

## **WELLINGTON TOWN COUNCIL MINUTES 3 OCTOBER 2022**

### **MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 3 OCTOBER 2022 AT 7.00PM**

**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, N Powell-Brace, K Wheatley

David Farrow (Town Clerk) and Annette Kirk (Deputy Clerk)

One member of the press and one member of the public were in attendance.

#### **274. TO OFFER WELCOME AND INTRODUCTIONS**

The Mayor opened the meeting and welcomed all those present.

#### **275. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN**

Apologies were received and accepted from Councillor J Thorne.

#### **276. DECLARATIONS OF INTEREST**

None in addition to the standing interests detailed at the end of these minutes.

#### **277. MINUTES**

**RESOLVED** to approve the minutes of the Town Council Meeting and Planning Meetings held on the 5 September 2022.

Councillor Henley joined the meeting at 7.06pm.

#### **278. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

There were no questions or comments

#### **279. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM**

Sergeant Dan Bishop was unable to attend the meeting and his report had been circulated in advance of the meeting.

#### **280. TO RECEIVE A REPORT FROM THE MAYOR**

A list of the Mayor's engagements for the previous month had been circulated prior to the meeting.

#### **281. UNITARY COUNCIL UPDATE**

Councillors M Barr, A Govier and R Henley provided updates on ongoing work at the County Council including the Local Community Network Consultation process, the restarting of scrutiny committee meetings following the summer break and the role of Public Health in promoting and supporting positive lifestyles.

#### **282. TO RECEIVE THE CLERK'S REPORT ON RECENT COUNCIL ACTIVITIES**

The Clerks report had been circulated with the agenda and was noted. The Clerk thanked Council staff and Councillors for their support in ensuring that the town responded well in paying its respects following the Queen's death. Councillor C Govier thanked the Clerk for arranging the Cost of Living Crisis Summit which she considered had been a positive meeting.

#### **283. FINANCE COMMITTEE**

The Minutes of the meeting held on the 5 September 2022 were circulated with the agenda and were noted.

## WELLINGTON TOWN COUNCIL MINUTES 3 OCTOBER 2022

### 284. PROPOSAL TO ESTABLISH A COST OF LIVING CRISIS BUDGET

A paper had been circulated with the agenda. Following a proposal from Councillor C Booth the amount for the budget was amended to £35,000 to be drawn down from reserves. The Town Council **RESOLVED** to establish a Cost of Living Crisis Budget of £35,000 to be drawn from reserves and that the Finance Committee should have delegated responsibility to allocate the funding in line with its Terms of Reference.

### 285. ENVIRONMENT AND OPEN SPACES COMMITTEE

The Minutes of the meeting held on the 26 September 2022 were circulated with the agenda and Councillor McGuffie gave an update at the meeting. The Town Council **RESOLVED**

(a) that the Council approach Persimmon and Somerset West and Taunton to take ownership (including maintenance) of the Corner Close play area.

(b) that the Councillor's Solicitors be instructed to enter negotiations with Burgess Salmon to take ownership of the play area at Weavers Reach from the Crown Estate. Fees and purchase costs to be funded from the Capital Projects reserve.

### 286. TOWN CENTRE COMMITTEE

The Minutes of the meeting held on the 26 September 2022 were circulated with the agenda and Councillor Lloyd gave an update at the meeting..

### 287. TERMS OF REFERENCE FOR THE GREEN CORRIDOR ADVISORY GROUP

Draft Terms of Reference had been circulated with the agenda. The Town Council **RESOLVED** to adopt the Draft Terms of Reference for The Green Corridor Advisory Group

### 289. LOCAL COMMUNITY NETWORK (LCN) CONSULTATION

The Consultation on the future development of LCNs was published on the 6 September 2022 with a closing date of the 17 October 2022. Councillors were encouraged to complete the consultation.

### 290. COMMUNITY REVIEW - MEMBERSHIP OF STEERING GROUP AND TERMS OF REFERENCE

A paper had been circulated with the agenda. The Council **RESOLVED**

(a) To adopt adopting the Model Terms of Reference with four councillors on the group – Councillors M Barr, C Govier , M Lithgow and J Lloyd

(b) To agree an initial budget of £500 for the work to be drawn from the Neighbourhood Plan budget line

### 291. CONCLUSION OF AUDIT 21/22

The External Auditor, PKF Littlejohn LLP, has returned Section 3 (External Auditor Report and Certificate 2021/22) of the Annual Governance & Accountability Return with the public notice of conclusion of audit had been circulated with the agenda. The Town Council **RESOLVED** to formally note the documents.

There being no further business the meeting closed at 8.00 pm.

WELLINGTON TOWN COUNCIL MINUTES 3 OCTOBER 2022

STANDING DECLARATIONS OF INTEREST

<b>Members of Somerset County Council:</b> Councillor Andrew Govier Councillor Marcus Barr Councillor Ross Henley	<b>Members of Somerset West and Taunton Council:</b> Councillor Janet Lloyd Councillor Andrew Govier Councillor Mark Lithgow Councillor Ross Henley Councillor Marcus Barr Councillor Chris Booth Councillor Keith Wheatley
--	--

Councillor Mark Lithgow, Mayor .....



**MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL Held at the United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Monday 3<sup>rd</sup> October 2022 at 6.00pm**

**PRESENT:** Councillors M Lithgow (Chair), M Barr, Z Barr, S Booker, A Govier, C Govier, M McGuffie, W Battishill, N Powell-Brace, C Booth, J Lloyd

David Farrow (Town Clerk)  
Annette Kirk (Deputy Clerk)

Anna-Mari Galliot – Planning Officer - Somerset West & Taunton District Council

One member of the press  
Four members of the public

**268. APOLOGIES**

Apologies were received and accepted from Councillor J Thorne

**269. DECLARATIONS OF INTEREST**

Councillor Lloyd declared a personal interest in Agenda Item 4a case ref: 43/22/0062 – She had worked with the applicant's wife.

Councillor Lloyd declared a personal interest in Agenda Item 5b case ref: 43/22/0079 – friend of the applicant.

Councillor Booker declared a personal interest in Agenda Item 5b case ref: 43/22/0079 – friend of the applicant

Councillor A Govier and Councillor C Govier declared a pecuniary interest in Agenda Item 5b case ref: 43/22/0079– related to a member of the public who resides near to the proposed development.

Councillor Lithgow declared an interest as a member of Somerset West and Taunton Council's Planning Committee and therefore reserved the right to vote differently at SWT's Planning Committee meeting as different facts could be placed before him.

Councillor Lloyd and Councillor Govier declared an interest as substitute members for SWT's Planning Committee, reserving the right to vote differently if attending SWT's Planning Committee meeting should different facts be placed before them.

**270. PUBLIC PARTICIPATION**

Applicant spoke answering some of the concerns the public had regarding Case reference 43/22/0079

**271. APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:**

**a) Case Ref: 43/22/0062**

Proposal: Erection of a single storey extension to the front, erection of boundary wall with installation of sliding gate and application of cladding at first floor front and rear elevations at 8 Elworthy Drive, Wellington.

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

**b) Case Ref: 43/22/0075**

Proposal: Erection of a single storey extension to the rear of 1 Homefield, Wellington

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

**c) Case Ref: 43/22/0085**

Proposal: Replacement of single storey extension to the rear with various alterations at 14 Mitchell Street, Wellington.

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

**272. TO CONSIDER WHAT COMMENTS TO MAKE ON THE FOLLOWING APPLICATIONS THAT WILL BE DETERMINED BY SOMERSET WEST AND TAUNTON COUNCIL OR SOMERSET COUNTY COUNCIL:**

**a) Case Ref: 43/22/0102/T and e) 43/22/0106/T**

Proposal: Application to carry out management works to one Oak tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 2011 on land to the east of 19 Nash Drive Wellington (TD1087)

Proposal: Application to carry out management work to one Oak Tree included in Taunton Deane Borough (Wellington No.3) Tree Preservation Order 1993 at 39 Sanford Rise, Wellington

**RECOMMENDED** that Case Ref: 43/22/0102/T and Case Ref: 43/22/0106/T be approved subject to the Tree Preservation Officer's recommendations.

**b) Case Ref: 43/22/0079**

Proposal: Erection of warehouse with associated parking at Ryelands Business Park, Bagley Road, Wellington

**RECOMMENDED** that this application be approved in principle. The Town council would like the following concerns considered:

- The application is not the best for the said land. The proposed warehouse overpowering and out of keeping with the surrounding neighbouring residential properties. Much smaller units would be the Town Council's preference to encourage more employment opportunities.
- In line with the Arboriculture Officer's Report – hedging to be put in along the Bagley Road boundary line.

