

**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL
HELD AT United Reformed Church Hall, Fore Street, Wellington TA21 8AG on
Monday 16th May 2022 at 8.00pm pm**

PRESENT: Councillors M Lithgow (Chair), N Powell-Brace, C Booth, K Wheatley, A Govier, C Govier, S Booker, K Canham, M McGuffie, M Barr, J Thorne, W Battishill, J Lloyd.

David Farrow (Town Clerk)

Annette Kirk (Deputy Clerk)

Alice Kendall (Deputy RFO & Assistant Clerk)

Rebecca Hunt (Admin Assistant)

Darren Roberts - Planning Officer - Somerset West & Taunton District Council

19. APOLOGIES

Apologies were received and accepted from Councillors R Henley and Z Barr

20. 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 J Lloyd and A 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.

21. PUBLIC PARTICIPATION

No members of the public were present.

22. APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

- a) **Case Ref: 43/22/0020** Proposal: Replacement of conservatory with the erection of a two-storey extension to the side of 10 Oldway Park, Wellington

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

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

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

- c) **Case Ref: 43/22/0023** Proposal: Erection of a single storey extension to the rear of 182 Barn Meads Road, Wellington

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

23. 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: 43/22/0032/T** Proposal: Application to carry out management works to one Ash tree included in Taunton Deane Borough (Wellington No.2) Tree Preservation Order 2008 at 1 Shute Row, South Street, Wellington (TD1047)

No comments were made as the application had already been determined by the Planning Department.

The Council asked that contact is made to the Planning Department to clarify why we were unable to make comment on this particular application and also to address other concerns i.e. Town Council comments missing off Planning Officer's reports etc.,

- b) **Case Ref: 43/22/0034/LB** Proposal: Conversion of part of building into 5 No. apartments, from office space, at 10B High Street, Wellington.
- c) **Case Ref: 43/22/0030** Proposal: Conversion of part of building into 5 No. apartments, from office space, at 10B High Street, Wellington

RECOMMENDED that both Case Ref: 43/22/0034/LB and Case Ref: 43/22/0030 applications be approved. Comments made:

- The Council welcomed more homes in the town as this will increase the number of residents supporting local businesses.
- The Council wishes to continue to see retail units on the ground floor with residential units above.
- The Council raised concerns that at other buildings in the town, where flats are above retail units, the footpath approach to the flats are looking tired and unkept. Could Planning Officers address this issue, when determining flat applications in the town centre and how these areas are managed.

- d) **Case Ref: 43/22/0037** Proposal: Siting of Portakabin building to be used as a meeting room for a period of 260 weeks at Swallowfield House, Station Road, Wellington (retention of works already undertaken)

RECOMMENDED that this application be approved. Comments made:

- The Council ask that residents living at Riverside are approached and asked if they have any objections with the siting of the Portakabin.

- e) **Case Ref: 44/22/0005** Proposal: Variation of Condition No. 06 (hours of operation) of application 44/19/0017 at Brook Farm, Westford, Wellington

No Comments - the property is outside the Wellington Town Council Boundary

- f) **Case Ref: 43/22/0041is** Proposal: Erection of an office building at The Mount Veterinary Hospital, Taunton Road, Wellington

RECOMMENDED that this application be approved with the condition that this is temporary and restricted to a 2 year time frame.

- g) **Case Ref: 43/21/0065** Proposal: Erection of 4 No. finger posts with a maximum of six arms for each post at locations on Fore Street/South Street, Victoria Street/North Street, Courtlands Road car park and entrance to North Street car park, Wellington

- h) **Case Ref: 43/21/0068/A** Proposal: Display of 4 No. finger posts with a maximum of six arms for each post at locations on Fore Street/South Street, Victoria Street/North Street, Courtlands Road car park and entrance to North Street car park, Wellington

RECOMMENDED that Case Ref: 43/21/0065 and Case Ref: 43/21/0068/A applications be approved.

24. TOWN AND COUNTRY PLANNING ACT 1990 – APPEAL UNDER SECTION 78: For information only

Case ref: 43/19/0106 - LAND AT JURSTON LANE, WELLINGTON TA21 9PQ -

Application for approval of reserved matters following outline application 43/14/0130 for the erection of 190 No. dwellings, formation of pedestrian and cycle routes, public open space and associated works for Phase 3 at Jurston Farm, Wellington

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

Application Number	Proposal	Address	WTC Recommendation	SWT (Somerset West and Taunton) Decision
43/20/0059	Non-material amendment to application 43/20/0059 to amend Condition No. 04 into a compliance format in relation to tree protection	Bagley Road, Rockwell Green, Wellington		Approved

Wellington Town Council Planning Meeting 16th May 2022

	measures on land west of			
43/21/0145	Erection of a single storey extension to the rear of	18 The Paddocks, Wellington	Approval	Approved
43/22/0013/T	Application to fell one Alder tree and to carry out management works to four Oak trees included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 2011 (TD1087) and to fell one Ash tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 1996 (TD674) on land adjacent to	Aspin Close, Mills Drive and Damson Row, Wellington	Approval	Approved
43/22/0026/NMA	Application for a non-material amendment to application 43/18/0097 to Plots 9, 10, 13, 14, 16, 25 and 26 for requirements of a fire escape distance that exceeds the current length of the garden and therefore an 'L' shaped garden needs to be incorporated which will not have any effect on the conservation area	Fore Street, Wellington		Approved

Wellington Town Council Planning Meeting 16th May 2022

	on land to the north of			
43/22/0012	Change of use of amenity land to domestic garden with relocation of boundary wall to include the additional land at	18 Blackdown Meadow, Wellington	Refusal	Approved
43/22/0014/T	Application to carry out management works to one Oak Tree at	15 Mills Drive, Wellington	Approval	Approved
43/21/0071/LB	Various internal alterations to the first and second floor at	3 Fore Street, Wellington		Withdrawn
43/22/0004	Erection of a conservatory to the side of	72 Richards Close, Wellington	Approved	Approved
43/21/0070	Conversion of 2 no. flats on the first and second floor of	3 Fore Street, Wellington		Withdrawn
43/20/0086	Erection of a Class E(a) food store with associated parking, landscaping, and access works on	Land northwest of Nynehead Road/Taunton Road/Torres Vedras Drive Roundabout, Wellington	Refusal	Approved

The meeting ended at 8.40pm

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Councillor Mark Lithgow
Mayor



REPORT OF THE CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE COUNCIL 6 JUNE 2022

1. Introduction

Since the April meeting a significant amount of time has been spent preparing for and then taking the necessary actions to ensure that the new Town Council was in place for the 16 May Annual meeting along with ensuring that preparations were in hand for the celebration of the Queen's Platinum Jubilee on the 2 – 5 June 2022.

Following the elections I am pleased to be able to welcome five new councillors to the Council; Zoe Barr, Samuel Booker, Kieran Canham, Catherine Govier and Keith Wheatley and look forward to working with them, and the returning councillors, over the next five years which promise to be very exciting.

I would also like to pay tribute to those councillors who were not successful in gaining re-election, Vivienne Stock-Williams, James Hunt and Sean Pringle Kosikowsky, and thank them for their efforts on behalf of the town during their time on the council which in the case of Vivienne Stock-Williams and James Hunt were for 19 and 15 years respectively.

2. Activities Since the April Meeting

- The bus shelter at Longforth Road has been improved following concerns we raised in relation to the installation.
- Council Offices are in the process of having external redecoration carried out.
- Councillors from Wellington Town Council and surrounding parishes and town councils attended a briefing by the Unitary Implementation Team on Local Community Networks and asset devolution.
- The new bench and planter have been installed on the corner of Fore Street and South Street.
- A picnic table has been installed on Rolly Polly Green.
- Three benches have been replaced in Monmouth gardens.
- A bench was installed at Brooklands Road, Rockwell Green but the fixings were not secure so it had to be removed – it was reinstalled on Monday 30th May 2022.
- Two new benches installed on Monday 30th May 2022 in front of the United Reformed Church.
- Refurbished planters have been reinstalled in the High Street.
- Citizens Advice have started using their offices again on an appointment only basis.
- The Museum has reopened initially for three mornings a week.
- The 17 June 2023 has been identified as a provisional date for the event to grant The Rifles the Freedom of Wellington. There is still much work to be done before the date can be confirmed.
- Tender process for Tonedale Play Area completed – 10 bids received.

3. Council Work Plan

Future Clerks reports will be used to highlight progress, or not, against the Council Work Plan. A Draft revised plan will be presented to the Policy and Resources Committee meeting on the 15 June and once agreed, this will form the basis of this report. If there are any specific matters that Councillors would like to see covered in this report then please let me know.

11. Monthly Bank Reconciliation

Attached as appendix A.

12. Meetings/Events in June

2-5 June	Platinum Jubilee Celebrations
2 June	Beacon Lighting Event at Hilly Head – 9.30pm
4 June	Mayor opening Jubilee Street Fair 10.00am
5 June	Mayor and Councillors invited to Service of Thanksgiving at St Johns Church 10.00am
9 June	Allotments Committee 6.00pm United Reform Church (URC) Hall
14 June	Environment and Open Spaces Committee to consider Tonedale Play Area bids – 2.30pm URC Hall
15 June –	Policy and Resources Committee – 6.30pm URC Hall
22 June –	Town Clerk attending Local Government Review Town and Parish Clerks Working Group 10.30pm - Zoom
	Wellington One Team Meeting 12.30pm – Zoom
	SALC Code of Conduct Training 6.00 pm - Zoom

Dave Farrow
Town Clerk
27 May 2022

Annual Internal Audit Report 2021/22

Wellington Town Council

<https://www.wellingtontowncouncil.co.uk/> (TABLE WEBSITE/WEBPAGE ADDRESS)

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

17/05/2021

14/10/2021

Kevin Rose ACMA - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

08/04/2022

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Year End Internal Audit Observations

D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	The Council has established Reserves (or some other suitable measure) to monitor the usage of CIL Receipts	<i>The Council has accumulated significant reserves which include amounts received as CIL funding. At present the Council does not a a formal process in place to specifically review its reserves and the planned use of these reserves.</i>	The Council to establish a formal method for the recording of CIL income and expenditure and monitoring any balance outstanding. This should be included in an annual review of Reserves as part of the budget setting process.	Medium	Review of reserves (earmarked and general) to be carried out by Finance Committee. Details of committed spending agreed for CIL funding will be included.

G Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Salaries and wages payable to staff have been appropriately approved and confirmed in writing.	<i>It is not currently practice for annual increments to be confirmed in writing.</i>	The Council should put in place arrangements for the formal written confirmation of the award of annual increments.	High	Rectified for 22-23 year
2	Members Allowances have been set in accordance with Members Allowances Regulations 2003.	<i>Members Allowances have not been set in accordance with Members Allowances Regulations 2003.</i>	The Council to review the requirements of the Members Allowances Regulations and ensure that it sets its allowances in accordance with the Regulations.	High	Allowances to be reviewed by new Council
3	The Members allowances have been paid ONLY to elected members (Regulations 24 (3)).	<i>The Members allowances have been paid to unelected/co opted members.</i>	The Council to note that Members Allowances may only be paid to elected Members. The Council will need to take action, if possible, to recover any amounts paid in error.	High	To be presented to Council to decide whether or not to reclaim

4	The Council has in a place a process for the review and approval of overtime or Time In Lieu	<i>The Council does not have in a place a process for the review and approval of overtime or Time In Lieu.</i>	The Council to put in place a process for the formal review and approval of overtime. This should include a specific arrangement to confirm, in writing, whether overtime is to be paid or taken as time in lieu.	High	This will be taken to the Policy & Resources Committee for review and to draw up a policy/process document.
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WELLINGTON TOWN COUNCIL

INCOME AND EXPENDITURE ACCOUNT 2021 - 2022

SUMMARY OF FUNDS AS AT 31 MARCH 2022

INTRODUCTION

This report relates to the Council's financial accounts for the year ended 31 March 2022 and includes various explanatory notes.

The Council's accounts are prepared under Regulations 7 and 9 of the Audit and Accounts Regulations 2011.

The accounts are published subject to audit by the accountancy firm of PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD. The audit is expected to be completed by the end of August.

These accounts are expected to be approved by resolution of the Town Council at the Full Council meeting to be held on 6 June 2022.

Statements and figures prepared by
Alice Kendall
Deputy RFO

Reviewed and authorised by
David Farrow
Town Clerk and Responsible Financial Officer

Wellington Town Council,
28 Fore Street,
Wellington,
Somerset TA21 8AQ

Notes to the Income and Expenditure Account for the year ended 31 March 2022

1. Basis of Preparation

The Council's accounts are prepared using the Income and Expenditure format which takes the year-end position then adjustments are recorded annually so that income and costs include any amounts owed to or by the Council (known as Debtors and Creditors). The final (adjusted) accounting statements therefore reflect the financial situation if all sums payable and receivable for the financial year had been processed at year end. These figures are exclusive of VAT as the Council reclaims any VAT paid. Figures provided are rounded to whole numbers as required by the External Auditor.

2. Fixed Assets

The Council undertook a large-scale review of its assets in September 2021 which was reviewed again in March 2022. Below is a summary of the totals for each category. A detailed copy of the register can be found on the Council's website.

Outdoor Property / Street Furniture	£20,544
Buildings	£10,002
Land	£55,001
Play	£28,501
Regalia	£3
Office Equipment & Furniture	£8,417
	£122,468

This figure is reported in box 9 of the AGAR¹.

3. Section 137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) grants local councils power to spend up to a maximum of an annual allowance per head of electorate on the register as of 1st April. Known as the 'power of last resort' S137 expenditure is permitted only where no other legal power exists. Proposed expenditure must be balanced against the benefits, which must be solely for parish residents, and agreement to fund costs via S137 must be by formal resolution. Expenditure must be expressly reported. The need to report this expenditure is superseded by the General Power of Competence, which the Council currently holds.

4. Overall Financial Reserves

The Council has an overall cash balance of £768,430 as of 31 March 2022. This operational reserve was considered when setting the 2022-23 budget, and subsequently the Precept. Given the level of reserve and the proposed spending for the forthcoming year, a decision was taken to issue a Precept that resulted in a 15% change on Council Tax demands. This was calculated using the Band D equivalent from the Tax Base Table provided by Somerset West & Taunton Council. The Precept does not cover all the proposed spending for the year which will result in a drawdown from general reserves.

Bank reconciliation as at 31 March 2022 is reported at Appendix A.

The unpresented payments are reported at Appendix B.

¹ Annual Governance and Accountability Return

5. Leases

The Town Council has a rolling lease with Somerset West and Taunton Council to occupy two rooms at 28 Fore Street Wellington at a yearly rent of £1,000. The Town Council sub-lets these two rooms to Wellington Museum and Local History Society.

An additional room at the Council offices is now also leased by the Council with an annual rent of £1,260. The lease term is 3 years from 4 December 2019.

The lease for the premises at 31 Fore Street, which is the Council's Pop-Up Shop, was renewed in October 2021 for 5 years with a break clause at 2 years. The annual rent is £6,000.

6. Income and Expenditure summary

Income

As of 31 March 2022, total income for the year (adjusted for debtors) amounted to £585,418, made up as follows:-

2021-22 Precept received	£353,354	AGAR Box 2
Income generated by Council activities and services	£232,064	AGAR Box 3
TOTAL INCOME	£585,418	

Expenditure

Expenditure for the 2021-22 financial year (adjusted for creditors) totalled £397,409. Staffing costs are split out on the AGAR form, and overall costs were made up as follows:-

Staffing Costs	£122,787	AGAR Box 4
All Other Payments	£274,722	AGAR Box 6
TOTAL EXPENDITURE	£397,409	

The Income and Expenditure account is attached as Appendix C.

7. Adjustments

Although the financial year ended on 31 March 2022, there were some payments due for services or activities within the 2021-22 financial year which were unpaid at the year end. Likewise, there was income generated during the year which was received after the year end. There were also a number of payments received in advance for activities relating to the 2022-23 year. These transactions are detailed in Appendix D as the Reconciliation Between Box 7 and 8 of the AGAR. Appendix E details the breakdown of these adjustments.

The yearend summary of expenditure against the budget net of these adjustments is attached at Appendix F.

8. Petty Cash

Following a review, petty cash is no longer used in the office. The Clerk, Deputy Clerk and Deputy RFO have debit cards for purchases where required. These are linked to a specific account which holds a balance of £500.

9. Risk Assessment and Management 2021-22

A new risk management scheme was introduced in May 2020, its principles were followed throughout the year. The scheme document is re-presented to Council each year along with this report and year-end financial statements.

10. Explanation of variances

When comparing the previous and current year figures of Boxes 2-6 of the AGAR accounting statements, variances of 15% (+ or -) must be given an explanation. See below;

	Year Ending		Variance £	Variance %	Explanation Required?
	31 March 2021 £	31 March 2022 £			
1. Balances brought forward	355,564	591,830			No
2. (+) Precept or Rates and Levies	352,939	353,354	415	0	No
3. (+) Total other receipts	109,236	232,064	122,828	112	Yes
4. (-) Staff costs	99,680	122,787	23,107	23	Yes
5. (-) Loan interest/capital repayments	NIL	NIL	NIL	NIL	No
6. (-) All other payments	126,228	274,722	148,494	118	Yes
7. (=) Balances carried forward	591,830	779,739	187,909	32	No
8. Total value of cash and short term investments	605,816	768,430	205,697	27	No
9. Total fixed assets plus long term investments and assets	51,440	122,468	71,028	138	No
10. Total borrowings	NIL	NIL	NIL	NIL	No

It should be noted that the External Auditor requires explanations within a reasonable tolerance of the variance figure (£). Anything too detailed or not detailed enough results in queries being raised which can result in fees being issued.

Box 3 Total Other receipts

Date	Description	Amount
October 2021	Community Infrastructure Levy Payment	£123,256.24

Box 4 Staff Costs

Date	Description	Amount
July 21 – March 22	Additional staff member	£14,049
April 21 – March 22	General staff Overtime	£3,625
March 22	Backpay for 21-22 Pay Award	£1,297
Dec 21 & March 22	Two staff increase in weekly hours	£1,404
April 21 – March 22	Related NI and Pension contributions to overtime, increase in hours and backpay	£1,525
April 21 – March 22	Extra work for Emergency High Street Fund (inc. NI and pension contributions)	£1,949
	Total	£23,849

Box 6 All other payments

It should be noted that box 6 for the previous (20-21) year was diminished due to many projects not taking place due to the Coronavirus pandemic. In this report last year, explanations had to be given as to why there was a negative variance of 32%. As restrictions gradually lifted, the Council, and other organisations returned to their normal projects and expenditure levels did the same.

Costs below that are marked as compared to previous year, are the additional spend figures (i.e. this year minus last year) not the total spend.

