

MINUTES OF THE PLANNING MEETING OF WELLINGTON TOWN COUNCIL
Held at the United Reformed Church Hall, Fore Street, Wellington TA21 8AG on
Monday 7th November 2022 at 6.00pm

PRESENT: Councillors M Lithgow (Chair), N. Powell-Brace, K. Wheatley. A Govier, C Govier, M McGuffie, K Canham, M Barr, J Thorne, W Battishill,

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

Darren Roberts– Planning Officer - Somerset West & Taunton District Council

One member of the press
Two members of the public

325. APOLOGIES

Apologies were received and accepted from Councillors J Lloyd, C Booth and Z Barr.

326. DECLARATIONS OF INTEREST

Councillor Wheatley declared an interest as a member of Somerset West and Taunton Council's Planning Committee.

Councillors A Govier and M Barr declared an interest in Agenda Item 5a case ref: SCC/3021/2022 – both members of Somerset County Council.

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 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.

327. PUBLIC PARTICIPATION

Member of the Public spoke and raised concerns regarding Agenda item 4(a)
Case ref: 43/22/0082.

328. APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

Councillor M Barr left the room – Declaration of Interest, as he cleans windows on the neighbouring properties.

a) Case Ref: 43/22/0082

Proposal: Erection of a single storey extension to the rear of 21 Popham Road, Wellington

RESOLVED to Approve the application subject to the Planning Officer's report

Councillor M Barr re-joined the meeting.

b) Case Ref: 43/22/0073

Proposal: Replacement of conservatory with the erection of a part single and part two Storey extension to the rear, erection of a first-floor side extension and a single storey front extension at 21 Sylvan Road, Wellington

RESOLVED to Approve the application subject to the Planning Officer's report

329. 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: SCC/3021/2022

Refurbishment and remodelling of the existing library to all three floors with public facing and back of house activities split over the ground and first floor and open plan staff accommodation to the second floor at Wellington Library, 16 Fore Street, Wellington TA21 8AQ – Somerset County Council email was circulated prior to meeting.

RECOMMENDED approval. The Town Council saw the changes as being effective use of an under-utilised building. A welcome addition to the town centre.

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

Application Number	Proposal	Address	WTC Recommendation	SWT (Somerset West and Taunton) Decision
43/22/0062	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	Approval	Approved
43/22/0075	Erection of a single storey extension to the rear of	1 Homefield, Wellington	Approval	Approved
43/22/0081/NMA	Application for a Non-Material Amendment to application 43/17/0085 for amendments to the elevations of the development at	Sectors E & F, Phase 2, Jurston Farm, Wellington		Approved
43/22/0085	Replacement of single storey extension to the rear with various alterations at	14 Mitchell Street, Wellington	Approval	Approved
43/22/0076	Recladding of workshop unit and installation of windows at	building R/O Bridge House, Station Road, Wellington	Approval	Approved
43/22/0095/A	Display of 3 No. non-illuminated advertisement/sponsorship signs on	Lillebonne Roundabout, B3187/123, Wellington	Refusal	Withdrawn
43/22/0096/A	Display of 4 No. non-illuminated advertisement/sponsorship signs on	Cades Roundabout B3187/115, Wellington	Refusal	Withdrawn

Councillor J Thorne asked if Somerset West and Taunton District Council could be asked to provide an update on why decisions had not been made on the following applications:

Case ref: 43/20/0148 – 2 High Street

Case ref; 43/21/0124 and 43/21/0125/LB – 35 Fore Street

Case ref: 43/20/0080 – 25 Fore Street

Case ref: 43/20/0141 – 26 Fore Street

The meeting ended at 6.40pm

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Councillor Mark Lithgow
Mayor

WELLINGTON TOWN COUNCIL MINUTES 7 NOVEMBER 2022

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 7 NOVEMBER 2022 AT 7.00PM

PRESENT: Councillor M Lithgow (Mayor)

Councillors M Barr, W Battishill, K Canham, A Govier, C. Govier, M McGuffie, N Powell-Brace, K Wheatley. J Thorne.

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

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

331. TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed all those present.

332. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN

Apologies were received and accepted from Councillors C Booth, Z Barr, S Booker and J Lloyd.

333. DECLARATIONS OF INTEREST

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

334. MINUTES

RESOLVED to approve the minutes of the Town Council Meeting and Planning Meetings held on the 3 October 2022.

335. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

A member of the public raised concerns about speeding in the Bulford area of town. The Town Clerk said he would raise the issue with Sergeant Dan Bishop.

336. 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.

337. TO RECEIVE FEEDBACK ON THE WELLINGTON CARNIVAL

The Council received feedback on the Wellington Carnival that had taken place on Saturday 24 September. The Carnival was considered to be a great success given it was the first carnival for a number of years and the Council was thanked for its financial support.

338. TO RECEIVE FEEDBACK ON THE WELLINGTON FILM FESTIVAL

The Council received feedback on the Wellington Film Festival which had been held between the 30 September and the 2 October. The festival had been a major success with some events being sold out within minutes. The Council was thanked for its financial support.

339. 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.

340. UNITARY COUNCIL UPDATE

Unfortunately Councillor Bill Revans was unable to attend the meeting. The Town Clerk drew councillors' attention to the letter from Councillor Revans relating to budget setting for 2023/24.

341. TO RECEIVE THE CLERK'S REPORT ON RECENT COUNCIL ACTIVITIES

WELLINGTON TOWN COUNCIL MINUTES 7 NOVEMBER 2022

The Clerks report had been circulated with the agenda and was noted. The Clerk informed the Council that he had been informed earlier in the day that Rebecca Hunt had successfully completed her Apprenticeship. The Council asked that its congratulations should be passed on to her and the Mayor will write a letter.

342. FINANCE COMMITTEE

The Minutes of the meeting held on the 17 October 2022 were circulated with the agenda and were noted.

343. POLICY AND RESOURCES COMMITTEE

The Minutes of the meeting held on 17 October 2022 and the background papers relating to the recommendations below were circulated with the agenda and Councillor M Lithgow gave an update. The Council **RESOLVED**

- (a) That the Town Councils Complaints Procedure be carried forward unamended
- (b) That the amended Town Council's Staff Grievance Procedure be adopted
- (c) That the Town Council go out to tender to commission a specialist contractor to investigate a range of options and oversee the redesign and construction of the toilet block at Longforth Road.
- (d) That the Town Council should cease 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 those councillors to access meeting documentation electronically.
- (e) That the Town Council should sponsor an annual 'Contribution to the Community' prize for a pupil in each year group at Court Fields School and the senior school at Wellington School and that the prize should consist of a trophy for each year group and a £25 token for Bookshop by the Blackdowns.
- (f) That the contract with ID Verde be reduced to 10 hours per week and that this be backdated to the 1 November 2022.

344. ALLOTMENTS COMMITTEE

The Minutes of the meeting held on 17 October 2022 were circulated with the agenda and were noted

345. PROPOSAL TO PURCHASE A TOWN COUNCIL GAZEBO

A supporting paper had been circulated with the agenda. The Council **RESOLVED** to purchase a branded gazebo from Instant Promotion: £1676.50 + £335.30 VAT to include Two Medium Feather Flag Poles (incl. Bases). Large Pop-Up Counter, Weights and Storage Bag. Suggestions were made for how the design could be improved and these will be raised with the provider.

346. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

The Council **RESOLVED** to exclude members of the press and public for agenda item 17 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.

347. EXTRAORDINARY MEETING OF THE POLICY AND RESOURCES COMMITTEE 31 OCTOBER 2022

The confidential minutes of the meeting were attached to the agenda for information along with a copy of the Local Council Consultancy (LCC) Report and Town Clerk's report considered at the meeting. After some discussion and Council **RESOLVED** that the proposed new structure as

WELLINGTON TOWN COUNCIL MINUTES 7 NOVEMBER 2022

recommended in the LCC report should be implemented from the 1 December 2022 along with the recommended salary grades.

348. CONFIDENTIAL MINUTE OF THE POLICY AND RESOURCES COMMITTEE HELD ON 17 OCTOBER 2022

The confidential minute was circulated for information and was noted.

There being no further business the meeting closed at 8.20pm.

STANDING DECLARATIONS OF INTEREST

Members of Somerset County Council: Councillor Andrew Govier Councillor Marcus Barr Councillor Ross Henley	Members of Somerset West and Taunton Council: Councillor Janet Lloyd Councillor Andrew Govier Councillor Mark Lithgow Councillor Ross Henley Councillor Marcus Barr Councillor Chris Booth Councillor Keith Wheatley
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Councillor Mark Lithgow, Mayor



REPORT OF THE TOWN CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE TOWN COUNCIL 5 DECEMBER 2022

1. Introduction

This report covers 1 December 2022 – 6 January 2022.