**c) Case Ref: 43/22/0095/A**

Proposal: Display of 3No. non-illuminated advertisement/sponsorship signs on Lillebonne Roundabout, B3187/123, Wellington

**RECOMMENDED** that this application be refused. The Town Council would like the following concerns to be considered:

- It changes the visual impact to the approach into Wellington
- Will cause a distraction to motorists on approach to the roundabout
- Concern over the number and size of proposed advertising signs which will clutter the roundabout

**d) Case Ref: 43/22/0096/A**

Proposal: Display of 4No. non-illuminated advertisement/sponsorship signs on Cades Roundabout B3187/115, Wellington

**RECOMMENDED** that this application be refused. The Town Council would like the following concerns to be considered:

- It changes the visual impact to the approach and what is seen as the gateway into Wellington
- Will cause a visual distraction to motorists on approach to the roundabout
- The roundabout is currently in a very untidy condition and would encourage this is cleared and planted with trees or wildflowers.
- Concern over the number and size of proposed advertising signs which will clutter the roundabout

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

<b>Application Number</b>	<b>Proposal</b>	<b>Address</b>	<b>WTC Recommendation</b>	<b>SWT (Somerset West and Taunton) Decision</b>
43/22/0066/OB	Erection of 4 No. Advertisements at	Cades Roundabout, Wellington		Decision no observations was made on 25 <sup>th</sup> August 2022
43/22/0042	Erection of a two-storey extension to the rear and home office outbuilding at	4 Victoria Street, Wellington	Approval	Approved
43/22/0051	Erection of a two-storey extension to the rear of	86 Mills Drive, Wellington	Approval	Approved
43/22/0068	Erection of an infill section to the rear single storey extension with alterations including the removal of the vaulted ceiling and construction of a flat roof with a roof lantern at	34 Bovet Street, Wellington	Approval	Approved
43/22/0071	Erection of single storey extensions to the sides of	6 Pyles Thorne Road, Wellington	Approval	Approved

**The meeting ended at 6.40pm**

.....  
**Councillor Mark Lithgow**  
**Mayor**



**MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNTIED REFORMED CHURCH HALL, FORE STREET ON MONDAY 17 OCTOBER 2022 AT 3.30 PM**

**PRESENT:** Councillor M Lithgow (Mayor),  
Councillors M Barr, A Govier, J Lloyd and M McGuffie  
**IN ATTENDANCE:** David Farrow (Town Clerk), Alice Kendall (Deputy RFO)  
1 member of the press

**292 APOLOGIES**

Apologies were received and accepted from Councillors Z Barr and J Thorne.

**293 DECLARATIONS OF INTEREST**

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

**294 PUBLIC PARTICIPATION**

No members of the public were present.

**295 MINUTES**

**RESOLVED** to approve and sign the minutes of the meeting held 26 September 2022.

**296 ACCOUNTING STATEMENTS**

**(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 11 OCTOBER 2022**

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

**(b) TO NOTE AND APPROVE EXPENDITURE FOR 21 SEPTEMBER – 11 OCTOBER 2022**

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

**(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 21 SEPTEMBER – 11 OCTOBER 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 11 OCTOBER 2022**

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

**297 2023 – 2024 BUDGET**

A short paper was circulated with a working draft copy of the budget which was noted. Councillor McGuffie raised a number of projects he would like to be considered. The Clerk advised that these need to be presented to the appropriate committee first. I was further reported by the Deputy RFO that a more final draft will be presented the next Finance meeting which will take a format similar to the usual informal budget meeting.

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

.....  
**Councillor Mark Lithgow**  
**Mayor**

## WELLINGTON TOWN COUNCIL

### MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON 17 OCTOBER 2022 AT 4.00pm

**Present:** Councillors M Lithgow (Chair) M Barr, A Govier, J Lloyd, M McGuffie and K Wheatley  
David Farrow – Town Clerk.

One member of the press was in attendance

#### **298 Apologies**

Apologies were received and noted from Councillor J Thorne. Councillor S Booker had emailed his apologies earlier in the afternoon, but this had not been seen at the time of the meeting.

#### **299 Declarations of Interest**

None were declared.

#### **300 Minutes**

**RESOLVED** to approve the minutes of the meeting held on the 8 August 2022.

#### **301 Questions and Comments from Members of the Public**

No members of the public were in attendance.

#### **302 To Review the Town Council Complaints Procedure**

The Town Council Complaints Procedure was last updated in 2019 and required reviewing as part of the Councils Policy Review timetable. A copy was circulated with the agenda. The Committee **RESOLVED** to recommend to the Town Council that the Procedure is carried forward.

#### **303 To Review the Town Councils Grievance Procedure**

The Town Council Grievance Procedure was adopted in 2019 and required reviewing as part of the Council's Policy Review timetable. The Committee **RESOLVED** to recommend that the amended Procedure is adopted by the Town Council.

#### **304 Refurbishment of Longforth Road Toilet Block**

A paper had been circulated with the agenda. The Committee **RESOLVED** to recommend to the Town Council that a specialist contractor is commissioned to oversee the redesign and construction of the toilet block at Longforth Road.

#### **305 Changes to the Circulation Arrangements of Council Meeting Papers and the Purchase of Council Tablets for Councillors**

A paper had been circulated with the agenda. The Committee **RESOLVED** to recommend to the Town Council that it ceases to provide paper copies of meeting documents to those councillors who give their consent to receiving them electronically and that it purchases tablets on the basis set out in the paper for councillors to access meeting documentation electronically.

**306 Proposal to Sponsor Community Award Prizes at Court Fields School**

A paper was circulated with the agenda. The Committee **RESOLVED** to recommend to the Town Council that it sponsors an annual 'Contribution to the Community' prize for a pupil in each year group at Court Fields School and that the prize should consist of a trophy for each year group and a £25 token for Bookshop by the Blackdowns. The Town Clerk was asked to explore extending the offer to Wellington School.

**307 Preparation for 2023/24 Budget Setting**

The Committee members were asked to needs to consider any items they wish to include in the 23-24 budget and to inform the Town Clerk or Deputy Responsible Financial Officer.

**308 To Resolve to Exclude Members of the Press and Public**

The Committee **RESOLVED** to exclude members of the press and public for agenda items 12 and 13 in accordance with Public Bodies (Admission to Meetings) Act 1960 as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted.

.....  
**Councillor Mark Lithgow**  
**Chairman**



## **WELLINGTON TOWN COUNCIL**

### **COMPLAINTS PROCEDURE FOR USE IN COMPLAINTS AGAINST THE COUNCIL**

#### **Adopted by Wellington Town Council**

#### **1. Introduction**

- 1.1 Wellington Town Council recognises that from time to time there will be concerns expressed by members of the public over the activities of the Council or one of its councillors or employees. This is the Council's procedure for the handling of complaints which allows people to have a form of address to the Council if they feel they have a complaint; or have been unfairly treated in their dealings with the Council staff, Councillors, the Council or its Committees.
- 1.2 The following procedure has been adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration.
- 1.3 This procedure does not cover complaints about the conduct of a Member of the Town Council. Such complaints should be made through the district council, Somerset West and Taunton Council (see para 5 below).

#### **2. Process**

- 2.1 The complainant should be asked to put the complaint about the council's procedures or administration in writing to the clerk or other nominated officer. If the complaint is only notified orally to a councillor, or to the Town Clerk or other member of staff, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
- 2.2 If the complainant does not wish to put the complaint to the Town Clerk or other nominated officer, he or she should be advised to address it to the Mayor as Chair of the Council.
- 2.3 The Town Clerk or other nominated officer shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the Council or by a committee established for the purposes of hearing the complaint. The complainant should also be advised whether the complaint will be treated as confidential or whether, for example, notice of it will be given in the usual way (if, for example, the complaint is to be heard by a committee).
- 2.4 The complainant shall be invited to attend a meeting and to bring with them a representative if they wish.

- 2.5 Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence relied on. The council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.

### **3. The Meeting**

- 3.1 The council, or committee established for the purpose of hearing the complaint, shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the council meeting in public.
- 3.2 The chairman should introduce everyone and explain the procedure.
- 3.3 The complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by (i) the Town Clerk or other nominated officer and then (ii) members.
- 3.4 The Town Clerk or other nominated officer will have an opportunity to explain the council's position and questions may be asked by (i) the complainant and (ii) members.
- 3.5 The Town Clerk or other nominated officer and then the complainant should be offered the opportunity to summarise their position.
- 3.6 The Town Clerk or other nominated officer and the complainant should be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
- 3.7 The Town Clerk or other nominated officer and the complainant should be given the opportunity to wait for the decision, but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

### **4. After the Meeting**

- 4.1 The decision should be confirmed in writing within seven working days together with details of any action to be taken.

