.00 (54%)
45	Tone Play Area				1,000.00	651.00	349.00	349.00 (34%)
46	Footpaths Maintenance				500.00	214.36	285.64	285.64 (57%)
92	Longforth Allotment				1,500.00		1,500.00	1,500.00 (100%)

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

9 May 2022 (2021 - 2022)

SUB TOTAL	2,112.00	3,070.00	958.00	4,000.00	1,129.36	2,870.64	3,828.64 (62%)
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Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	353,354.00	353,354.00					(0%)
2	Bank Interest	582.00	572.64	-9.36				-9.36 (-1%)
3	Parish Grants	2,275.00	2,275.00					(0%)
5	VAT Refund							(N/A)
6	Rents - Various	1,700.00	1,500.00	-200.00				-200.00 (-11%)
SUB TOTAL		357,911.00	357,701.64	-209.36				-209.36 (-0%)

IT, Website & Internet

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				1,200.00	2,066.06	-866.06	-866.06 (-72%)
30	IT Equipment				1,200.00	1,208.15	-8.15	-8.15 (-0%)
31	IT Support & Email Hosting				4,250.00	4,104.99	145.01	145.01 (3%)
94	IT for New Staff				1,500.00	180.00	1,320.00	1,320.00 (88%)
101	Telephone System				2,140.00	1,019.45	1,120.55	1,120.55 (52%)
102	IT Equipment Upgrades				2,172.50	2,263.99	-91.49	-91.49 (-4%)
103	Security Software				156.00	156.00		(0%)
104	Office 365				1,500.00	1,590.00	-90.00	-90.00 (-6%)
105	Parish Online				450.00	405.00	45.00	45.00 (10%)
106	Zoom				120.00	119.90	0.10	0.10 (0%)
107	Scribe Accounting System				1,500.00	1,500.00		(0%)
108	Sage Payroll & HR				765.00	754.75	10.25	10.25 (1%)
SUB TOTAL					16,953.50	15,368.29	1,585.21	1,585.21 (9%)

Pop Up Shop

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	5,850.00	5,775.00	-75.00	6,000.00	7,181.74	-1,181.74	-1,256.74 (-10%)
118	Overheads		38.74	38.74	3,000.00	3,590.55	-590.55	-551.81 (-18%)
119	Repairs				1,500.00	55.82	1,444.18	1,444.18 (96%)
SUB TOTAL		5,850.00	5,813.74	-36.26	10,500.00	10,828.11	-328.11	-364.37 (-2%)

Professional Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Professional Fees		120.00	120.00	20,000.00	6,406.25	13,593.75	13,713.75 (68%)
SUB TOTAL			120.00	120.00	20,000.00	6,406.25	13,593.75	13,713.75 (68%)

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

9 May 2022 (2021 - 2022)

Staff Costs & Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				110,962.00	120,837.26	-9,875.26	-9,875.26 (-8%)
17	Staff Training				500.00	105.00	395.00	395.00 (79%)
18	Staff Travelling				200.00	17.10	182.90	182.90 (91%)
19	Staff Recruitment		1,500.00	1,500.00	1,500.00		1,500.00	3,000.00 (200%)
87	Home Working Allowances							(N/A)
93	CiLCA Training				1,600.00	570.00	1,030.00	1,030.00 (64%)
SUB TOTAL			1,500.00	1,500.00	114,762.00	121,529.36	-6,767.36	-5,267.36 (-4%)

Town Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
127	Jubilee Stall Deposits		480.00	480.00				480.00 (N/A)
128	Platinum Jubilee					4,060.00	-4,060.00	-4,060.00 (N/A)
SUB TOTAL			480.00	480.00		4,060.00	-4,060.00	-3,580.00 (N/A)

Welcome Back Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
126	Welcome Back Fund		8,624.86	8,624.86		3,363.00	-3,363.00	5,261.86 (N/A)
SUB TOTAL			8,624.86	8,624.86		3,363.00	-3,363.00	5,261.86 (N/A)