2. Council Work Plan

This will update councillors on matters not covered elsewhere on the agenda:

- Street Light Installation- Orchard Close, Bulford and Clifford Terrace. The columns have been installed but we are still waiting for them to be connected. As yet we have no timescale for this.
- Remembrance events – many thanks to all those involved in supporting the events on the 11 and 13 November. Both went well and were a credit to the town.
- Councillors may have seen coverage in the press that the Planning Application for the railway station in Wellington is expected to be submitted in December.
- Tonedale Play Area – unfortunately the weather has not been kind to us. The piece of equipment damaged in transit has been replaced but the weather has delayed the laying of the path. In addition, it became apparent during the work that the land at the bottom of the site was generally too wet to lay the path, so officers agreed work to allow for better drainage to alleviate this. There is additional cost to this work, but this is mostly offset by other savings that have been made during the work.
- Green Corridor Land – discussions are still taking place between our solicitors and those of Somerset West and Taunton Council in relation to the details of the lease. We hope that this will be completed before Christmas
- Following the decision of the Council to move away from paper copies of meeting documentation the iPads have been delivered to the Council. The intention is that we will use them and go paper free for those that consent for the February Council meeting. If we can, we will have a dry run at the January meeting alongside paper copies of the meetings documents. Councillors will have had an email from me with a form attached to return setting out whether they give consent to receiving meeting papers electronically.
- Christmas Market and Light Switch On. Despite the weather this was a huge success. What the day has highlighted though is our reliance on support for marshalling from councillors and members of the community. We are grateful to those councillors and three members of the community who helped on the day, but we were stretched to cover everything with staff working a 13-hour day with no breaks to make sure that everything was covered. We will discuss this at the next Town Centre Committee meeting, but the message is that all councillors need to consider how they can support these types of events. Next year we will be organising events to mark the Kings Coronation, The Rifles Regiment being granted the Freedom of the Town, a street fair, Remembrance events and the Christmas Market and Lights Switch On again. What we do is of a high quality and appreciated

by the community and we want to make it better, but we can't do that without support.

- The new staff structure came into effect on the 1 December. By way of a reminder the key changes are that Netty is moving to the role of Assets and Events Officer having oversight of council assets and taking the lead in delivering events and Alice is moving to the role of Deputy Clerk/Deputy Responsible Financial Officer (RFO). Rebecca is confirmed in post as Administrative Assistant following the successful completion of her apprenticeship and we are advertising for a Project Officer role. Responsibility for supporting meetings will be as follows:

Full Council – Town Clerk

Policy and Resources – Town Clerk

Environment and Open Spaces – Town Clerk

Allotments – Assets and Events Officer

Town Centre – Assets and Events Officer

Finance – Deputy Town Clerk/Deputy RFO

Planning - Deputy Town Clerk/Deputy RFO

3. Social Media

Over the past two months engagement was very steady but there have been spikes recently with the Christmas posts in the past week or two.

This month our Facebook reach is up 229% and our Instagram is up 62%. We have 68 new page likes on Facebook and 5 new followers on Instagram

Most popular posts this month are:

Post requesting the van to be moved for the tree*

The tree going up – this got 204 likes on our original post and 268 likes on shared versions of the post*

Lights going on the tree*

Tree going up in Tonedale

Entertainers schedule for Saturday 26th

WI poppy cascade

All posts with * reached over 13k people. These three posts are our most popular ever.

We will continue to share our work via Facebook and Instagram as well as promote local events.

4. Annual Pay Award

The Local Government Association has come to an agreement with the trade unions representing local government employees for the pay award for 2022/23 (to be effective from the 1 April 2022). The agreement is:

- With effect from 1 April 2022, an increase of £1,925 on all NJC pay points 1 and above.
- With effect from 1 April 2023, an increase of one day to all employees' annual leave entitlement.

As Town Council staff contracts of employment are linked to the National Terms and Conditions of Service these changes will be applied automatically.

4. Monthly Bank Reconciliation

Attached as Appendix.

6. Meetings/Events

Date	Time	Event	Location	Who Involved
1 December	11:30	Meeting with reps from Rifles Regiment and Wellington School	Wellington School	Town Clerk/Assets and Events Officer
6 December	13:30	LCWIP Cycling Route Meeting	Virtual	Town Clerk/Admin Assistant
7 December	10:30	Somerset Clerks LGR Briefing	Virtual	Town Clerk
7 December	13:30	Community One Team Meeting	The Well Rockwell Green	Nominated Governors/Town Clerk
9 December	10:00	Wellington Place Plan Steering Group	Virtual	Town Clerk
10 December	Morning/All day	Christmas Street Entertainment and Christmas Workshop event	Town Centre/Scout Hall	Town Clerk/Admin Assistant
12 December	15:00	Finance and Policy and Resources Committees	URC Hall	Committee Members
14 December	19:30	Green Corridor Advisory Group	Council Chamber	Nominated Councillors
17 December	Morning	Christmas Street Entertainment	Town Centre	Assets and Events Officer
21 December	10.30	Somerset Clerks LGR Briefing	Virtual	Town Clerk
22 December	Morning	Christmas Street Entertainment	Town Centre	Staff
23 December	13.00	Office Closes until 3 January 2023		
25 December	12:30	Mayor welcoming guests to Churches Together Christmas Lunch	URC	Mayor

Dave Farrow
Town Clerk
29 November 2022

OFFICER'S MOBILE PHONES

For Full Council December 2022

1. Background

- 1.1. Three Mobile phones were originally purchased in March 2020 to provide communication access while the offices were closed during lockdown. The models purchased were basic Motorola smartphones which at the time served a purpose. Unfortunately, they are now starting to malfunction and the batteries no longer hold charge properly and often have to stay plugged in for the phone to be used.

2. Change in Requirements

- 2.1. Whilst the original, basic, smart phones served their purpose for lockdown, the Officers have discussed their requirements for the replacement phones. The new models listed below will provide much better access to up-to-date apps for items of work such as
- Allotment, and other asset, inspections,
 - Wildix telephone system app to answer landline calls remotely,
 - Office 365 apps to access e-mails etc.
 - Improved camera quality also leads into these items.
- 2.2. These updated models are fully manageable and can be locked/wiped remotely should they be lost or stolen. Thus, reducing the risk of data breaches.

3. Replacement

- 3.1. MTMIT, the Council's IT consultant, has provided quotations for four new handsets (three for existing Officers and one for the new role of Project Officer).

3.1.1. Option 1 – Brand New Handset

Model	Price (each)
Apple iPhone SE 2022 64GB	£375
Google Pixel 6a 2022 128GB	£333

3.1.2. Option 2 – Refurbished Handset (grade A with new battery)

Model	Price (each)
Apple iPhone SE 2020 64GB	£299
Google Pixel 4a 2020 64GB	£215

- 3.2. MTMIT will also provide a 'protection package' of bumper case and screen protector for £15 per phone.

- 3.3. The old phones will be sent away to be recycled.

4. Call package

- 4.1. The handsets will be 'sim free' so the three existing SIM cards can be transferred to the new phones and all telephone numbers will remain the same. These three call packages have already been paid up to May 2023.
- 4.2. The Project Officer will require a new number and call/data package to be set up once in post. Based on the costs of the current package, this will be £240 per year (based on current cost) and allowance has already been made in the budget for this additional cost.

5. Recommendation

- 5.1. Having discussed the systems and specifications with the IT consultant, it is **recommended** that the new model iPhone SE 2022 should be purchased at £375 each plus £15 each for the protection package. This will provide some future proofing and will also use the same systems as the Councillor's iPads which should provide further ease of use.

6. Budget Considerations

- 6.1. Three phones and protection packages (total £1,170) will be funded from the IT Equipment budget line. This will result in an overspend of this line of £228 which will be drawn from the general reserve.
- 6.2. One phone and protection package (£390) for the new Projects Officer will be funded from the IT for New Staff budget line. This currently has an unspent balance of £1,500 and will also be used for new computer equipment etc.