### **5. COMPLAINTS AGAINST A MEMBER OF THE COUNCIL**

- 5.1 Town Councillors sign up to a Code of Conduct on taking office. A member of the public who wishes to submit a complaint for breach of this Code should do so to the Monitoring Officer at Somerset West and Taunton Council:-

The Monitoring Officer  
Somerset West and Taunton Council  
Deane House  
Taunton  
TA1 1HE

Telephone: 0300 304 8000



## WELLINGTON TOWN COUNCIL STAFF GRIEVANCE POLICY

### 1. Policy Statement

1.1 The Council recognises that individual employees or groups of employees may, from time to time, feel aggrieved about an aspect of their employment and accepts that each employee has the right to raise this grievance and to expect that management will consider it and respond.

1.2 The purpose of the accompanying procedure is to provide a framework for dealing promptly and fairly with such grievances. The aim is to resolve grievances as near as possible to their point of origin.

1.3 Matters appropriately dealt with under the Council's grievance procedure include all questions relating to the individual rights of employees in respect of their employment other than:-

- grievances lodged outside of the time limits set out in the accompanying procedure unless with the agreement of the Town Clerk;
- grievances which have already been considered in accordance with the procedure;
- grievances arising from a disciplinary or capability process in which the employee is already involved and where there is an appeals procedure in place;
- grievances in respect of issues over which the Council has no control e.g. external legislation;
- grievances which are already the subject of a collective grievance or dispute.

1.4 The timescales shown in the accompanying procedure may be altered by mutual agreement.

1.5 The nature and number of grievances raised in accordance with the accompanying procedure will be monitored annually by the Town/Parish Clerk.

1.6 This policy and the accompanying procedure will be the subject of periodic review and will at least be reviewed in the first year following the election of a new Council.

1.7 Responsibility for conducting this review will rest with the Town Clerk.

### 2. Procedural Guidelines

2.1 Where an employee is aggrieved about any matter relating to their employment they should raise the matter informally with the Town/Parish Clerk as soon as possible and other than in exceptional circumstances within **20 working days** of the incident or event. However employees will be permitted to raise as part of a grievance a series of directly related incidents having a cumulative effect.

2.2 The Town Clerk should consider and seek to resolve the grievance within 10 working days. Whether or not this proves possible the line manager should in every case inform the employee of their decision and, if appropriate, any action taken.

2.3 Employees may wish to seek the advice of a trade union representative or colleague prior to raising a grievance at this informal level.

2.4 If the employee is not satisfied with the result of the informal process, they can take the matter up with the Town Clerk, in writing, stating the nature of the grievance. This should be done within **10 working days**.

2.5 The Town Clerk will arrange a meeting with the employee to discuss the grievance as soon as possible and normally within **10 working days**. If, having listened to the employee's submission the Town Clerk determines that further investigation is required the meeting will be adjourned for a period not to exceed **10 working days** during which time the Town Clerk will conduct any necessary research, including, if appropriate, liaising with other parties.

2.6 It is not expected that other parties would attend the reconvened hearing. However, if it is determined by the Town Clerk that their contributions would facilitate consideration of the grievance, they will be asked to make themselves available, in order that they may respond to any matters raised by the aggrieved individual during the course of the hearing.

2.7 A formal written response to the grievance should be issued within 5 working days of either the initial or subsequent grievance hearing as appropriate.

2.8 If the employee is still aggrieved there is a right of appeal to three members of the Policy and Resources Committee. The notice of appeal should be submitted in writing to the Mayor, as chair of that Committee, within **10 working days** of receipt of the formal written response issued by the Town Clerk. The Appeal Panel shall consider the appeal within **20 working days** of receipt of the written appeal.

2.9 There is no further right of appeal.

2.10 An individual raising a formal grievance may be accompanied throughout the process by a trade union representative or colleague of their choice and reasonable preparation for the hearing will be allowed.

2.11 If the grievance relates directly to the action or omission of the Town Clerk the grievance should be submitted in writing directly to the Mayor who will nominate a councillor to carry out an investigation and respond to the grievance as outlined above.

October 2022



# REPORT FOR POLICY AND RESOURCES COMMITTEE OCTOBER 2022

## Longforth Road Toilets

### 1. Introduction

- 1.1 The purpose of this paper is to seek the Committees views about how to proceed with the refurbishment of the Longforth Road toilet block following the decision not to include a Changing Places Facility in any refurbishment.

### 2. Background

- 2.1 The Town Council has previously considered refurbishing the Longforth Road toilet block.
- 2.2 Following the decision of the Town Council not to include a Changing Places facility in any refurbishment the plans for refurbishment have been reviewed.
- 2.3 Councillors had previously indicated a wish to have three cubicles including a disabled facility as shown on the attached plan (Appendix A) The remainder of the block could then be put to other use e.g. retail/office/storage.
- 2.4 Appendix B gives an indication of what the internal view of a refurbished cubicle could be with two different types of door.

### 3. Considerations

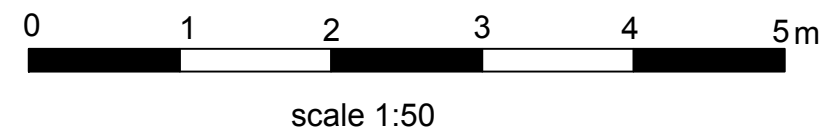
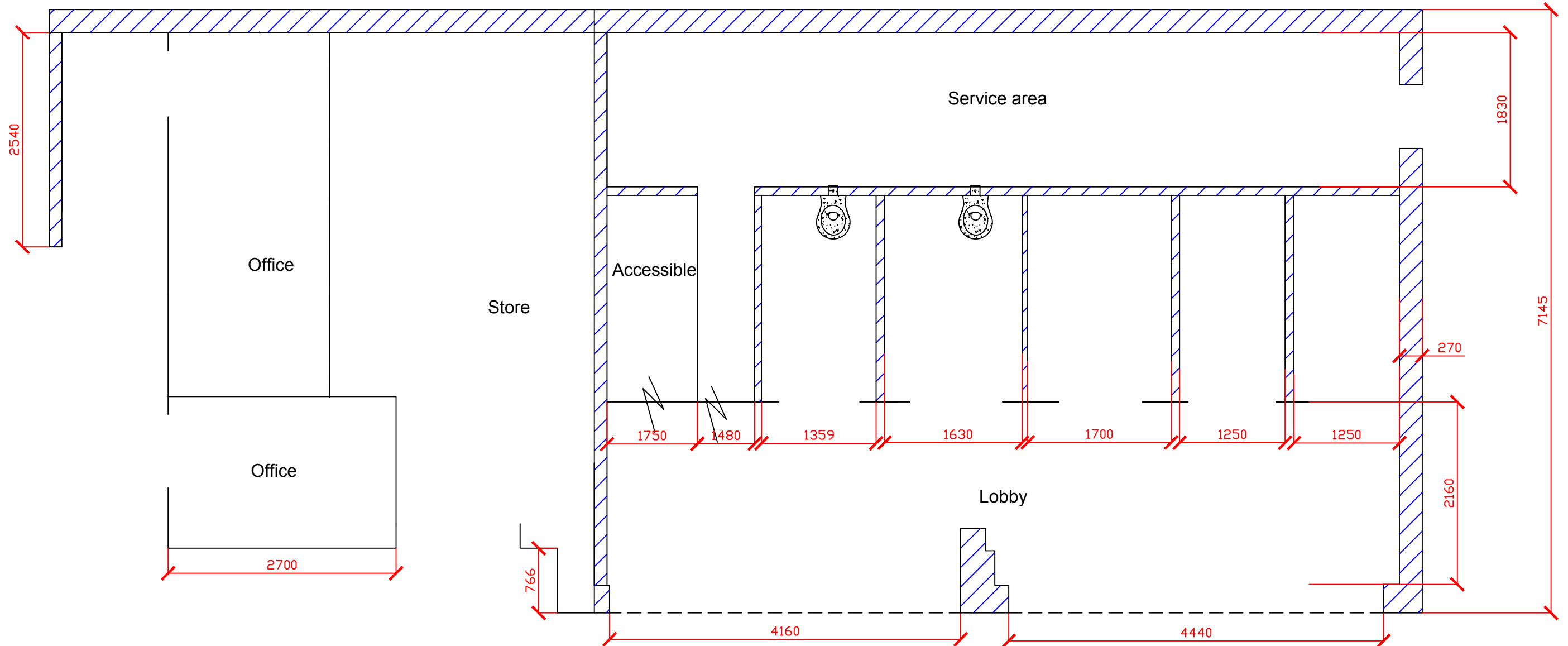
- 3.1 Revised estimates for refurbishing the existing block have been sought with a suggestion that a budget of £145,000, including a contingency, for the project would be sufficient.
- 3.2 A new three cubicle building would cost c£105,000. There would also be a demolition and clearance/site preparation cost, previously estimated at £10-£15,000. This does not include rebuilding of the redundant end of the building the costs of which are not known at this stage.
- 3.3 To take the project forward it is **RECOMENDED** that the Council commission a specialist contractor to work up detailed proposals and costings for range of options and to then project manage the works to deliver the agreed final design.
- 3.4 It is likely that funding for the project could be drawn from the Councils Community Infrastructure Levy budget.