Welly Welcome Weekend

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

Summary

NET TOTAL	367,873.00	585,868.82	217,995.82	560,791.99	421,408.57	139,383.42	357,379.24 (38%)
V.A.T.		23,759.85			25,606.57		
GROSS TOTAL		609,628.67			447,015.14		

Wellington Town Council

AGENDA ITEM 15b i

Prepared by: A Kendall - Deputy RFODate: 09/05/2022*Name and Role (Clerk/RFO etc)*

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 09/05/2022		
	Cash in Hand 01/04/2022		768,429.95
	ADD Receipts 01/04/2022 - 09/05/2022		591,330.73
	SUBTRACT Payments 01/04/2022 - 09/05/2022		1,359,760.68
			49,945.62
	Cash in Hand 09/05/2022 (per Cash Book)		1,309,815.06
B	Cash in hand per Bank Statements		
	Petty Cash 09/05/2022	3.29	
	Nationwide 01343556 09/05/2022	200,128.24	
	Cambridge & Counties 15020773 09/05/2022	250,551.56	
	The Cambridge Building Society CI 03/05/2022	200,001.10	
	Lloyds Treasurers PC 87331468 09/05/2022	643.88	
	Lloyds Deposit Account 07788306 09/05/2022	414,406.54	
	Lloyds Current Account 2195145 09/05/2022	275,860.73	
			1,341,595.34
	Less unrepresented payments		31,780.28
			1,309,815.06
	Plus unrepresented receipts		
	Adjusted Bank Balance		1,309,815.06
	A = B Checks out OK		

