

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNITED REFORMED CHURCH HALL, FORE STREET, WELLINGTON TA21 8AG ON TUESDAY 19 JULY 2022 AT 3.30 PM

PRESENT: Councillor M Lithgow (Mayor),
Councillors M Barr, Z Barr, S Booker, A Govier, J Lloyd, M McGuffie,
and J Thorne

IN ATTENDANCE: David Farrow (Town Clerk), Annette Kirk (Deputy Clerk), Alice Kendall (Deputy RFO)
2 members of the public

134 APOLOGIES

No apologies had been received.

135 DECLARATIONS OF INTEREST

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

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

In addition, Councillor Lloyd declared a personal interest in item 5ai (grant application from Wellington Rugby Club) as her husband hires facilities there for use by a club that he is a member of.

136 PUBLIC PARTICIPATION

2 members of the public were present, both being representatives of the groups who had submitted grant applications and were available to answer questions if required.

137 MINUTES

RESOLVED to approve and sign the minutes of the meeting held 6 June 2022.

138 GRANTS

(a) Applications

- i. **Rugby Club** – Wellington RFC submitted an application for £2,000 to contribute towards the hire of a professional company for their annual fireworks display. The application form and supporting documentation was forward to Councillors by e-mail in advance of the meeting.

RESOLVED to suspend standing orders to allow the applicant to answer questions.

RESOLVED to reinstate standing orders.

After some discussion, it was **RESOLVED** to award £2,000 to Wellington Rugby Club for their event.

- ii. **Basins Volunteer Group** – following a grant award of £1,808.40 in the previous financial year, the group re-assessed their project which has resulted in an increase in cost of £493. Councillors were asked to consider ‘topping up’ the original grant. Correspondence and an updated report were circulated by e-mail.

RESOLVED to award an additional £493 to the Wellington Basins Volunteer Group.

(b) Summary of Grants 22/23

The schedule of grants paid to date was noted.

139 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 12 JULY 2022

RESOLVED to note and approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 26 MAY – 12 JULY 2022

RESOLVED to note and approve the expenditure as presented.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 26 MAY – 12 JULY 2022

RESOLVED to note and approve the income received as presented.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2022-23 YEAR AS AT 12 JULY 2022

RESOLVED to note and approve the budget report.

There being no further business, the meeting closed at 3.55 pm.

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Councillor Mark Lithgow
Mayor

Wellington Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2022 and 02-08-2022)

Cost Centre Grants**Code Number 41 Grants**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
141	28/06/2022		Lloyds Current Acc	BACS	Grant	Life Education Wessex	X	555.00		555.00
142	28/06/2022		Lloyds Current Acc	BACS	Grant	Avon & Somerset Police	X	1,700.00		1,700.00
176	22/07/2022		Lloyds Current Acc	BACS	Grant	Wellington Basins Volunteer Group	X	493.00		493.00
177	22/07/2022		Lloyds Current Acc	BACS	Grant	Wellington Rugby Club	X	2,000.00		2,000.00
<u>Subtotal for Code: Grants</u>								<u>£4,748.00</u>		<u>£4,748.00</u>
Subtotal for Cost Centre: Grants								4,748.00		4,748.00
<u>TOTALS</u>								<u>£4,748.00</u>		<u>£4,748.00</u>

Wellington Town Council

Prepared by: Alice Kendall - Deputy RFODate: 02/08/2022*Name and Role (Clerk/RFO etc)*

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 02/08/2022		
	Cash in Hand 01/04/2022		768,429.95
	ADD Receipts 01/04/2022 - 02/08/2022		599,964.93
			1,368,394.88
	SUBTRACT Payments 01/04/2022 - 02/08/2022		165,218.58
A	Cash in Hand 02/08/2022 (per Cash Book)		1,203,176.30
	Cash in hand per Bank Statements		
	Petty Cash 02/08/2022	0.00	
	Nationwide 01343556 02/08/2022	200,342.41	
	Cambridge & Counties 15020773 02/08/2022	251,393.81	
	The Cambridge Building Society CI 02/08/2022	200,001.10	
	Lloyds Treasurers PC 87331468 02/08/2022	315.77	
	Lloyds Deposit Account 07788306 02/08/2022	414,415.30	
	Lloyds Current Account 2195145 02/08/2022	151,052.32	
			1,217,520.71
	Less unrepresented payments		14,344.41
			1,203,176.30
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,203,176.30
	A = B Checks out OK		