Dave Farrow  
Town Clerk  
October 2022

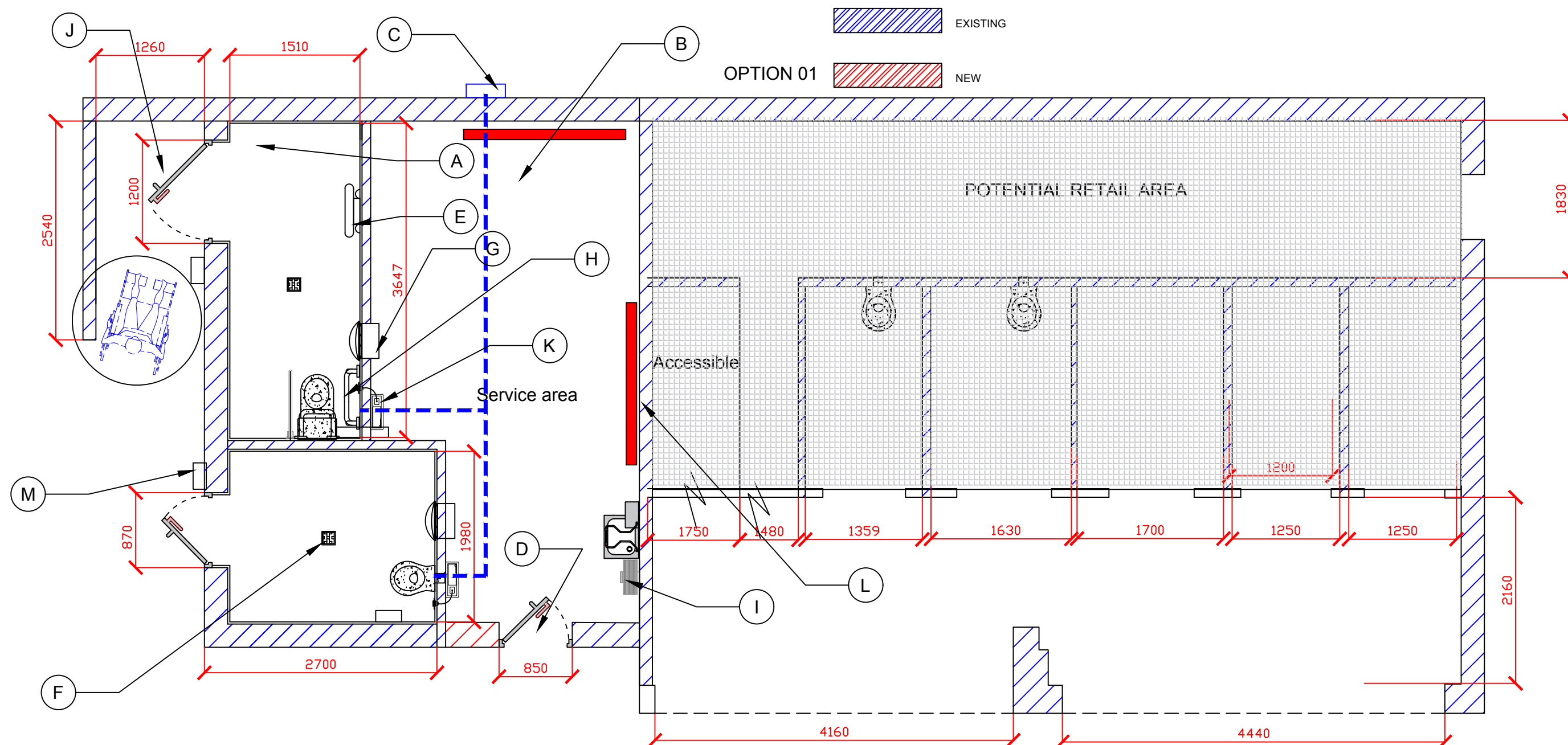


EXISTING  
NEW

EXISTING



CLIENT			
WELLINGTON TOWN COUNCIL			
DRAWING TITLE			
TOILET REFURBISHMENT LONGFORTH ROAD WELLINGTON			
SCALE	DATE	DRAWN BY	CHECKED BY
1:50	JUL-2021	B W DAVIES	
@A3			
			
REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN11 9PR			
Tel: 01249 822063 Fax: 01249 823140 e-mail: ops@healthmatic.com			
DRAWING NUMBER		REVISION	
HM-WTC-LRW-01			

