

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

PRESENT: Councillor N Powell-Brace (Deputy Mayor),
Councillors M Barr, A Govier, J Lloyd, M McGuffie, and J Thorne
IN ATTENDANCE: David Farrow (Town Clerk), Alice Kendall (Deputy RFO)
2 members of the public

187 APOLOGIES

Apologies were received and accepted from Councillors Z Barr and M Lithgow.

188 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 Govier declared a personal interest in the grant application as his wife will be volunteering for the organisation.

189 PUBLIC PARTICIPATION

2 members of the public were present, being representatives of the groups who had submitted grant applications and would speak when the application was discussed.

190 MINUTES

RESOLVED to approve and sign the minutes of the meeting held 19 July 2022.

191 GRANTS

(a) Applications

- i. **Best Before Food Store** – An application has been received for a £2,935 contribution to the set-up of the new initiative. Documents were circulated to Councillors in advance of the meeting.

RESOLVED to suspend standing orders.

The representatives gave further information and answered a number of Councillor’s questions.

RESOLVED to reinstate standing orders.

RESOLVED to award a £2,935 grant to the Best Before Food Store.

A general discussion on the cost-of-living issue was had and it was agreed that the Council need to think about how they address this in a more general sense.

(b) Summary of Grants 22/23

The schedule of grants paid to date was circulated and noted.

192 ACCOUNTING STATEMENTS

- (a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 2 AUGUST 2022**

RESOLVED to note and approve the bank reconciliation.

- (b) TO NOTE AND APPROVE EXPENDITURE FOR 13 JULY – 2 AUGUST 2022**

RESOLVED to note and approve the expenditure as presented.

- (c) TO NOTE AND APPROVE INCOME RECEIVED FOR 13 JULY – 2 AUGUST 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 2 AUGUST 2022**

RESOLVED to note and approve the budget report.

There being no further business, the meeting closed at 3.59 pm.

.....
Councillor Mark Lithgow
Mayor

Wellington Town Council

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

Date: 20/09/2022

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 20/09/2022		
	Cash in Hand 01/04/2022		768,429.95
	ADD Receipts 01/04/2022 - 20/09/2022		822,427.75
			1,590,857.70
	SUBTRACT Payments 01/04/2022 - 20/09/2022		206,471.90
A	Cash in Hand 20/09/2022 (per Cash Book)		1,384,385.80
	Cash in hand per Bank Statements		
	Petty Cash 20/09/2022	0.00	
	Nationwide 01343556 20/09/2022	200,684.50	
	Cambridge & Counties 15020773 20/09/2022	251,813.90	
	The Cambridge Building Society CI 20/09/2022	200,001.10	
	Lloyds Treasurers PC 87331468 20/09/2022	435.41	
	Lloyds Deposit Account 07788306 20/09/2022	414,446.64	
	Lloyds Current Account 2195145 20/09/2022	326,277.63	
			1,393,659.18
	Less unrepresented payments		9,273.38
			1,384,385.80
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,384,385.80
	A = B Checks out OK		