Wellington Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
172	Telephone & Broadband	15/07/2022		Lloyds Current Accour	Direct Debit	Telephone & Broadband	Chess	S	99.86	19.97	119.83
174	Office Cleaning & Maintenance	18/07/2022		Lloyds Current Accour	BACS	Additional Cleaning (windows & doors)	AIS Cleaners	S	95.00	19.00	114.00
173	Hospitality	18/07/2022		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.30		1.30
175	Hospitality	19/07/2022		Lloyds Treasurers PC	Card	Water & Ice	Co-op	X	7.45		7.45
176	Grants	22/07/2022		Lloyds Current Accour	BACS	Grant	Wellington Basins Volunteer	X	493.00		493.00
177	Grants	22/07/2022		Lloyds Current Accour	BACS	Grant	Wellington Rugby Club	X	2,000.00		2,000.00
178	Salaries	22/07/2022		Lloyds Current Accour	BACS	Superann - July	Somerset County Council	X	2,006.46		2,006.46
179	Salaries	22/07/2022		Lloyds Current Accour	BACS	Deductions - July	HMRC	X	2,450.64		2,450.64
180	Salaries	22/07/2022		Lloyds Current Accour	BACS	Net Salaries	Various	X	6,867.18		6,867.18
181	Sage Payroll & HR	22/07/2022		Lloyds Current Accour	Direct Debit	Payroll System	Sage	S	42.50	8.50	51.00
182	Office Cleaning & Maintenance	22/07/2022		Lloyds Current Accour	BACS	Office Cleaning	AIS Cleaners	S	80.00	16.00	96.00
183	Community Services & Priorities	25/07/2022		Lloyds Treasurers PC	Card	Civic Award Gift Cards	W H Smith	X	45.00		45.00
190	Staff Training	02/08/2022		Lloyds Current Accour	BACS	Staff Training	SALC	X	90.00		90.00
191	Staff Training	02/08/2022		Lloyds Current Accour	BACS	Staff Training	SALC	X	30.00		30.00
192	Rent	02/08/2022		Lloyds Current Accour	BACS	Pop-Up Shop Rent	H T Perry & Son	X	500.00		500.00
194	Hospitality	02/08/2022		Lloyds Treasurers PC	Card	Refreshments	Co-op	X	9.50		9.50
195	Overheads	02/08/2022		Lloyds Current Accour	Direct Debit	electricity for Pop-Up Shop	EDF Energy	X	25.00		25.00
184	Longforth Road Toilets	02/08/2022		Lloyds Current Accour	BACS	Toilet Cleaning	ID Verde	S	1,460.55	292.11	1,752.66
185	IT Support & Email Hosting	02/08/2022		Lloyds Current Accour	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
186	Platinum Jubilee	02/08/2022		Lloyds Current Accour	BACS	Jubilee Video Creation	MTMIT	S	69.00	13.80	82.80
187	Town Centre Projects	02/08/2022		Lloyds Current Accour	BACS	Planter Maintenance May & June	Create Landscaping Ltd	S	248.00	49.60	297.60
188	Community Warden	02/08/2022		Lloyds Current Accour		Community Warden	ID Verde	S	5,399.68	1,079.94	6,479.62
189	Town Centre Projects	02/08/2022		Lloyds Current Accour	BACS	Planter Maintenance July	Create Landscaping Ltd	S	124.00	24.80	148.80
193	Office Equipment	02/08/2022		Lloyds Current Accour	BACS	Asset Stickers	Somerset Sign & Print Co	S	42.00	8.40	50.40
Total									22,526.12	1,600.12	24,126.24

Wellington Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
58 Jubilee Stall Deposits	14/07/2022		Lloyds Current Accour		Stall Fee Refund	Various	X	-60.00		-60.00
59 Rent	02/08/2022		Lloyds Current Accour		Pop-Up Shop	Louise Winborn	X	300.00		300.00
60 Rents - Various	02/08/2022		Lloyds Current Accour		Promotional Space	Eat Festival	X	50.00		50.00
61 Rent	02/08/2022		Lloyds Current Accour		Pop-Up Shop	Wellington Rotary Club	X	100.00		100.00
62 Bank Interest	02/08/2022		Cambridge & Counties		Interest	Cambridge & Counties	X	328.16		328.16
							Total	718.16		718.16