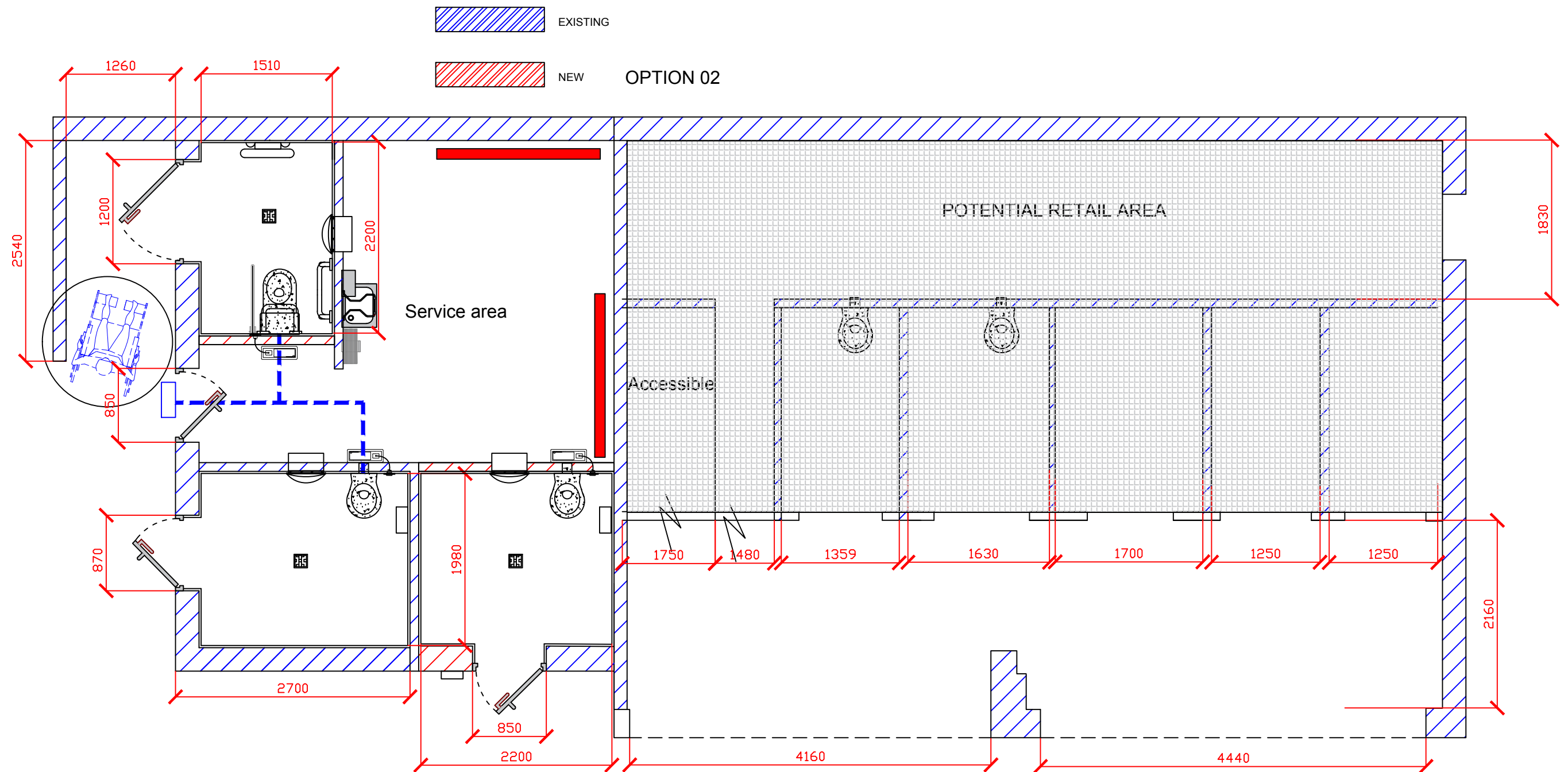



NOTE  
Screen wall to be removed for  
~1500mm turning circle

0 1 2 3 4 5m  
scale 1:50

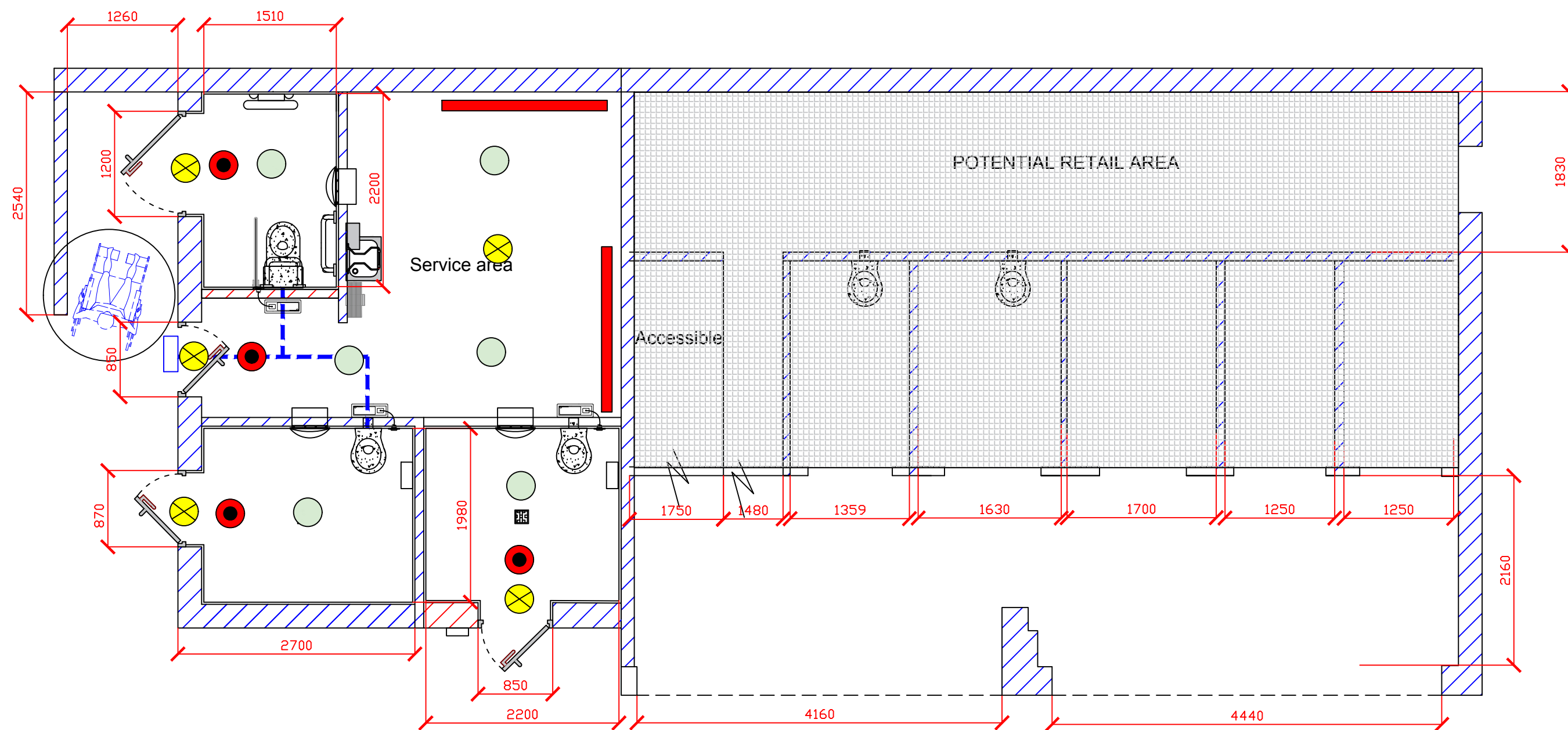
- A Accessible to part M regs.
- B Service area
- C Extract min.6L/sec
- D Service door
- E Baby change
- F Floor gully
- G Handwash/dryer
- H Doc M pack
- I Washdown
- J Accessible door
- K Wave-on flush system
- L Tube htr. frost protection service
- M Coinpay and/or contactless entry

CLIENT			
WELLINGTON TOWN COUNCIL			
DRAWING TITLE			
TOILET REFURBISHMENT LONGFORTH ROAD WELLINGTON			
SCALE	DATE	DRAWN BY	CHECKED BY
1:50	JUL-2021	B W DAVIES	
@A3			
		Tel: 01249 822063 Fax: 01249 823140 e-mail: ops@healthmatic.com	
REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN11 9PR			
DRAWING NUMBER		REVISION	
HM-WTC-LRW-02			



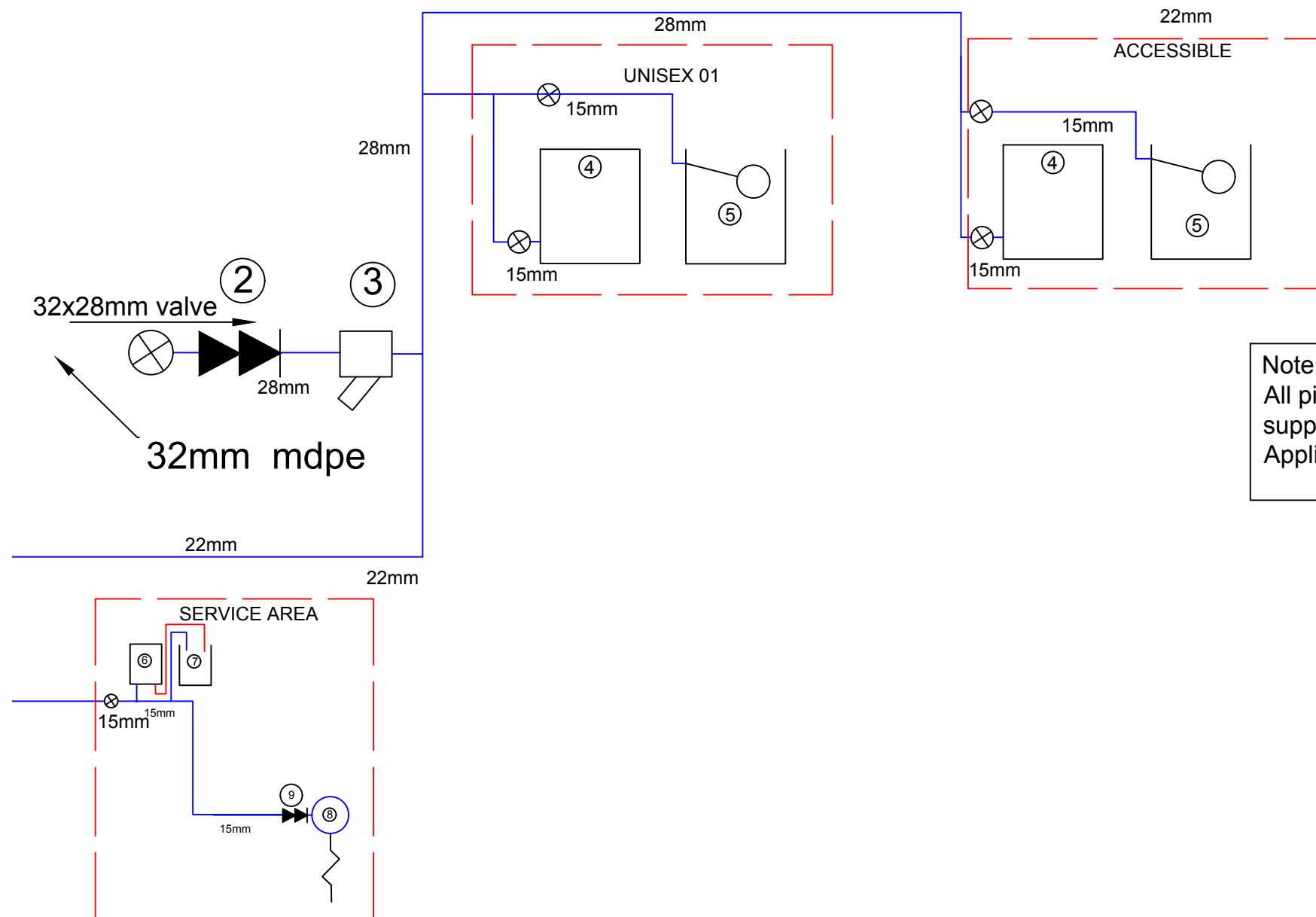
CLIENT			
WELLINGTON TOWN COUNCIL			
DRAWING TITLE			
TOILET REFURBISHMENT LONGFORTH ROAD WELLINGTON			
SCALE	DATE	DRAWN BY	CHECKED BY
1:50	JUL-2021	B W DAVIES	
@A3			
			
REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN11 9PR		Tel: 01249 822063 Fax: 01249 823140 e-mail: ops@healthmatic.com	
DRAWING NUMBER		REVISION	
HM-WTC-LRW-02a			





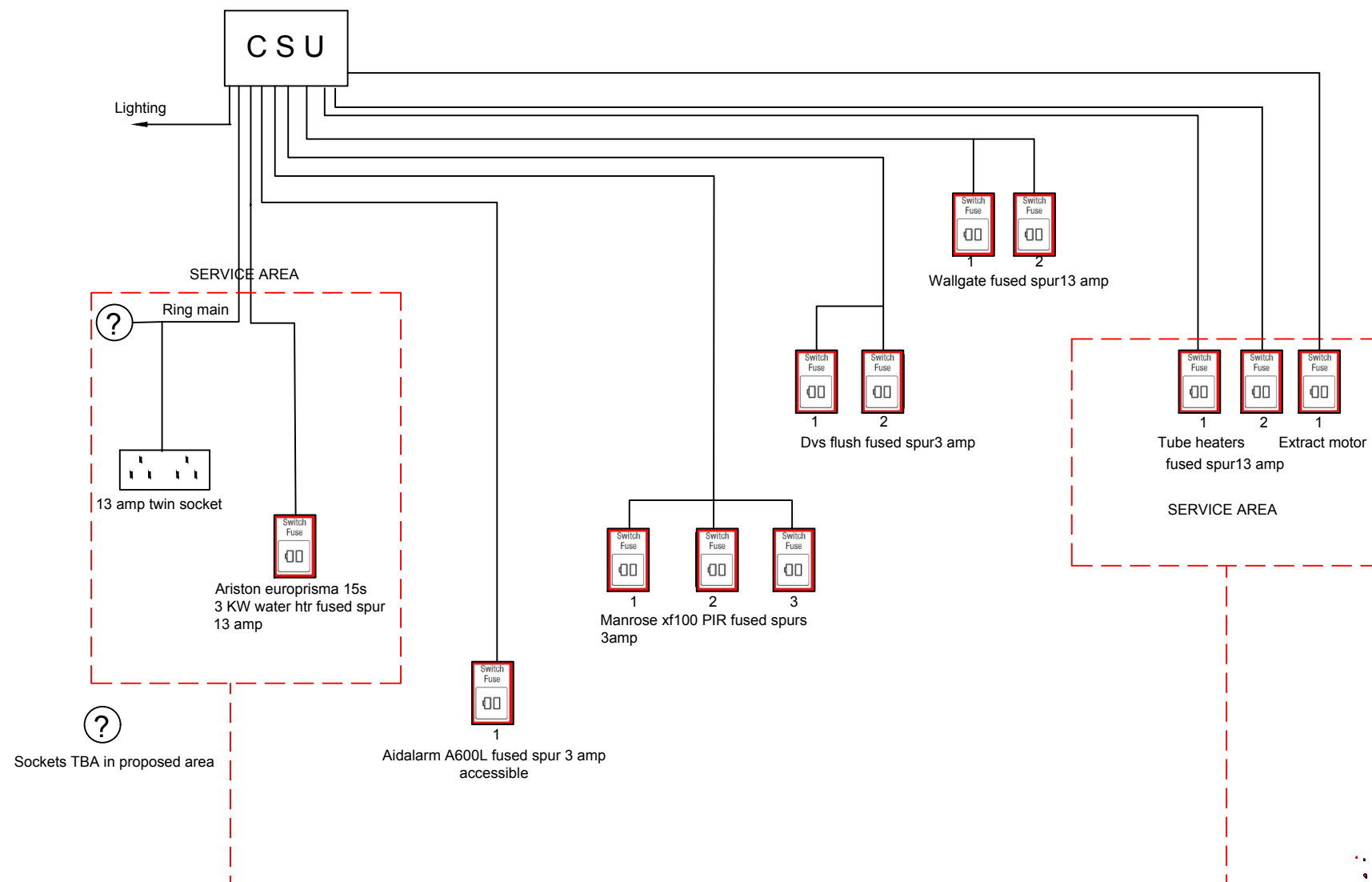
CLIENT			
WELLINGTON TOWN COUNCIL			
DRAWING TITLE			
TOILET REFURBISHMENT LONGFORTH ROAD WELLINGTON			
SCALE	DATE	DRAWN BY	CHECKED BY
	JUL-2021	B W DAVIES	
@A3			
			
REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN11 9PR			
Tel: 01249 822063 Fax: 01249 823140 e-mail: ops@healthmatic.com			
DRAWING NUMBER			REVISION
HM-WTC-LRW-04			


- 2 Double check valve
- 3 Drain cock
- 4 Wallgate thrii handwash
- 5 Toilet cistern dvs flush
- 6 Ariston europisma 15 s 3kw
- 7 Cleaners sink
- 8 Hoselock compact reel
- 9 double check valve
- ⊗ Isolation valves



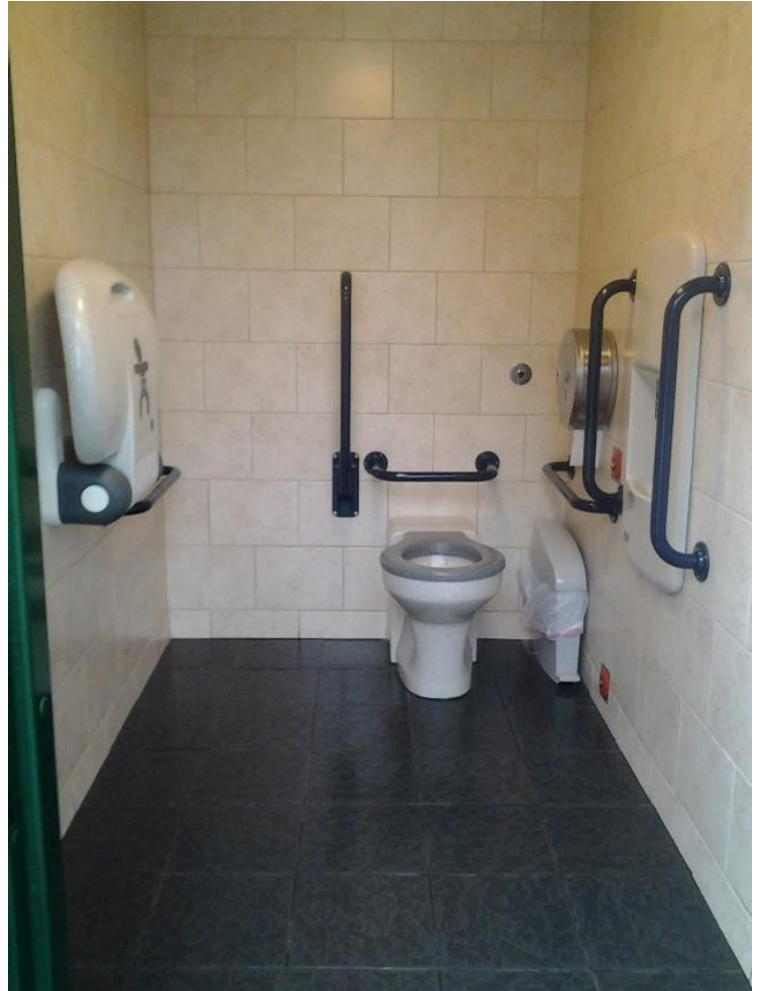
Note.  
All pipework/fittings WRAS approved and installed water supply (water fittings) regulations 1999, Appliances and Dart Valley cistern flush WRAS approved



REV	DATE	DESCRIPTION	
CLIENT			
WELLINGTON TOWN COUNCIL			
DRAWING TITLE			
TOILET REFURBISHMENT LONGFORTH ROAD WELLINGTON			
SCALE	DATE	DRAWN BY	CHECKED BY
	JUL-2021	B W DAVIES	
@A3			
			
REDMAN ROAD PORTE MARSH IND. ESTATE CALNE WILTS SN11 9PR		Tel: 01249 822063 Fax: 01249 823140 e-mail ops@healthmatic.com	
DRAWING NUMBER			REVISION
HM-WTC-LRW-06			







# **REPORT FOR POLICY AND RESOURCES COMMITTEE MEETING OCTOBER 2022**

## **Proposal To Purchase Council Tablets for Councillors**

### **1. Introduction**

- 1.1 The purpose of this paper is to recommend that the Council seek agreement of Councillors that papers are circulated electronically and that to facilitate this, the Town Council purchases tablets to allow councillors to access documents online.

