



# WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: [info@wellingtontowncouncil.co.uk](mailto:info@wellingtontowncouncil.co.uk)

## Terms of Reference for the Wellington Town Council Finance Committee

**Name of Committee:** The Finance Committee

### **Purpose**

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

### **Summary of Responsibilities**

The Finance Committee shall have delegated authority to:-

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

### **Status**

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

### **Reporting**

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

### **Membership**

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

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

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

### **Delegated Authority to Authorise Payments**

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £~~4,000~~3,000 (per item) to be taken from the relevant budget. No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.
- In respect of Grant applications, the Committee has delegated authority from the Council to approve expenditure for non-major grants. i.e. up to £3,000. All applications exceeding this will require a recommendation to Council.
- In the event that more than £1,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

### **Operation of the Committee**

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Committee will be held once a month, to precede the monthly Full Council meetings.
- Unless a motion is passed to the contrary, the Mayor will be appointed Chairman of the Committee at its first meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting, the Committee shall vote to appoint a Chairman for that meeting before any business is conducted.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.

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



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<u>HOWARD ROAD FUNDAY BUDGET</u>			<u>Income</u>	
	<u>actual</u>	<u>estimated</u>		
Burgers & Sausages	88.40	130.00	2019	44.00
onions	2.50	1.00	Marcus Barr	280.00
saucers	10.40	8.00	T/Council	100.00
squash	1.50	3.00		
tea, coffee, sugar, milk	9.65	11.00		424.00
serviettes	1.00	2.00	donations	35.00
paper cups & foil trays	50.65	40.00	bought back	10.00
rolls	20.10	37.00		469.00
gas	20.00			
	204.20	232.00		
wipes	6.94	10.00		
gel	9.99	10.00		
cones	11.50	11.50	Income	469.00
food handling gloves	3.49	3.50	Expenditure	336.00
	31.92	35.00	balance in hand	133.00
<u>Total expenditure</u>				
Barbecue & teas	204.20	232.00		
Ten radio	100.00	100.00		
leaflets		30.00		
games & activities		30.00		
covid measures	31.92	35.00		
	336.12	427.00		

Attaching the estimated & actual report of the Howard Road finances.

You will see that there is quite a difference in the 2 sets of figures - mainly for the following reasons -

Wacky Wednesday (One Team) gave us a load of left over burgers, sausages, veggie/vegan, rolls, sauces etc.

There was no charge for the leaflets, although with regards to the games & activities we said to Living Light to let us know on Saturday, so that may need to be up-dated.

There were donations of £35 on the day, which was higher than usual.

So thanks to the generosity of many kind supporters we are £133 in credit instead of £3 as estimated!!





**Alice Kendall**

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**From:** [REDACTED]  
**Sent:** 20 May 2022 11:19  
**To:** Alice Kendall  
**Subject:** Grant for Rat Control at the Basins  
**Attachments:** 20220519\_090848.jpg

Hi Alice

a quick update on the progress of our funding award.

We have been having discussions with Valley Pest Control about which type treatment was best for the Basins. At first poisons were considered but the nature of the site, especially the ponds, along with changing regulations made it difficult to come up with a suitable solution.

It was then decided to use "snap" traps which use a non-toxic bait (see photo). I met two representatives of the company yesterday at the Basins. They had come to install the traps. When they showed me the traps I mentioned that we have issues with night time vandalism at the site and that one good kick would probably destroy the box. They spoke to their manager and decided that it would be better to use stronger metal boxes. They have arranged to revisit the site next week to confirm the specifications.

As yet we have not handed over any money from the grant. When we do it will be an initial lump sum and then 12 monthly payments.

Regards  
Steve Saunders  
Treasurer, WBVG





**Life Education**  
Wessex & Thames Valley  
Helping children make healthy choices

19<sup>th</sup> May 2022

Wellington Town Council  
28 Fore Street  
Wellington  
Somerset TA21 8AQ

### Grant Update May 2022

In June 2021, we received your grant of £860 towards the cost of our visit to Wellesley Park Primary School. The visit took place for 4 days commencing Wednesday 30<sup>th</sup> June 2021, and we delivered our workshops to approximately 340 in all year groups including Nursery.

For information purposes, the total cost of the 4-day visit was £2,280; the school contributed £1,420 plus £860 gratefully received from yourselves.

### Just to recap...

Life Education Wessex & Thames Valley provides age-appropriate health, well-being and drug prevention education programmes to children to provide them with the knowledge, skills and confidence to make positive, healthy choices. Our charity has been working with young children since the 1990s and we are the only charity providing an 8-year health, well-being and drug education programme.