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	62.50	-187.50	4,000.00	565.00	3,435.00	3,247.50 (76%)
27	Photocopier		11.66	11.66	1,000.00	137.56	862.44	874.10 (87%)
28	Electricity				2,000.00	149.18	1,850.82	1,850.82 (92%)
32	Office Equipment				250.00	95.32	154.68	154.68 (61%)
34	Insurances				2,750.00		2,750.00	2,750.00 (100%)
35	Stationery & Postage				1,250.00	651.54	598.46	598.46 (47%)
36	Audit Fees				1,800.00	385.00	1,415.00	1,415.00 (78%)
37	Office Cleaning & Maintenance				2,500.00	654.80	1,845.20	1,845.20 (73%)
40	Hire of Hall				1,740.00	405.00	1,335.00	1,335.00 (76%)
95	Office Furniture Replacement							(N/A)
SUB TOTAL		250.00	74.16	-175.84	17,290.00	3,043.40	14,246.60	14,070.76 (80%)

Affiliation Fees

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

Christmas

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Hire of Lights				7,500.00		7,500.00	7,500.00 (100%)
115	Lights Install				8,000.00	425.00	7,575.00	7,575.00 (94%)
116	Switch on Event				10,000.00		10,000.00	10,000.00 (100%)
123	Stall Deposits							(N/A)
136	Electricity				200.00		200.00	200.00 (100%)
137	Additional Lights & Install				5,000.00	6.00	4,994.00	4,994.00 (99%)
SUB TOTAL					30,700.00	431.00	30,269.00	30,269.00 (98%)

Community Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Wellington One				11,000.00		11,000.00	11,000.00 (100%)
58	Community Safety				1,000.00		1,000.00	1,000.00 (100%)
59	Promotion of Wellington				5,000.00	65.00	4,935.00	4,935.00 (98%)
60	Community Services & Priorities				5,000.00	286.68	4,713.32	4,713.32 (94%)
61	Health & Wellbeing				30,000.00	21,730.00	8,270.00	8,270.00 (27%)
62	Museum Lease							(N/A)
64	Community Warden				17,505.00	5,399.68	12,105.32	12,105.32 (69%)
65	Emergency Planning				1,000.00		1,000.00	1,000.00 (100%)

Wellington Town Council
Summary of Receipts and Payments

2 August 2022 (2022 - 2023)

All Cost Centres and Codes

66 Other Payments	300.00	300.00	300.00 (100%)
67 Youth Services			(N/A)
SUB TOTAL	70,805.00	27,481.36	43,323.64 (61%)

Cost of democracy and electic

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Mayors Allowance				500.00	500.00	(0%)	
21	Councillors Allowance				4,200.00	4,200.00	(0%)	
22	Members Training				500.00	165.00	335.00 (67%)	
23	Members Travelling				600.00	42.20	557.80 (92%)	
24	Hospitality				1,000.00	74.29	925.71 (92%)	
25	Elections				1,000.00		1,000.00 (100%)	
89	Deputy Mayor's Allowance				200.00	200.00	(0%)	
SUB TOTAL					8,000.00	5,181.49	2,818.51 (35%)	

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71	C.I.L		357,877.17	357,877.17	210,373.97		210,373.97	568,251.14 (270%)
73	Film Festival				8,000.00		8,000.00	8,000.00 (100%)
75	Railway Station				15,000.00		15,000.00	15,000.00 (100%)
76	Capital Projects				50,000.00		50,000.00	50,000.00 (100%)
77	Playing Pitch Strategy				9,000.00		9,000.00	9,000.00 (100%)
96	Post Office Provision				2,500.00		2,500.00	2,500.00 (100%)
97	Cades Farm Community Hall				7,000.00		7,000.00	7,000.00 (100%)
SUB TOTAL			357,877.17	357,877.17	301,873.97		301,873.97	659,751.14 (218%)

Emergency High Street Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	Emergency High Street Fund		25,000.00	25,000.00				978.15 (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

2 August 2022 (2022 - 2023)

All Cost Centres and Codes

SUB TOTAL		25,000.00	25,000.00		24,746.85	-24,746.85	253.15 (N/A)
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Environment and Planning