### **2. Recommendation**

- 2.1 That the Committee recommends that the Town Council resolves to, where it has councillor consent, circulate all papers for council meetings electronically and that it purchases tablets to facilitate this at an estimated cost of £2,850 plus VAT. This is to enable councillors to access meeting documentation on the basis set out in this paper.

### **3. Background**

- 3.1 The Town Council is committed to reducing its carbon footprint and reducing costs to ensure that public money is used appropriately.
- 3.2 The number of documents supporting Council meetings has increased significantly over the last year and is unlikely to reduce in the future as the documents enable councillors to make informed and effective decisions.
- 3.3 An analysis of cost of printing and posting Council documents estimates that the Council spend £3,427.56<sup>1</sup> on paper and postage. In addition to that, there is staff time involved in photocopying, putting papers in envelopes and posting them which usually equates to one full day for a minimum of one member of Staff.
- 3.4 As well as the financial cost of producing council papers in this way there is also the environmental costs of using paper and electricity to produce hard copies.
- 3.5 Both the District and County Councils have in the last few years moved away from producing paper documents and now all their meeting papers are online with councillors being provided with laptops/tablets to enable them to access them.

---

<sup>1</sup> Calculation based on numbers for September Committee and October Full Council papers which were of an average size (x12 to calculate yearly cost)

- 3.6 We cannot however just move from using paper copies to electronic copies of documents. The default legal position is that papers should be delivered by post unless the member has given their consent to receive them electronically<sup>2</sup>.
- 3.7 An initial informal survey of Councillors resulted in the vast majority of councillors indicating that, if asked formally, they would give their consent to receiving documents electronically.

#### **4. Proposal**

- 4.1 That the Council move as quickly as possible to a position where, for those councillors that give consent, meeting documents are produced electronically and held in a SharePoint folder for them to access before and during meetings. We would also use the screen and projector at meetings to display a summary of the agenda and supporting documents.
- 4.2 That to facilitate this the Council purchase reconditioned iPads for those councillors who have indicated they will give consent to working in this way at a cost of approximately £2,850 plus VAT which is less than we are currently paying a year for printing and postage. We have a budget line of £2,500 for the purchase of tablets for councillors in this year's budget. The balance will be drawn down from reserves.
- 4.3 Tablets would be set up securely using Councillor's Microsoft 365 accounts and individuals would need to sign an undertaking in relation to appropriate use of the tablet and keeping it secure with the sanction of inappropriate use being withdrawal of the tablet. Councillors will also give an undertaking to return the tablet to the Council should they cease to be a councillor.
- 4.4 Tablets would be included on the Council's insurance and covered for loss or accidental damage.
- 4.5 For those Councillors who don't give consent, paper copies will continue to be provided.

Dave Farrow  
Town Clerk

October 2022

---

<sup>2</sup> Local Government Act 1972 Sch12, para 10(2)(b) as amended by the Local Government (Electronic Communications (England) Order 2015 (SI 2015/5)) and para 26(2)(b)



# REPORT FOR POLICY AND RESOURCES COMMITTEE OCTOBER 2022

## Proposal to Establish 'Contribution to the Community Prizes' for Court Fields School

### 1. Introduction

- 1.1 The purpose of this report is to make a proposal to establish a 'Contribution to the Community' Prize to be awarded annually to a student in each year group at Court Fields School.

### 2. Recommendation

- 2.1 That the Town Council sponsor a prize for at least one student from each year group at Court Fields School who has made a significant contribution to an aspect of community life in Wellington over the preceding academic year. The prizes to be awarded at the school's annual presentation evenings and the Town Clerk is given authority to purchase the trophies up to a maximum spend of £50 per year.

### 3. Background

- 3.1 One of the Priorities in the Council's Vision is for the town to be '*an inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community*'.
- 3.2 One of the actions identified through which we will deliver this is by '*working with schools to encourage children and young people to have pride in their town and engage in making it a better place*'.
- 3.3 Whilst primary schools have The Civic Award project to work with, should they choose to do so, there is nothing similar that encourages Court Fields School students to engage with improving the community.

### 4. Proposal

- 4.1 At the end of each academic year the school holds Presentation Evenings for each year group where students are rewarded for academic and other achievements.
- 4.2 The proposal is that the Town Council sponsor an award that is used to recognise a student, or students, in each year group at the school 'who have made a significant contribution to an aspect of community life in Wellington over the preceding academic year'. The students receiving the award will be selected by the Mayor, Deputy Mayor and Head teacher following recommendations from the school.
- 4.3 As the award sponsor, the Town Council will provide a trophy/trophies for each year group – a minimum of five trophies per year. The annual cost of providing the trophies, assuming one per year group, should not exceed £50 with the cost to come from the Community Services and Priorities budget line.

Dave Farrow  
Town Clerk  
October 2022





## **WELLINGTON TOWN COUNCIL**

### **Minutes of the Allotments Committee Meeting held on Monday 17th October 2022 at 6pm in the United Reformed Church Hall, Fore Street, Wellington TA21 8AG**

Present: Councillor J Lloyd (Chair), M Lithgow, C Booth

Annette Kirk Deputy Clerk

One Allotment Tenant present

#### **311. APOLOGIES**

Councillor C Govier

#### **312. DECLARATIONS OF INTEREST**

There were no interests to declare.

#### **313. MINUTES**

**RESOLVED** to confirm and sign the minutes of the meeting held on Monday 8<sup>th</sup> August 2022.

#### **314. PUBLIC PARTICIPATION**

No public participation.

#### **315. UPDATE ON PLOT VACANCIES AND WAITING LIST**

- Deputy Clerk reported that Plots 21 and 48 are available
- 23 people on waiting list

Deputy clerk said first warning letters had been sent out and follow up inspections are scheduled to be carried out by the Allotment Chair and Deputy Clerk at the end of October.

#### **316. GENERAL MAINTENANCE & INSPECTIONS**

- a. Autumn Clean Up:  
After much discussion, it was agreed this would be reviewed.
- b. Main Entrance Gate Notice:  
Somerset Sign & Print. Quotation to replace £75.40 + VAT (incl. fitting)

**RESOLVED** to accept Somerset Sign & Print Quotation £75.40 +VAT (incl. fitting) to replace the main entrance gate notice.

#### **317. ALLOTMENTS SOFTWARE PACKAGE:**

The Committee agreed that the Council should look at a package to streamline council services and manage staff time. After the Cloudy IT demonstration, Council Officers will present to the Council a full report with their recommendation.

**318. BUDGET SETTING:**

Deputy RFO presented Budget Considerations to the Committee. The Committee agreed with the Considerations put forward for the 2023-2024 budget . The figures presented included a projected rental income of £2,716 which is topped up by a contribution from the precept funds to give an overall expenditure budget of £4,716. It was noted that the funds allocated for the Longforth site will carry into an earmarked reserve if unspent at the year end.

**319. ANYTHING ALLOTMENTS HOLDERS WISH TO RAISE**

Councillor J Lloyd (Allotment Chair) announced that Wellington had been awarded a Silver Gilt in the Britain Bloom Competition.

As part of competition criteria Councillor J Lloyd accompanied Britain in Bloom Judges around the Allotments. She thanked all the allotment holders for their efforts. The work carried out by other Community Groups including The Basins Volunteers, Friends of Wellington Park and Transition Town Wellington were recognised which resulted in Wellington's achievement. Somerset West & Taunton District Council to confirm when the Certificate Presentation would be.

**320. NEXT MEETING DATE:** Monday 20<sup>th</sup> February 2023 at 6pm.

Venue: The United Reformed Church Hall, Fore Street, Wellington TA21 8AG

Meeting Closed: 6.25pm

.....  
**Chair, Councillor Janet Lloyd**

## WELLINGTON TOWN COUNCIL – 7 November 2022

### BRANDED GAZEBO – RED

The proposal is that the Town Council purchases a branded gazebo which will help to raise the profile of the Town Council at town events and provide an opportunity for the Council to have a high-profile presence in the town centre on other occasions to promote the work of the Council and to hold consultations with the community.