Description	Amount
Emergency High Street Fund	£45,029
Costs relating to Welcome Back Fund	£3,363
Additional Service Level Agreements (compared to previous year)	£6,500
Additional Grants (compared to previous year)	£7,955
Purchase of Land	£55,000
Associated fees for land purchase	£5,008
New telephone system, IT upgrades	£4,873
Community Services & Priorities (compared to previous year)	£5,895
Community Warden increased hours	£8,124
Total additional spend against Environment and Planning	£6,855
Total	£148,602

4 April 2022 (2021 - 2022)

Wellington Town Council


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

Date: 04/04/2022

Approved 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
Uncashed payments\transfers out (All banks)
(Upto 31/03/2022)

Voucher	Date	Cheque No.	Description	Total	Bank
371	10/12/2021	BACS	Pop-Up Shop Refund	47.43	Lloyds Current Account 2
474	23/02/2022	Direct Debit	Data Protection Registration	35.00	Lloyds Current Account 2
522	22/03/2022	BACS	Deductions - March	3,087.91	Lloyds Current Account 2
524	22/03/2022	BACS	Superann - March	1,806.61	Lloyds Current Account 2
528	30/03/2022	BACS	Emergency High Street Fund	576.00	Lloyds Current Account 2
529	30/03/2022	BACS	Cycle Racks Installation	936.00	Lloyds Current Account 2
530	30/03/2022	BACS	Street Furniture Install	819.00	Lloyds Current Account 2
531	31/03/2022	BACS	Hire of Hall	150.00	Lloyds Current Account 2
532	31/03/2022		Pop-Up Shop Refund	92.93	Lloyds Current Account 2
533	31/03/2022	BACS	Emptying Dog Bins	1,872.00	Lloyds Current Account 2
Total-----				9,422.88	

Wellington Town Council
Income & Expenditure Account
01/04/2021 to 31/03/2022

(Last) Year Ended
31 Mar 2021

(Current) Year Ended
31 Mar 2022

Income

Grounds Maintenance and Allotment	3,070.00
Administration/Office running costs	126.10
Income	358,230.89
Welly Welcome Weekend	1,440.00
Pop Up Shop	5,313.74
Christmas	1,696.00
Emergency High Street Fund	23,550.00
Earmarked Reserves	172,015.48
Community Services	250.00
Professional Services	120.00
Staff Costs & Expenses	1,500.00
Welcome Back Fund	8,624.86
Environment and Planning	9,481.00
Town Centre	

£585,418.07

Expense

Staff Costs & Expenses	121,569.36
Emergency High Street Fund	45,028.76
Earmarked Reserves	57,323.00
Community Services	38,489.12
Environment and Planning	25,470.64
Grounds Maintenance and Allotment	1,129.36
Grants	37,544.56
Administration/Office running costs	9,775.09
Cost of democracy and elections	5,067.53
Welly Welcome Weekend	1,410.00
Welcome Back Fund	3,363.00
Pop Up Shop	9,331.11
Christmas	18,077.85
IT, Website & Internet	15,468.15
Affiliation Fees	2,055.02
Professional Services	6,406.25
Town Centre	

£397,508.80

General Fund

355,563.75	Balance at 01 Apr 2021	591,830.48
<u>462,174.51</u>	ADD Total Income	<u>585,418.07</u>
817,738.26		1,177,248.55
<u>225,907.78</u>	DEDUCT Total Expenditure	<u>397,508.80</u>
591,830.48		779,739.75
	DEDUCT Reserves Balance	<u>251,035.60</u>
<u>£591,830.48</u>	Balance at 31 Mar 2022	<u>£528,704.15</u>

Reserves:

Earmarked Reserve Balance £251035.60

Wellington Town Council
Reconciliation between Box 7 and Box 8

31/03/2022

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		779,739.75
Debtors	54.25	
Prepayments	8,531.17	
Stocks and Stores		
VAT Recoverable	3,904.66	
TOTAL DEDUCTIONS		12,490.08
Creditors	200.28	
Receipts in Advance	980.00	
Doubtful Debts		
TOTAL ADDITIONS		1,180.28
Box 8 - Total cash and short term investments		768,429.95

Wellington Town Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2022

Creditors - Increase Expenditure

Training held on 11th March
 Phone & Broadband March '22
 March Wargrave Flowers

Code

Staff Training	40.00
Telephone & Broadband	99.86
Community Services & Priorit	60.42
	£200.28

Prepayments - Decrease Expenditure

Q1 22/23
 Insurance 22/23
 Q1 22/23
 Rates 22/23
 Coins paid in advance

Code

Office Rent	315.00
Insurances	2,409.17
Museum Lease	250.00
Overheads	1,497.00
Platinum Jubilee	4,060.00
	£8,531.17

Debtors - Increase Income

Jan - March

Code

Bank Interest	54.25
	£54.25

Receipts in Advance - Decrease Income

Booking April 2022
 Jubilee Stall Deposits (net) June 2022
 Booking April 2022 Claire Western

Code

Rent	400.00
Jubilee Stall Deposits	480.00
Rent	100.00
	£980.00

Wellington Town Council
Summary of Income & Expenditure 2021 - 2022
All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

Administration/Office running

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent				1,265.00	1,290.33	-25.33	-25.33 (-2%)
27	Photocopier		49.30	49.30	950.00	810.15	139.85	189.15 (19%)
28	Electricity		76.80	76.80	1,155.00	575.70	579.30	656.10 (56%)
32	Office Equipment				250.00	296.09	-46.09	-46.09 (-18%)
34	Insurances				2,250.00	1,936.45	313.55	313.55 (13%)
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	9,872.70	8,148.30	8,274.40 (93%)

Affiliation Fees

Code	Title	Income			Expenditure			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 (7%)

Christmas

Code	Title	Income			Expenditure			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 (N/A)

Codes no longer in use

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Allotment Rents NIU							(N/A)
12	Film Festival & Pop Up Shop NIU		700.00	700.00				700.00 (N/A)
74	Pop Up Shop NIU							(N/A)
SUB TOTAL			700.00	700.00				700.00 (N/A)

Community Services

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Wellington One				11,000.00	11,000.00		(0%)
58	Community Safety				1,000.00		1,000.00	1,000.00 (100%)
59	Promotion of Wellington				5,000.00	527.90	4,472.10	4,472.10 (89%)

Wellington Town Council
Summary of Income & Expenditure 2021 - 2022
All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

60 Community Services & Priorities				10,000.00	6,405.57	3,594.43	3,594.43 (35%)
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	2,250.00	-1,250.00	-2,000.00 (-100%)
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	38,489.12	52,865.88	51,115.88 (98%)

Cost of democracy and electic

Code	Title	Income			Expenditure			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	154.27	345.73	345.73 (69%)
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	5,067.53	2,932.47	2,932.47 (99%)

Earmarked Reserves

Code	Title	Income			Expenditure			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 (66%)

Emergency High Street Fund

Code	Title	Income			Expenditure			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)
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)

Wellington Town Council
Summary of Income & Expenditure 2021 - 2022
All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

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	Income			Expenditure			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				5,000.00	5,412.00	-412.00	-412.00 (-8%)
50	Provision of Benches & Litter/Dog				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	13,662.54	6,354.46	15,835.46 (79%)
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	25,470.64	39,561.36	49,042.36 (86%)

Grants

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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 (9%)

Grounds Maintenance and Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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%)
SUB TOTAL		2,112.00	3,070.00	958.00	4,000.00	1,129.36	2,870.64	3,828.64 (57%)

Income

Code	Title	Income			Expenditure			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	626.89	44.89				44.89 (7%)
3	Parish Grants	2,275.00	2,275.00					(0%)
5	VAT Refund							(N/A)
6	Rents - Various	1,700.00	1,275.00	-425.00				-425.00 (-25%)
SUB TOTAL		357,911.00	357,530.89	-380.11				-380.11 (N/A)

Wellington Town Council
Summary of Income & Expenditure 2021 - 2022
All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

IT, Website & Internet

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				1,200.00	2,068.31	-868.31	-868.31 (-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	15,370.54	1,582.96	1,582.96 (88%)

Pop Up Shop

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	5,850.00	5,275.00	-575.00	6,000.00	7,181.74	-1,181.74	-1,756.74 (-14%)
118	Overheads		38.74	38.74	3,000.00	2,093.55	906.45	945.19 (31%)
119	Repairs				1,500.00	55.82	1,444.18	1,444.18 (96%)
SUB TOTAL		5,850.00	5,313.74	-536.26	10,500.00	9,331.11	1,168.89	632.63 (96%)

Professional Services

Code	Title	Income			Expenditure			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%)

Staff Costs & Expenses

Code	Title	Income			Expenditure			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	145.00	355.00	355.00 (71%)
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	121,569.36	-6,807.36	-5,307.36 (N/A)

Town Centre

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
127	Jubilee Stall Deposits							(N/A)
128	Platinum Jubilee							(N/A)

Wellington Town Council
Summary of Income & Expenditure 2021 - 2022
All Cost Centres and Codes (Between 01/04/2021 and 31/03/2022)

SUB TOTAL

(N/A)

Welcome Back Fund

Code	Title	Income			Expenditure			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	Income			Expenditure			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)

Restated

(N/A)

NET TOTAL	367,873.00	585,418.07	217,545.07	560,791.99	400,508.80	160,283.19	377,828.26 (40%)
V.A.T.		23,759.85			25,606.57		
GROSS TOTAL		609,177.92			426,115.37		



**WELLINGTON TOWN COUNCIL
STATEMENT OF INTERNAL CONTROL
FOR THE YEAR ENDING 31st MARCH 2022**

1. Scope of Responsibility

Wellington Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively. In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. The Internal Control Environment

The Council

The Council has appointed a Mayor who is the Chairman of the Council and is responsible for ensuring that meetings are run in accordance with legislative requirements. The Council reviews its obligations and objectives and prepares a budget at its December or January meeting. This enables the determination of the level of precept required for the following financial year. The Council monitors progress against its aims and objectives at its meetings by receiving relevant reports from the Town Clerk. The Council regularly reviews its internal controls, its policies, systems and procedures.

The Clerk/Responsible Financial Officer

The Council has appointed a Clerk of the Council who acts as the Council's Proper Officer. The Clerk is also the Council's Responsible Financial Officer and is responsible for administering the Council's finances with the assistance of the Deputy Responsible Financial Officer. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to.

Payments

All payments are approved by Council. Two Members of Council must sign every cheque, and an Officer of the Council countersigns. Following the passing of a resolution at the Council's meeting on 5th August 2019 an online bank account was set up and most payments are now paid by electronic bank payment. As with cheques, the release of online payments requires two Councillors to approve payments set up by an Officer.

Risk Management

The Council actively reviews its systems and controls and associated risk. On 12th May 2020, the Council adopted (by electronic vote due to Covid-19 regulations and the inability to meet in person) a new comprehensive risk management scheme. This details risks to all areas of Council operations with the mitigations and supporting documents in place to reduce risks to their practicable minimum. This is reviewed and adopted each year.