Wellington Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
196	04/08/2022		Lloyds Current Accour	BACS	Stationery/Stamps	Viking	S	291.46	19.79	311.25
197	04/08/2022		Lloyds Current Accour	BACS	Hire of Christmas Lights	The Festive Lighting Compan	S	7,477.33	1,495.47	8,972.80
198	04/08/2022		Lloyds Current Accour	Direct Debit	Telephone System	SW Comms	S	121.30	24.26	145.56
238	04/08/2022		Lloyds Current Accour	BACS	Folders for Civic Award	Viking	S	179.40	35.88	215.28
199	05/08/2022		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
202	05/08/2022		Lloyds Treasurers PC	Card	Maps for Office	Landmark Information Group	X	16.85		16.85
200	05/08/2022		Lloyds Current Accour	BACS	Flip Chart	Viking	S	86.49	17.30	103.79
201	05/08/2022		Lloyds Current Accour	BACS	Stationery/Stamps	Viking	S	50.36	3.27	53.63
203	08/08/2022		Lloyds Treasurers PC	Card	HR System	Sage HR	S	24.00	4.80	28.80
204	08/08/2022		Lloyds Current Accour	BACS	Maps for Office	Carly Press	S	52.00	10.40	62.40
217	09/08/2022		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
205	10/08/2022		Lloyds Current Accour	Direct Debit	Payroll System	Sage	S	42.50	8.50	51.00
206	12/08/2022		Lloyds Current Accour	BACS	Water for Public Toilets	Water2Business	S	164.26	15.91	180.17
207	12/08/2022		Lloyds Current Accour	BACS	electricity for Street Light	EDF Energy	L	213.17	10.66	223.83
208	16/08/2022		Lloyds Current Accour	BACS	Clean Bridge for Mural	Spotless Valeting	X	100.00		100.00
209	18/08/2022		Lloyds Current Accour	BACS	Office Cleaning	AIS Cleaners	S	80.00	16.00	96.00
210	18/08/2022		Lloyds Current Accour	Direct Debit	Telephone & Broadband	Chess	S	99.86	19.97	119.83
211	23/08/2022		Lloyds Treasurers PC	Card	Jug & Teaspoons	Morrisons	X	13.00		13.00
212	23/08/2022		Lloyds Treasurers PC	Card	Refreshments	Morrisons	X	11.84		11.84
213	23/08/2022		Lloyds Current Accour	BACS	Deductions - August	HMRC	X	2,424.47		2,424.47
214	23/08/2022		Lloyds Current Accour	BACS	Net Salaries	Various	X	6,821.65		6,821.65
215	23/08/2022		Lloyds Current Accour	BACS	Superann - Aug	Somerset County Council	X	1,991.72		1,991.72
216	23/08/2022		Lloyds Current Accour	Direct Debit	Electricity for Offices	SSE	L	249.48	12.47	261.95
218	23/08/2022		Lloyds Current Accour	BACS	Carnival Insurance	Event Insurance Services	X	1,600.00		1,600.00
219	25/08/2022		Lloyds Current Accour	BACS	Grant	Best Before Food Store	X	2,935.00		2,935.00
220	30/08/2022		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
221	30/08/2022		Lloyds Treasurers PC	Card	Land Registry Search	HM Land Registry	X	3.00		3.00
223	02/09/2022		Lloyds Current Accour	BACS	Poster Artwork	Word Gets Around	X	75.00		75.00
222	02/09/2022		Lloyds Current Accour	BACS	Planter Maintenance	Create Landscaping Ltd	S	155.00	31.00	186.00
224	02/09/2022		Lloyds Current Accour	Direct Debit	Telephone System	SW Comms	S	121.30	24.26	145.56
225	05/09/2022		Lloyds Current Accour	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
226	05/09/2022		Lloyds Current Accour	BACS	Affiliation Fee	SALC	X	1,789.12		1,789.12
227	05/09/2022		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.45		1.45
228	05/09/2022		Lloyds Current Accour	Direct Debit	Electricity for Public Toilets	SSE	L	99.58	4.97	104.55
231	06/09/2022		Lloyds Current Accour	BACS	Lunch for Meeting	Odette's Tearooms	X	89.25		89.25
233	06/09/2022		Lloyds Current Accour	BACS	Travel & Parking (County Hall)	R HUNT	X	13.85		13.85

Wellington Town Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
229 Environmental Improvement:	06/09/2022		Lloyds Current Accour	BACS	Scans for Street Trees	CSW Surveys Ltd	S	749.00	149.80	898.80
230 Allotments	06/09/2022		Lloyds Current Accour	BACS	New Notice Board & Fitting	Somerset Sign & Print Co	S	486.50	97.30	583.80
232 Community Services & Priorit	06/09/2022		Lloyds Current Accour	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
234 Carnival	07/09/2022		Lloyds Current Accour	BACS	Carnival Road Closure Signs	K Sign SW Ltd	S	295.00	59.00	354.00
235 Rent	07/09/2022		Lloyds Current Accour	BACS	Pop-Up Shop Refund	Courtfields School (60)	X	97.30		97.30
237 Rent	08/09/2022		Lloyds Current Accour	BACS	Pop-Up Shop Refund	Wellington & District Camera	X	95.78		95.78
236 Footpaths Maintenance	08/09/2022		Lloyds Current Accour	BACS	Welly walking Website	123 Reg	S	83.88	16.78	100.66
239 Stationery & Postage	09/09/2022		Lloyds Treasurers PC	Card	Black Rosette Supplies	Buy & Save	S	5.85	1.17	7.02
241 Stationery & Postage	09/09/2022		Lloyds Current Accour	BACS	Condolence Book Pages	Carly Press	S	66.00	13.20	79.20
240 Stationery & Postage	09/09/2022		Lloyds Treasurers PC	Card	Super Glue	Co-op	X	3.75		3.75
242 Overheads	10/09/2022		Lloyds Current Accour	Direct Debit	electricity for Pop-Up Shop	EDF Energy	X	69.00		69.00
243 Other Payments	10/09/2022		Lloyds Current Accour	005526	Land Registry Search	HM Land Registry	X	7.00		7.00
244 Hire of Hall	12/09/2022		Lloyds Current Accour	BACS	Hall Hire (26/09/22)	Wellington Community Centr	X	18.00		18.00
245 Carnival	13/09/2022		Lloyds Current Accour	BACS	Carnival Toilet Hire	Brandon Hire Station	S	400.00	80.00	480.00
246 Community Services & Priorit	14/09/2022		Lloyds Current Accour	BACS	Civic Award Folders RWG Schc	Viking	S	95.68	19.14	114.82
247 Telephone & Broadband	14/09/2022		Lloyds Current Accour	Direct Debit	Telephone & Broadband	Chess	S	99.86	19.97	119.83
248 Allotments	14/09/2022		Lloyds Treasurers PC	Card	Padlock (Allotments)	H T Perry & Son	S	30.82	6.17	36.99
249 Audit Fees	14/09/2022		Lloyds Current Accour	BACS	External Audit Fees	PKF Littlejohn	S	1,300.00	260.00	1,560.00
252 Sage Payroll & HR	14/09/2022		Lloyds Treasurers PC	Card	HR System	Sage HR	S	24.00	4.80	28.80
251 Rent	14/09/2022		Lloyds Current Accour		Pop-Up Shop Refund	Linda Bennet	X	97.30		97.30
250 Overheads	14/09/2022		Lloyds Current Accour	Direct Debit	Pop Up Final Electric Bill	EDF Energy	L	10.70	0.54	11.24
254 Other Payments	16/09/2022		Lloyds Treasurers PC	Card	Land Registry Search	HM Land Registry	X	27.00		27.00
256 Staff Travelling	16/09/2022		Cambridge & Counties	BACS	Travelling Expenses	R HUNT	X	5.45		5.45
253 Community Warden	16/09/2022		Lloyds Current Accour	BACS	Community Warden	ID Verde	S	5,399.68	1,079.94	6,479.62
255 Office Cleaning & Maintenanc	16/09/2022		Lloyds Current Accour	BACS	Office Cleaning	AIS Cleaners	S	80.00	16.00	96.00
257 Stationery & Postage	20/09/2022		Lloyds Treasurers PC	Card	Condolence Book Binder	S P Harris & Jones	S	156.62	31.33	187.95
258 Repairs	20/09/2022		Lloyds Treasurers PC	Card	Toilet Brush	Buy & Save	S	3.32	0.67	3.99
260 Sage Payroll & HR	20/09/2022		Lloyds Current Accour	Direct Debit	Payroll System	Sage	S	42.50	8.50	51.00
259 Hospitality	20/09/2022		Lloyds Treasurers PC	Card	Refreshments	Co-op	X	5.87		5.87
Total								37,554.02	3,699.30	41,253.32