The COVID pandemic and lockdowns proved particularly challenging for the children, schools and communities. We are particularly concerned for the mental health and wellbeing of children and the effect isolation has had on their emotional wellbeing. How children react can vary according to their age, how they understand information and communicate their previous experiences and how they cope with stress. Negative reactions may include worrying thoughts and their concern for their friends and family, fear, avoidance, problems sleeping and physical symptoms. Children also react to what they see from parents/carers and how they deal with situations around them. Family concerns about financial problems and job security can also affect children's sense of security, leading to anxiety and depression. Lack of routine, space, contact with other children and reduced opportunities for physical activity affects children's confidence and overall physical and mental health.

As a Delivery Partner of Coram Life Education, we have been able to deliver new workshops in schools that focus on the emotional health and wellbeing of children.

During our visit to the school, the children will have learnt;

- about healthy eating, including the problems of obesity
- dealing with feelings of sadness, loneliness, anger and conflict
- the importance of exercise, sleep, personal hygiene
- friendship skills and coping strategies

2 Barnes Croft  
Coles Lane  
Milborne St Andrew  
Blandford Forum  
DT11 0LG

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enquiries@lifeeducationwessex.org.uk  
thamesvalley@lifeeducationwessex.org.uk  
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**Patrons:**  
Dame Dione Digby DBE DArts (hc) DL  
Susan Hampshire CBE  
Tracy Edwards MBE

**President:**  
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Gary Hepburn

**Vice Chairman:**  
Andrew Lovell

**Company Secretary:**  
Paul Petrides

**Chairman Ambassadors Group:**  
Keith Millman

- respecting themselves and others online and in the real world
- building confidence and self esteem
- building resilience to risk, assertiveness and decision-making skills
- tackling peer group pressure and bullying
- correcting the misperceptions and dangers about alcohol, tobacco and drugs

Due to the COVID restrictions in place at the time, we were unable to collect any feedback from the pupils and teachers. However, our Educator found the children's behaviour was excellent and pupils across the school were able to speak confidently about their knowledge and ideas.

I have also enclosed two flyers which I hope gives you further information on who we are and what we do.

Thank you once again for your much-valued support. We very much hope that you will consider supporting us in future years.

Lynn Clements  
Operations & Fundraising Coordinator  
[lynn@lifeeducationwessex.org.uk](mailto:lynn@lifeeducationwessex.org.uk)

# Helping children make healthy choices



**Life Education**  
Wessex & Thames Valley

*"All sorts of medical research now shows that what you start with in life is very important and that influence and environment is crucial. Education for children at an early age is vital, to help them adopt the right healthy habits, so that their health later on is going to be as good as possible. That's why I think the work of Life Education is so important"*

**Professor Lord Robert Winston**

## 100% of teachers surveyed would recommend us to other schools

The children's charity, Life Education Wessex & Thames Valley\* (LEW&TV), is a Delivery Partner of the UK's leading health, drug and emotional wellbeing education programme, Coram Life Education. Working with schools, parents/carers and the local community, we help to effectively communicate healthy lifestyle messages and empower children with the knowledge, skills and self-confidence to make positive healthy decisions and stay safe.



We offer a whole-school approach to improving children's wellbeing and progress based on the core values of **Safety Caring Achievement Resilience Friendship** and developed with the knowledge that improving children's health and wellbeing improves their academic attainment.

SCARF is a one-stop, comprehensive Personal, Social, Health Education (PSHE) programme for ages 3 – 11 including Relationships Education and online safety programmes. The interactive and flexible online resources, which are fully aligned with the National Curriculum and designed to support Ofsted and safeguarding requirements, include lesson plans, activities and teaching and learning films, and are offered at no extra cost to schools when booking a Life Education visit.

The following workshops complement the SCARF curriculum and are delivered by our highly skilled Educators either virtually or in the school classroom, and also in LifeSpace.

### Health, Drug and Emotional Wellbeing workshops for Nursery to Year 6

With the use of drama and role play, group discussions and a little magic, we deliver a series of 8 fun and memorable, age appropriate workshops for Nursery to Year 6. Sessions feature the much loved Harold the Giraffe and friends who help the children explore emotions and wellbeing. We discover the wonders of the human body and help children to make life long healthy choices. These workshops also include a staff briefing and parents session (see overleaf for details of each year group workshop).

### Relationships Education for Years 4, 5 & 6

These workshops incorporate puberty lessons and helps schools meet their SMSC development, safeguarding, and emotional wellbeing requirements. Workshops can be tailored to the specific needs of the school, and include parent and staff briefings.

