



WELLINGTON TOWN COUNCIL
28 Fore Street, Wellington, Somerset TA21 8AQ
Tel: 01823 662855
E-mail: info@wellingtontowncouncil.co.uk

**Members of the Public and the Press are invited to attend all Council Meetings
(Public Bodies (Admission to Meetings) Act 1960)**

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting	Policy and Resources Committee
Time	4.30pm
Date	12 December 2022
Place	United Reform Church Hall Fore Street, Wellington TA21 8AG

...

Councillors will be discussing all the items listed on the attached Agenda and minutes will be available online and on the Council Notice Board after the meeting.

Councillors and members of the public are reminded that they shouldn't attend the meeting if they or someone they live with has tested positive for COVID or have COVID symptoms.

Yours faithfully

Dave Farrow
Town Clerk
01823 662855
info@wellingtontowncouncil.co.uk
6 December 2022

Committee members: Councillors M Barr, S Booker, K Canham, A Govier, M Lithgow, J Lloyd, M McGuffie, J Thorne and K Wheatley

1. To receive apologies for absence and to approve the reasons given

2. To receive any Declarations of Interest

3. Minutes

To approve and sign the minutes of the Policy and Resources Committee Meeting held on 17 October 2022.

4. Questions and Comments from Members of the Public

Members of the public attending the meeting are invited to speak to the Committee for no longer than three minutes.

N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119.

5. To Review the Town Council Health and Safety Policy

The Town Council Health and Safety Policy was last updated in 2019 and requires reviewing as part of the Councils Policy Review timetable. The Committee is asked to consider **RECOMMENDING** that the revised Policy is adopted.

6. To Review the Town Councils Safeguarding Policy

The Town Council Safeguarding Policy was adopted in 2019 and requires reviewing as part of the Councils Policy Review timetable. The Committee is asked to consider **RECOMMENDING** that the amended Policy is adopted by the Town Council.

7. Proposal to Appoint a Community Warden/Ranger

A paper is attached for consideration. The Committee is asked to consider

- (i) Whether it agrees to recommend to the Town Council that it should seek to recruit a Community Warden/Town Ranger for 22 hours per week on the basis set out in this paper and if so, what is the preferred title – Community Warden or Town Ranger?
- (ii) If it does agree to make the above recommendation does it also agree to recommend that the Town Council should establish a budget line of £50,000 to be drawn from reserves to fund the set up costs for the function as set out in this paper and that authority for authorising spend against the budget is delegated to the Town Clerk for items up to £3,000 and that items over £3,000 can be approved by the Town Clerk, Mayor and two other councillors who are members of the Policy and Resources Committee.

8. Proposal to Establish a Town Council Award Scheme

A paper is attached for consideration. The Committee is asked to consider whether it would recommend the adoption of a Town Council Award Scheme on the basis set out in this paper. Funding for awards to be drawn from the Promotion of Wellington budget.

9. To Consider Whether the Town Council Should Seek a Review of its Boundaries.

A paper from Councillor Thorne is attached for consideration. The Committee is asked to consider

- (i) whether it will recommend to the Town Council that it asks SWT to conduct a community governance review of the parish boundary of Wellington and
- (ii) if the Town Council agrees with the recommendation, the Town Clerk be asked to write to our neighbouring parishes in the interests of good relations to keep them informed of our thinking.

10. Councillor Allowances

A paper is attached for information.

11. Town Council Winter Emergency Fund

The Town Clerk will provide a verbal update.

12. Somerset Emergency Community Contact

To note the attached letter from Somerset Local Authorities' Civil Contingencies Unit and that the contact for the Town Council is the Town Clerk.

13. Project Initiation Form

To consider recommending to the Town Council that the attached pro forma is used by councillors and staff when proposing a new project/initiative.

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

The Council is asked to **RESOLVE** to exclude members of the press and public for agenda item 14 in accordance with Public Bodies (Admission to Meetings) Act 1960 as the paper supporting Item 14 contains information in respect of which a claim to legal professional privilege could be maintained in legal proceedings which is classified as 'Exempt Information' as defined in Schedule 12A to the Local Government Act 1972.

15. Green Corridor Lease.

A paper is attached for consideration. The Committee is asked to consider

- (i) whether it accepts the Clerks response to the points raised by the Town Council's solicitor
- (ii) Whether there are any further points of clarification required within the lease and
- (iii) whether it is prepared to recommend to the Town Council that the lease be agreed as currently written to be signed by the Mayor and Deputy Mayor on behalf of the Council.

Dave Farrow
Town Clerk
6 December 2022