Alice Kendall – Deputy RFO
28 November 2022

MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT AND OPEN SPACES COMMITTEE HELD AT UNITED REFORMED CHURCH HALL ON TUESDAY 15 NOVEMBER 2022 AT 3.30 PM

Present: Councillor M McGuffie (Chairman)
Councillors M Barr, C Booth, C Govier, M Lithgow and J Lloyd

In attendance: David Farrow (Town Clerk), Alice Kendall (Deputy RFO)
1 Member of the press
2 Members of the public

349 APOLOGIES

No apologies had been received.

350 DECLARATIONS OF INTEREST

There were none.

351 MINUTES

RESOLVED to confirm and sign the minutes of the meetings held on 26 September 2022 as a true record.

352 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

The members of the public did not wish to speak at this point.

353 FOOTPATHS UPDATE

Steve Saunders, PPLO, gave a general update on the work of the Footpath Volunteers. Councillors thanked him for all the work they do. He was pleased to report that the rail crossing is due to re-open soon.

Councillor Barr asked if kissing gates could be replaced with more accessible options on the path near Rockwell Green School. The Clerk reported that works to these paths will lead into works to make the Green Corridor land more accessible.

354 GREEN CORRIDOR LAND

a) Green Corridor Steering Group - Notes from a recent meeting were circulated with the following recommendations being made

i) Storage Container for Fox's Field

RECOMMENDED to Full Council that a grant of £4,500, from the Green Corridor budget line, be given to Transition Town Wellington for the purchase of a storage container with all details of design and location to be agreed at a future committee meeting before installation.

ii) Drone Film

RESOLVED to commission of a Drone Film of the Green Corridor Land to raise awareness of the land to inform the consultation process at a cost of £1,750 to be met from the Green Corridor Budget line.

355 CARBON NEUTRAL STRATEGY

The Clerk gave a verbal update, he reported that the move to paperless meetings is under way with the order being placed for the Councillor's tablets. The employment of a new Projects Officer is now underway, and this will help further implement the Strategy.

356 TREE PLANTING STRATEGY

RESOLVED to suspend Standing Orders to allow a member of the public to speak.

RESOLVED to re-instate Standing Orders.

RECOMMENDED to Full Council that the draft strategy be accepted.

357 NOTICE BOARDS

A report was circulated, and it was **RECOMMENDED** to Full Council that three new notice boards be purchased and installed at a total cost of £8,799.93. Funding to be drawn from the Green Corridor and Community Services & Priorities budget lines as detailed in the report.

358 PLAY AREAS

A report was circulated with a general update on play areas. The Deputy RFO reported that the damaged item should be installed at Tonedale that week which will enable the surfacing to be laid (depending on dry whether). She further reported that a change of method for building the path was approved internally to try and alleviate the problem of the wet ground. Although this will be at an extra cost, there have been other changes that have been implemented on site that will result in an overall saving of £2,000.

Councillor Lloyd reported that she had received a schedule of works to SWT play areas over the next 18-months, she will circulate it after the meeting.

359 LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN UPDATE

The Clerk reported that desk-based working was underway for the cycling review.

RESOLVED to suspend Standing Orders to allow a member of the public to speak.

RESOLVED to re-instate Standing Orders.

It was further reported and noted that this work will also link in with that being done in Langford Budville.

There being no further business, the meeting closed at 4.35 pm

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Councillor Michael McGuffie
Chairman

Paper for Environment and Open Spaces Committee Meeting November 2022

FUNDING REQUEST FOR PURCHASE OF STORAGE CONTAINER AT FOX'S FIELD

1. Introduction

- 1.1 The purpose of this paper is seek the Committees view on whether it should recommend to the Town Council that funding from the Green Corridor Budget line is used to contribute to the cost of purchasing and installing a storage container on Fox's Field.

2. Background

- 2.1 Over the summer Transition Town Wellington (TTW) unfortunately experienced arson in their field and whilst the damage was not significant it did raise an issue for them in relation to security of equipment. At the moment equipment is stored in a TTW member's residential garage but this arrangement is coming to an end and the preference would be to have storage on site.
- 2.2 TTW has explored options and would like to acquire a storage container similar to those used by the Basins Volunteer Group and install it by the gate on the corner of Burchills Hill. They would like to screen it and the intention is to also have an awning coming out from the side that will enable outdoor meetings to take place and potential for an educational facility.
- 2.3 To enable the container to be installed, work will need to be done to install a chipping base for it as well as a 'driveway' from the gate to the site to allow the lorry to deliver and place it. Subsequently this could be used as a small parking area when the container is installed.

3. Cost and Funding

- 3.1 TTW are looking at a 20' x 8' container similar to the ones used by the Basins Volunteer Group. Indicative costs are that this would be in the region of £4000.
- 3.2 Installing the 'driveway' and base have been quoted at £1500.
- 3.3 TTW has applied for a grant of £1,000 to support the cost leaving a gap of £4,500 and TTW has asked if the Council would be willing to meet the gap in funding. This could be done from the Green Corridor budget which has not been use much this year.

4. Legal

- 4.1 At the moment the land is still owned by Somerset West and Taunton Council and it is unwilling to make decisions about infrastructure on the field

when the land will be leased to us. In addition, we will need to take our own legal advice in relation to the basis on which the container can be installed so at this stage if we choose to agree to fund it can only be an in principle decision subject to further legal work being done.

Dave Farrow
Town Clerk

NOTICE BOARDS

For Environment and Open Spaces November 2022

1. Background

- 1.1. Following the report presented to the last meeting, during discussion it was requested that details of the environmental impact of manufacturing the new notice boards should be sought. Unfortunately, this has proven difficult. I have therefore recommended a Man-Made Timber option below which, being made mostly from recycled plastic, provides the most sustainable option.
- 1.2. Councillor Lithgow reported to the office that there are two wooden posts in Priory, near to the Chiropractors, that suggest a notice board used to be there. He requested that the replacement of this be added to the scope of this project.
- 1.3. After discussing the requirements of the board at the Basins with the volunteer group, it was identified that this board would benefit from being 'double sided' to allow them to display appropriate notices as well as Council documents relating to the Green Corridor work.

2. Materials & Specification

- 2.1. As per the options presented at the last meeting, I recommend that the Man-Made Timber option from Green Barnes be chosen. This is a material manufactured largely from recycled plastic and is also low maintenance. An information sheet is attached.
- 2.2. Headers are an additional cost and have been added to each board as detailed in the table below. Lettering is available in cut vinyl lettering, plain engraved lettering or engraving with coloured fill. I have chosen the coloured fill engraving with gold lettering. Although this is the more expensive option, it provides a quality finish as well as ease of maintenance.

3. Installation

- 3.1. All three notice boards can be installed by Abacus Construction at a total cost of £1,740. Although there are posts already in place at Tonedale and Priory, a scan should be carried out in these locations to ensure no services will be disturbed during the works. This quotation includes removal and disposal of the old timber boards and their concrete foundations with the new boards being installed into new concrete foundations.

4. Recommendations

It is recommended that the committee make a recommendation to Full Council that the notice boards are replaced as follows

Site	Specification	Price
Tonedale	2-bay, 4 x A4 Man-made Timber noticeboard with black magnetic board plus 2x post and straight header "TONEDALE" in engraved lettering using Times New Roman font filled with gold colour for contrast.	£1,540.24
Priory	2-bay, 4 x A4 Man-made Timber noticeboard with black magnetic board plus 2x post and straight header "PRIORY" in engraved lettering using Times New Roman font filled with gold colour for contrast.	£1,524.04

Basins	2x 2-bay, 9 x A4 Man-made Timber noticeboard with black magnetic board plus 2x posts and straight header "WELLINGTON BASINS" in engraved lettering using Times New Roman font filled with gold colour for contrast.	£4,265.65
Installation	To remove and dispose of 3 no. notice boards including arisings and existing concrete foundations. Install 3 no. notice boards with new concrete foundations.	£1,470.00
Total		£8,799.93

5. Budget Considerations

- 5.1. The Tonedale and Priory boards (including installation = £4,044.28) to be funded from the Community Services & Priorities Budget which currently has a balance of £4,317.
- 5.2. Basins board (including installation = £4,755.65) to be funded from the Green Corridor budget line which currently has a balance of £20,000.
- 5.3. Installation costs to be divided appropriately between cost codes i.e. £490 per board which is included in the totals given in points 4.1 and 4.2 above.

Alice Kendall
Deputy RFO
4 November 2022

Wellington Town Council Tree Planting Strategy

Aim

This strategy's aim is for Wellington to increase its volume of trees, particularly increasing tree cover from 6% to as much as 25%. This will help offset carbon emissions and allow the town to adapt to climate change by providing more shade and wildlife habitats. We will create habitat mosaics of trees, scrub and grassland that benefit wildlife and we will ensure that diverse trees are planted for maximum climate and disease resilience.