### bCyberwise: staying safe online for Years 3, 4, 5 & 6

Promotes positive online citizenship and teaches children how to be respectful and safe online with innovative and needs-led resources. bCyberwise covers National Curriculum Key Stage 2 requirements on internet safety.



### SCARF Live Online - see separate flyer for more details

Children love these fun, memorable, innovative and exciting online workshops - delivered via Zoom - focusing on emotional health and wellbeing.

*"The topics covered mental wellbeing – a priority in the current circumstances and the children had a pre-session to prepare them well for the online session. They loved completing the wellness booklet – a lovely resource to use."*

\*Berkshire, Buckinghamshire, Cornwall, Devon, Dorset, Hampshire, Oxfordshire, Somerset and East Swindon

# Synopsis of Health, Drug and Emotional Wellbeing workshops for Nursery to Year 6

## Taking Care of Myself

Age: 3-4 years – Nursery  
30 minutes

Children find out how their bodies work and how to keep clean and healthy. They explore the need for a healthy diet, sleep and exercise. Harold the giraffe is introduced and the children help him to feel happy about his first day at nursery.

## All About Me

Age: 4-5 years – Reception  
45 minutes

Children find out how their bodies work and explore the importance of personal hygiene, healthy food, sleep and exercise in looking after their bodies. The safe use of medicines is introduced. Through Harold's visit to his Grandparents they explore feelings, how to deal with them positively and the role friends and family play in their lives.

## My Wonderful Body

Age: 5-6 years – Year 1  
60 minutes

Children find out about keeping their bodies healthy and safe. They explore the need for a healthy balanced diet and discuss the safe use of medicines. Harold's friends Kiki and Derek are introduced providing opportunities to explore the importance of friendship, consider how feelings can be hurt and think of strategies for making up when friends fall out.

## Feelings

Age: 6-7 years – Year 2  
60 minutes

Children further explore the way their bodies work, keeping themselves healthy, and safe storage and use of medicines. Alternatives to medicine such as a good night's sleep, water and exercise are discussed. They consider causes of different emotions and explore the management of feelings. Through helping Harold and his friends they identify ways of dealing with situations involving teasing and bullying.

## Meet the Brain

Age: 7-8 years – Year 3  
60 minutes

Children find out how the brain sends and receives messages through the nerves. They consider medicines as drugs and discuss their safe use and storage. The effects on the body of smoking and drinking alcohol are introduced. Qualities of friendship and skills needed to be effective in relationships with peers are explored.

## It's Great to Be Me

Age: 8-9 years – Year 4  
75 minutes

Children start to consider how organs in the body work together as systems to provide the body with energy from food, water and oxygen. They discuss issues concerning the safe use of medicines and develop an understanding of some of the key risks and effects of smoking and drinking alcohol. They explore friendships and peer influence; recognising the importance for individuals to make their own decisions and take responsibility for their own safety and behaviour.

## Friends

Age: 9-10 years – Year 5  
75 minutes

Children explore physical and emotional needs, recognising that these change according to circumstance. They discuss ways of categorising drugs and develop critical thinking skills in relation to smoking, alcohol and medicines. They consider risks associated with smoking and alcohol and emphasis is placed on the fact that most young people do not take these risks. They explore the influence of friends on decision making and identify and rehearse assertiveness skills.

## Decisions

Age: 10-11 years – Year 6  
75 minutes

Children review their knowledge about the body and explore emotional needs. Basic laws on drugs are discussed and they develop critical thinking skills in relation to legal/illegal drug use including tobacco, alcohol, cannabis and solvents. They explore behaviour patterns within peer groups, risks in relation to alcohol and identify strategies for managing these risks. They identify activities which are popular among young people that are less risky than recreational drug use.



**Schools contribute roughly 60% of the actual cost of the Life Education visit. The balance is subsidised through fundraising and community donations.**



**For more information...**

**Visit [www.lifeeducationwessex.org.uk](http://www.lifeeducationwessex.org.uk)**

**Email [enquiries@lifeeducationwessex.org.uk](mailto:enquiries@lifeeducationwessex.org.uk)**

**Call 01258 837417**

**Life Education Wessex & Thames Valley**  
**2 Barnes Croft, Coles Lane, Milborne St Andrew, Blandford Forum, Dorset, DT11 0LG**

Charity No. 1071094

A company limited by guarantee Reg. in England No. 3585850

Life Education Wessex & Thames Valley is a trading name of Life Education Wessex

**coram**   
**Life Education** Delivery Partner



# Helping children make healthy choices



**Life Education**  
Wessex & Thames Valley

## Who are we?

Local charity, Life Education Wessex & Thames Valley (LEW&TV), has been working with the community and schools for more than 25 years and helps over 84,000 children annually to make healthy choices in life. LEW&TV is an independent, self-financing Delivery Partner of the UK's leading health, drug and emotional well-being education programme, Coram Life Education.