We have received three quotations as follows

Quotations Received:

Quotation 1:	Instant Promotion
3m x 3m frame	£280.00
Roller Bag Small	£42.00
Canopy/side Bag	Included
Instant Promotion Tie Down Kit	
Branded Canopy and Sidewall Set(3 x s/s Walls	£1025.00
Double Sided Back Wall Upgrade	£98.00
2 x Medium Feather Flagpole and D/S Flag Material	£58.00
2 x Flag Banner Cross Base	Included
2 x Water Weight	Included
Large Pop Up Counter	Included
4 x 13kg Weight Plate	£116.00
3m Door Front Wall - RED	£45.00
Carriage	£12.50
<b>TOTAL exc. VAT</b>	<b>£1676.50</b>

See attached Artwork from Instant Promotion – Agenda Item 15a

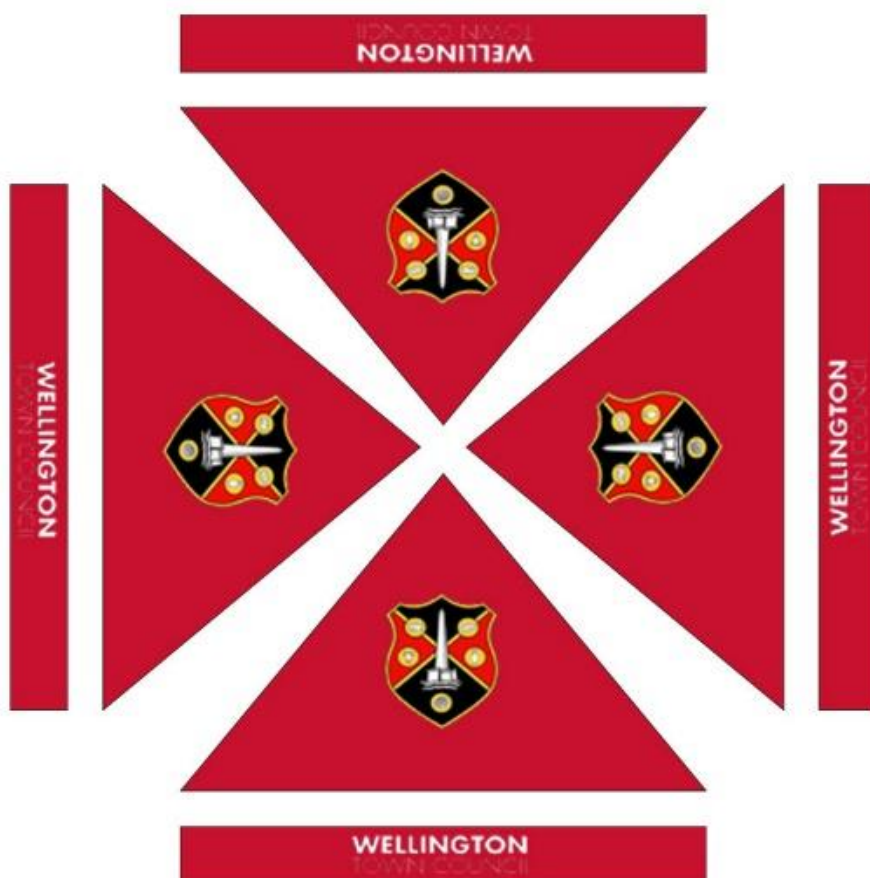
## AGENDA ITEM 15.

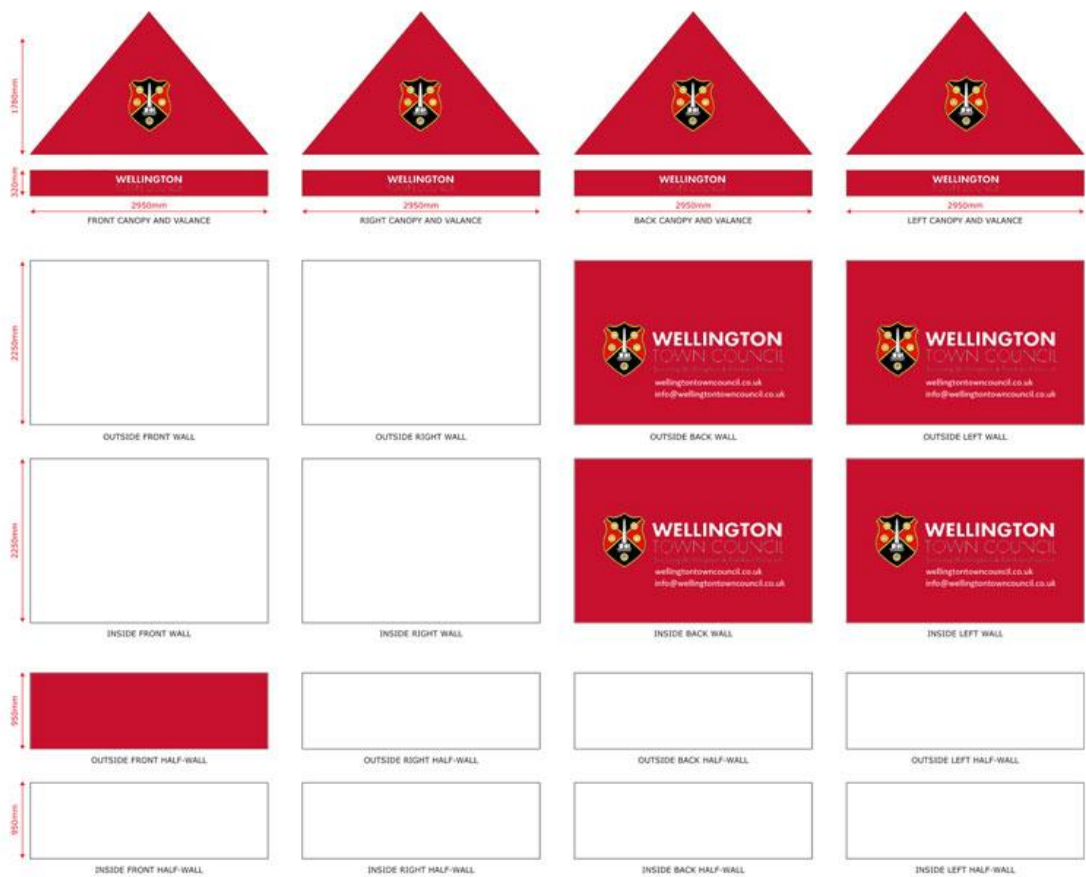
Quotation 2:	Gala Tent
3m x 3m Pro-50 Dye sublimation print package (1 canopy and 4 sidewalls)	£973.74
Printing Service	Included
3m x 3m Gala Shade Pro Gazebo Door Panel Red (single)	£41.66
Heavy Duty Carry Bag	£83.33
2 x Set of 2 -13kg Weight Plate	£141.65
Carriage	Included
<b>TOTAL exc. VAT</b>	<b>£1240.38</b>

Example:



Quotation 3:	Crocodile Trading
3m x 3m Extreme 50 Frame and Canopy Red	£599.00
Wheeled Carry Bag	£74.00
Full set of 4 Sidewalls Printed	£761.30
Half Sidewall unbranded	£69.00
4 x 13kg Weight Plate	£166.90
4 x Text Prints on Valance	£320.00
4 x Logo Prints on Upper Roof:	£560.00
Gazebo Flooring	£57.99
Carriage	
<b>TOTAL exc. VAT</b>	<b>£2608.19</b>





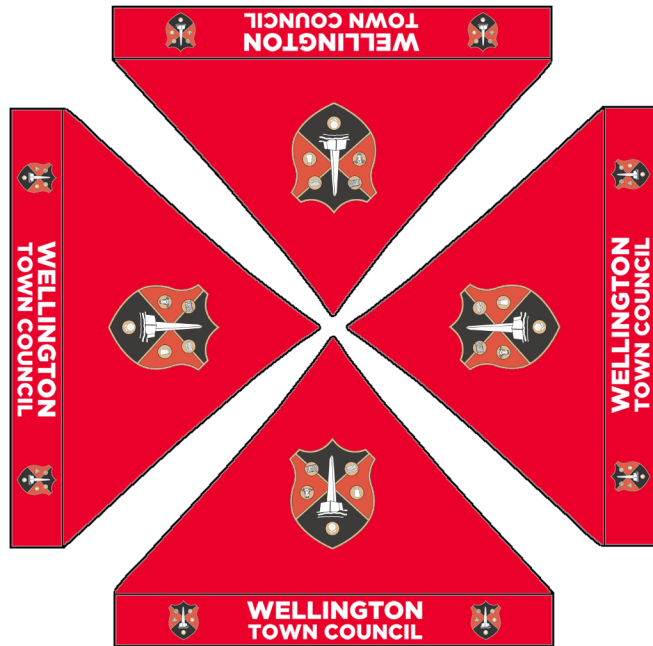
**RECOMENDATION**

That the Town Council approve the purchase of the Instant Promotion package as it provides the best value for money for what is contained in the package.

Agenda Item 15a



3m x 3m Exhibition Package



Flags



Pop Up Counter



Back Wall (outside)



Left Wall (outside)



Right Wall (outside)