This project is a long-term one, as many trees would be delivered as saplings. We predict that we can reach our goals over the next 20 years. We will work with local community groups and co-ordinate with neighbouring parishes to deliver this strategy.

How we will do it

We will identify areas of land in the town that could accommodate tree planting and plan what trees can go where. For example:

- Wellington Town Council will be leasing 64 acres of land from Somerset West and Taunton Council in the form of the Green Corridor and owns approximately 4 acres at Westford Field. These locations will be ideal for planting as they have plenty of space and the scope to have a variety of trees to cater to different needs.
- There are areas of land in the town e.g., car parks, play areas and grass verges that could be used with the landowner's permission. We will approach the landowner to seek permission and, if given, enter into an agreement in relation to planting and maintenance of the trees.
- We will encourage residents, schools and businesses to plant trees on their sites and to identify potentially suitable sites in their neighbourhood for tree planting.
- Locations in town will be identified as suitable for the planting of trees directly into the pavement.

We will take advantage of opportunities to access free and discounted trees. For example:

- The Woodland Trust has a scheme that gives away tree packs to schools and communities. There is a choice of 8 packs, each with a different selection of trees that fits a different environmental goal or planting area. Each school and community group are entitled to apply. In addition, the Woodland Trust has tree packs available for purchase from £16 to £150. Officers have already been contacted by one school and one community group that are interested in taking part in this scheme.
- Somerset West and Taunton Council have offered free trees to councils to a value of £100.
- The Woodland Trust has funding and schemes available for farmers where up to 100% of the cost of trees can be covered. This scheme is designed to benefit the business of productive farms, including a site visit and tree planting assessment.
- The Woodland Trust's MOREwoods scheme helps with the planning and designing of woodland where more than 500 trees are planted on at least half a hectare. This scheme can cover up to 75% of the costs.
- Landowners, land managers and public bodies can apply to the England Woodland Creation Offer (EWCO) for support to create new woodland, including through natural colonisation, on areas as small as one hectare. We could receive over £10,000 per hectare to support our woodland creation scheme.

We will use Council land to act as a nursery for growing trees which can then be planted around the town.

We will make the creation of woodland a public event. The community will be encouraged to get involved by hosting tree planting events like those hosted by Transition Town Wellington.

Planting Ideas

Green Corridor - Children's Wood

In 1992, Taunton Deane planted a tree for every child born in the area over a set amount of time resulting in 3000 trees being planted. Since this project was undertaken 30 years ago it is difficult to get any more information on the specifics. On the 25th anniversary of this planting, in 2017, an "Apple Day" was held to celebrate the project. All children who were born within the period were invited to attend where there was a range of activities and entertainment.

Something like this could be done by planting a tree for each child born in 2023 who lives in Wellington. Alternatively, parents can apply to sponsor a tree for their child. If we choose to this we must consider imposing an age limit on applicants, for example, parents with children under 2 years old can apply. A plaque would be installed at the location with all the children's names and to hold a planting event. There would also be opportunities to hold more events with the children as they age and the wood grows, events can be held at 5-year intervals.

Green Corridor - Forest School and Working Wood

Given the Green Corridor's proximity to a few schools, it would be an excellent location to establish a forest school. Although this project would be taking place on much longer timescale, it would fit in well with the goal to make the Green Corridor an environmental community hub. The Woodland Trust has a "Working Wood" package that includes tree species that can be used for carving and weaving. These activities could be led by a freelance teacher or by a member of staff that we employ to manage the Green Corridor and its activities. The "Working Wood" would be beneficial to both children and adults so a range of classes could be held there, allowing a broad range of use.

Forest school allows children to explore the natural environment and gain a variety of skills as they play. Forest schools build self-esteem and resilience as well as aiding in confidence. Children will be exposed to elements of risk in a controlled environment, allowing them to gain independence. They can explore teamwork and problem solving in age-appropriate scenarios and hone their motor skills with physical activities. Forest school is meant to be accessible to all and can be especially beneficial to SEN (Special Educational Needs) students who struggle in regular classroom settings.

The "Working Wood" would encompass the same area and trees as the forest school, allowing for a multi-purpose space that cater to all ages. Adults can attend classes here on activities such as wood carving and weaving and may also be interested in honing their own forest skills.

Green Corridor - Foraging

Many people have become increasingly interested in foraging for their own food, not only for its cost effectiveness but also for the benefits of eating fresh and local. The Woodland Trust has a tree package that includes crab apples, elderflowers, hazelnuts and more. This

variety would allow people to utilise the woodland to gather their own food. We may need to exercise some level of control over the harvesting, letting the public know when the plants are ready asking people to only harvest what they will use themselves. A foraging wood would also have opportunities for community events as recipes for jams can be shared and cooking classes can be held at the site.

Green Corridor - Wildlife

The area of the Green Corridor and The Basins is already known for its wildlife, and we could increase biodiversity by establishing a woodland designed especially for that purpose. The Woodland Trust's "Wildlife" package includes trees that provide food and shelter for native species. This woodland would attract a variety of birds, making this an ideal spot for birdwatchers to flock to. We will consider installing a birdwatching hut and producing checklists of birds and other wildlife that can be seen in the area.

Town – Car Parks

There are opportunities to plant trees in the car parks around town to reduce their heat absorption and to allow cars to utilise their shade in the summertime. These trees will be planted in a similar fashion to those in Tiverton by using a diamond-shaped platform surrounding the tree. Planting these trees would not impact parking provision and would still allow cars to use the spaces surrounding the trees. The Woodland Trust has an "Urban Trees" package that feature species that thrive in an urban environment. We would need to gain permission from the owners of the car parks and pay for surveys into electric and gas lines that may be under the tarmac. We would devise a plan for leaf clear-up in the autumn and ensure that any loose and broken branches are removed to avoid damage to vehicles.

Town – Residential

We will find ways to encourage residents of Wellington to plant trees within our boundaries such as in their own garden. We would create applications for people who would like to be gifted a tree. Precedence would be given to those where a planted tree would have a better chance to thrive. Applications could be focussed in an area that has fewer trees or that has lower income.

Public Spaces

Trees can be planted in grass verges or on the street with planters or even directly into the pavement. This will count towards our overall tree cover and also aid in creating sanctuaries for wildlife and creating cooler, shaded spots in more locations. We will research the best locations and tree species for this work and will gain permission from the relevant bodies where necessary.

Maintenance and Aftercare

We will ensure that any woodland created has a tailor-made maintenance and aftercare strategy that is produced with the help of experts. An contractor or an employee of the Council would be responsible for the maintenance of woodland and their duties would be regularly reviewed by the appropriate committees as the needs and uses of the woodland evolve.

Community Involvement

Involving the community will be the cornerstone of making this project a success. We will seek the opinions of the community before and during any individual plantings, seeking their views of planting locations as well of the use of any woodland. We will offer them the opportunity to engage in the process by hosting planting events and sharing growth and progress on our social media channels.

WELLINGTON TOWN COUNCIL

Minutes of a meeting of the Wellington Town Centre Committee held at the United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Tuesday 15th November 2022 at 5.00pm

Present: Councillors J Lloyd, M Lithgow, K Wheatley. M Barr, C. Booth, R Coupe. C Govier. K Canham (joined meeting at 6.35pm)

Dave Farrow – Town Clerk
Annette Kirk – Deputy Town Clerk
Alice Kendall – Deputy RFO

1 member of the press
3 members of the public

360 APOLOGIES

Apologies had been received from S Pringle-Kosikowsky

361 DECLARATIONS OF INTEREST

No declarations of interest

362 MINUTES

RESOLVED to approve and sign the minutes of the Town Centre Committee meeting held on 26th September 2022.

363 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Member of the public asked a question to Councillor K Wheatley regarding the Film Festival.

364 SOMERSET TRASH TRAIL 2022

Deputy Clerk apologised for the administration error; the event is in 2023.

Kelly Durden gave a presentation on the Somerset Trash Trail.

RESOLVED to defer this item to the next meeting on 17th January 2023 to allow Council Officers to do more work with Kelly Durden to put a bespoke sponsorship package together for the Town Council.

At this juncture Richard Coupe left the meeting

365 KING'S CORONATION – Saturday 6th May 2023:

a) To consider Commemorative Coins to be given to Wellington school children.

RESOLVED to proceed with Commemorative Coins subject to proofs and costs are brought to the next meeting. The Committee will then decide on number and allocation.