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47 Grasscutting				3,740.00		3,740.00	3,740.00 (100%)
48 Weedkilling				1,215.00		1,215.00	1,215.00 (100%)
49 Emptying Dog Bins				8,112.00	1,731.60	6,380.40	6,380.40 (78%)
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	211.59	238.41	238.41 (52%)
129 Additional Street Lighting				1,500.00	7,748.02	-6,248.02	-6,248.02 (-416%)
130 Land at Westford				5,000.00		5,000.00	5,000.00 (100%)
131 Green Corridor				20,000.00		20,000.00	20,000.00 (100%)
SUB TOTAL				64,677.00	10,238.20	54,438.80	54,438.80 (84%)

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41 Grants				15,000.00	4,748.00	10,252.00	10,252.00 (68%)
SUB TOTAL				15,000.00	4,748.00	10,252.00	10,252.00 (68%)

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	1,721.49	278.51	-2,191.49 (-49%)
45 Tone Play Area				1,000.00	2,899.70	-1,899.70	-1,899.70 (-189%)
46 Footpaths Maintenance				500.00		500.00	500.00 (100%)
92 Longforth Allotment				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL	2,470.00		-2,470.00	13,500.00	4,621.19	8,878.81	6,408.81 (40%)

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	1,368.24	-631.76				-631.76 (-31%)
3 Parish Grants	2,275.00		-2,275.00				-2,275.00 (-100%)
5 VAT Refund							(N/A)
6 Rents - Various	1,000.00	112.00	-888.00				-888.00 (-88%)
SUB TOTAL	5,275.00	208,318.74	203,043.74				203,043.74 (3849%)

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

2 August 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	1,119.44	1,570.56	1,570.56 (58%)
30	IT Equipment				1,200.00		1,200.00	1,200.00 (100%)
31	IT Support & Email Hosting				4,250.00	1,749.00	2,501.00	2,501.00 (58%)
94	IT for New Staff				1,500.00		1,500.00	1,500.00 (100%)
101	Telephone System				2,000.00	525.20	1,474.80	1,474.80 (73%)
103	Security Software				195.00	180.00	15.00	15.00 (7%)
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	119.90	0.10	0.10 (0%)
107	Scribe Accounting System				1,500.00		1,500.00	1,500.00 (100%)
108	Sage Payroll & HR				870.00	266.00	604.00	604.00 (69%)
132	Councillor Tablets				2,500.00		2,500.00	2,500.00 (100%)
SUB TOTAL					19,035.00	3,959.54	15,075.46	15,075.46 (79%)

Pop Up Shop

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	5,850.00	1,700.00	-4,150.00	6,000.00	2,584.57	3,415.43	-734.57 (-6%)
118	Overheads				3,000.00	175.66	2,824.34	2,824.34 (94%)
119	Repairs				1,500.00	3.50	1,496.50	1,496.50 (99%)
SUB TOTAL		5,850.00	1,700.00	-4,150.00	10,500.00	2,763.73	7,736.27	3,586.27 (21%)

Professional Services

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

Staff Costs & Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				179,096.00	47,556.87	131,539.13	131,539.13 (73%)
17	Staff Training				500.00	190.00	310.00	310.00 (62%)
18	Staff Travelling				200.00	4.50	195.50	195.50 (97%)
19	Staff Recruitment				1,500.00		1,500.00	1,500.00 (100%)
87	Home Working Allowances				600.00		600.00	600.00 (100%)
SUB TOTAL					181,896.00	47,751.37	134,144.63	134,144.63 (73%)

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

2 August 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	2,901.05	17,115.95	17,115.95 (85%)
127	Jubilee Stall Deposits		-528.00	-528.00				-528.00 (N/A)
128	Platinum Jubilee		330.00	330.00	25,000.00	13,274.58	11,725.42	12,055.42 (48%)
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	1,602.00	18,398.00	18,398.00 (91%)
SUB TOTAL			-198.00	-198.00	105,017.00	17,777.63	87,239.37	87,041.37 (82%)

Welcome Back Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
126	Welcome Back Fund					1,630.00	-1,630.00	-1,630.00 (N/A)
SUB TOTAL						1,630.00	-1,630.00	-1,630.00 (N/A)

Summary

NET TOTAL	13,845.00	592,772.07	578,927.07	860,603.97	154,373.76	706,230.21	1,285,157.28 (146%)
V.A.T.		7,192.86			10,844.82		
GROSS TOTAL		599,964.93			165,218.58		