Wellington Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1	IT Support & Email Hosting	01/04/2022	MTM13677	Lloyds Current Accour	BACS	IT Support & e-mail	MTMIT	S	389.00	77.80	466.80
2	Staff Training	01/04/2022	INV-0691	Lloyds Current Accour	BACS	Staff Training	SALC	X	40.00		40.00
21	Hospitality	04/04/2022		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.00		1.00
3	Stationery & Postage	04/04/2022	8714512	Lloyds Current Accour	BACS	Stationery/Stamps	Viking	S	151.37	4.47	155.84
4	Community Services & Priorit	04/04/2022	26	Lloyds Current Accour	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
6	Welcome Back Fund	06/04/2022		Lloyds Current Accour	BACS	Concrete Base Work - Roly Pol	Abacus Construction Ltd	S	300.00	60.00	360.00
5	Street Furniture	06/04/2022	61092299	Lloyds Current Accour	BACS	Licence Fee	Somerset County Council	X	250.00		250.00
7	Health & Wellbeing	07/04/2022		Lloyds Current Accour	BACS	Battery & Pads for Longforth C	Heartstart Somers	X	190.00		190.00
9	Overheads	08/04/2022		Lloyds Current Accour	Direct Debit	electricity for Pop-Up Shop	EDF Energy	X	25.00		25.00
10	Sage Payroll & HR	08/04/2022		Lloyds Treasurers PC	Card	HR System	Sage HR	S	24.00	4.80	28.80
11	Telephone System	08/04/2022		Lloyds Current Accour	Direct Debit	Telephone System	Taurus Clearer Communicati	S	121.30	24.26	145.56
8	Longforth Road Toilets	08/04/2022		Lloyds Current Accour	BACS	Toilet Electricity Refund	SSE	L	-120.42	-6.02	-126.44
20	Hospitality	11/04/2022		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.00		1.00
14	Platinum Jubilee	12/04/2022	INV-1845	Lloyds Current Accour	BACS	Window Wrap	Somerset Sign & Print Co	S	105.00	21.00	126.00
12	Platinum Jubilee	12/04/2022	FUSE/SWT/WTC	Lloyds Current Accour	BACS	Street Entertainment	Fuse Performance	X	1,900.00		1,900.00
13	Rent	12/04/2022		Lloyds Current Accour	BACS	Pop-Up Shop Rent	H T Perry & Son	X	500.00		500.00
17	Rent	14/04/2022		Lloyds Current Accour	BACS	Pop-Up Shop Refund	Claire Western Art	X	84.57		84.57
15	Telephone & Broadband	14/04/2022		Lloyds Current Accour	Direct Debit	Telephone & Broadband	Chess	S	99.86	19.97	119.83
16	Stationery & Postage	14/04/2022		Lloyds Current Accour	BACS	Stationery	Viking	S	102.73	20.55	123.28
18	Audit Fees	14/04/2022		Lloyds Current Accour	BACS	Audit Fees	IAC Audit and Consultancy Li	S	385.00	77.00	462.00
19	Hospitality	19/04/2022		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.00		1.00
22	Hospitality	19/04/2022		Lloyds Treasurers PC	Card	Squash	Co-op	X	1.25		1.25
24	Platinum Jubilee	20/04/2022		Lloyds Treasurers PC	Card	Trading Permit	Somerset West & Taunton	X	53.00		53.00
25	Platinum Jubilee	20/04/2022		Lloyds Current Accour	BACS	Art Work	Word Gets Around	X	200.00		200.00
26	Allotments	20/04/2022		Lloyds Current Accour	BACS	Tree Works	Greenways Ground Maintena	X	815.65		815.65
23	Sage Payroll & HR	20/04/2022		Lloyds Current Accour	Direct Debit	Payroll System	Sage	S	42.50	8.50	51.00
28	Lights Install	21/04/2022		Lloyds Current Accour	BACS	Christmas Lights Call Out	WGS Power & Lighting	S	425.00	85.00	510.00
29	Salaries	21/04/2022		Lloyds Current Accour	BACS	Net Salaries	Various	X	6,727.35		6,727.35
30	Salaries	21/04/2022		Lloyds Current Accour	BACS	Superann - Apr	Somerset County Council	X	3,224.96		3,224.96
31	Salaries	21/04/2022		Lloyds Current Accour	BACS	Deductions - April	HMRC	X	2,562.26		2,562.26
32	Repairs	21/04/2022		Lloyds Treasurers PC	Card	Air Freshener	Co-op	X	3.50		3.50
27	Platinum Jubilee	21/04/2022		Lloyds Current Accour	BACS	Summer Entertainment Progra	Carly Press	Z	125.00		125.00
33	Wellington Produce Market	22/04/2022		Lloyds Current Accour	BACS	Produce Market Road Closure	Bridgwater Guy Fawkes Carn	S	475.00	95.00	570.00
34	Platinum Jubilee	03/05/2022		Lloyds Current Accour	BACS	Tree Planting (Westford &Hoyl	Create Landscaping Ltd	S	115.33	23.07	138.40
35	Street Furniture	03/05/2022		Lloyds Current Accour	BACS	Remove, Refurb and Refill Plar	Create Landscaping Ltd	S			
37	Notice Boards	03/05/2022		Lloyds Current Accour	BACS	Map for Co-Op Notice Board	Somerset Sign & Print Co	S			