- b) To consider replacing existing wall mounted flagpole holders in Fore Street, South Street and High Street to hold Coronation Flags.

RESOLVED to agree in principle subject to further work being carried out by Council Officers in obtaining owners/planning permissions and to provide quotations to replace the existing flagpole holders for the Coronation and other future events.

Richard Coupe re-joined the meeting

- c) To consider offering support to Friends of Wellington Park for their Spring Fair on Sunday 7th May 2023

RESOLVED that Council Officers will enter in discussions with Friends of Wellington Pak to offer support and additional entertainment at their Spring Fair on Sunday 7th May 2023 and report back to the next Town Centre Committee meeting.

366 ANNUAL STREET FAIR 2023:

- a) **RESOLVED** that the Town Council will deliver the Street Fair in 2023
- b) **RESOLVED** that the Town Council will deliver the Street Fair on Sunday 4th June 2023
- c) **RESOLVED** that the Town Council will charge a £30.00 fee for a stall to Traders. No charge for schools, charity groups and non-profit making community groups – they will pay a deposit fee of £30.00 which will be returnable if they attend the event.

367 RIFLES REGIMENT: FREEDOM OF THE TOWN 17TH JUNE 2023

Town Clerk gave an update on the event. Somerset West and Taunton Council has given preliminary approval for the use for the Recreation Ground to host re-enactment groups subject to appropriate event plans and risk assessments being in place and approved. Discussions are ongoing in relation to other events that might take place e.g., fly pasts etc. He advised that detailed planning for the event would start in January with regular meetings of the Project Group.

368 CHRISTMAS 2022

- a) Wellington Produce Market confirmed 22 stalls to date. 6 Community stalls
- b) Christmas Wrap on former Fox's Estate Agents fitted
- c) Lamp Post Banners were installed week commencing 7th November 2022
- d) New Christmas Light Contract 2023: Public Survey

RESOLVED to go ahead with the Christmas Light Public Survey. Deadline Friday 6th January 2023

369 EMERGENCY TOWN CENTRE RECOVERY FUND

Deputy Clerk confirmed deadline date to spend the money is 31st March 2023.

- a. **Community Photography Project:** Kathryn Gibbons Local Photographer. 24 small businesses. QR Codes and Business Names.– Former Kings Arms. Owners Falcon Housing have given permission for the wrap. Planned installation being week commencing 14th November 2022.
- b. **Creative Workshops for Children** - Christmas Workshop on Saturday 10th December 2022 at Wellington Scout Hall, Fore Street.
- c. **Living Walls on Town Centre Barriers**
Councillor Lithgow asked the committee to consider 12 living walls on the barriers to improve the look of the Town Centre. Locations to be confirmed. Create Landscaping Quotation dated 14th November 2022 for 12 Living Walls Displays - £6,858.24.

RESOLVED to agree in principle Create Landscaping Ltd quotation of £6,858.24 the cost of which will be covered by the Emergency Town Centre Recovery Fund, subject to obtaining permission/licence from Somerset County Highways.

- d. **5 Benches – Concrete Pads**

RESOLVED to accept the quotation from M J Fletcher Property Maintenance in the sum of £960.00 to install concrete pads for five benches. Cost to be met by the Emergency Town Centre Recovery Fund.

370 FILM FESTIVAL

RESOLVED to approve Somerset Films Invoice of £8,000.00.

371 TOWN CRIER LIVERY

RESOLVED to approve Option 2 quotation from Costume Hire Company in the sum of £1,066.61 to include Town Council emblem sewn on. Agreed for the costume to be adjustable where possible.

372 CORNHILL – VICTORIAN LANTERN

Councillor K Wheatley asked the Committee if he could commence talks with Somerset West & Taunton District Council to find the whereabouts of the Victorian Lantern.

RESOLVED to allow Councillor K Wheatley to pursue the whereabouts of the Victorian Lantern with Somerset West and Taunton District Council and get it re-instated.

373 WELLINGTON FOOTFALL REPORTS

Councillor J Lloyd (Chair) gave an update.

- i) Monthly footfall reports for September and October were provided for information.
- ii) HUQ reports were provided for information and will continue to be available by Somerset West and Taunton District Council until end of April 2023.

374 TOWN CENTRE MASCOT

Councillor M Barr asked the committee to consider having a Town Council Mascot.

RESOLVED to agree in principle to having a Town Council Mascot. Further work is needed on how to choose the mascot design, cost and who will wear the mascot costume. A report to be brought back to the next Town Centre Committee meeting.

375 DATE OF NEXT MEETING: Tuesday 17th January 2023 at 6pm – United Reformed Church Hall.

The meeting ended at 6.20pm

.....
Councillor Janet Lloyd
Chair

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON TUESDAY 15 NOVEMBER 2022 AT 6.30 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), Alice Kendall (Deputy RFO), Annette Kirk (Deputy Clerk)

376 APOLOGIES

Apologies were received and accepted from Councillor Powell-Brace.

377 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.

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

378 PUBLIC PARTICIPATION

No members of the public were present.

379 MINUTES

RESOLVED to approve and sign the minutes of the meeting held 17 October 2022.

380 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 4 NOVEMBER 2022

RESOLVED to note and approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 12 OCTOBER – 4 NOVEMBER 2022

RESOLVED to note and approve the expenditure as presented.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 12 OCTOBER – 4 NOVEMBER 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 4 NOVEMBER 2022

RESOLVED to note and approve the budget report.

381 REVIEW OF DIRECT DEBITS, STANDING ORDERS AND FEES AND CHARGES

RESOLVED to approve the schedule of Direct Debits, Standing orders and Fees and Charges.

382 REVIEW OF SLAs

(a) Reminiscence Learning

A report was circulated with information on a request for further funding following a meeting with the Chief Executive. After some discussion, it was **RECOMMENDED** to Full Council that;

- i. The current Service Level Agreement be terminated by giving three months' notice in writing.
- ii. A new three-year agreement be drawn up to come into effect on 1st April 2023 with funding of £12,000 per year to include the Carers Support Group.
- iii. Funding of £3,125 be paid to support the Carers Group for the five months to the end of the financial year.

383 2023 – 2024 BUDGET

A short paper was circulated with the first draft of the proposed budget. As detailed in the report, it was noted that Precept calculations will be presented to the December meeting for approval at the January Full Council meeting. The budget table was reviewed by each section with input and explanations from the Clerk and Deputy RFO.

It was **RECOMMENDED** to Full Council that the draft budget be accepted as circulated with the following changes implemented.

- i. Councillor's Allowances be increased to £350 each per year (total £5,250) for 23-24 while a remuneration panel review is arranged.
- ii. £1,000 added to the Carnival line should the group need additional funding for next years event
- iii. Remembrance line to be renamed 'Remembrance and Armed Forces Day' and £1,000 total budgeted for both events.

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

.....
Councillor Mark Lithgow
Mayor

Review of Service Level Agreement
Reminiscence Learning
For Finance November 2022

1. Background

- 1.1. Reminiscence Learning currently have a 3 year service level agreement with the Council which is in effect until 31 March 2024.
- 1.2. They have received 2 out of 3 payments which have increased by £500 each year. The schedule is as follows
 - £4,000 in 2021
 - £4,500 in 2022
 - £5,000 in 2023
- 1.3. The current agreement is attached as appendix A for information.
- 1.4. Payments for Service Level Agreements are met from the Health and Wellbeing budget.

2. Review

- 2.1. The Town Clerk and Deputy RFO met Fiona Mahoney, Chief Executive, to discuss the Organisation's current funding needs.
- 2.2. At this meeting, it was explained that the current funding provided by the Council is split between two ongoing projects. £1,000 for Forest School Sessions and £3,500 (in 2022) for Community Sessions "Funday Friday".
- 2.3. Through further discussion, it was identified that the biggest funding gap for the organisation is for their weekly Carers Support Group which has had no direct funding since its conception during the first Covid Pandemic lockdowns. It currently costs £7,500 per year to administer.

3. Further information from the Group

- 3.1. The following statement has been put forward by Reminiscence Learning for further information.

"Our Carers Support group was originally set up during the pandemic as we could see that this was a much needed provision that was not available elsewhere. This group allowed individuals precious space to talk to dementia professionals and share like-minded problems and strategies with other carers experiencing the same difficulties. Now we are through the pandemic we have realised the importance of this service and have not only continued with our online zoom sessions but added an additional day.