## What do we do?

Working with schools and parents/carers throughout Berkshire, Buckinghamshire, Devon, Dorset, Cornwall, Hampshire, Oxfordshire, Somerset and Swindon, we help to effectively communicate healthy lifestyle messages and empower children aged between 3 and 11 with the knowledge, skills and self-confidence to make and implement their own healthy decisions, avoid risky behaviours and stay safe.

**"Education for children at an early age is vital to help them adopt the right healthy habits."**

(Professor Lord Robert Winston)

## Why we do it?

Children are facing ever increasing pressures and temptations to damage their health and futures, whether through poor diet, drinking alcohol, smoking or misusing drugs. Experts predict that this current generation of children in schools will pre-decease their parents purely because of lifestyle choices. The emotional well-being and health of our young people is the future of our community.

## How we do it?

Highly skilled Educators, ably assisted by 'Harold' the giraffe puppet, use positive teaching techniques to deliver a series of fun, memorable and age appropriate health, emotional well-being and drug education programmes to children in their school classrooms, virtually via ZOOM or in the unique environment of LifeSpace. Annual visits build on the previous years learning so that children can make their own informed lifestyle choices.

## How can you help?

The charge we make is roughly 60% of the actual cost for LEW&TV to visit schools. The balance is subsidised through fundraising & community donations. Show your support by liking our social media pages and spreading the word about our work! Make a donation or ask your employer/club to make us their charity of the year.

## #HaroldsChallenge

Rise to #HaroldsChallenge! Do absolutely anything to help us raise funds as long as it's active, healthy and fun! Whether you create your own event or support us at a pre-organised event we would love to hear from you! Check our website or call for details.

**EVERY £2 YOU RAISE WILL HELP TO KEEP  
A CHILD SAFE, HEALTHY AND HAPPY**

## For more information...

Visit our website - [www.lifeeducationwessex.org.uk](http://www.lifeeducationwessex.org.uk)

Email - [fundraising@lifeeducationwessex.org.uk](mailto:fundraising@lifeeducationwessex.org.uk)

Call - 01258 837417 (Office) or 07825 268183 (Fundraising)

[life\\_ed\\_wtv](https://twitter.com/life_ed_wtv)

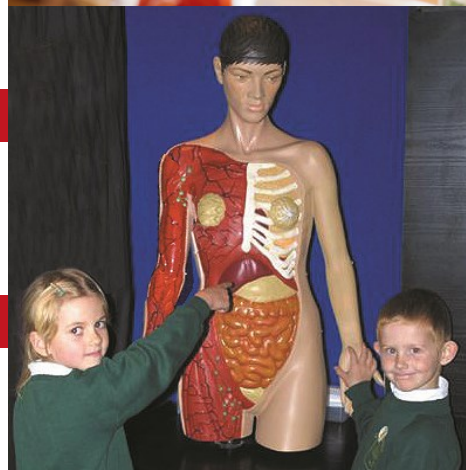
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Life Education Wessex & Thames Valley  
2 Barnes Croft, Coles Lane, Milborne St Andrew, Blandford Forum, DT11 0LG

Charity No. 1071094  
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Photo: Pam Gurney



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## Wellington Town Council

Prepared by: Alice Kendall - Deputy RFODate: 25/05/2022*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 25/05/2022</b>		
	Cash in Hand 01/04/2022		768,429.95
	<b>ADD</b> Receipts 01/04/2022 - 25/05/2022		591,632.34
	<b>SUBTRACT</b> Payments 01/04/2022 - 25/05/2022		1,360,062.29
			66,605.11
	<b>Cash in Hand 25/05/2022</b> (per Cash Book)		<b>1,293,457.18</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash 25/05/2022	3.29	
	Nationwide 01343556 25/05/2022	200,128.24	
	Cambridge & Counties 15020773 25/05/2022	250,551.56	
	The Cambridge Building Society CI 25/05/2022	200,001.10	
	Lloyds Treasurers PC 87331468 25/05/2022	556.70	
	Lloyds Deposit Account 07788306 25/05/2022	414,408.15	
	Lloyds Current Account 2195145 25/05/2022	234,714.62	
			<b>1,300,363.66</b>
	Less unrepresented payments		6,906.48
			1,293,457.18
	Plus unrepresented receipts		
	<b>Adjusted Bank Balance</b>		<b>1,293,457.18</b>
	<b>A = B Checks out OK</b>		



