

## WELLINGTON TOWN COUNCIL MINUTES 16 MAY 2022

### MINUTES OF THE ANNUAL MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 16 MAY 2022 AT 6.00PM

**PRESENT:** Councillor M Lithgow (Mayor)

Councillors M Barr, Z Barr, W Battishill, S Booker, C Booth, K Canham, A. Govier, C. Govier, R Henley, J Lloyd, M McGuffie, J Thorne, N Powell-Brace, K Wheatley

Davis Farrow (Town Clerk), Annette Kirk (Deputy Town Clerk), Alice Kendall (Deputy Responsible Financial Officer (Deputy RFO), and Rebecca Hunt (Administrative Assistant)

Two members of the public were present

#### **1 TO ELECT THE MAYOR FOR 2022/23**

Having been appropriately nominated by Councillor N Powell-Brace and seconded by Councillor K Wheatley in accordance with Standing Orders it was **RESOLVED** that Councillor Mark Lithgow be appointed Mayor for the coming year.

#### **2 TO ELECT A DEPUTY MAYOR FOR 2022/3**

Having been appropriately nominated by Councillor M Lithgow and seconded by Councillor K Wheatley in accordance with Standing Orders it was **RESOLVED** that Councillor Nancy Powell-Brace be appointed as Deputy Mayor for the coming year.

#### **3 APOLOGIES**

No apologies were received as all councillors were present.

#### **4 DECLARATIONS OF INTEREST**

It was noted that Councillor Ross Henley should be added to the standing declarations of interest as a member of Somerset County Council/Somerset Council and Councillor Keith Wheatley as a member of Somerset West and Taunton Council.

#### **5 MINUTES**

**RESOLVED** to approve the minutes of the Finance, Planning and Full Council meetings held on 4 April 2022.

#### **6 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

No representations had been received.

#### **7 REVIEW OF COMMITTEES, THEIR MEMBERSHIP AND TERMS OF REFERENCE**

##### **7.1 Terms of Reference**

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

##### **7.2 Committee Membership**

**RESOLVED** that committee membership for the coming year would be as follows:

**(a) Finance Committee:** Councillors M Barr, Z Barr, S Booker, A Govier, M Lithgow, J Lloyd, M McGuffie, N Powell-Brace and J Thorne

**(b) Environment and Open Space Committee:** Councillors M Barr, C Booth, K Canham, C Govier, M Lithgow, M Lloyd and M McGuffie

## WELLINGTON TOWN COUNCIL MINUTES 16 MAY 2022

**(c) Community Safety Committee:** RESOLVED that the responsibilities of this committee are transferred initially to the Policy and Resources Committee which will determine how its responsibilities should be fulfilled.

**(d) Policy and Resources Committee:** Councillors M Barr, S Booker, K Canham, A Govier, M Lithgow, J Lloyd, M McGuffie, J Thorne and K Wheatley. It was also RESOLVED to revise the Terms of Reference of the Committee to increase the numbers of councillors to nine from eight.

**(e) Allotments Committee:** Councillors W Battishill, C Booth K Canham, C Govier, M Lithgow, and J Lloyd

**(f) Town Centre Committee:** Councillors M Barr, C Booth, K Canham, C Govier, M Lithgow, J Lloyd, N Powell-Brace, and K Wheatley. It was also RESOLVED to revise the Terms of Reference of the Committee to increase the numbers of councillors to eight from seven.

### **8 TO ELECT REPRESENTATIVES TO OUTSIDE BODIES**

RESOLVED that Town Council representation on outside bodies would be as follows

- a. **Wellington Twinning Association (2 members)** Councillor J Lloyd and one vacancy
- b. **Wellington Community Association (2 members)** Councillors C Govier and M Lithgow
- c. **Somerset Association of Local Councils (2 members)** Councillor J Lloyd and one vacancy
- d. **Hospital of Sir John Popham Knight (3 members)** Councillors M Lithgow and M McGuffie. It was further RESOLVED that the Town Clerk should approach former councillor Vivienne Stock-Williams to ask if she would take up the third place.
- e. **Friends of Wellington Park (1 member)** Councillor M Lithgow
- f. **Wellington Museum and Local History Committee (1 member)** Councillor K Canham
- g. **Devon and Somerset Metro Group (1 member)** Councillor M Barr
- h. **Representative Governor at Wellington School** Councillor K Wheatley
- i. **Wellington One (2 members)** Councillors C Booth and C Govier
- j. **Basins Volunteer Group (2 members)** Councillors M Barr and N Powell-Brace

### **9. Renewal of Annual Subscriptions.**

RESOLVED to

1. Renew the subscription to the Somerset Association of Local Councils.
2. Renew the subscription to The Community Council for Somerset
3. Renew the subscription for the Society of Local Council Clerks

## WELLINGTON TOWN COUNCIL MINUTES 16 MAY 2022

### 10. CALENDAR OF MEETINGS FOR 2022-2023

After some discussion it was agreed that the Town Clerk should amend the proposed schedule considering comments made and bring it back to the June meeting of the Town Council.

### 11. CODE OF CONDUCT

**RESOLVED** that the revised Local Government Association Model Code of Conduct Code be adopted as amended to make it relevant to town and parish councils.

### 12. STANDING ORDERS AND FINANCIAL REGULATIONS

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

### 13. COUNCIL POLICIES AND PROCEDURES

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

### 14. THE GENERAL POWER OF COMPETENCE (GPC)

**RESOLVED** to adopt the GPC given that the Council meet the criteria (1) that two thirds of the Council members must have been declared to have been elected and (2) that the Clerk holds a relevant qualification e.g., Certificate in Local Council Administration.

### 15. ACCOUNTING STATEMENTS

#### (a) 2021-22 Year.

#### i. TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 31 MARCH 2022

**RESOLVED** to note and approve the bank reconciliation.

#### ii. TO NOTE AND APPROVE EXPENDITURE FOR 29 – 31 MARCH 2022

**RESOLVED** to note and approve the expenditure.

#### iii. TO NOTE AND APPROVE INCOME RECEIVED FOR 29 – 31 MARCH 2022

**RESOLVED** to note and approve the income.

#### iv. TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2021-22 YEAR AS AT 31 MARCH 2022

Councillor Lloyd asked why the budget line for insurance was overspent. The Deputy RFO explained that it was because the renewal for the current year was billed in the previous financial year, but this will be made clearer when the Audit report (containing adjustments) is issued at the next Council meeting.

**RESOLVED** to note and approve the budget report.

#### (b) 22-23 year.

#### i. TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 9 MAY 2022

**RESOLVED** to note and approve the bank reconciliation

#### ii. TO NOTE AND APPROVE EXPENDITURE FOR 1 APRIL – 9 MAY 2022

**WELLINGTON TOWN COUNCIL MINUTES 16 MAY 2022**

**RESOLVED** to note and approve the expenditure

**iii. TO NOTE AND APPROVE INCOME RECEIVED FOR 1 APRIL – 9 MAY 2022**

**RESOLVED** to note and approve the income

**iv. TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2022-23 YEAR AS AT 9 MAY 2022.**

Councillor J Thorne asked that clarification be provided in relation to where the £15,000 budget for Green Grant funding was recorded. The Town Clerk agreed to provide the information at the next meeting. It was **RESOLVED** to note this and approve the income and expenditure against the budget.

**16 COUNCILLOR ATTENDANCE**

A summary of Councillor attendance at 2021-22 meetings was noted.

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

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

**18 REVIEW OF BANK SIGNATORIES**

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

The meeting closed at 7.00pm

.....  
Councillor Mark Lithgow  
Mayor