Wellington Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
63	12/08/2022		Nationwide 01343556		Interest	Nationwide	X	147.65		147.65
64	23/08/2022		Lloyds Current Accour	BACS	ESFA Apprentice Payment (2/2	ESFA	X	1,500.00		1,500.00
65	23/08/2022		Lloyds Current Accour		Promotional Space	Jonas Fishmonger	X	325.00		325.00
66	23/08/2022		Lloyds Current Accour		Allotment Rent & Deposit	Katherine Gillard (Plot 84)	X	76.00		76.00
67	23/08/2022		Lloyds Deposit Accour		Interest	Lloyds Bank	X	13.74		13.74
69	31/08/2022		Lloyds Current Accour		VAT Refund	HMRC	R		5,346.64	5,346.64
70	02/09/2022		Lloyds Current Accour		VAT Refund	HMRC	R		3,904.66	3,904.66
68	02/09/2022		Lloyds Current Accour	Cash	Photocopying	Wellington Museum	X	9.00		9.00
71	05/09/2022		Nationwide 01343556		Interest	Nationwide	X	194.44		194.44
72	05/09/2022		Cambridge & Counties		Interest	Cambridge & Counties	X	420.09		420.09
73	10/09/2022		Lloyds Current Accour		Pop-Up Shop	Crafting Friends	X	300.00		300.00
74	10/09/2022		Lloyds Current Accour		Allotment Rent	Various	X	390.00		390.00
75	12/09/2022		Lloyds Current Accour		Allotment Rent	Various	X	78.00		78.00
76	14/09/2022		Lloyds Current Accour		Parish Grant	Somerset West & Taunton	X	2,275.00		2,275.00
77	14/09/2022		Lloyds Current Accour		Precept	Somerset West & Taunton	X	206,838.50		206,838.50
78	20/09/2022		Lloyds Deposit Accour		Interest	Lloyds Bank	X	17.60		17.60
79	20/09/2022		Lloyds Current Accour		Allotment Rent & Deposit	Mr S Dal Moro (Plot 11)	X	76.00		76.00
80	20/09/2022		Lloyds Current Accour		Museum Rent	Wellington Museum	X	62.50		62.50
81	20/09/2022		Lloyds Current Accour		Allotment Rent	Various	X	488.00		488.00
Total								213,211.52	9,251.30	222,462.82

Wellington Town Council
Net Position by Cost Centre and Code

AGENDA ITEM 5D

Cost Centre Name

Administration/Office running costs

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
26	Office Rent		250.00	125.00	4,000.00	565.00	3,310.00
27	Photocopier			20.66	1,000.00	137.56	883.10
28	Electricity				2,000.00	398.66	1,601.34
32	Office Equipment				250.00	263.66	-13.66
34	Insurances				2,750.00		2,750.00
35	Stationery & Postage				1,250.00	1,225.58	24.42
36	Audit Fees				1,800.00	1,685.00	115.00
37	Office Cleaning & Mainten				2,500.00	814.80	1,685.20
40	Hire of Hall				1,740.00	423.00	1,317.00
			250.00	£145.66	17,290.00	£5,513.26	11,672.40

Affiliation Fees

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
38	SALC				1,910.00	1,789.12	120.88
99	SLCC				300.00		300.00
100	CCS				100.00		100.00
					2,310.00	£1,789.12	520.88