AGENDA ITEM 15b ii

Wellington Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
38	Emergency High Street Fund	03/05/2022		Lloyds Current Accour		Emergency High Street Fund	Somerset Sign & Print Co	S	258.95	51.79	310.74
39	Emergency High Street Fund	03/05/2022		Lloyds Current Accour	BACS	Emergency High Street Fund	Create Landscaping Ltd	S	20,655.40	4,131.08	24,786.48
41	Platinum Jubilee	03/05/2022		Lloyds Current Accour	BACS	Free Parking Charge (4th June	Somerset West & Taunton	S	931.00	186.20	1,117.20
43	Longforth Road Toilets	03/05/2022		Lloyds Current Accour	BACS	Toilet Cleaning	Idverde - Staverton Works	S	1,460.55	292.11	1,752.66
44	Provision of Benches & Litter	03/05/2022		Lloyds Current Accour	BACS	Basin Bench	Glasdon	S	546.99	109.40	656.39
45	Office Cleaning & Maintenance	03/05/2022		Lloyds Current Accour	BACS	Office Cleaning	AIS Cleaners	S	160.00	32.00	192.00
36	Platinum Jubilee	03/05/2022		Lloyds Current Accour	BACS	Jubilee Mural Deposit	Aerosol Artwork	X	300.00		300.00
40	Rent	03/05/2022		Lloyds Current Accour	BACS	Pop-Up Shop Rent	H T Perry & Son	X	500.00		500.00
42	Overheads	03/05/2022		Lloyds Current Accour	Direct Debit	electricity for Pop-Up Shop	EDF Energy	X	25.00		25.00
46	Hospitality	04/05/2022		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.10		1.10
47	Office Cleaning & Maintenance	04/05/2022		Lloyds Treasurers PC	Card	Light Bulbs	H T Perry & Son	S	13.30	2.66	15.96
48	Sage Payroll & HR	09/05/2022		Lloyds Treasurers PC	Card	HR System	Sage HR	S	24.00	4.80	28.80
49	Community Services & Priorit	09/05/2022		Lloyds Current Accour	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
51	Platinum Jubilee	09/05/2022		Lloyds Current Accour	BACS	Advert - Jubilee - Welly Weekl	Tindle Newspapers	S	206.40	41.28	247.68
50	Staff Training	09/05/2022		Lloyds Current Accour	BACS	Staff Training	SALC	X	30.00		30.00
Total									44,554.74	5,390.88	49,945.62

Wellington Town Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	Emergency High Street Fund	06/04/2022		Lloyds Current Accour		Emergency High Street Fund	Somerset West & Taunton	X	25,000.00		25,000.00
2	Jubilee Stall Deposits	07/04/2022		Lloyds Current Accour		Stall Fee	Ford Nursery	X	36.00		36.00
3	Bank Interest	08/04/2022		Nationwide 01343556		Interest	Nationwide	X	54.25		54.25
4	Rent	08/04/2022		Lloyds Current Accour		Pop-Up Shop	Claire Western Art	X	150.00		150.00
5	Jubilee Stall Deposits	08/04/2022		Lloyds Current Accour		Stall Fee	Mary's Attic	X	30.00		30.00
6	Rent	08/04/2022		Lloyds Current Accour		Pop-Up Shop	Crafting Friends	X	250.00		250.00
7	Jubilee Stall Deposits	12/04/2022		Lloyds Current Accour		Stall Fee	Dogs For Good	X	30.00		30.00
8	C.I.L	14/04/2022		Lloyds Deposit Accour		Bagley Road C.I.L (43/20/005	Somerset West & Taunton	X	357,877.17		357,877.17
9	Precept	19/04/2022		Lloyds Current Accour		Precept	Somerset West & Taunton	X	206,838.50		206,838.50
10	Jubilee Stall Deposits	19/04/2022		Lloyds Current Accour		Stall Fee	Tracey's Wooden Signs	X	30.00		30.00
11	Jubilee Stall Deposits	19/04/2022		Lloyds Current Accour		Stall Fee x2	John Walker	X	60.00		60.00
12	Jubilee Stall Deposits	19/04/2022		Lloyds Current Accour		Stall Fee x2	Kay Castleman	X	66.00		66.00
13	Jubilee Stall Deposits	20/04/2022		Lloyds Current Accour		Stall Fee	Merrydays Crafts & Collectab	X	30.00		30.00
14	Jubilee Stall Deposits	20/04/2022		Lloyds Current Accour		Stall Fee	Patisserie Camille	X	30.00		30.00
15	Bank Interest	20/04/2022		Lloyds Deposit Accour		Interest	Lloyds Bank	X	0.51		0.51
16	Platinum Jubilee	03/05/2022		Lloyds Current Accour		Stall Fee	Wellington Basins Volunteer	X	30.00		30.00
17	Jubilee Stall Deposits	03/05/2022		Lloyds Current Accour		Stall Fee	Beauty Glow Makeup	X	30.00		30.00
18	Platinum Jubilee	03/05/2022		Lloyds Current Accour		Stall Fee	Prettybaby93	X	30.00		30.00
19	Jubilee Stall Deposits	03/05/2022		Lloyds Current Accour		Stall Fee x2	Wellington Majorettes	X	60.00		60.00
20	Jubilee Stall Deposits	03/05/2022		Lloyds Current Accour		Stall Fee	Royal British Legion	X	30.00		30.00
21	Jubilee Stall Deposits	03/05/2022		Lloyds Current Accour		Stall Fee	Avtar Indian Dance CIC	X	30.00		30.00
22	Jubilee Stall Deposits	03/05/2022		Lloyds Current Accour		Stall Fee	Rotary Club	X	30.00		30.00
23	Bank Interest	03/05/2022		Cambridge & Counties		Interest	Cambridge & Counties	X	174.31		174.31
24	Rent	04/05/2022		Lloyds Treasurers PC i		Pop-Up Shop	Rotary Club of Wellington Di	X	100.00		100.00
25	Platinum Jubilee	05/05/2022		Lloyds Current Accour		Stall Fee	Wellington Petanque Club	X	30.00		30.00
26	Bank Interest	09/05/2022		Nationwide 01343556		Interest	Nationwide	X	73.99		73.99
27	Jubilee Stall Deposits	09/05/2022		Lloyds Current Accour		Stall Fee	Wood Works	X	30.00		30.00
28	Rent	09/05/2022		Lloyds Current Accour		Pop-Up Shop	10 Radio	X	100.00		100.00
29	Rent	09/05/2022		Lloyds Current Accour		Pop-Up Shop	Wellington & District Camera	X	100.00		100.00
Total									591,330.73		591,330.73