## Wellington Town Council

### PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
53	Telephone System	10/05/2022		Lloyds Current Accour	Direct Debit	Phone System	Taurus Clearer Communicati	S	121.30	24.26	145.56
54	Stationery & Postage	10/05/2022		Lloyds Current Accour	BACS	Stationery	Viking	S	122.87	24.57	147.44
52	Members Travelling	10/05/2022		Lloyds Current Accour	BACS	Civic Service - Wells	Councillor Mrs V Stock-Williar	X	42.20		42.20
55	Platinum Jubilee	11/05/2022		Lloyds Current Accour	BACS	Window Wrap	Somerset Sign & Print Co	S	305.00	61.00	366.00
56	Stationery & Postage	11/05/2022		Lloyds Current Accour	BACS	Lanyards	We Print Gifts Ltd	S	56.75	11.35	68.10
57	IT Support & Email Hosting	12/05/2022		Lloyds Current Accour	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
58	Health & Wellbeing	13/05/2022		Lloyds Current Accour	BACS	Defib Pads	Heartstart Somers	X	40.00		40.00
59	Telephone & Broadband	16/05/2022		Lloyds Current Accour	Direct Debit	Telephone & Broadband	Chess	S	99.86	19.97	119.83
60	Allotments	16/05/2022		Lloyds Current Accour	BACS	Tree Works	Arboricare Ltd	S	850.00	170.00	1,020.00
61	Sage Payroll & HR	17/05/2022		Lloyds Current Accour	Direct Debit	Payroll System	Sage	S	42.50	8.50	51.00
62	Platinum Jubilee	17/05/2022		Lloyds Current Accour	BACS	Banner Install	WGS Power & Lighting	S	1,430.00	286.00	1,716.00
63	Emergency High Street Fund	18/05/2022		Lloyds Current Accour	BACS	Safety Fence Hire (Bus Shelter	Abacus Construction Ltd	S	280.00	56.00	336.00
64	Emergency High Street Fund	18/05/2022		Lloyds Current Accour	BACS	Remove Window Wrap	Somerset Sign & Print Co	S	80.00	16.00	96.00
65	Electricity	19/05/2022		Lloyds Current Accour	Direct Debit	Electricity for Offices	SSE	L	149.18	7.46	156.64
67	Platinum Jubilee	20/05/2022		Lloyds Current Accour	BACS	Advert - Jubilee - Welly Weekl	Tindle Newspapers	S	206.40	41.28	247.68
66	Hospitality	20/05/2022		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.10		1.10
70	Salaries	23/05/2022		Lloyds Current Accour	BACS	Net Salaries	Various	X	6,778.08		6,778.08
71	Salaries	23/05/2022		Lloyds Current Accour	BACS	Deductions - May	HMRC	X	2,601.80		2,601.80
72	Salaries	23/05/2022		Lloyds Current Accour	BACS	Superann - May	Somerset County Council	X	2,024.73		2,024.73
73	Hospitality	23/05/2022		Lloyds Treasurers PC	Card	Tumblers	Buy & Save	X	3.99		3.99
74	Hospitality	23/05/2022		Lloyds Treasurers PC	Card	Refreshments	Co-op	X	19.30		19.30
68	Office Equipment	23/05/2022		Lloyds Treasurers PC	Card	Projector Carry Bag	Amazon	S	28.32	5.67	33.99
69	Platinum Jubilee	23/05/2022		Lloyds Current Accour	BACS	Jubilee Beacon Signposts	Carly Press	S	150.00	30.00	180.00
75	Platinum Jubilee	24/05/2022		Lloyds Current Accour	BACS	Poster Artwork	Word Gets Around	X	50.00		50.00
76	Hospitality	24/05/2022		Lloyds Current Accour	Card	Refreshments	Co-op	X	6.05		6.05
<b>Total</b>									<b>15,829.43</b>	<b>830.06</b>	<b>16,659.49</b>