Christmas

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
114	Hire of Lights				7,500.00	7,477.33	22.67
115	Lights Install				8,000.00	425.00	7,575.00
116	Switch on Event				10,000.00	75.00	9,925.00
123	Stall Deposits						
136	Electricity				200.00		200.00
137	Additional Lights & Install				5,000.00	6.00	4,994.00
					30,700.00	£7,983.33	22,716.67

Community Services

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
55	Wellington One				11,000.00		11,000.00
58	Community Safety				1,000.00		1,000.00
59	Promotion of Wellington				5,000.00	154.25	4,845.75
60	Community Services & Pri				5,000.00	622.18	4,377.82
61	Health & Wellbeing				30,000.00	21,730.00	8,270.00
62	Museum Lease						
64	Community Warden				17,505.00	10,799.36	6,705.64
65	Emergency Planning				1,000.00		1,000.00
66	Other Payments				300.00	37.00	263.00
					70,805.00	£33,342.79	37,462.21

Cost of democracy and elections

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
20	Mayors Allowance				500.00	500.00	
21	Councillors Allowance				4,200.00	4,200.00	
22	Members Training				500.00	165.00	335.00
23	Members Travelling				600.00	42.20	557.80
24	Hospitality				1,000.00	97.50	902.50
25	Elections	1,000.00			1,000.00		2,000.00
89	Deputy Mayor's Allowance				200.00	200.00	
			£1,000.00		8,000.00	£5,204.70	3,795.30

Earmarked Reserves

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
67	Youth Services						
71	C.I.L			357,877.17	210,373.97		568,251.14

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Wellington Town Council
Net Position by Cost Centre and Code

Cost Centre Name

73 Film Festival		8,000.00		8,000.00
75 Railway Station		15,000.00		15,000.00
76 Capital Projects		50,000.00		50,000.00
77 Playing Pitch Strategy		9,000.00		9,000.00
95 Office Furniture Replacem		3,000.00		3,000.00
96 Post Office Provision		2,500.00		2,500.00
97 Cades Farm Community H		7,000.00		7,000.00
		£357,877.17	304,873.97	662,751.14

Emergency High Street Fund

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
78	Emergency High Street Fu			25,000.00		24,021.85	978.15
79	Electrical Infrastructure Wt						
80	Related Staffing Costs						
81	Christmas Entertainment 2						
82	Street Furniture					250.00	-250.00
83	Maps & Signage						
85	Marketing						
86	Notice Boards						
88	Farmers Market						
98	Related Fees						
120	Welly Welcome Weekend						
121	Town Surveys						
124	Christmas 2021						
125	Wellington Produce Marke					475.00	-475.00
				£25,000.00		£24,746.85	253.15

Environment and Planning

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
47	Grasscutting				3,740.00		3,740.00
48	Weedkilling				1,215.00		1,215.00
49	Emptying Dog Bins				8,112.00	1,731.60	6,380.40
50	Provision of Benches & Lit				2,500.00	546.99	1,953.01
51	Planning Administration				2,160.00		2,160.00
52	Environmental Improve	20,000.00			20,000.00	749.00	39,251.00
113	Electricity for Street Light				450.00	424.76	25.24
129	Additional Street Lighting				1,500.00	7,748.02	-6,248.02
130	Land at Westford				5,000.00		5,000.00
131	Green Corridor				20,000.00		20,000.00
		£20,000.00			64,677.00	£11,200.37	73,476.63

Grants

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
41	Grants				15,000.00	7,683.00	7,317.00
					15,000.00	£7,683.00	7,317.00

Grounds Maintenance and Allotments

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
44	Allotments		2,470.00	1,108.00	2,000.00	2,238.81	-1,600.81
45	Tone Play Area				1,000.00	2,899.70	-1,899.70
46	Footpaths Maintenance				500.00	83.88	416.12
92	Longforth Allotment				10,000.00		10,000.00
			2,470.00	£1,108.00	13,500.00	£5,222.39	6,915.61

Income

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Precept			413,677.00			413,677.00
2	Bank Interest		2,000.00	2,161.76			161.76
3	Parish Grants		2,275.00	2,275.00			
5	VAT Refund						

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Wellington Town Council
Net Position by Cost Centre and Code