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

AGENDA ITEM 15b iv

Administration/Office running

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00		-250.00	4,000.00		4,000.00	3,750.00 (88%)
27	Photocopier				1,000.00		1,000.00	1,000.00 (100%)
28	Electricity				2,000.00		2,000.00	2,000.00 (100%)
32	Office Equipment				250.00		250.00	250.00 (100%)
34	Insurances				2,750.00		2,750.00	2,750.00 (100%)
35	Stationery & Postage				1,250.00	254.10	995.90	995.90 (79%)
36	Audit Fees				1,800.00	385.00	1,415.00	1,415.00 (78%)
37	Office Cleaning & Maintenance				2,500.00	173.30	2,326.70	2,326.70 (93%)
40	Hire of Hall				1,740.00		1,740.00	1,740.00 (100%)
95	Office Furniture Replacement							(N/A)
SUB TOTAL		250.00		-250.00	17,290.00	812.40	16,477.60	16,227.60 (92%)

Affiliation Fees

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

Christmas

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Hire of Lights				7,500.00		7,500.00	7,500.00 (100%)
115	Lights Install				8,000.00	425.00	7,575.00	7,575.00 (94%)
116	Switch on Event				10,000.00		10,000.00	10,000.00 (100%)
123	Stall Deposits							(N/A)
136	Electricity				200.00		200.00	200.00 (100%)
137	Additional Lights & Install				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL					30,700.00	425.00	30,275.00	30,275.00 (98%)

Community Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Wellington One				11,000.00		11,000.00	11,000.00 (100%)
58	Community Safety				1,000.00		1,000.00	1,000.00 (100%)
59	Promotion of Wellington				5,000.00		5,000.00	5,000.00 (100%)
60	Community Services & Priorities				5,000.00	120.84	4,879.16	4,879.16 (97%)
61	Health & Wellbeing				30,000.00	190.00	29,810.00	29,810.00 (99%)
62	Museum Lease							(N/A)
64	Community Warden				17,505.00		17,505.00	17,505.00 (100%)
65	Emergency Planning				1,000.00		1,000.00	1,000.00 (100%)

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

9 May 2022 (2022 - 2023)

66 Other Payments		300.00		300.00	300.00 (100%)
67 Youth Services					(N/A)
SUB TOTAL		70,805.00	310.84	70,494.16	70,494.16 (99%)