Wellington Town Council  
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
30	Platinum Jubilee	16/05/2022		Lloyds Current Accour		Stall Fee	Wellington Under 7's	X	30.00		30.00
31	Platinum Jubilee	16/05/2022		Lloyds Current Accour		Stall Fee	Dumpling Gifts	X	30.00		30.00
32	Platinum Jubilee	16/05/2022		Lloyds Current Accour		Stall Fee	Gallery 59	X	60.00		60.00
33	Bank Interest	17/05/2022		Lloyds Deposit Accour		Interest	Lloyds Bank	X	1.61		1.61
34	Jubilee Stall Deposits	20/05/2022		Lloyds Current Accour		Stall Fee	Frost N Curl	X	30.00		30.00
35	Jubilee Stall Deposits	20/05/2022		Lloyds Current Accour		Stall Fee	Sharon Bride	X	30.00		30.00
36	Platinum Jubilee	25/05/2022		Lloyds Current Accour		Stall Fee	Wellington Produce Market	X	120.00		120.00
Total									301.61		301.61



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

**Administration/Office running**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00		-250.00	4,000.00		4,000.00	3,750.00 (88%)
27	Photocopier				1,000.00		1,000.00	1,000.00 (100%)
28	Electricity				2,000.00	149.18	1,850.82	1,850.82 (92%)
32	Office Equipment				250.00	28.32	221.68	221.68 (88%)
34	Insurances				2,750.00		2,750.00	2,750.00 (100%)
35	Stationery & Postage				1,250.00	433.72	816.28	816.28 (65%)
36	Audit Fees				1,800.00	385.00	1,415.00	1,415.00 (78%)
37	Office Cleaning & Maintenance				2,500.00	173.30	2,326.70	2,326.70 (93%)
40	Hire of Hall				1,740.00		1,740.00	1,740.00 (100%)
95	Office Furniture Replacement							(N/A)
<b>SUB TOTAL</b>		<b>250.00</b>		<b>-250.00</b>	<b>17,290.00</b>	<b>1,169.52</b>	<b>16,120.48</b>	<b>15,870.48 (90%)</b>

**Affiliation Fees**

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

**Christmas**

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

**Community Services**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Wellington One				11,000.00		11,000.00	11,000.00 (100%)
58	Community Safety				1,000.00		1,000.00	1,000.00 (100%)
59	Promotion of Wellington				5,000.00		5,000.00	5,000.00 (100%)
60	Community Services & Priorities				5,000.00	120.84	4,879.16	4,879.16 (97%)
61	Health & Wellbeing				30,000.00	230.00	29,770.00	29,770.00 (99%)
62	Museum Lease							(N/A)
64	Community Warden				17,505.00		17,505.00	17,505.00 (100%)
65	Emergency Planning				1,000.00		1,000.00	1,000.00 (100%)

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

25 May 2022 (2022 - 2023)

66 Other Payments		300.00	300.00	300.00 (100%)
67 Youth Services				(N/A)
<b>SUB TOTAL</b>		<b>70,805.00</b>	<b>350.84</b>	<b>70,454.16 (99%)</b>

**Cost of democracy and electic**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
20	Mayors Allowance				500.00		500.00	500.00 (100%)
21	Councillors Allowance				4,200.00		4,200.00	4,200.00 (100%)
22	Members Training				500.00		500.00	500.00 (100%)
23	Members Travelling				600.00	42.20	557.80	557.80 (92%)
24	Hospitality				1,000.00	35.79	964.21	964.21 (96%)
25	Elections				1,000.00		1,000.00	1,000.00 (100%)
89	Deputy Mayor's Allowance				200.00		200.00	200.00 (100%)
<b>SUB TOTAL</b>					<b>8,000.00</b>	<b>77.99</b>	<b>7,922.01</b>	<b>7,922.01 (99%)</b>

**Earmarked Reserves**

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

**Emergency High Street Fund**

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
78	Emergency High Street Fund		25,000.00	25,000.00		21,274.35	-21,274.35	3,725.65 (N/A)
79	Electrical Infrastructure Work							(N/A)
80	Related Staffing Costs							(N/A)
81	Christmas Entertainment 2020							(N/A)
82	Street Furniture					250.00	-250.00	-250.00 (N/A)
83	Maps & Signage							(N/A)
85	Marketing							(N/A)
86	Notice Boards							(N/A)
88	Farmers Market							(N/A)
98	Related Fees							(N/A)
120	Welly Welcome Weekend 2021							(N/A)
121	Town Surveys							(N/A)
124	Christmas 2021							(N/A)
125	Wellington Produce Market					475.00	-475.00	-475.00 (N/A)



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

25 May 2022 (2022 - 2023)

<b>SUB TOTAL</b>	<b>25,000.00</b>	<b>25,000.00</b>	<b>21,999.35</b>	<b>-21,999.35</b>	<b>3,000.65 (N/A)</b>
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**Environment and Planning**