Risk Assessment

The Council prepares a written risk assessment in respect of its activities, and where activities are carried out with partner agencies, it ensures that each organisation is working to a shared risk assessment.

Internal Audit

At a meeting held in March 2021, the Council appointed a new independent Internal Auditor who will report to the Council on the adequacy of its systems and procedures, internal controls and risk management and its reviews of these matters. The effectiveness of internal audit is reviewed annually, and recommendations considered and enacted where deemed appropriate.

External Audit

The Council's External Auditors submits an annual Certificate of Audit which is presented to the Council.

4. Review of Effectiveness

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- The Council
- The Clerk/RFO who has responsibility for the design and maintenance of the internal control environment and managing risk
- The independent Internal Auditor who reviews the Council's systems of internal control
- The Council's External Auditors who make the final check using the Annual Return, a form completed and signed by the RFO, the Chairman and Internal Auditor

5. Significant Internal Control Issues

No significant internal control issues were identified during the 2021-22 financial year.

The Council strives for the continuous improvement of the system it had designed for internal control and is committed to addressing all of the minor issues and weaknesses raised and reported during the review process.

Accepted at the Full Council meeting held on 6 June 2022

Prepared by Alice Kendall
Deputy RFO & Assistant Clerk

Reviewed and authorised by David Farrow,
Town Clerk

		Each risk is identified with risk level of high, medium or low. Control measures show actions or procedures which serve to reduce risk. This then leaves a residual risk rating.		Risk management seeks to identify then reduce risks to their lowest potential of harm. No risk can be completely eliminated but planning for potentially harmful eventualities is a big part of successfully running any type of business.	The risk management scheme should be reviewed annually and forms an integral part of governance and risk management as part of the annual audit. Appropriately managing risks is a specific declaration within the Annual Governance Section of the external audit AGAR form (Annual governance and Accountability Return)	A range of written documents support risk control and record due diligence and governance tools to protect the Council from financial or reputational risk.	Residual risk is that which is left after all risk-reduction measures have been put in place.
	WELLINGTON TOWN COUNCIL RISK MANAGEMENT SCHEME 2022/23						
	Wellington Town Council is committed to ensuring business risks are appropriately managed, whether relating to Council premises and people, public money, Council activities or Information Technology and Communications						
	This document sets out how Wellington Town Council will manage and minimise risk in all its areas of operation. It is reviewed annually each year as part of the annual audit process . New risks arising are incorporated when identified.						
	Review date annually following adoption						
	ACTIVITY	RISK	RISK LEVEL	CONTROL MEASURES	ADDITIONAL INFORMATION	SUPPORTING DOCUMENTS	RESIDUAL RISK
Risks are grouped under subject headings	FINANCE						
Misappropriation of funds is a risk whenever individuals have control of bank accounts. Robust control measures can make it extremely difficult for fraud to occur.	Payment of Accounts	Errors in payment. Fraud.	High	Payment on receipt of formal invoice only. All accounts approved at monthly Council meeting prior to payment. A specific list of accounts to be paid is tabled in the agenda. Minutes confirm approval to pay. Three signatures required for each payment (whatever type) or bank will not pay.	WTC uses mostly online banking payments, but does issue a limited number of cheques and makes a small number of Direct Debit payments for some supplies. Cheque signatories, and online payment approvers are members of the Finance Committee and the Clerk or Deputy. Different signature combinations used at random.	Council's Financial Regulations. Monthly bank reconciliation. Service provider invoices. Cheque book counterfoils.	Low
All Council transactions ultimately pass through the bank so it is essential to have a set-up which is fit for purpose and reliable.	Banking	Errors By Bank. Loss of signatories. Insufficient checks on records.	Medium	Tailored risk-assessment completed before any activity is carried out. Risks assessed include people, places and equipment. Control measures in place to mitigate each risk to its minimum.	Income and expenditure is balanced to movement on bank account for the same period. Chairman publicly signs monthly bank reconciliation and income and expenditure accounts at each month's Council meeting.	Council's Financial Regulations. Council meeting agenda and minutes.	Low
Grants are essentially a distribution of public funds and therefore need control measures. There should be a clear, documented audit trail at all stages between application and award	Grant awards given	Applicant is not bona fide organisation. Grant is not used for stated purpose. Grant is unspent or activity not delivered.	Medium	Standard application form. Pre-set criteria for awards set out in grants policy. Grants may not be paid to individuals. Applicants provide feed-back at year end. Policy states unspent grants must be repaid. Formal Service Level agreements entered into where grants will span 2 or more years.	Applicants are required to submit two years' financial accounts with their application, as well as a copy of their constitution or equivalent.	Grant application form. Supporting evidence. Grant policy. Council minutes record awards made. Confirmation letter to applicant. Cheque book counterfoils. Signed Service Level Agreements.	Low
If enacted there would be a clear, documented audit trail between making the application and funds being received into the Council's bank account.	Grant awards received	Grants are not received.	n/a	WTC does not apply for external grant funding.	Should this change a new policy will be required.		n/a
These are generally small amounts with a clear audit trail of invoice issued through to formal acknowledgement of receipt and the amount being received in the bank account.	Income receivable	Non payment of monies due. Misappropriation of sums paid.	High	Formal invoices issued for each income payable. Workflow reminder to check income has been received. Formal agreements held relating to charges. Incremental measures in case of non-payment. BACS payments encouraged so no actual money changes hands. Receipt or other written acknowledgement sent to confirm payment has been received.	Payment due within 28 days, then payment is chased in writing and verbally. Cheques and cash (rare) are paid into the bank the same or the next day.	Numbered invoices. Bank statements. Council's Financial Regulations. Written record of correspondence.	Medium
The precept generates income in excess of £250k. There is clear documentation at all stages from review of draft budget to formal approval of final budget, followed by formal, minuted agreement of the level of precept. Payment is by direct bank transfer so no actual 'money' changes hands.	Precept	Precept is insufficient to cover statutory duties, activities and operations.	Low	Monthly budget statements to Council provide overview of expenditure against previous year's budget. Annual budget summary, budget report and draft budget prepared by Clerk and reviewed by Council prior to setting following year's budget. Final budget formally approved at Council meeting. Precept raised in writing. Receipt of precept formally reported at Council meetings.	Precept is received in two equal instalments in April and September each year.	Monthly budget statements. Annual budget summary Annual pre-budget report with draft budget. Final budget statement. Precept claim form. Council agenda and minutes. Bank statements. Cash book record of income.	Low
The annual budget plans expenditure of public funds raised through the precept so it is essential to accurately prepare the budget, then to monitor it closely, making minuted amendments if required throughout the year.	Annual Budget	Funds are overspent. Funds are underspent.	Medium	Monthly budget statements presented at Council meetings enable regular review of actual expenditure against forecast. Ongoing adjustments made if necessary or formal resolution to transfer funds from other budget headings or from financial reserves.	Some invoices are received annually only in March of each year so it is essential to contact these providers in advance to establish costs for the year ahead. Where cost of living price increases are not notified by service providers the October retail price index will be used to estimate service increases for the year ahead.	Monthly budget statements. Council meeting agendas and minutes.	Low

Prepared in line with ' <i>proper practices</i> ' as set out in the Joint Panel on Accountability and Governance publication– 'Governance and Accountability for Smaller Authorities in England'	Financial Records	Inadequate records maintained.	Medium	Staff are suitably trained. Suitable software packages are used. Annual feedback from Internal and External Auditor acted on. Monthly summaries approved at each monthly Council meeting.	Audit feedback is collated into an annual action plan. 'Proper practices' employed in the preparation of all financial statements.	Auditor recommendations action plan. Conclusion of audit feedback from external auditor. Council meeting agendas and minutes.	Low
The audit is a prescribed process set out in the Joint Panel on Accountability and Governance publication– 'Governance and Accountability for Smaller Authorities in England' and is a statutory requirement. The government-selected external auditor issues formal guidance each year together with standard forms (AGAR) required to be completed for formal submission of the audit.	Audit	Records are inadequate. Financial irregularities come to light. Audit is not completed by the statutory deadline. Public inspection period not correctly publicly notified. Conclusion of Audit not correctly publicly notified. Audit results in 'except for' matters or audit failure.	Medium	Clerk employs strict planning for audit deadlines. Clerk is suitably qualified to prepare for audit. Internal auditor commissioned well in advance. Clerk follows annual guidance published by external auditor. Only current year template AGAR forms provided are used. Only current year template inspection and conclusion of audit Notices are used. Feedback from previous year's audit incorporated into financial practices.	Additional training around audit may be provided if necessary.	Internal Auditor's report. AGAR form. Annual risk-management review. Public inspection rights Notice. Conclusion of audit Notice.	Medium
Salaries are a potential source of fraud whether by instruction of payment at the wrong rate or claiming payment when not due.	Staff Salaries and Pensions	Salaries are incorrectly calculated. Payment is made due to fraudulent claim. Incorrect payment issued.	Medium	Salary rates are formally approved by Council at recruitment and reviewed annually. Accounting package calculates salaries. HMRC notifications of tax codes used. Each staff member completes a weekly time sheet detailing hours worked and any holiday or sick leave taken. Salary payments approved monthly at Council meeting. Tax and National Insurance contributions are calculated and paid monthly. Pensions are calculated and contributions paid monthly. Salaries are paid by electronic bank transfer with usual requirement for 3 signatories to release payment.		Accounting package. Cash-book entry. Banking records Employee wage slips. Council meeting agendas and minutes.	Low
Although expenses are not claimed frequently the process involves payment and therefor is an area of risk which needs a control process	Expenses	Misappopriation of funds.	High	Expenses may not be paid in cash, and can only be submitted on the Council's expenses form. Payment may not be made unless supported by the correct receipt. Payment may not be made unless approved by full Council. Any alterations on forms must be initialised by Clerk. Claims for travel expenses must be signed by the Clerk and Chairman, Clerk and Deputy where the expense claim is the Chairman's, and Chairman when the claim is the Clerk's.	The Clerk is the only member of staff empowered to sign off expenses claims.	Sign claim forms for expenses. Cash book and expenditure statements.	Low
Councillor allowances are paid once a year, usually in June. The rate is agreed by Council annually and is modest (currently £280 per year). All allowances are subject to income tax regulations.	Councillor Allowances	Allowances are paid at the wrong rate. Income tax on allowance is not deducted where due.	Medium	Councillors each receive the same allowance set annually at June's Council meeting. Wage slips are created for the allowance. Emergency Tax code used if no formal tax code notification to the contrary provided. Cheques are subject to usual signatory requirements.	Additional care required where Councillors are in paid employment.	Adopted Financial Regulations Council minutes. Wage slips. HMRC PAYE records. Cheque book counterfoils.	Low
Councils must demonstrate they have exercised due-diligence in spending public money. There must be clear evidence of the processes involved in commissioning a new service or activity so the decision is transparent and accountable.	Value-for Money	Contract and/or service costs are exorbitant or do not reflect value for money.	Medium	Contracts issued/expenditure approved only in line with Financial Regulations. Competitive quotes sought where Financial regulations stipulate. Contract sums reviewed annually unless otherwise specified to enable cost reductions.	Council has some 2-year contracts for example electricity contracts if this can achieve further reductions. WTC does not commission large-scale contracts.	Adopted Financial Regulations. Tender documents. Comparitive quotations received. Council agendas and minutes.	Low
	PREMISES						