Cost of democracy and electic

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
20	Mayors Allowance				500.00		500.00	500.00 (100%)
21	Councillors Allowance				4,200.00		4,200.00	4,200.00 (100%)
22	Members Training				500.00		500.00	500.00 (100%)
23	Members Travelling				600.00		600.00	600.00 (100%)
24	Hospitality				1,000.00	5.35	994.65	994.65 (99%)
25	Elections				1,000.00		1,000.00	1,000.00 (100%)
89	Deputy Mayor's Allowance				200.00		200.00	200.00 (100%)
SUB TOTAL					8,000.00	5.35	7,994.65	7,994.65 (99%)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
71	C.I.L		357,877.17	357,877.17	38,358.49		38,358.49	396,235.66 (1032%)
73	Film Festival				8,000.00		8,000.00	8,000.00 (100%)
75	Railway Station				15,000.00		15,000.00	15,000.00 (100%)
76	Capital Projects				50,000.00		50,000.00	50,000.00 (100%)
77	Playing Pitch Strategy				9,000.00		9,000.00	9,000.00 (100%)
96	Post Office Provision				2,500.00		2,500.00	2,500.00 (100%)
97	Cades Farm Community Hall				7,000.00		7,000.00	7,000.00 (100%)
SUB TOTAL			357,877.17	357,877.17	129,858.49		129,858.49	487,735.66 (375%)

Emergency High Street Fund

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
78	Emergency High Street Fund		25,000.00	25,000.00		20,914.35	-20,914.35	4,085.65 (N/A)
79	Electrical Infrastructure Work							(N/A)
80	Related Staffing Costs							(N/A)
81	Christmas Entertainment 2020							(N/A)
82	Street Furniture					250.00	-250.00	-250.00 (N/A)
83	Maps & Signage							(N/A)
85	Marketing							(N/A)
86	Notice Boards							(N/A)
88	Farmers Market							(N/A)
98	Related Fees							(N/A)
120	Welly Welcome Weekend 2021							(N/A)
121	Town Surveys							(N/A)
124	Christmas 2021							(N/A)
125	Wellington Produce Market					475.00	-475.00	-475.00 (N/A)

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

9 May 2022 (2022 - 2023)

SUB TOTAL	25,000.00	25,000.00	21,639.35	-21,639.35	3,360.65 (N/A)
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Environment and Planning

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Grasscutting				3,740.00		3,740.00	3,740.00 (100%)
48	Weedkilling				1,215.00		1,215.00	1,215.00 (100%)
49	Emptying Dog Bins				8,112.00		8,112.00	8,112.00 (100%)
50	Provision of Benches & Litter/Do				2,500.00	546.99	1,953.01	1,953.01 (78%)
51	Planning Administration				2,160.00		2,160.00	2,160.00 (100%)
52	Environmental Improvements				20,000.00		20,000.00	20,000.00 (100%)
113	Electricity for Street Light				450.00		450.00	450.00 (100%)
129	Additional Street Lighting				1,500.00		1,500.00	1,500.00 (100%)
130	Land at Westford				5,000.00		5,000.00	5,000.00 (100%)
131	Green Corridor				20,000.00		20,000.00	20,000.00 (100%)
SUB TOTAL					64,677.00	546.99	64,130.01	64,130.01 (99%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00		15,000.00	15,000.00 (100%)
SUB TOTAL					15,000.00		15,000.00	15,000.00 (100%)

Grounds Maintenance and Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Allotments	2,470.00		-2,470.00	2,000.00	815.65	1,184.35	-1,285.65 (-28%)
45	Tone Play Area				1,000.00		1,000.00	1,000.00 (100%)
46	Footpaths Maintenance				500.00		500.00	500.00 (100%)
92	Longforth Allotment				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL		2,470.00		-2,470.00	13,500.00	815.65	12,684.35	10,214.35 (63%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept		206,838.50	206,838.50				206,838.50 (N/A)
2	Bank Interest	2,000.00	303.06	-1,696.94				-1,696.94 (-84%)
3	Parish Grants	2,275.00		-2,275.00				-2,275.00 (-100%)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00		-1,000.00				-1,000.00 (-100%)
SUB TOTAL		5,275.00	207,141.56	201,866.56				201,866.56 (3826%)