<u>Cost Centre Name</u>							
6 Rents - Various		1,000.00	437.00			-563.00	
		5,275.00	£418,550.76			413,275.76	
<u>IT, Website & Internet</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
						<u>Budget</u>	
29	Telephone & Broadband				2,690.00	1,319.16	1,370.84
30	IT Equipment				1,200.00		1,200.00
31	IT Support & Email Hostin				4,250.00	2,089.00	2,161.00
94	IT for New Staff				1,500.00		1,500.00
101	Telephone System				2,000.00	767.80	1,232.20
103	Security Software				195.00	180.00	15.00
104	Office 365				1,760.00		1,760.00
105	Parish Online				450.00		450.00
106	Zoom				120.00	119.90	0.10
107	Scribe Accounting System				1,500.00		1,500.00
108	Sage Payroll & HR				870.00	399.00	471.00
132	Councillor Tablets				2,500.00		2,500.00
					19,035.00	£4,874.86	14,160.14
<u>Pop Up Shop</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
						<u>Budget</u>	
117	Rent		5,850.00	2,000.00	6,000.00	2,874.95	-724.95
118	Overheads				3,000.00	255.36	2,744.64
119	Repairs				1,500.00	6.82	1,493.18
			5,850.00	£2,000.00	10,500.00	£3,137.13	3,512.87
<u>Professional Services</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
						<u>Budget</u>	
54	Professional Fees	14,000.00			6,000.00		20,000.00
		£14,000.00			6,000.00		20,000.00
<u>Staff Costs & Expenses</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
						<u>Budget</u>	
16	Salaries				179,096.00	58,794.71	120,301.29
17	Staff Training				500.00	190.00	310.00
18	Staff Travelling				200.00	23.80	176.20
19	Staff Recruitment			1,500.00	1,500.00		3,000.00
87	Home Working Allowances				600.00		600.00
				£1,500.00	181,896.00	£59,008.51	124,387.49
<u>Town Centre</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
						<u>Budget</u>	
53	Longforth Road Toilets				20,017.00	3,164.89	16,852.11
127	Jubilee Stall Deposits			-528.00			-528.00
128	Platinum Jubilee			330.00	25,000.00	13,374.58	11,955.42
133	Longforth Rd Toilet Refurb				10,000.00		10,000.00
134	Co-Working Space				30,000.00		30,000.00
135	Town Centre Projects				20,000.00	1,757.00	18,243.00
138	Carnival				5,000.00	2,295.00	2,705.00
				£-198.00	110,017.00	£20,591.47	89,227.53
<u>Welcome Back Fund</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
						<u>Budget</u>	
126	Welcome Back Fund					1,630.00	-1,630.00
					£1,630.00		-1,630.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Wellington Town Council
Net Position by Cost Centre and Code

Cost Centre Name

NET TOTAL	£35,000.00	13,845.00	£805,983.59	854,603.97	£191,927.78	1,489,814.78
-----------	------------	-----------	-------------	------------	-------------	--------------

Wellington Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2022 and 14-09-2022)

Cost Centre Town Centre

Code Number 138 Carnival

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
218	23/08/2022		Lloyds Current Acc	BACS	Carnival Insurance	Event Insurance Services	X	1,600.00		1,600.00
234	07/09/2022		Lloyds Current Acc	BACS	Carnival Road Closure Signs	K Sign SW Ltd	S	295.00	59.00	354.00
245	13/09/2022		Lloyds Current Acc	BACS	Carnival Toilet Hire	Brandon Hire Station	S	400.00	80.00	480.00
<u>Subtotal for Code: Carnival</u>								£2,295.00	£139.00	£2,434.00
<u>Subtotal for Cost Centre: Town Centre</u>								2,295.00	139.00	2,434.00
TOTALS								£2,295.00	£139.00	£2,434.00

Notes;

£5,000 budget

Other items of known spending so far

1. St Johns First Aid £774
2. PA/radios £320
3. Hall Hire £250

Probable budget balance after event = £1,361

Wellington Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2022 and 14-09-2022)

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
219	25/08/2022		Lloyds Current Acc	BACS	Grant	Best Before Food Store	X	2,935.00		2,935.00
<u>Subtotal for Code: Grants</u>								£7,683.00		£7,683.00
<u>Subtotal for Cost Centre: Grants</u>								7,683.00		7,683.00
<u>TOTALS</u>								£7,683.00		£7,683.00

2023 – 2024 BUDGET & PRECEPT

For Finance Committee September 2022

1. Reserves and General Fund Balances

1.1. General Fund

The first step of the budget setting process is to calculate the estimated spend to the end of the current financial year to estimate the Council general reserve. In the attached spreadsheet, I have executed two scenarios. A summary is below.

Option 1 What will the closing balance and general reserves look like if all items income and expenditure are exactly as budgeted (or overspent where committed spend known). This does not include spend against any earmarked reserves unless there is a committed spend in place.

Option 2 What will the closing balance and general reserves look like if the spend to the year is more accurately calculated with known or estimated likely spending and income applied to the budget structure and bank balances.

The general fund balance is the amount the Council has left over for everyday revenue spending.

A separate sheet is attached detailing the calculation of the expected earmarked reserves balance.

Option 1	
Opening Balance	£768,429.95
(+) income	£821,701.17
(-) expenditure	£764,724.57
Cash in Hand	£825,406.55
(-) Est Reserves Balance	£636,286.77
General Fund	£189,119.78

Option 2	
Opening Balance	£768,429.95
(+) income	£821,721.17
(-) expenditure	£518,137.64
Cash in Hand	£1,072,013.48
(-) Est Reserves Balance	£636,286.77
General Fund	£435,726.71

“In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.” (JPAG¹ Practitioners Guide, March 2022 - NALC²)

Based on 22-23 budget, 3 months expenditure (25%) is £146,638 ('normal' budget figure total £586,553 divided by 4). Therefore, the Council has a healthy reserve even given the highest level of estimated spending. Option 1 equates to 32% of the 22-23 budget figure, option 2 equates to 74% of the same.