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

**Grants**

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

**Grounds Maintenance and Allotments**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Allotments	2,470.00		-2,470.00	2,000.00	1,665.65	334.35	-2,135.65 (-47%)
45	Tone Play Area				1,000.00		1,000.00	1,000.00 (100%)
46	Footpaths Maintenance				500.00		500.00	500.00 (100%)
92	Longforth Allotment				10,000.00		10,000.00	10,000.00 (100%)
<b>SUB TOTAL</b>		<b>2,470.00</b>		<b>-2,470.00</b>	<b>13,500.00</b>	<b>1,665.65</b>	<b>11,834.35</b>	<b>9,364.35 (58%)</b>

**Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept		206,838.50	206,838.50				206,838.50 (N/A)
2	Bank Interest	2,000.00	304.67	-1,695.33				-1,695.33 (-84%)
3	Parish Grants	2,275.00		-2,275.00				-2,275.00 (-100%)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00		-1,000.00				-1,000.00 (-100%)
<b>SUB TOTAL</b>		<b>5,275.00</b>	<b>207,143.17</b>	<b>201,868.17</b>				<b>201,868.17 (3826%)</b>

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

25 May 2022 (2022 - 2023)

**IT, Website & Internet**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				2,690.00	199.72	2,490.28	2,490.28 (92%)
30	IT Equipment				1,200.00		1,200.00	1,200.00 (100%)
31	IT Support & Email Hosting				4,250.00	729.00	3,521.00	3,521.00 (82%)
94	IT for New Staff				1,500.00		1,500.00	1,500.00 (100%)
101	Telephone System				2,000.00	242.60	1,757.40	1,757.40 (87%)
103	Security Software				195.00		195.00	195.00 (100%)
104	Office 365				1,760.00		1,760.00	1,760.00 (100%)
105	Parish Online				450.00		450.00	450.00 (100%)
106	Zoom				120.00		120.00	120.00 (100%)
107	Scribe Accounting System				1,500.00		1,500.00	1,500.00 (100%)
108	Sage Payroll & HR				870.00	133.00	737.00	737.00 (84%)
132	Councillor Tablets				2,500.00		2,500.00	2,500.00 (100%)
<b>SUB TOTAL</b>					<b>19,035.00</b>	<b>1,304.32</b>	<b>17,730.68</b>	<b>17,730.68 (93%)</b>

**Pop Up Shop**

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

**Professional Services**

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

**Staff Costs & Expenses**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				179,096.00	23,919.18	155,176.82	155,176.82 (86%)
17	Staff Training				500.00	70.00	430.00	430.00 (86%)
18	Staff Travelling				200.00		200.00	200.00 (100%)
19	Staff Recruitment				1,500.00		1,500.00	1,500.00 (100%)
87	Home Working Allowances				600.00		600.00	600.00 (100%)
<b>SUB TOTAL</b>					<b>181,896.00</b>	<b>23,989.18</b>	<b>157,906.82</b>	<b>157,906.82 (86%)</b>

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

25 May 2022 (2022 - 2023)

**Town Centre**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				20,017.00	1,340.13	18,676.87	18,676.87 (93%)
127	Jubilee Stall Deposits		582.00	582.00				582.00 (N/A)
128	Platinum Jubilee		330.00	330.00	25,000.00	6,077.13	18,922.87	19,252.87 (77%)
133	Longforth Rd Toilet Refurb				10,000.00		10,000.00	10,000.00 (100%)
134	Co-Working Space				30,000.00		30,000.00	30,000.00 (100%)
135	Town Centre Projects				20,000.00		20,000.00	20,000.00 (100%)
SUB TOTAL			912.00	912.00	105,017.00	7,417.26	97,599.74	98,511.74 (93%)

**Welcome Back Fund**

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

**Summary**

NET TOTAL	13,845.00	591,632.34	577,787.34	688,588.49	60,384.17	628,204.32	1,205,991.66 (171%)
V.A.T.					6,220.94		
GROSS TOTAL		591,632.34			66,605.11		



## WELLINGTON TOWN COUNCIL BANKING ARRANGEMENT UPDATE

### 1 Background

This paper follows on from a report presented and agreed in September 2021.

As per the Council's Treasury & Investment Policy, no more than 60% of the Council's cash funds will be held at any one institution. By splitting the funds, the Council also seeks maximum protection from the FSCS<sup>1</sup>. The Scheme protects deposits up to £85,000 per registered financial institution. This total is across all accounts held at that institution. Should the financial institution fail, funds are automatically returned by the Scheme.