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

9 May 2022 (2022 - 2023)

IT, Website & Internet

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				2,690.00	99.86	2,590.14	2,590.14 (96%)
30	IT Equipment				1,200.00		1,200.00	1,200.00 (100%)
31	IT Support & Email Hosting				4,250.00	389.00	3,861.00	3,861.00 (90%)
94	IT for New Staff				1,500.00		1,500.00	1,500.00 (100%)
101	Telephone System				2,000.00	121.30	1,878.70	1,878.70 (93%)
103	Security Software				195.00		195.00	195.00 (100%)
104	Office 365				1,760.00		1,760.00	1,760.00 (100%)
105	Parish Online				450.00		450.00	450.00 (100%)
106	Zoom				120.00		120.00	120.00 (100%)
107	Scribe Accounting System				1,500.00		1,500.00	1,500.00 (100%)
108	Sage Payroll & HR				870.00	90.50	779.50	779.50 (89%)
132	Councillor Tablets				2,500.00		2,500.00	2,500.00 (100%)
SUB TOTAL					19,035.00	700.66	18,334.34	18,334.34 (96%)

Pop Up Shop

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	5,850.00	700.00	-5,150.00	6,000.00	1,084.57	4,915.43	-234.57 (-1%)
118	Overheads				3,000.00	50.00	2,950.00	2,950.00 (98%)
119	Repairs				1,500.00	3.50	1,496.50	1,496.50 (99%)
SUB TOTAL		5,850.00	700.00	-5,150.00	10,500.00	1,138.07	9,361.93	4,211.93 (25%)

Professional Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Professional Fees				20,000.00		20,000.00	20,000.00 (100%)
SUB TOTAL					20,000.00		20,000.00	20,000.00 (100%)

Staff Costs & Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				179,096.00	12,514.57	166,581.43	166,581.43 (93%)
17	Staff Training				500.00	70.00	430.00	430.00 (86%)
18	Staff Travelling				200.00		200.00	200.00 (100%)
19	Staff Recruitment				1,500.00		1,500.00	1,500.00 (100%)
87	Home Working Allowances				600.00		600.00	600.00 (100%)
SUB TOTAL					181,896.00	12,584.57	169,311.43	169,311.43 (93%)

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

9 May 2022 (2022 - 2023)

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Town Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				20,017.00	1,340.13	18,676.87	18,676.87 (93%)
127	Jubilee Stall Deposits		522.00	522.00				522.00 (N/A)
128	Platinum Jubilee		90.00	90.00	25,000.00	3,935.73	21,064.27	21,154.27 (84%)
133	Longforth Rd Toilet Refurb				10,000.00		10,000.00	10,000.00 (100%)
134	Co-Working Space				30,000.00		30,000.00	30,000.00 (100%)
135	Town Centre Projects				20,000.00		20,000.00	20,000.00 (100%)
SUB TOTAL			612.00	612.00	105,017.00	5,275.86	99,741.14	100,353.14 (95%)

Welcome Back Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
126	Welcome Back Fund					300.00	-300.00	-300.00 (N/A)
SUB TOTAL						300.00	-300.00	-300.00 (N/A)

Summary

NET TOTAL	13,845.00	591,330.73	577,485.73	688,588.49	44,554.74	644,033.75	1,221,519.48 (173%)
V.A.T.					5,390.88		
GROSS TOTAL		591,330.73			49,945.62		