2. Precept Calculations

Before considering the precept figure, it should be noted that the final tax base (to calculate the Band D figure) will not be issued until around November with a final table often received early January. All figures below are based on the figures from the 22-23 budget and **are to be used as draft working figures only.**

¹ Joint Panel on Accountability and Governance

² National Association of Local Councils

The 22-23 precept was £413,677 which set the Band D (average charge) equivalent at £76.95 per household.

Should this figure remain the same, assuming no change in either the tax base or the budget figures, the shortfall required to be drawn down from the general reserve will be £159,030. (Expenditure Budget – Precept – Income Budget)

Possible impact on general funds		
Precept	£413,677.00	
Shortfall	£159,030.00	
		% of Spending Budget
Option 1 General Fund Balance	£30,089.78	5.13%
Option 2 General Fund Balance	£276,196.71	47.09%

The 22-23 precept was set on a fixed percentage increase on the Band D figure, this was then applied to the tax base to calculate the precept. The tables below show draft calculations of set percentage increases on the Band D figure and the impact on the closing balances on both spending scenarios.

Possible impact on general funds			3% Increase	
Precept	£413,677.00		£426,087.31	
Band D	£76.95		£79.25	
Shortfall	£159,030.53		£146,620.22	
		% of Spend		% of Spend
Option 1 Gen Fund Bal	£30,089.25	5.13%	£42,499.56	7.25%
Option 2 Gen Fund Bal	£276,196.18	47.09%	£288,606.49	49.20%

	5% Increase		10% Increase	
Precept	£434,360.85		£455,044.70	
Band D	£80.79		£84.64	
Shortfall	£138,346.68		£117,662.83	
		% of Spend		% of Spend
Option 1 Gen Fund Bal	£50,773.10	8.66%	£71,456.95	12.18%
Option 2 Gen Fund Bal	£296,880.03	50.61%	£317,563.88	54.14%

	15% Increase	
Precept	£475,728.55	
Band D	£88.49	
Shortfall	£96,978.98	
		% of Spend
Option 1 Gen Fund Bal	£92,140.80	15.71%
Option 2 Gen Fund Bal	£338,247.73	57.67%

3. Current Conclusion

The Council currently has healthy general/unrestricted funds which carry forward into the new financial year. Work on the 23-24 has been started and is in the very early stages. Work will continue and figures will continue to be developed as each committee reports back with their planned projects and spending.

It is recommended that no decision about the precept should be made until a firmer draft of the budget has been completed **and** the first copy of the 23-24 tax base has been received.

4. Data for Comparison

The Government Department for Levelling Up, Housing and Communities has published tables for all precepting Parishes in England (Live tables on Council Tax, 2022)³. I have extracted data from the tables that Council might find useful.

Average Band D Council Tax levels set by parishes in England

	2018-19	2019-20	2020-21	2021-22	2022-23 ^(R)
Total number of precepting parishes	8,838	8,859	8,886	8,877	8,874
Tax base (thousands) ^(a)	8,082.9	8,253.8	8,532.7	8,600.7	8,757.7
Aggregate of local precepts (£000) ^(b)	517,629	554,492	596,362	618,060	655,138
Average parish precept per Band D (£)	64.04	67.18	69.89	71.86	74.81
Change (£)	3.01	3.14	2.71	1.97	2.95
Percentage change	4.9%	4.9%	4.0%	2.8%	4.1%

^(R) The 2022-23 figures have been revised since they were initially published in the Council Tax levels statistical release, as a result of the validation of the individual parish level data

^(a) Council tax payers in the Charter Trustees for the City of Durham have only been included once here, although they are actually spread across multiple parishes in Durham.

^(b) The aggregate of local precepts may be different to the total amount reported by the Local Authority due to rounding.

Council tax data for local precepting authorities: 2021-22 and 2022-23 data South West Region

	2021 - 22	2022 - 23
Number of Parishes	1707	
Average Precept (£)	84,727.35	90,897.80
Average Tax Base	938.78	955.89
Average Band D (£)	56.08	58.61
Increase on Previous Year (%)		4.51

³ Live Tables on Council Tax, 2022 GOV.UK. Available at: <https://www.gov.uk/government/statistical-data-sets/live-tables-on-council-tax> (Accessed: 16 September 2022).