The carers support groups provide a safe space where friendships have blossomed and grown, whilst gaining and improving their own personal knowledge and skill sets.

We have been lucky enough to have external speakers (free of charge) that have been requested by the group e.g. Porter Dodson, Village Agents etc.

The group felt so empowered by the support being engendered, that they decided to produce their own brochure entitled ‘ Dementia a Carers Guide ‘ which is designed to help not only themselves but future carers, signposting them to appropriate alternative services.

Because the original group is longstanding and the participants are comfortable in one another's company, they will often share very sensitive and serious worries / concerns, that are often supported and solved by the group.

Some of the carers are now no longer ‘active’ carers but have chosen to stay on in the group to give others the benefit of their knowledge and experience. Others have chosen to volunteer for the charity and have become a core part of our service.

The service has had NO funding since its conception and Reminiscence Learning have funded it through charitable donations.

We have a funding gap of £7,500 pa (£150 per week) and this covers the following:

- *2 sessions per week with one /two facilitators*
- *Preparation time and additional admin*
- *Introductory personal telephone call prior to joining the group*
- *Follow up calls when required*

We know this is brief but we hope it will give the essence of why we require ongoing funding to support those looking after people with dementia in our local community.

If you require any further information or testimonials from carers, please do not hesitate to contact us.”

4. Considerations and Proposals

4.1. The Committee are asked to consider providing additional ongoing funding to Reminiscence Learning to cover costs of the Carers Support group.

4.2. If the Committee are minded to approve the request (by recommendation to Full Council), it is the Officer's recommendation that

- a. The current Service Level Agreement be terminated by giving three months' notice in writing.
- b. A new three-year agreement be drawn up to come into effect on 1st April 2023.

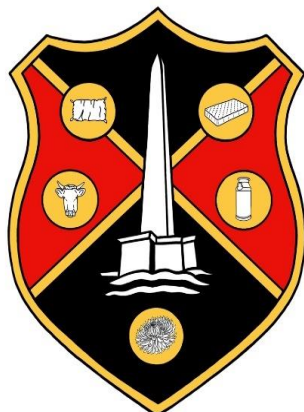
This will ensure that all three items of funding are brought in line with one another and that the amounts granted can be budgeted for accordingly.

4.3. The Committee should also consider if they wish to continue the incremental increase of payments as in the current Service Level Agreement.

4.4. If approved and based on the current years payment, funding would be as follows

- £1,000 – Forest School Sessions
- £3,500 – Funday Friday
- £7,500 – Carers Support Group
- **TOTAL = £12,000 per year**

4.5. Lastly, the Committee should consider if they would like to provide one off funding for the Carers Support Group to bridge the gap to the end of the current financial year.



SERVICE LEVEL AGREEMENT

WELLINGTON TOWN COUNCIL

AND

REMINISCENCE LEARNING

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PART 1 – INTRODUCTION

1. DATE OF AGREEMENT

1ST April 2023
to
31ST March 2026

2. PARTIES

This is a Service Level Agreement (hereafter referred to as the Agreement) between:

The Council:
WELLINGTON TOWN COUNCIL (hereafter referred to as 'The Council')

The Service Provider:
REMINISCENCE LEARNING (hereafter referred to as RL)

3. REPRESENTATIVE/CONTACT PERSON

Authorised representatives/contact persons for the purpose of this Agreement shall be:

The Council:
Wellington Town Council - Town Clerk

Service Provider:
Reminiscence Learning – Fiona Mahoney, Chief Executive

4. OBJECT OF AGREEMENT

The Council have agreed to provide grant funding to enable RL to deliver services within Wellington.

The Agreement covers the services as specified in Appendix B. Any tendered, contracted or traded services that RL operates are beyond the scope of the core services and will be separately accounted for.

5. PERIOD OF AGREEMENT

This Agreement is effective from [] December 2022 covering the period from 1ST April 2023 to 31ST March 2026 unless terminated earlier in accordance with Section 25.

6. STATUS OF SERVICE PROVIDER

In carrying out this Agreement RL, as an independent Agency, is acting in its own right and not as an agent of the Council.

7. FREEDOM OF INFORMATION

Both parties to this Agreement will comply with the provisions of the Data Protection Act 1998 and all subsequent Data Protection legislation including the General Data Protection Regulations 2018. Both parties will ensure they respond within the appropriate timeframe to any actionable Freedom of Information requests relating to this service from service users, members of the public and other organisations where disclosure of such information is in the public interest and would not have a detrimental effect on the commercial interests of either party to this Agreement.

8. THE SERVICE PROVIDER'S OBLIGATIONS – GRANT CONDITIONS

- To provide the services specified in Appendix B of this Agreement
- To submit annual monitoring information as specified in Part 2 (Monitoring Arrangements)
- To notify the Council if there are any significant changes in its work plan constitution, personnel structure, and funding external to this agreement
- To maintain a proper set of financial accounts of its activities and arrange for the accounts to be audited annually in a manner required by the Charities Act 1992, or by Company Law. These accounts shall be made available to the Council within a reasonable period of any request to see them
- A base budget and details of other sources of funding shall also be provided annually
- To be responsible for the recruitment and selection of all paid and volunteer staff.
- Activities carried out by RL will give acknowledgement of the Council's financial support
- RL will recognise within the work that they do their role in enhancing community wellbeing, reducing inequalities and promoting diversity.
- RL shall safeguard the Grant against fraud generally and, in particular, fraud by any of its Directors and its suppliers. RL shall notify the Council immediately if it has reason to suspect that any fraud has occurred or is occurring or is likely to occur.

9. REPRESENTATIONS AND COMPLAINTS

RL shall operate a procedure for dealing with representations and complaints about the service (as set out in Appendix B of this Agreement) and shall take all reasonable steps to bring this to the attention of service users. The Council should be informed of any formal complaints about the service. RL have a complaints procedure in place which is monitored by it's trustees.

10. EQUAL OPPORTUNITIES

RL shall follow all current legislative requirements in respect of Equal Opportunities and shall implement these with regard to all personnel and users. RL shall provide the Council with copies of its Equality and Diversity Policies.

11. HEALTH & SAFETY

RL shall comply with the requirements of the Health & Safety at Work etc. Act 1974 and of any other Acts, Regulations or Orders about Health & Safety. RL should have in place a Health and Safety Policy and provide a copy to the Council if requested.

12. SAFEGUARDING

RL ensure that the appropriate level of Disclosure and Barring Service (DBS) check is made for all personnel or volunteers who will be working with clients whether adults, young people, or children. Staff & Volunteers must not be allowed to work unsupervised with any vulnerable individual until a DBS disclosure relevant to RL has been received. RL shall not employ or use in any voluntary capacity any individual who has been barred from working with vulnerable adults through the government's DBS scheme.

RL shall comply with the Safeguarding Vulnerable Groups Act (SVGA) 2006 and all subsequent regulations and guidance. It is required to have in place a policy for the safeguarding of vulnerable adults and children.

RL will provide the Council with copies of their Safeguarding Policy.

13. USE OF OTHER ORGANISATIONS

RL shall not discharge any of their responsibilities within this agreement to a third party without prior written agreement by the Council.

In the event of insolvency of RL, if the Company is wound up under the Insolvency Act 1986 and all its liabilities have been satisfied, any residual assets shall not be paid to or distributed among the members of the Charity. Instead, assets shall be given or transferred to some other institution or institutions established for exclusively charitable purposes having similar objects to those of the Charity. The institution or institutions which are to benefit may be chosen by the members of the Charity or, subject to any such resolution of the members, by resolution of the Trustees at or before the time of winding up or dissolution.

14. HUMAN RIGHTS

In recognition that the Council is a public body subject to the provisions of the Human Rights Act, RL will adopt a human rights-centred approach to the services provided to clients to reinforce the aim to secure the enjoyment of full human rights for all.

15. INFORMATION SECURITY/INFORMATION SHARING

It is the responsibility of RL to ensure full compliance with current and future legislation and law relating to personal information held on paper and within electronic databases.

16. INSURANCE AND BUSINESS CONTINUITY

RL shall maintain with insurers, appropriate insurance arrangements in respect of any group and individual liability.

At the request of the Council, RL shall produce the necessary insurance certificate(s) for inspection.

Business continuity contingencies should be in place within RL's operational regime to minimise interruption to business due to unforeseen events.

17. VALUE ADDED TAX

It is understood that the grant funding payable under this agreement is outside of the scope of VAT but if for any reason this is not the case then RL shall be paid such Value Added Tax as may be properly chargeable in connection with the provisions of the service. RL shall issue a tax invoice in respect thereof. It is the responsibility of RL to account for Value Added Tax and to seek advice from HMRC if in doubt.