WELLINGTON TOWN COUNCIL 2020/21 ATTENDANCE

Councillor	TOTALS				
	POSSIBLE	PRESENT	APOLOGIES	ABSENT	%
Barr	48	36	1	11	75%
Battishill	26	3	5	18	12%
Booth	33	19	14	0	58%
Bradley	41	3	23	15	7%
Govier	44	41	3	0	93%
Henley	26	6	5	15	23%
Hunt	35	24	6	5	69%
Lithgow	56	54	1	1	96%
Lloyd	60	55	5	0	92%
McGuffie	54	49	4	1	91%
Powell-Brace	35	20	10	5	57%
Pringle-Kosikowsky	50	37	11	2	74%
Smith	19	1	12	6	5%
Stock-Williams	57	56	1	0	98%
Thorne	53	50	3	0	94%

KEY	
Present	1
Apologies	AP
Absent	AB
Not on Committee	N/A

WELLINGTON TOWN COUNCIL

Minutes of an Extraordinary meeting of the Wellington Town Centre Committee held at Town Council Chambers, Fore Street, Wellington TA21 8AQ on Wednesday 28th April 2022 at 5pm.

Present: Councillors: M Lithgow (Chairman), J Lloyd, J. Thorne, V Stock-Williams, Richard Coupe. Sharon Davis. Keith Wheatley

David Farrow – Town Clerk

Annette Kirk – Deputy Town Clerk

576. APOLOGIES

Councillors N Powell-Brace, M McGuffie, S Pringle-Kosikowsky

577. DECLARATIONS OF INTEREST

578. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

None.

579. QUEEN'S PLATINUM JUBILEE CELEBRATIONS

- a) Mural Artwork on Tonedale Pedestrian Bridge – Queen's Platinum Jubilee Theme: **RECOMMENDATION** to approve the quotation from Aerosol Artwork for £3660.00. A deposit of £300 to be paid in advance to start the design process. This will be subject to the approval and requirements required from Somerset County Council and approval of the final artwork.

Other quotations received:

- Cage Graphics, Bristol estimated costs between £5,000/£6,000 without attending site.
- Zasedesign, Bristol - £8,000
- Soprano Design - £8,500

Aerosol Artwork are a local company who had recently completed wall art projects in Taunton.

The wall art theme would be based on events that have happened over the 70 years of the Queen's reign.

Concerns were raised over the quality of the artwork, as a result of the colours fading after twelve months. The Deputy Clerk confirmed Aerosol Artwork, would continue to maintain the mural, if vandalised. The artist would also repaint with a new design if/when required. Any additional work would be charged at an hourly rate.

RESOLVED to accept the quotation from Aerosol Artwork for £3660.00, with a deposit of £300.00 being paid in advance to start the design process. Subject to the approval of the final artwork and meeting requirements from Somerset County Council.

RESOLVED to delegate authority to Councillor M Lithgow, Chairman to approve the artwork design.

RESOLVED that Wellington Town Council would be responsible for the works/project during the application of artwork and for subsequent maintenance of the artwork upon completion of the work.

b) **RECOMMENDATION** to pay for parking charges from the Queen's Platinum Jubilee Budget for free parking on Saturday 4th June 2022 only.

RESOLVED to accept the recommendation to pay for parking charges on the day of the Street Fair, Saturday 4th June 2022 only, from the Queen's Platinum Jubilee Budget.

c) Queens Platinum Jubilee Expenditure to Date – expenditure report circulated to the Committee prior to the meeting.

- Town Clerk confirmed that we will be covering the cost for the Order of Service for the Civic Service on Sunday 5th June 2022.
- Town Clerk confirmed that on Thursday 2nd June 2022, the lighting of the Beacon. We would be having a light display of red, white, and blue. cost to be confirmed by Steve Hawker. RC asked had we confirmed with the Bagpiper that he was still needed. The Town Clerk to contact the Bagpiper. Town Clerk to also try and confirm a bugler.
- Deputy Clerk confirmed that we had a lot of interest from local performers, including Street Entertainers for the Street Fair. We had been approached by the local Rock Choir who were interested in doing a 45 min performance – to be confirmed. There will be two performance areas, outside the Old Post Office, High Street and Green Dragon Public House, South Street.

The meeting ended at approx. 5.30pm

.....
Councillor Mark Lithgow
Chairman



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

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