All premises and buildings must be covered at all times by adequate insurance, arranged through a professional suitably-qualified agency. It is important to contact the insurer whenever any building works take place which may materially affect the type or level of cover.	Insurance	Buildings or premises are not adequately insured. Insurance does not cover premises, equipment and people.	High	Insurance in place for buildings, contents and Public Liability. Insurance contract covers all insurable risks and is reviewed annually. Appropriate annual increase in level of cover across all insured risks (rebuild costs). Any changes in premises reported to insurer as they happen. Changes to be followed up by Office/insurer in writing. Public Liability insurance to be in place at all times and for all premises.	WTC operates from a building owned by the District Council who pay the buildings insurance then charge a proportion of the sum back to WTC. Other premises and Public Liability within its office premises are directly insured by the Council. Additional premises may be taken on temporarily or permanently. Premises covers all physical areas where the Council operates including allotments and public conveniences.	Annual insurance renewal, schedule and register of assets.	Low
The Council is a tenant within a shared building. However it has a duty to ensure its own Fire-safety in the area it exclusively occupies, and to comply with the landlord's instructions.	Fire Risk	Risk to people or premises caused by fire.	High	Formal written Fire Risk assessment. Formal fire plan and evacuation procedure. Fire extinguishers in place and tested annually. Fire hazards recorded and remedied immediately. Fire risks reported to landlord the same day. Fire alarm tested weekly (landlord). Quarterly formal inspection of premises Fire alarm and emergency lighting serviced six-monthly (landlord). Risks and near misses reported to Council each month.	WTC operates from a building leased from the Distric Council, who perform the statutory tasks relating to employer fire safety. WTC staff formally sign annually to record they have read and understood fire risk assessment, and evacuation procedure. Staff receive training on use of fire extinguishers.	Fire risk Assessment. Fire safety plan. Fire evacuation procedure. Fire alarm testing records. Fire drill records. Formal building inspection forms. Contractor Invoice for PAT testing. Clerk's monthly risk report. Council meeting agendas and minutes.	Low
The Council is an Employer and must comply with all relevant Health and Safety legislation	Health and Safety	Non-compliance with statutory requirements. Inadequate Health and safety controls in place.	High	Staff are suitably trained on H&S matters. All landlord and Town Council H&S procedures adhered to. Clerk designated as delegated Health and Safety Lead Officer. Appropriate procedures and risk assessments in place. All building and repair work carried out by suitably-qualified contractors.	The Council has fewer than 5 employees so does not need a formal H & S policy. However the staff handbook makes clear that the safety of employees is paramount, also what duties are incumbent on employees to observe safe practices.	H&S and associated Policies. Asbestos register COSHH risk assessments. Relevant Risk assessments. Clerk's monthly risk report to Council. Council meeting agendas and minutes. Staff handbook.	Low
Any premises is open to risks such as break in or vandalism. Security is paramount as the office needs to be adequately protected to safeguard staff, records, council equipment and possessions.The Council has additional security risks as it is in a building shared with 3 other organisations all of whom keep separate opening hours.	Building security	Break in, vandalism, theft.	Medium	Insurance cover for all risk events - buildings and contents and Public Liability. Written record of key-holders - staff only plus the Office cleaner. All staff obliged to comply with office security measures. New staff sign for 1 set of keys and sign their return at end of employment. All spare sets of keys unlabelled and stored in locked key cabinet. Key log-book stored in office safe. Rear entrance door kept locked at all times. Small amounts of cash only retained in office. Prompt banking procedures. Any cash or cheques in the office are locked into a petty cash tin which in turn is locked into the safe.	Although the building is shared the Clerk is usually last to leave the building each evening and a full walk of the premises is conducted to ensure all windows are closed and all office, front and back doors are locked.	Key-holding records. Insurance documents including certificate of cover on office wall.	Low
Computer equipment, telephony and office machinery such as photocopier, camera, projector are costly items. They also have the potential to cause harm if not fit-for-purpose or adequately maintained.	Equipment	Inadequate or faulty equipment causes service failure or risk of injury	Medium	Equipment is insured within the contents section of the insurance policy. Annual PAT testing of equipment. Regular service and maintenance of equipment. Equipment is robust and fit-for-purpose. Operating instructions available and staff instructed on use of the equipment. Items replaced when necessary.	see also <i>people</i> section below.	Purchase invoices. Operational instructions. Risk assessment.	Low
	PEOPLE						
Elections can be planned and budgetted for four-yearly. In the interim Councillors may cease to serve for any number of reasons. Where the electorate requests, this may lead to an election (as opposed to co-option) of a new Councillor, for which there would be costs for the running of the election.	Elections	Insufficient funds available.	Medium	Annually a contingency sum is budgetted for to cover the cost of one election and an advertisement in the press.	Where possible the Council has followed the co-option route, having found that sufficient interest has been shown to co-opt a replacement to the Councillor lost.	Budget statement.	Low

Poorly-performing or dishonest staff can place Council resources significantly at risk. Recruitment of new employees is a particular risk area as the person is an unknown quantity.	Recruitment	Staff recruited are not suitably skilled to carry out required duties.	High	Quality, in-depth interview process. Panel process for interviews. Full council approve appointments. Job description and person-specification clear for each role. References sought prior to formal confirmation of employment offer. Comprehensive induction package. Three-month review of new staff. Six-month probationary period. Skills and training audit for new staff.	WTC may choose to minimise risk by employing new staff via a trusted recruitment agency, where a temp-to-perm arrangement may be offered. Some higher-risk work processes are not allocated to temporary staff (eg managing petty cash) or those in a probationary period (eg banking administration).	Application forms. Interview feedback and test results. Job Description. Person-specification. Contract of employment. Formal records staff appraisals.	Medium
Risk assessment of workplace arrangements is a key feature of the legal duty of care incumbent on employers toward the Health and Safety of their employees.	Workplace Arrangements	Use of facilities or equipment causes injury or illness. Premises and/or equipment not adequately maintained.	Medium	Induction of staff member explains use of facilities and equipment. Building inspected quarterly. Repairs carried out promptly by suitably-qualified contractor. Tailored review of desk, chair, computer set-up. Annual display Screen Equipment assessment carried out for each staff member. All incidents recorded in accident book and acted on. User instructions in place for all office equipment. Foundation risk assessment tailored to individual staff and reviewed annually	Reasonable adjustments will be made to accommodate any special requirements by staff. Risk assessments to be reviewed to accommodate changes in staff such as new members joining or pregnancy.	Accident book records. Building inpection records. Works orders and invoices. Minutes of formal meetings. Monthly risk report to Council meeting by Clerk.	Low
Risk assessment of equipment or substances provided for use in the work place is required by Employers under Health and Safety legislation. All employees need also to ensure they follow guidance or instruction given, and use any protective equipment recommended and provided for the fulfilment of duties.	Staff use of equipment or substances	Inadaquate safety measures. Incorrect use of equipment may damage it or cause injury. Materials used cause injury or illness.	High	COSHH instructions available for all products used. Staff fully inducted and trained on any and all equipment they will use. Staff provided with all relevant risk assessments for activities, use of tools and equipment. Staff sign annual declaration that they will adhere to all health and safety procedures in the fulfilment of their duties. Personal Protective Equipment is provided free of charge where its use is necessary to protect the employee. Any incidents to be written up in accident book, and acted on. Employer's Liability Insurance is in place.	Control of Substances Hazardous to Health is a legal responsibility placed on employers to ensure products used do not damage the health and well-being of employees.	COSHH product sheets. Risk assessments for using tools and equipment. Tool and equipment servicing records. Tools and equipment purchase records. 'PAT tested 'stickers on electrical tools and appliances. Accident book records. Insurance documents.	Low
Poorly performing staff may cause errors with far-reaching consequences. Alongside protection of Council finances, the Council's good reputation is also of paramount importance. Errors may lead to financial or reputational loss, injury or harm.	Staff Competency	Staff fail to perform to the required standard. Errors cause financial or reputational loss.	Medium	Adequate recruitment processes. Appropriate line-management procedures in place, include regular review of staff tasks and competency. Annual review sets targets and areas for improvement. Ongoing review of staff training requirements. Employer's liability insurance.	Golden threads of honesty integrity and maintaining confidentiality run through all Council operations. Shortfalls in performance are tackled early to prevent repeat or escalation.	Personnel records. Job description. Person-specification. Training records. Capablility procedure. Disciplinary Procedure. Insurance Documents.	Low
Staff demonstrating poor conduct may cause reputational loss as well as potential financial loss. Disruptive behaviour or bullying in the workplace can have a significant negative impact on other employees. This may lead to increased absence, poor performance or staff terminating their employment.	Conduct of Staff	Poor or inappropriate staff conduct causes financial or reputational loss. Disharmonious workplace environment.	Medium	Adequate recruitment processes. Training on standards of behaviour required. Appropriate line-managment procedures in place. Inappropriate behaviour is managed robustly and promptly. Staff are instructed to call emergency services should a serious risk arise. Employer's Liability Insurance	Attitudes around culture and values are tested at interview. New staff induction focusses on standards of behaviour and team working in addition to working practices.	Personnel records. Job description. Personnel records. Training records. Capablility procedure. Disciplinary Procedure. Harassment Policy. Insurance documentation.	Low
Insufficient staff is a big risk both legally and reputationally. Over-stretched staff may seek to cut corners or make mistakes. The Employer's duty of care requires realistic staffing levels to protect against stress in the workplace.	Staff shortages, planned and unplanned.	Statutory duties not complied with. Deadlines missed. Inadequate financial checks. Poor decision making. Increased pressure on remaining staff. Increased sickness absence.	Medium	Adequate staffing levels. Supervision and annual review records. Succession planning where staff are anticipated to leave. Well-written information to guide staff through all key Council activities and procedures. Arrangements in place for employment of temporary workers if staffing levels dictate a need. Annual review of resourcing requirements as part of budget-setting. Staff feedback taken into consideration.	The Council works on a policy that all staff have oversight of day-to-day activities. This forms part of the staff induction process. Also that written procedures are available to all in paper and electronic form. The principle is that for all non-specialist work any staff member could perform the activity in the absence of another.	Staffing and Training Committee minutes. Budget-setting report and budget provision. Line-management and annual appraisal documentation. Sickness absence records. Staff interviews.	Low
Insurance is a golden thread through all risk management plans. Staff need to be covered for their property as well as person.	Insurance	Personal injury or damage to staff belongings is inadequately insured.	Low	Employer's liability insurance renewed every year. Cover is adequate to provide for all appropriate risks. Level of cover required re-evaluated with insurer each year.	Staff are covered at all times when working within Council premises.	Annual insurance schedule and certificate of insurance.	Low