18. TRANSFER OR ASSIGNMENT

RL should not, without the prior written permission of the Council, transfer or assign, directly or indirectly, to any person or persons or other organisation, the whole or any part of this Agreement.

19. INSOLVENCY

If RL becomes bankrupt or insolvent or (being a company) makes an arrangement with their creditors or has a Receiver appointed or commences to be wound up, other than for the purposes of amalgamation or reconstruction, the Council may, without prejudice to any of its rights, terminate the Agreement forthwith by notice to RL.

20. THE COUNCIL'S OBLIGATIONS

- The Council shall pay the sums set down in Appendix A
- Payments will be made by direct bank transfer unless agreed otherwise
- The Council shall notify RL of any likely changes in funding levels at the earliest opportunity and with at least 3 months written notice

21. MONITORING

The Council and RL shall together operate the monitoring arrangements set out in Part 2 of this Agreement with the Council. Both parties shall be equally responsible for ensuring the information required is submitted by the due dates.

22. CORPORATE IMAGE/MEDIA COVERAGE

The parties to this Agreement recognise that as part of the public sector, special public accountability exists. To avoid potentially damaging, inaccurate or untimely media coverage, the following protocol applies which both parties should comply with:

- Avoidance of inaccurate or misleading reporting;
- Confidentiality of personal or sensitive information;
- Compliance with all Data Protection Regulations;
- Avoiding communication or the use of material that may become liable to mislead the public or be materially detrimental to the good name, goodwill, reputation and image of either Party.

As a minimum there will be one annual press release to positively promote the services enabled by the funding provided within this Agreement.

Both parties contract to jointly agree wording for any publicity materials relating to the grant-funded activities or services.

23. RESOLVING PROBLEMS

If either the Council or RL have difficulty in meeting their obligations under the terms of this Agreement, it should in the first instance request a meeting with the other party

The Council acknowledges that RL is dependent upon continuing support, financial or otherwise of other persons or organisations, including volunteers, and if such support is withdrawn or resources otherwise cease to be available, RL may be unable to fulfil its obligations under this Agreement. Additionally, it may not be able to fulfil its obligations in the case of prolonged vacancies or absences of key personnel. In these circumstances RL reserves the right to adjust the service provided and if appropriate to seek a review of the Agreement. Such instance is to be reported to The Council at the earliest opportunity.

If it should become apparent that funds have been applied by RL to purposes other than those set down in this Agreement, the Council may seek repayment of all or part of the funds.

In the event that any dispute between the parties cannot be resolved by negotiation, the dispute shall be referred for the determination of an independent mediator whose identity shall be agreed by both parties.

The parties agree that the findings of the independent appointed mediator are final and binding on both parties, and that the costs of the reference to mediation shall be borne equally by the parties.

24. REVIEW AND VARIATION

This Agreement shall be reviewed annually in March and the review shall cover all aspects of the working of the Agreement. The Agreement may be reviewed at such other times as the parties jointly agree. The Agreement can be varied with the agreement of both the Council and the RL and any amendments shall be recorded in writing.

Reasonable notice, detailed in Appendix A, shall be given in writing by the Council if there are any changes in funding to RL.

If, during the duration of the Agreement the costs of providing the core service increase substantially above that shown in the annual budget provided, this will require negotiation by RL with the Council outside this Agreement, and such negotiation will commence as early as possible. Any outcome arising from negotiation will be subject to formal approval by Full Council, and no undertaking can be given as part of this Agreement.

25. TERMINATION

Notwithstanding section 23 (above) the following termination provisions shall apply: -

The Council or RL can terminate this Agreement by giving reasonable notice, as set down in Appendix A, in writing to the other party.

If either the Council or RL has failed or is failing to comply with the terms of this Agreement, then in the first instance the other party shall instigate discussions. If failure to comply continues the other party may notify that party in writing of the nature of the default which has occurred, the steps which are required to remedy the default, and the date by which the steps are to be taken. If the party in default fails to comply with the requirements of this notice, then the other party shall be entitled to terminate the Agreement by written notice with immediate effect.

In the event that this Agreement is terminated, the Council shall not be liable to provide any funding to RL for any period following the financial year (i.e. 1st April to 31st March) in which the Agreement is terminated. At its discretion, the Council may also request repayment of unspent funds within the year of termination.

The Council shall also be entitled to terminate the Agreement with immediate effect in the event of RL;

- Making an arrangement/compromise with its creditors
- Becoming subject to an administration order
- Appointing an Administrative Receiver
- Seeking/becoming subject to a winding up order

- Or any person acting on the RL's behalf:
 - giving or agreeing to give any member or officer of the Council consideration of any kind as an inducement or reward with respect to the Agreement or any Grant awarded; or
 - committing or being found to have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or under Section 117(2) and 117(3) of the Local Government Act 1972.

26. TRANSPARENCY AND FAIR DEALING

Where there has been negligence or misconduct ratified by the professional body RL will formally report any findings to the Council.

Where any incident gives cause for concern that reputational damage will be experienced by either party, both parties will work closely in partnership to minimise any reputational loss.

Both parties contract as part of this Agreement to be open and honest in their dealings.

27. SEVERANCE

If any part of this Agreement becomes invalid, illegal or unenforceable the parties shall, in such event, negotiate in good faith in order to agree the terms of a mutually satisfactory provision to be substituted, which gives effect to their original intentions.

PART 2 – MONITORING ARRANGEMENTS

1. RL will monitor and evaluate its service in accordance with procedures and directions set out by its Directors. RL will produce performance monitoring reports and present these reports to the Town Council every year.

Reports will include anonymised data as follows:-

- Demand for the service including;
 - Number of repeat clients or carers
 - Number of new clients or carers
 - Number of weeks and hours operated
 - Summary of client and or carer feedback about the service received
2. RL will provide the following documents to the Council each year:-
 - Annual Report
 - Annual Audited Accounts including details of other secured funding
 - Annual revision of the Business Plan/Development Plan
 - Budget for the forthcoming year
 - Evidence of continuous development of engagement through consultation with service users and referrers
 - A summary report of complaints or representations received
 - Additional reports/work plans as appropriate and available
 3. The Council and RL may, by mutual agreement instigate an in-depth evaluation of any aspect of the work of the Service Provider should the need arise.
 4. Documents will be held on file and submitted to the Council whenever updated:
 - Articles of Association/Constitution
 - Business plan (including Development Plan)
 - Equal Opportunities Policy
 - Safeguarding Vulnerable Adults and Children Policy
 - Complaints Procedures/Records
 - Training/workforce development plan

PART 3 - SIGNATURES

For and on behalf of Wellington Town Council;

.....
Town Clerk

.....
Mayor (Chairman) of Wellington Town Council

.....
Date

For and on behalf of REMINISCENCE LEARNING;

.....
Fiona Mahoney, Chief Executive

.....
Date

APPENDIX A

1. FUNDING

The Council shall pay a total of £36,000 to RL as follows:

- £12,000 for services to be provided between 1st April 2023 and 31st March 2024 payable no later than 31st May 2023.
- £12,000 for services to be provided between 1st April 2024 and 31st March 2025 payable no later than 31st May 2024.
- £12,000 for services to be provided between 1st April 2025 and 31st March 2026 payable no later than 31st May 2026.

2. PERIOD OF NOTICE OF CHANGES IN FUNDING LEVELS

The Council shall give three months' notice in writing if there are to be any changes in funding to RL.

3. PERIOD OF NOTICE FOR TERMINATION OF AGREEMENT

The Council or RL can terminate this Agreement by giving three months' notice in writing to the other party.