**Council tax data for local precepting authorities:
2021-22 and 2022-23 data South West Region (within
Unitary Authorities only)**

	2021 - 22	2022 - 23
Number of Parishes	799	
Average Precept (£)	120,042.62	128,361.44
Average Tax Base	1,226.94	1,252.55
Average Band D (£)	62.90	65.15
Increase on Previous Year (%)		3.58

**Council tax data for local precepting authorities:
2021-22 and 2022-23 data South West Region (within
Unitary Authorities only)**

	2021 - 22	2022 - 23
Number of Parishes	799	
Average Precept (£)	120,042.62	128,361.44
Average Tax Base	1,226.94	1,252.55
Average Band D (£)	62.90	65.15
Increase on Previous Year (%)		3.58

**Council tax data for local precepting authorities:
2021-22 and 2022-23 data within Somerset District
Councils**

	2021 - 22	2022 - 23
Number of Parishes	293	
Average Precept (£)	55,767.69	60,433.56
Average Tax Base	673.49	678.03
Average Band D (£)	53.58	57.32
Increase on Previous Year (%)		6.97

**Council tax data for local precepting authorities: 2021-22 and 2022-23
National data comparison of based on Tax base where Wellington is at the mid
point in 22-23 (range 2688.1 – 8064.3)**

	2021 – 22 National Average	2021 – 22 Wellington	2022 - 23	2022 – 23 Wellington
Number of Parishes	647			
Precept (£)	386,421	353,354	409,549	413,677
Tax Base	4,327.48	5281.03	4,409.63	5376.16
Band D (£)	88.58	66.91	91.63	76.95
Increase on Previous Year (%)			3.45	15

Wellington Town Council
Reserves Balances
2022 - 2023

Reserve	Opening Balance	Transfers	Spend	Receipts	Current Balance	Yr End Adjustments			Notes
						(-) Likely Spend to Yr End	(+) Likely Income to Yr End	Likely Yr End Balance	
Earmarked									
Elections	£999.00	£1,001.00			£2,000.00	£6,100.00	£0.00	£-4,100.00	Payment for 2022 elections is likely to exceed current balance. Suggest closure of this reserve with new created in 23-24 budget for 2027 Election with £1,500 added each year from Precept.
C.I.L	£210,373.97			£357,877.17	£568,251.14	£74,100.00	£0.00	£494,151.14	£71,000 committed spend for Tonedale Play Area (£84,100 - £10,000 from S106 funds)
Film Festival	£8,000.00				£8,000.00	£8,000.00	£0.00	£0.00	Assume full spend, top up from Precept?
Railway Station	£15,000.00				£15,000.00	£0.00	£0.00	£15,000.00	
Capital Projects	-£5,000.00	£55,000.00			£50,000.00	£0.00	£0.00	£50,000.00	
Playing Pitch Strategy	£9,000.00				£9,000.00	£0.00	£0.00	£9,000.00	
Post Office Provision	£2,500.00				£2,500.00	£0.00	£0.00	£2,500.00	
Cades Farm Community Hall	£4,677.00	£2,323.00			£7,000.00	£0.00	£0.00	£7,000.00	
Pop Up Shop	£5,485.63		£2,956.81	£1,700.00	£4,228.82	£7,150.00	£3,700.00	£3,735.63	Possible amount of top up needed to be calculated as part of budget work
Office Furniture Replacement		£3,000.00			£3,000.00	£0.00	£0.00	£3,000.00	
Youth Services		£26,000.00			£26,000.00	£0.00	£0.00	£26,000.00	Created due to no spend in previous year as Youth Centre not re-opened after Covid
Neighbourhood Plan		£10,000.00			£10,000.00	£0.00	£0.00	£10,000.00	Council to re-assess need for a Neighbourhood Plan?
Professional Services		£20,000.00			£20,000.00	£0.00	£0.00	£20,000.00	Possible spend for 'Cost of Living' services after meeting on 9th Sept.
Total Earmarked	£251,035.60	£117,324.00	£2,956.81	£359,577.17	£724,979.96	£95,350.00	£3,700.00	£636,286.77	

Report for Finance Committee 26 September 2022

Wellington Cost of Living Summit

1. Introduction

1.1 The purpose of this paper is to set out the requests that have been received from voluntary groups/churches/schools for additional funding from the Council to support them in meeting an anticipated increase in demand caused by the challenges caused by increasing prices of fuel/food etc.

2. Background

2.1 On the 9 September 2022 the Town Council invited voluntary groups, churches, schools and other agencies to join it for a summit meeting to discuss what support was available to the community in Wellington should any members of the community experience difficulties because of rising costs of essential items such as fuel and food.

2.2 Following the meeting, the Town Clerk wrote to all those that were invited asking them to set out what additional funds they considered they may need to meet an increased demand for support over the winter. Because of the need for a rapid turnaround they were not asked to complete a grant application form although they were advised that if a request for additional funding was successful, they would need to.

2.3 The Council's current Health and Wellbeing budget line has an available balance of £8,270.

3. Strategy

3.1 Following the Summit the Town Clerk met with Peter Joint, One Team Co-ordinator to discuss a strategy for promoting the support available to people.

3.2 We consider that the best way to do this is to use Warm Spaces as hubs for disseminating information and that the key thing is to ensure that there is Warm Space coverage across at least five days a week and across the town.

3.3 To that end we will be contacting those agencies that are currently running what can be seen as Warm Hubs to assess coverage and to see if they can expand their offer so that we have that coverage. That may require financial support which can be considered at the October Finance Committee meeting.