IT devices and systems present risks if there are insufficient security measures in place to. This risks breach of Data Protection regulations, as well as leaving the Council open to financial loss or loss of reputation.	Computers and Devices	Data is not secure. Portable devices are lost or stolen. IT system is hacked.	High	Individual passwords required for each user on each IT device. Different passwords used for different software. All suspicious activity investigated and reported, including to the police if appropriate. Passwords changed quarterly or immediately if any security breach suspected or detected. Individual log-in security for each software package. Password protection and/or encryption of sensitive or high-risk data. Anti-virus protection kept up-to-date. Software updates installed promptly.	For example Payroll accounting package, HMRC software all require separate passwords.	IT policy. Privacy Policy. Data Protection Policy.	Medium
Although there are paper records for many processes, computerised records form the backbone of the Council's business. It is therefore essential that a range of protective measures are in place to keep records safe and confidential.	Digital Records	Digital records may become corrupted or lost.	High	Microsoft or other proven software only is used. System back-up is run weekly. Back-up drive stored away from office. Anti-virus protection kept up-to-date. Software updates installed promptly. Expert IT contractor used.	Back-up is run each Friday and stored away from the office	IT policy. IT support contract.	Medium
The council's publication schemer requires information such as agendas and minutes, Public Inspection and Audit Notices to be posted on the website. Failure to do so might lead to complaint or reporting of improper practice.	Website	Website failure results in inability to publish statutory information.	High	Website updated weekly to check functionality. Service agreement with website host manager enables instant fault reporting and prompt resolution.	Any outage longer than a few days will require the website host to put up a notice requesting to contact the Town Clerk for information or advice.	IT support contract.	Medium
Personal data stored and processed by Councillors and staff are subject to rigorous controls under the General Data Protection Regulations 2018. Office practices must comply or there is a risk of censure or even financial penalties. Although the Council processes only small amounts of personal data, and no special category data, control measures must protect against all risks.	Data protection	Data protection regulations are breached. Personal data is shared by accident or design. Data breach causes harm or loss.	Medium	Staff and Councillors trained on Data protection Regulations. Confidentiality required from all staff and Councillors. Deliberate breach of DP regulations treated as misconduct. Personal data processing kept to a minimum. Explicit consent sought where data may be shared. All paper containing personal data are shredded. Regular housekeeping to clear old emails and databases. Group emails only to be sent via 'Blind Carbon Copy'. Public and Employer Liability Insurance.	All staff and Councillors are required to read, understand and comply with the Council's Data Protection Policy and Privacy Notice.	Data Protection Policy. Privacy Notice. Data consent forms. Insurance documents.	Medium
Insurance is a key component of protecting the Council's investment in Software and devices.	Insurance	IT devices and equipment are not properly insured.	Medium	Insurance is in place and level of cover for equipment is reviewed annually. New or replacement equipment is valued then added to the insurance schedule immediately after purchase. Equipment only used at out of office locations when strictly necessary.	All Council Assets are photographed for recording purposes.	Annual insurance documentation. Insured Schedule of Assets.	Low
	ASSETS						
The Council has premises other than the office which require risk management. This centres around having a suitable inspection regime and adequate buildings and public liability insurance. Repairs and maintenance should be carried out promptly to keep premises in good and safer condition.	Premises other than office.	Fire, theft, burglary or other risk. Harm or injury to public.	High	Appropriate and adequate Insurance in place. Regular, documented inspection reports. Day-to-day and planned maintenance regime. Photographic records of condition. Padlocked gate to allotments with combination code changed 6-monthly. Play area formally inspected quarterly by the Insurers. Public Toilets locked between 7pm and 7am. PUBLIC Notice boards locked, only staff have keys. Emergency repairs arrangements for Out of Hours repairs.	Assets are set out in the Insurance Schedule, with a financial valuation as well as a rebuild cost if appropriate. Assets in this category are the Basins allotments, the Tonedale Play area, Longforth Road Public Conveniences and 3 public notice boards.	Written inspection reports. Photographic records of asset. Photographic records of any harm or damage. Insurance schedule. Insurer's inspection reports.	Medium
	IT devices	See Information Technology section above.					
The Council has few portable assets and risk management centres around common sense practices and adequate insurance.	Portable assets	Theft, loss or damage.	Medium	Frequent specialist cleaning of Robes, tricorn etc. Specialist annual check of Chain of Office. Adequate insurance cover.	Portable assets include the Mayor's ceremonial outfit and chain of Office, both of which are specialist items. Other items are a projector and screen.	Schedule of insured assets containing monetary valuation as well as insurance valuation. Schedule of assets as part of annual audit risk reporting.	Low
All assets are insured whether buildings, contents or equipment. Public and Employer Liability covers the risk of assets causing harm or damage if faulty. The schedule of assets is re-valued for insurance purposes each year.	Insurance	Cover is inadequate. Event is not covered.	Medium	Insurance renewal dates diarised by Clerk. Renewal quotations received one month before cover expires to allow review and any amendments. Cover must be sufficient and cover all likely insurable risks.	Assets are valued for insurance purposes at the cost of replacement if lost. Their actual financial value as an asset may often be lower. New or disposed assets should be reported as and when to the insurer.	Schedule of insured assets. Insurance certificate and policy.	Low.
	GENERAL						

Council decisions govern the use of public funds which must be appropriately safeguarded. Decisions may also relate to public amenities or organisations. Councillors may also make decisions which are not lawful or fall outside of their remit. Procedures for collective decision making, and records of decisions help to minimise risk of malpractice or dereliction of duty.	Council decisions	Council does not have an appropriate legal power. Decisions not lawful at inquorate meetings. Decisions are not recorded properly. Poor decisions cause reputational damage.	Medium	Clerk or anoter member of staff is required to be CILCA qualified to advise appropriately. Inquorate meetings are disbanded prior to commencement. Councillors formally approve draft minutes or request amendments at next meeting.	Record book of minutes retained. Council decisions recorded in bold text. Complaints relating to council decisions responded to and formal records kept.	Minutes of Council and Committee meetings. Complaints procedure. Complaints records.	Low
Forward planning is required to protect against unseen loss of premises for whatever reason.	Business Continuity	Office is not occupiable and/or damage restricts use of IT devices and telephone. Foul weather prevents staff reaching office.	Medium	Business Continuity plan. Office lap top kept away from premises.	A simple plan is in place covering diversion of office phone to home or mobile numbers, working from the laptop, posting notices on the website and access to 4-wheel drive vehicles. In instances of foul weather Councillors and staff within easy walking distance of Office are called on to 'hold the fort'.	Business Continuity Procedure.	Low
Councillors need to understand that it is their ultimate and over-arching responsibility to manage risks to Council staff, finances, premises, resources and Activities, even if operational management has been delegated to the Clerk. This is often overlooked and therefore monthly risk reporting needs to be a standard agenda item, presented to Council meetings via the Clerk's report and summarised annually for the external audit.	Risk Reporting	Councillors are unaware of contemporary risks. Councillors fail to act effectively to known risks.	High	Clerk reports monthly to Council meetings on risks, including accidents, incidents and near-misses. Formal approval of remediation requested by Clerk when processes require change as a result of risk or incident. Annual risk report formally approved at July Council meeting as part of annual audit.	Remember to update any supporting documentation such as Standing Orders or Financial Regulations if processes or control measures are amended.	Monthly risk report. Annual audit risk summary. Annual Governance Statement. Council agenda and minutes.	Medium.