APPENDIX B

Services to be provided by Reminiscence Learning:

1. Community Sessions comprising of;
 - a. Free Community sessions “Funday Friday” for the benefit of older people, those living with dementia/ memory loss and their carers and those feeling isolated and lonely within the community
 - b. “Funday Friday” will combine with Singing with friends - this will include activities such as Fitness, Memory games, Dancing, Creative crafting, Reminiscence and Sharing memories in a safe setting encouraging individuals to network and support each other
 - c. Utilisation of RL’s ever-expanding library of resources which include props, themed boxes, costumes, hats, musical instruments and books all led by our experienced and qualified team
 - d. An invitation will be offered to Beech Grove School to take part in their Intergenerational dementia awareness sessions as part of the Archie Project
 - e. Provide meaningful activities that are beneficial in the following ways:
 - i. Give an overall sense of purpose and routine,
 - ii. Acknowledge and use the skills and life experiences of the person with dementia
 - iii. Emotionally nurture experiences which increase self esteem and help the person to feel valued
 - iv. Provide an opportunity for more social time with family
 - v. Maintain the skills and independence and in some cases improve the persons ability to perform certain daily activities
 - vi. Provide the opportunity to make decisions and have choice
 - f. Provide, on a weekly basis, a 3 hour session between 10am-1pm, with light refreshments for approximately 20 people.
2. Forest School Plus Sessions
 - a. Forest School sessions are for more physically able adults with dementia, memory impairment and their family carers. The weekly sessions take place at Otterhead Forest School, which is set within approximately 230 acres of mixed woodland, lakes and rivers in the Blackdown hills, Somerset, 8 miles from Wellington. The aim of the sessions is to provide a rich learning environment in which individuals are encouraged and inspired to grow in confidence, self-esteem and independence through mastering achievable tasks in an outdoor setting. Activities include seasonal woodland crafts, preparation and lighting of a camp fire including the cooking of lunch, woodland walks, flora and fauna recognition, clearing woodland spaces, making rustic signage using a Pyro-pen, learning o use new tools and equipment, building wooden garden furniture and planting out and taking care of vegetable and flower beds.
 - b. This project runs weekly, during Term time, 10am – 2pm, and we are looking for funding to host the Forest School Plus, to ensure continuity of support through the holiday periods using outdoor spaces in Wellington.
 - c. Provision of 10 sessions for approximately 16 people.
3. Carers Support Group
 - a. Two weekly sessions of up to 15 people in each session.
 - b. Each session to have one or two facilitators to provide admin support to include personal introductory call and follow ups where required.

Agenda item 14b

[illegible]

Wellington Town Council
Annual Budget

2023 - 2024

	C	G	I	J	K	L	M	N	O	P
2	Current Year 2022 - 2023			New Year 2023 - 2024						
3	Expected Income at Year End	Expected Spend at Year End		Income Budget	Possible Carried Forward Amount	Top Up (for Precept calcs)	Total Expenditure Budget	Likey Earmarked Reserve Balance	Notes Draft 1	
37										
38			Community Services							
39	£0.00	£11,000.00	Wellington One	£0.00	£0.00	£11,000.00	£11,000.00			
40	£0.00	£0.00	Community Safety	£0.00	£2,000.00	£0.00	£2,000.00		See notes re Emergency Planning below. Committee review	
41	£0.00	£5,250.00	Promotion of Wellington	£0.00	£0.00	£5,000.00	£5,000.00			
42	£0.00	£4,727.00	Community Services & Priorities	£0.00	£0.00	£5,000.00	£5,000.00			
43	£0.00	£25,957.00	Health & Wellbeing	£0.00	£3,000.00	£30,000.00	£33,000.00		SLAs; CAB £5k, WCC £12k (needs reviewing), RL £12k (possible - review) TOTAL = £29k. Contingency added for ad hoc. Expenditure.	
44	£0.00	£21,598.00	Community Warden	£0.00	£0.00	£17,160.00	£17,160.00		ID Verde Service to be reduced to 10hrs PW. Est. current cost £30ph (+ 10% increase)	Update 15/11 - ID Verde have now withdrawn from the Community Warden contract. This line remains as contingency towards the Council directly employing this role.
45	£0.00	£0.00	Emergency Planning	£0.00	£0.00	£0.00	£0.00		Officers agree that this line duplicates 'Community Safety' as above. Amounts combined to above line with this one to be removed.	
46	£0.00	£75.00	Other Payments	£0.00	£0.00	£300.00	£300.00			
47	£0.00	£68,607.00	Total of Community Services	£0.00	£5,000.00	£68,460.00	£73,460.00	£0.00		
48										
49			Cost of democracy and elections							
50	£0.00	£500.00	Mayors Allowance	£0.00	£0.00	£550.50	£550.50		Applied increase based on Sept CPI (10.1%) in lieu of official review by Remuneration Pannel (one not in operation at present but Clerk chasing and to be reported to P&R) Cllrs	
51	£0.00	£4,200.00	Councillors Allowances	£0.00	£0.00	£5,250.00	£5,250.00		Allowance = £308.28py x15. Changed to £350 each at Nov. Finance Mtg.	
52	£0.00	£220.00	Members Training	£0.00	£0.00	£500.00	£500.00			
53	£0.00	£75.00	Members Travelling	£0.00	£500.00	£100.00	£600.00			
54	£0.00	£250.00	Hospitality	£0.00	£500.00	£500.00	£1,000.00			
55	£0.00	£200.00	Deputy mayor's Allowance-Expenses	£0.00	£0.00	£200.00	£200.00		Legislation only allows additional allowance for Chairman. Item renamed so Deputy can claim back any out of pocket expenses.	
56	£0.00	£5,445.00	Total of cost of democracy and elections	£0.00	£1,000.00	£7,100.50	£8,100.50	£0.00		

~~2023 - 2024~~

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Wellington Town Council
Annual Budget

2023 - 2024

	C	G	I	J	K	L	M	N	O	P
2	Current Year 2022 - 2023			New Year 2023 - 2024						
3	Expected Income at Year End	Expected Spend at Year End		Income Budget	Possible Carried Forward Amount	Top Up (for Precept calcs)	Total Expenditure Budget	Likey Earmarked Reserve Balance	Notes Draft 1	
131										
132			Staff costs and expenses							
133	£0.00	£157,989.83	Salaries	£0.00	£0.00	£262,843	£262,842.59		Salaries line based on recommendations in staffing review. Plus possible warden employment. 5% allowance made for annual payaward. Employers NI, Pension contributions and overtime allowed for.	
134	£0.00	£250.00	Staff Training	£0.00	£0.00	£1,000.00	£1,000.00			
135	£0.00	£75.00	Staff Travelling	£0.00	£0.00	£200.00	£200.00			
136	£1,500.00	£0.00	Staff Recruitment	£0.00	£1,500.00	£0.00	£1,500.00			
137	£0.00	£0.00	Home Working Allowances	£0.00	£0.00	£600.00	£600.00			
138	£1,500.00	£158,314.83	Total of staff costs and expenses	£0.00	£1,500.00	£264,642.59	£266,142.59	£0.00		
139										
140			Town Centre							
141	£0.00	£6,500.00	Longforth Road Toilets	£0.00	£10,000.00	£0.00	£10,000.00		Current Cleaning Cost = £6k pa. Electricity £500 pa. £2,500 pa. repairs line to be removed	
142	-£528.00	£0.00	Jubilee Stall Deposits	£0.00	£0.00	£0.00	£0.00			
143	£330.00	£13,374.58	Platinum Jubilee & Coronation	£0.00	£0.00	£0.00	£0.00		Line name amended slightly. As coronation is in May, most spend is likey to be in this FY. Use £11k left for Coronation?	
144	£0.00	£0.00	Longforth Road Toilets Refurbishment	£0.00	£10,000.00	£0.00	£10,000.00			
145	£0.00	£0.00	Co-Working Space	£0.00	£30,000.00	£0.00	£30,000.00			
146	£0.00	£5,000.00	Town Centre Projects	£0.00	£12,500.00	£7,500.00	£20,000.00			
147	£0.00	£3,640.00	Carnival	£0.00	£0.00	£0.00	£1,000.00			
148	£0.00	£0.00	Remembrance & AFD	£0.00	£0.00	£500.00	£1,000.00			
149	£0.00	£1,630.00	Welcome Back Fund	£0.00	£0.00	£0.00	£0.00			
150	£0.00	£0.00	Summer Street Fair	£1,050.00	£0.00	£5,000.00	£6,050.00		Assumes 35 stalls paying £30 pitch to offest some cost	
151	£0.00	£0.00	Riffles Event	£0.00	£0.00	£6,500.00	£6,500.00			
152	-£198.00	£30,144.58	Total of town centre	£1,050.00	£62,500.00	£19,500.00	£84,550.00	£0.00		
153										
154	TOTALS									
155	Current Year 2021 - 2022			New Year 2023 - 2024						
156	Expected Income at Year End	Expected Spend at Year End		Income Budget	Possible Carried Forward Amount	Top Up (for Precept calcs)	Total Expenditure Budget	Likey Earmarked Reserve Balance		
157	£822,935.17	£581,994.96		£20,191.00	£133,705.00	£483,143.09	£627,264.09	£604,051.14		