### 2 Council's Funds at Present

#### 2.1 Current Bank Balances

At time of writing, the Council holds a bank balance of £1,310,798.07 spread between 6 accounts at four institutions. A breakdown of balances is provided below

Account	Balance		% of funds
Nationwide 01343556	£200,128.24		15.27%
Cambridge & Counties 15020773	£250,551.56		19.11%
The Cambridge Building Society CB01426165	£200,001.10		15.26%
Lloyds Treasurers PC 87331468	£615.08		
Lloyds Deposit Account 07788306	£414,408.15		
Lloyds Current Account 2195145	£245,093.94		
Lloyds Total		£660,117.17	50.36%
	£1,310,798.07		

#### 2.2 Current interest rates and access

Account	Interest	Notice requirement
Nationwide 01343556	0.45%	95 days
Cambridge & Counties 15020773	1.29%	95 days
The Cambridge Building Society CB01426165	0.20%	None
Lloyds Treasurers PC 87331468	0.00%	N/A *
Lloyds Deposit Account 07788306	0.01%	None
Lloyds Current Account 2195145	0.00%	N/A *

\* These accounts are for 'current account' usage and therefore have no interest rate and no limitation on withdrawals.

#### 2.3 Current FSCS Protection

As the Council holds accounts with four institutions that are FSCS registered, £340,000 of its balance is protected. This equates to 26% of total funds held.

<sup>1</sup> Financial Services Compensation Scheme

### 3 Additional Bank Accounts

The following accounts are business savings accounts that are also open to Town and Parish Councils and are registered for FSCS protection.

#### Hampshire Trust Bank

Term	Gross Interest
1 Year Business Bond (Issue 51)	1.61%
2 Year Business Bond (Issue 43)	2.11%
3 Year Business Bond (Issue 23)	2.20%
95 Day Business Notice (Issue 8)	0.75%
120 Day Business Notice (Issue 9)	0.85%

#### Teachers Building Society

Account	Withdrawal Notice	Gross Interest
Charity & Community Saver 90 (issue 1)	90 Days	0.30%
Charity & Community Saver 35 (issue 3)	35 Days	0.25%
Charity & Community Easy Saver (issue 1)	None	0.20%

#### Unity Trust Bank

Account	Withdrawal Notice	Gross Interest
Business Saver	Instant	0.35%

### 4 Recommendations

#### 4.1 Recommendations from previous report

As a result of the last report, it was recommended and approved that a Business Reserve account be opened with Natwest. Following continued poor experiences with the bank, it is now recommended that this account not be opened.

#### 4.2 Recommendations for additional accounts

It is recommended that the Council open the following new accounts with deposits as detailed:

- Hampshire Trust Bank – 1 Year Business Bond - £250,000
- Teachers Building Society – Charity & Community Saver 90 - £100,000
- Unity Trust Bank – Business Saver - £100,000

Total opening balances of £450,000 to be transferred from the Lloyds Deposit Account (£300,000) and Lloyds Treasury Account (£150,000)

### 4.3 Accessing funds

Based on their interest rates and notice requirements, drawn down for transactions from the current accounts will be done in the following order;

	Interest	Access
Lloyds Deposit Account	0.01%	Instant
The Cambridge Building Society	0.20%	Instant
Unity Trust Bank	0.35%	Instant
Teachers Building Society	0.30%	90 Days
Nationwide	0.45%	95 days
Cambridge & Counties	1.29%	95 days
Hampshire Trust Bank	1.61%	1 Year Only on maturity

### 4.4 Signatories

As already approved at the Annual Meeting, signatories for these new savings accounts will be the Town Clerk (David Farrow), Deputy RFO (Alice Kendall), Mayor (Cllr Mark Lithgow), Deputy Mayor (Cllr Nancy Powell-Brace) and Cllr A Govier. The mandate shall require three signatures for withdrawals comprising of one Officer and two Councillors.

## 5 Other Factors

### 5.1 FSCS Protection

The additional accounts will increase the Council's protection to £595,000 that being 45% of total current deposits.

### 5.2 Interest Rates

Combined with the other accounts the Council holds, the three new accounts should provide a satisfactory balance between FSCS provided protection and income generated via interest. Over one year, the new accounts are estimated to earn the following;

- Unity Trust Bank = £350
- Teachers Building Society = £300
- Hampshire Trust Bank = £4,025

### 5.3 Other income due

The Council will receive the 2<sup>nd</sup> half of the precept in September (£206,838.50) which will be paid into the current account. This covers 'regular' costs of the Council so it is likely that withdrawals from the savings accounts will only have to be made for large items of expenditure i.e. projects using C.I.L funding.

Alice Kendall  
Deputy RFO

NB Balances and interest rates are correct at the time of writing (17 May 2022)