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

WELLINGTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.WELLINGTONTOWNCOUNCIL.CO.UK WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2021/22 for

WELLINGTON TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	355,564	591,830	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	352,939	353,354	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	109,236	232,064	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	99,680	122,787	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	126,228	274,722	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	591,830	779,739	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	605,816	768,430	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	51,440	122,468	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

D. Quinn
25/05/2022

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Smaller authority name: **WELLINGTON TOWN COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 7 June 2022(a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2022, these documents will be available on reasonable notice by application to:</p> <p>(b) Alice Kendall – Deputy RFO 28 Fore Street, Wellington, TA21 8AQ alice@wellingtontowncouncil.co.uk or 01823 662855</p> <p>commencing on (c) <u>Monday 13 June 2022</u></p> <p>and ending on (d) <u>Friday 22 July 2022</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD (sba@pkf-l.com)</p> <p>5. This announcement is made by David Farrow – Town Clerk & RFO (e)</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

WELLINGTON TOWN COUNCIL

Minutes of a meeting of the Wellington Town Centre Committee held at United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Wednesday 25th May 2022 at 3pm

Present: Councillors J Lloyd, M Lithgow, N Powell-Brace, M Barr, C Govier, R Coupe. C. Booth (arrived 5 mins late) K Wheatley (arrived 5 mins late)

Councillor A Govier
Dave Farrow – Town Clerk
Annette Kirk – Deputy Town Clerk

26. TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR

The Committee **RESOLVED** to elect Councillor J Lloyd as Chair

Proposed by: Councillor M Lithgow
Seconded by: Councillor C Govier

27. CO-OPTION OF NON-COUNCIL MEMBERS TO THE COMMITTEE

RESOLVED to co-opt Richard Coupe, Donna Munson, Sharon Davis and Sean Pringle-Kosikowsky to the committee

28. APOLOGIES

Councillor K Canham, Sharon Davis

29. DECLARATIONS OF INTEREST

R Coupe declared an interest in agenda item 8 - Queen's Platinum Jubilee Celebrations as editor of The Edge which had published adverts for the Jubilee.

30. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

- Councillor N Powell Brace asked the position on the new footpath between the football recreation ground and The Basins. Councillor M Lithgow replied and confirmed Somerset West and Taunton District Council will be getting it completed.

31. REVIEW OF TERMS OF REFERENCE

Following the setting of membership at the Annual Council Meeting, the committee should review its Terms of Reference. A copy had been attached to the agenda with recommended amendments marked, this will include managing the additional Town Centre Emergency Fund of £25,000.

RESOLVED to recommend acceptance of the revised Terms of Reference to the next full Town Council meeting.

32. QUEEN'S PLATINUM JUBILEE CELEBRATIONS – 2ND TO 5TH JUNE 2022

- Town Clerk and Deputy Clerk gave a verbal report
 - Thursday 2nd June 2022 – Lighting of the Beacon at 9.45pm. Steve Hawker to organise the strobe lighting of red, white and blue to go into a Pyramid Shape. Public have been advised of the event on Facebook and Instagram. Piper to play “Diu Regnare.” We are still hoping to find a Bugler Call to announce the lighting of the Beacon.
 - Friday 3rd June 2022 – Street Parties around Wellington organised by residents.
 - Saturday 4th June 2022 – Street Fair – Deputy Clerk confirmed Traffic Management and Marshalling to be provided by Bridgwater Guy Fawkes Carnival Ltd. 40 plus stalls. Music and Dance Entertainment. Fuse Performance Ltd to provide Street Entertainment. We are recruiting volunteers to help with setting up and taking down of stalls, litter picking etc., Email been sent to Councillors to man the Town Council Stall.
 - Sunday 5th June 2022 – St. John's Parish Church – Civic Service 10am. Picnic and music in the park from 2.30pm with additional entertainment provided by Fuse Performance Ltd and Churches Together
 - Commemorative Coins – The Mayor, Deputy Mayor and Town Clerk have started presenting the coins to the schools. Town Clerk confirmed we would give them to children with special needs who live in Wellington and unable to attend Wellington schools.
 - Councillor M Lithgow confirmed the Jubilee Mural would be started on Monday 30th May 2022.

RESOLVED: The committee approved to following expenditure from the Queen's Jubilee Budget

1. Up to £400 to Carly Press for printing the Orders of Service for the “Service of Thanksgiving”. Final numbers to be agreed
2. Lighting of the Beacon – Lighting Costs £450.00 –red, white & blue lights joining together to make a Pyramid shape. To be lit for an hour. Including set up and dismantling costs.
3. Bay Media –7 Lamp Post Banners - £1043.00 + £208.60 VAT. Cost to remove the banners approx. £400.00
4. Steve Hawker – PA, Speakers for the Street Fair - £250.00

33. WELLINGTON IN BLOOM

- The committee welcomed being part of the Britain in Bloom competition
- A Councillor and the Deputy Clerk will be available on judging day 7th July 2022 (date to be confirmed by SWT)
- Richard Coupe highlighted that the Town Council should start thinking about who and how the management of flower beds and hanging baskets in the town will be managed from 1st April 2023 following the dissolution of Somerset West and Taunton District Council. Whether this will be done by the Town Council or outsourced to another company.
- Councillor A Govier confirmed the fountain and Waterfall were now working in Wellington Park and that the information boards had been replaced.

34. DATE OF NEXT MEETING: Provisional Date 19th July 2022 at 6pm. As set out in the Calendar of meetings to be approved at the next full council meeting on Monday 6th June 2022.

The meeting ended at 3.30pm

.....
Councillor Janet Lloyd
Chairman

WELLINGTON TOWN COUNCIL

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.....
Councillor Janet Lloyd
Chairman



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Town Centre Committee

Name of Committee: The Wellington Town Centre Committee

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

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

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

To act as the Council's delegated body for the receipt of the Somerset West and Taunton Council's additional Town Centre Emergency Fund (TCEF) award for Wellington Town Centre of £25,000. In doing so to manage the fund in line with all associated regulations, terms of acceptance or guidance relating to expenditure of funds given and to carry out all required administration in respect of the award.

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

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

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

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

The Committee shall comprise no more than 12 members and will include the current Mayor. There will be a maximum of eight Council and 4 non-Councillor members. Council membership of the Committee will be agreed at the Council's Annual Meeting and non-Council members at the first meeting of the Committee after the Annual Meeting. Subject to availability, the Town Clerk or the Deputy Town Clerk will attend meetings to provide expertise and to take minutes.

The Quorum of the committee is 4 Councillors. No business may be transacted at a meeting unless the set quorum is present and eligible to vote.

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

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

Operation of the Committee:

- In matters relating to the Town Centre Emergency Fund, (TCEF) and The Welcome Back Fund (WBF) and at all times complying strictly with all rules of the Fund and in accordance with the Council's financial regulations, Code of Conduct and Standing Orders, the Committee has full power to:-
 - ❖ Receive and disburse payments relating to the TCEF
 - ❖ Make decisions on expenditure – all such decisions to be approved by formal vote with an accompanying minute confirming each decision
 - ❖ Instruct works to be carried out as approved in the Fund's Indicative Plan
 - ❖ In conjunction with Town Council staff deliver the activities or services as approved in the Fund's Indicative Plan
 - ❖ Draw on the services of the Council's staff to arrange works, issue invoices or to pay for goods or services.
- In matters relating to general Town Centre business The Committee has power to operate only as set out in these Terms of Reference and has no power whatsoever to implement any recommendations without express approval from the Council. Additionally, members will only have decision-making authority when voting at full Council on issues presented by the Committee relevant to the Committee's operational remit.
- **Meetings of the Committee will be held at least six times a year in alternate months.**
- The Committee will appoint a Chairman for the year ahead at its first meeting following the Annual Meeting of the Council. The Chairman must be a Councillor.
- If the Chairman is not able to attend a meeting another elected Member will undertake to act as Chairman for the duration of the meeting in question.

- All co-opted Members will be bound by the Council's Members' Code of Conduct while conducting Council activities.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting, each member having one vote.
- In the case of a tied vote, the Committee's Chairman will cast the deciding vote.
- The Clerk or Deputy Clerk will prepare and circulate an Agenda by email for each meeting, at least 5 working days prior to meeting.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors as soon as practicable, and to the public as deemed appropriate.
- Whilst it is recognised that the following issues are of critical importance to Wellington, in order to make the best use of the time available (and mindful of the work which is already ongoing elsewhere in respect of these issues) the Committee will not consider or make recommendations on any issue directly relating to:
 - ❖ The provision of a railway station for Wellington;
 - ❖ The Northern Relief Road; and/or
 - ❖ The restoration of the Wellington Monument.
- One of the elected members of the Committee will report to the Council at each monthly meeting as to the progress of its deliberations. Each monthly report will include specific updating on all activities relating to the delivery and administration of the Town Centre Emergency Fund.
- In matters not relating to the Town Centre Emergency Fund the Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core activities to a maximum of £3,000 (per item) from Town Centre cost centre and codes contained therein. All items of expenditure will be reported at the next Council meeting.
 - ❖ In the event that more than £3000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.
- Where expenditure relates to the Town Centre Emergency fund and The Welcome Back Fund, there is no restriction on the amount of expenditure the Committee can authorise on the strict proviso that:-
 - ❖ the item in question is an approved, pre-costed item within the Indicative Plan, as agreed with SWTC.
 - ❖ all terms of the Fund are complied with, and
 - ❖ expenditure is in line with the Council's financial regulations
- Any amendments to these Terms of Reference must be by formal resolution at a full Council meeting, and in the instance that amendments relate to the delivery and administration of the Town Centre Emergency Fund and The Welcome Back Fund shall be formally ratified by the appropriate representative of the District Council.

WELLINGTON TOWN COUNCIL

MINUTES OF A MEETING OF THE ENVIRONMENT AND OPEN SPACES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL ON WEDNESDAY 25 MAY 2022 AT 4.00 PM

Present: Councillors M McGuffie, M Barr, C Booth, C Govier, M Lithgow and J Lloyd.
In attendance: Councillor A Govier
 David Farrow, Town Clerk
 Steve Saunders, PPLO

35 TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR

Councillor McGuffie was elected as Chair

36 TO ELECT A VICE CHAIRMAN FOR THE FORTHCOMING YEAR

The Committee determined not to elect a Vice Chairman. If the Chairman is unable to attend a meeting another member of the Committee will be elected as Chair for that meeting in accordance with the Committees terms of Reference.