3.4 If existing agencies are unable to increase provision because of lack of space, we will contact other groups in the town to see if their facilities could be used e.g. football and rugby clubs. Again cost implications can be considered at the October Finance Committee

3.5 We will ensure that each Space has access to information/a directory of available support as gathered at the Summit. Through the One Team we will also ask agencies providing support to make staff/volunteers available to visit the Warm Spaces to provide direct advice/support.

3.6 When we have the detail, we can publicise the Warm Spaces and their function through a range of approaches. We will also have a presence at the Farmers Market on the 29 October.

4. Considerations

4.1 Three requests for funding have been received and the completed proformas are attached. In summary the requests are for:

4.1.1 Wellington Baptist Church - £3,120 for the purchase of food to provide free lunches and support for those attending their Refuge one day a week for 26 weeks. This could be broken down to two payments of £1,560 (Appendix A)

4.1.2 Court Fields School - £2,667 to fund a member of staff to run a Breakfast Club for every student at the school five days a week for the remainder of the academic year (Appendix B)

4.1.3 Citizens Advice (CA) - £7,300 to provide for 1 adviser day per week to increase the output CA offer to the town (Appendix C).

4.2 The Committee is asked to consider whether it would:

(a) in the case of the Wellington Baptist Church request, recommend to the Town Council that the funding be approved.

(b) in the case of the Court Fields School request agree to grant the funding under its delegated powers.

(c) in the case of the CA request, recommend to the Town Council that the funding be approved.

4.3 Wellington Community Counselling and Reminiscence Learning have both requested substantial increases to the funding provided by the Town Council through their Service Level Agreements. We have not had the chance to discuss these in detail with them so will bring a formal proposal to the October Finance Committee meeting.

Dave Farrow
Town Clerk
September 2022

Appendix A

Organisation
Wellington Baptist Church
What is your current offer?
A warm, safe space during the winter months at Wellington Baptist Church.
What funding do you need?
<p>For the entire winter period: £3120 From now until the end of 2022: £1560 Wellington Baptist Church has set aside £2000 this year for our plans for the Warm Space Refuge. We've also been gifted recently from a BBC Somerset Radio interview £500. We have some significant setup costs and so much of the above is being consumed by these for equipment and resources. We are content to underwrite the costs of heating via our biomass boiler from our church finances. So our main ongoing costs are going to be food for providing free lunch and supper to the community. My finance team believes that we should allow £120/day for this provision. As we are currently envisaging running one day a week, we would be needing to find from the start of October 13 weeks' worth (to take us up to the end of the year) of £120 which would amount to £1560. Our current and initial projection of this project (which is reviewable obviously) is to take us through to March 23 (end) which I calculate to be a further 13 weeks – so another £1560. So depending on whether financial assistance was available in one lump or two, then it's basically £3120 or 2 lots of £1560. That is of course dependent upon numbers who require feeding – and bluntly we have no feel at all for what this is going to look like.</p>
What impact will it have?
It will enable the church to provide food to people accessing the Refuge
Have you applied for other funding/grants? If yes, who and how much? If no, why not?
We have not looked at any other funding sources at this point – not had time,

Appendix B

Organisation
Court Fields School
What is your current offer?
Breakfast Club, as part of the National School Breakfast Programme. The programme subsidises 75% of bagels and breakfast cereals and the school pays 25% plus milk bagel toppings etc. This is only currently small scale as we do not have the staffing to manage a large proportion of students.
What funding do you need?
To staff the provision for one hour each day, for the rest of the academic year would cost £2,667. We do have a volunteer that has offered some help, current application for this is in progress but this would only work with full commitment and I would be concerned that covering sickness/absence would not be possible and have a big impact if we had to stop the breakfast club after it had started. Even a proportion of the funds needed would help in being able to feed the students, which we could launch on a couple of days per week in the first instance.
What impact will it have?
We can provide a free breakfast provision for every student every day. We are concerned that with households under financial pressure, some meals may be skipped, particularly for students in families that are above the threshold for free school meal entitlement. The funding could ensure that we could feed every child, regardless of their background.
Have you applied for other funding/grants? If yes, who and how much? If no, why not?
We have not applied for any additional grants as we are just in the planning stage of working out how we can help local families.

Appendix C

Organisation
Citizens Advice Taunton
What is your current offer?
We provide a face to face service in the town on two days per week. (We provide further face to face to Wellington residents at our other offices, and also via telephone and email).
What funding do you need?
£7,300, for 1 adviser day per week to increase the output we offer to the town.
What impact will it have?
250 client contacts per year, to deal with advice issues relating particularly to the cost of living crisis including debt (for example rent or mortgage arrears, where a risk of eviction or repossession exists), and benefits / income maximisation (ensuring access to state benefits but other lesser known sources of financial assistance too). If we can help people manage their household income, and deal successfully with their creditors, then they can avoid the collateral impact of homelessness (the associated disruption to children's education, the adults' employment and often the adults' mental wellbeing), and other consequences.
Have you applied for other funding/grants? If yes who and how much if no why not?
Not <i>specifically</i> for Wellington residents, but we have an ambitious fundraising target that we aim for each year, and anything we secure benefits Wellington residents as part of our overall client group.