37 APOLOGIES

Apologies were received from Councillor Canham.

38 DECLARATIONS OF INTEREST

No interests were declared.

39 IN LIEU OF PUBLIC SPEAKING TO RECEIVE ANY REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

No representations had been received.

40 REVIEW OF TERMS OF REFERENCE

A draft set of Terms of Reference had been circulated with the agenda with proposed changes highlighted. The Committee **RESOLVED** to recommend the acceptance of the revised Terms of Reference to the Town Council at its next meeting.

41 TONEDALE PLAY AREA

(a) Refurbishment Update

The Town Clerk reported that 10 bids had been received and they will be opened as advertised on Friday 27th May at 4pm by the Clerk, Mayor, Committee Chairman and the Deputy RFO. They will then be shortlisted and referred to a special Committee meeting on Tuesday 14th June at 2.30pm. Presentations will be invited from those shortlisted.

(b) Tree Report/Works

The trees in the play area have been inspected by a tree surgeon as it has been several years since they have been tended to. Some are overgrowing neighbouring properties and some complaints have been received. The report containing recommendations for works and quotations had been

circulated with the agenda. The Committee **RESOLVED** to recommend approval of the quotation to The Town Council.

42 UPDATE ON FOOTPATHS/RIGHTS OF WAY

Steve Saunders, PPRO, gave an update and a copy of his report is attached to the minutes for information. Concern was raised in relation to the length of grass in Westford Field. Steve Saunders had agreed to investigate and report back to the Town Clerk. In response to a question from Councillor Lithgow, Councillor A Govier agreed to find out what the position was with the closure of the pedestrian crossing in the Longforth Farm development.

The Committee **RESOLVED** that the Council would continue to pay for the hosting of the Welly Walking website at a cost of £83.88 per year.

43 LAND AT WESTFORD

(a) Tree Works

An inspection of the mature sequoia and oak trees were carried out. Works to remove deadwood and reduce two over extended laterals are required to the sequoia at a cost of £880.00. The oak requires no work. The report had been circulated with the agenda. Under its current Terms of Reference, the Committee can agree expenditure of up to £1,000 per item. The Committee **RESOLVED** to approve this work

44 COMMUNITY FARM

A paper from Wellington Community Food had been circulated with the agenda.

The Committee **RESOLVED** to recommend to the Town Council that it supports Wellington Community Food's proposal to run a trial growing project on land that is part of the area being purchased by Somerset West and Taunton Council (SWT), prior to being leased to the Town Council, which has been identified as the potential location for the Community Farm. This is on the understanding that the final decision will rest with the current landowners and SWT, as the purchase and lease have not been completed yet. This will be on the proviso that Wellington Community Food agree to return the land to its current condition should the trial not be successful or the Town Council, in consultation with other groups, determine that the site is not a suitable location for a community farm.

.....
Councillor Michael McGuffie
Chairman

PPLO Report to Wellington Town Council 25th May 2022

I have been the Parish Path Liaison Officer (PPLO) for Wellington for a year now following the departure of Tom Borg. I feel that I am getting to understand the role better now after the handover under Covid restrictions. This has been mainly due to the help provided by the Town Council and the existing volunteers Annette Kirk, Jackie Marsh, and Rick Szur.

There are 40 footpaths and bridleways in Wellington of which 4 of are currently closed. Three of these are long term closures WG17/17, WG17/34 and WG17/36. All three cross the railway line and seem likely to be closed indefinitely. There is also a temporary closure for an initial 3 months of WG17/12 from the Basins to Linden Hill for Network Rail to replace/maintain the stones between the sleepers. While not actually on a footpath, but between two, there has been a sewage leak in a field between the Basins and Rockwell Green.

Spring sees a change in the type of problems found from the winter mud to overgrown vegetation. May sees the start of Somerset County Councils cutting regime. SCC clear most of the longer rural paths using contractors or volunteers. The paths are classified as needing 1,2 or 3 cuts per year. The urban paths tend to be maintained by volunteers or be adopted by local residents or people with an interest in the path.

The volunteer team and I have inspected all of the paths during the past 2 months. Some will need revisiting soon. Any issues reported recently have been to do with excess or overhanging vegetation and have been cleared fairly promptly. Help has been provided by Swains Lane Volunteers, the Basins Volunteer Group and Wellington School.

One issue that has been noted more and more frequently is the degradation of wooden posts, fences and bridges. These obviously have a limited lifetime and a lot seem to be coming to the end of their lives. I am not sure who is responsible for these structures but will try and find out.

SCC are in the process of introducing a new application called Assemble which is meant to make reporting of issues, logging volunteer hours and communications between teams easier and more efficient.

Total volunteer hours this year = 20 hours.

Table of issues investigated and the action taken

Issue/ Action	Raised	Path	Description
#66089	21/02/2022	WG17/16	Overhanging tree
Checked issue which had been fixed			
#65968	01/03/2022	WG17/16	Fallen trees reported
Checked issue which had been fixed			
#66154	07/03/2022	WG17/30	Overhanging tree
Checked issue which had been fixed			
#66673	12/04/2022	WG17/16	Fallen tree
Checked issue which had been fixed			
N/A	18/05/2022	WG17/5	Members of public reported overgrown path
I strimmed the path and cleared the path. Subsequently Wellington School have cleared further areas.			

Steve Saunders, PPL

June 2022

June 2022

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MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY

30 May

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15:30 Finance, Planning & Full Council (URC Church Hall)

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14:30 Environment & Open Spaces (Tonedale Play Area Special Meeting) (URC Church Hall)

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1 Jun

8

18:30 Policy & Resources (URC Church Hall)

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18:00 Allotments Committee (URC Church Hall)

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Alice Kendall

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*Note that meeting times may alter depending on the length of agendas

July 2022							July 2022							August 2022						
							Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
							4	5	6	7	8	9	10	1	2	3	4	5	6	7
							11	12	13	14	15	16	17	8	9	10	11	12	13	14
							18	19	20	21	22	23	24	15	16	17	18	19	20	21
							25	26	27	28	29	30	31	22	23	24	25	26	27	28
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY														
27 Jun	28	29	30	1 Jul	2	3														
4	5	6	7	8	9	10														
18:00 Planning & Full Council (URC Church Hall)																				
11	12	13	14	15	16	17														
18	19	20	21	22	23	24														
	15:00 Finance Committee (URC Church Hall) 16:00 Environment and Open Spaces 18:00 Town Centre																			
25	26	27	28	29	30	31														

Alice Kendall2*Note that meeting times may alter depending on the length of agendas

October 2022

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26 Sep	27	28	29	30	1 Oct	2
<div>3</div> <div>18:00 Planning & Full Council (URC Church Hall)</div>	4	5	6	7	8	9
<div>10</div> <div>17</div> <div>15:00 Finance Committee (URC Church Hall)</div> <div>16:00 Policy & Resources</div> <div>18:00 Allotments</div>	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1 Nov	2	3	4	5	6

Alice Kendall

5

*Note that meeting times may alter depending on the length of agenda

November 2022

November 2022

Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2022

Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<div>31 Oct</div> <div></div> <div></div> <div>7</div> <div>18:00 Planning & Full Council (URC Church Hall)</div> <div></div> <div>14</div> <div></div> <div>15:00 Finance Committee (URC Church Hall)</div> <div>16:00 Environment & Open Spaces</div> <div>18:00 Town Centre</div> <div></div> <div>21</div> <div></div> <div></div> <div>28</div>	<div>1 Nov</div> <div></div> <div>8</div> <div></div> <div>15</div> <div></div> <div>22</div> <div></div> <div>29</div>	<div>2</div> <div></div> <div>9</div> <div></div> <div>16</div> <div></div> <div>23</div> <div></div> <div>30</div>	<div>3</div> <div></div> <div>10</div> <div></div> <div>17</div> <div></div> <div>24</div> <div>1 Dec</div>	<div>4</div> <div></div> <div>11</div> <div></div> <div>18</div> <div></div> <div>25</div> <div>2</div>	<div>5</div> <div></div> <div>12</div> <div></div> <div>19</div> <div></div> <div>26</div> <div>3</div>	<div>6</div> <div></div> <div>13</div> <div></div> <div>20</div> <div></div> <div>27</div> <div>4</div>

Alice Kendall

6

*Note that meeting times may alter depending on the length of agenda

December 2022

December 2022							January 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28 Nov	29	30	1 Dec	2	3	4
5 18:00 Planning & Full Council (URC Church Hall)	6	7	8	9	10	11
12 15:00 Finance Committee 15:30 Policy & Resources Committee (URC Church Hall)	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1 Jan 23

Alice Kendall 7 *Note that meeting times may alter depending on the length of agendas

January 2023

January 2023							February 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28					

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26 Dec	27	28	29	30	31	1 Jan 23
2	3	4	5	6	7	8
9 18:00 Planning & Full Council (URC Church Hall)	10	11	12	13	14	15
16	17 15:00 Finance Committee (URC Church Hall) 16:00 Environment & 18:00 Town Centre	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1 Feb	2	3	4	5

Alice Kendall 8 *Note that meeting times may alter depending on the length of agendas

February 2023

February 2023							March 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28						27	28	29	30	31		

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30 Jan	31	1 Feb	2	3	4	5
6 18:00 Planning & Full Council (URC Church Hall)	7	8	9	10	11	12
13	14	15	16	17	18	19
20 15:00 Finance Committee (URC Church Hall) 16:00 Policy & Resources Committee (URC 18:00 Allotments	21	22	23	24	25	26
27	28	1 Mar	2	3	4	5

March 2023

March 2023							April 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	8	9	10	11	12	3	4	5	6	7	1	2
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27 Feb	28	1 Mar	2	3	4	5
6 18:00 Planning & Full Council (URC Church Hall)	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21 15:00 Finance Committee 16:00 Environment & Open Spaces 18:00 Town Centre Committee (URC	22	23	24	25	26
27	28	29	30	31	1 Apr	2

