

MINUTES OF THE WELLINGTON TOWN COUNCIL PLANNING MEETING HELD AT UNITED REFORMED CHURCH HALL ON MONDAY 9 JANUARY 2023 AT 6.15PM

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

David Farrow (Town Clerk)
Alice Kendall (Deputy Clerk)

Kieran Reeves – Planning Officer - Somerset West & Taunton District Council
Dr Joanne O'Hara – Heritage at Risk Officer – Somerset West & Taunton District Council

One member of the press
Two members of the public

438 APOLOGIES

Apologies were received and accepted from Councillors Z Barr and S Booker

439 DECLARATIONS OF INTEREST

Councillors M Lithgow and K Wheatley 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 should different facts be placed before them.

Councillors J Lloyd, and A 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.

440 PUBLIC PARTICIPATION

No members of the public wished to speak.

441 APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

a) Case Ref: 43/22/0115

Proposal: Replacement of conservatory and extension with the erection of a single storey extension to the rear of 52 Waterloo Road, Wellington

RESOLVED to approve the application subject to the conditions detailed in the Planning Officer's report.

b) Case Ref: 43/22/0116

Proposal: Erection of detached double garage with formation of parking and gardens at Dale House, Station Road, Wellington

RESOLVED to approve the application subject to the conditions detailed in the Planning Officer's report.

442 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: 43/22/0129/LEW

Proposal: Application for a lawful development certificate for an existing confirmation that planning permission applications 43/07/0092 and 43/07/0093LB for the redevelopment of the site have been implemented and remain extant at Tonedale Mill, Wellington

RESOLVED to suspend standing orders.

Dr O'Hara gave an update on the site in general and gave a brief explanation on what the application was for. Councillors thanked her for her work overall relating to the site.

RESOLVED to re-instate standing orders.

Given the complex history of the site, it was **AGREED** to note the application and to not make any specific comment.

b) Case Ref: 43/22/0131

Proposal: Installation of solar panels to the roof of 49 High Street, Wellington (retention of works already undertaken)

RESOLVED to recommend to Somerset West & Taunton that this application be approved.

c) Case Ref: 43/22/0133/T

Application to carry out management works to one Oak tree included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 1996 at the Deane Depot, West Park, Wellington (TD674)

RESOLVED to recommend to Somerset West & Taunton that this application be approved subject to satisfactory comments from the Tree Officer.

443 SOMERSET WEST & TAUNTON DISTRICT COUNCIL - PLANNING DECISIONS FOR INFORMATION ONLY:

Application Number	Proposal	Address	WTC Recommendation or Decision	Somerset West and Taunton Decision
43/22/0061/NMA	Application for a Non-Material Amendment to application 43/17/0002 for amendments to the wording of Condition No. 05, re ground works	Land west of Bagley Road, Rockwell Green, Wellington	N/A	Refused
43/20/0138	Application for Outline Planning with all matters reserved for the erection of 1 No. detached bungalow	Land to the rear of Allendale Terrace, Northside, Rockwell Green	Approval	Refused
43/22/0083	Demolition of garage and erection of a two storey extension to the side	18 Owen Street, Wellington	Approved	Approval by Town Council

43/22/0087	Erection of a first floor extension to the rear	22 Holyoake Street, Wellington	Approved	Approval by Town Council
43/22/0099	Erection of a single and two storey rear extension, a single storey side extension and a single storey front extension (resubmission of 43/22/0033)	61 Oaken Ground, Rockwell Green, Wellington	Approved	Approval by Town Council
43/22/0101	Replacement of garage with the erection of a two storey extension to the side and a single storey extension to the front and rear	4 Hoyles Road, Wellington	Approved	Approval by Town Council
43/22/0103	Erection of a two storey extension to the side and a single storey extension to the rear	9 Priory, Wellington	Approved	Approval by Town Council
43/22/0105	Erection of a two storey extension to the side and single storey extension to the side and rear	8 Lower Westford, Wellington	Approved	Approval by Town Council
43/22/0125	Conversion of garage into ancillary accommodation with widening of driveway	42 Andrew Allan Road, Rockwell Green, Wellington		Withdrawn
43/22/0120/NMA	Application for a Non-Material Amendment to application 43/21/0132 for changes to 2 No. high level windows on west elevation, the front door and side panels to the north elevation and changes to the cladding	117 Barn Meads Road, Wellington	N/A	Withdrawn

The meeting ended at 6.40pm

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Councillor Mark Lithgow
Mayor

WELLINGTON TOWN COUNCIL MINUTES 9 JANUARY 2023**MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 9 JANUARY 2023 AT 7.00PM****PRESENT:** Councillor M Lithgow (Mayor)

Councillors M Barr, Z Barr, W Battishill, C Booth, K Canham, A Govier, C Govier, R Henley, J Lloyd, M McGuffie, N Powell-Brace. K Wheatley.

David Farrow (Town Clerk)

One member of the press and two members of the public were in attendance.

444. TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed all those present.

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

Apologies were received and accepted from Councillor S Booker.

446. DECLARATIONS OF INTEREST

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

447. MINUTES**RESOLVED** to approve the minutes of the Town Council and Planning Meetings held on the 5 December 2022 and the extra Town Council meeting held on the 19 December 2022.**448. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

Two members of the public spoke.

Sue Smith spoke to advise the Council that she was stepping down from organising the Town's Christmas Window Display Competition. Councillor Lloyd commended her for all that she had done and how hard she had worked on this and the Mayor thanked her on behalf of the Council.

The second member of the public raised questions about how the phosphate issue was being managed on the County level and was invited to email his questions to the Mayor who would pass them on.

449. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

Sergeant Kat Forrest was welcomed to her first meeting as the beat Sergeant for Wellington. Her report had been circulated prior to the meeting and was noted.

450. TO RECEIVE A PRESENTATION ON THE DEVELOPMENT OF THE LOCAL PLAN

Sarah Povall, Principal Planning Policy Officer with Somerset West and Taunton Council (SWT) gave a presentation on the work that had gone in to developing the Wellington Local Plan, the findings of the public consultation and what would be happening next. The intention was that the Plan would be approved by SWT Executive prior to the new unitary council coming in to place. Councillors thanked Sarah for her presentation and looked forward to seeing how the Plan would be taken forward.

451. TO CONSIDER THE DELEGATED PLANNING AGREEMENT FOR 2023/24

A paper had been circulated with the agenda and Councillor Bill Revans, Leader of Somerset County Council and Alison Blom-Cooper who is responsible for Strategic Place Planning with SWT joined the meeting for this item. After some discussion the Town Council **RESOLVED** to agree in

WELLINGTON TOWN COUNCIL MINUTES 9 JANUARY 2023

principle that it wished to continue to exercise delegated planning powers through an agreement with Somerset Council from the 1 April 2023 recognising the need for Somerset Council to move to a cost recovery model. This would be subject (a) to the service being available and (b) confirmation of cost. A separate decision of the Town Council to confirm this will be required once costs are known.

452. TO RECEIVE A REPORT FROM THE MAYOR

An email detailing the Mayor's engagements the previous month had been circulated prior to the meeting

453. SOMERSET COUNTY AND UNITARY COUNCIL PROGRESS UPDATE

Councillor Bill Revans joined the meeting for this item. Councillors Henley, A Govier and M Barr provided updates outlining that the current work of the Council was focussed on establishing the structure of the new Council in advance of vesting day and finalising a challenging budget. Councillor Revans said Somerset County Council Executive would be receiving proposals in relation to the structure and roles of Local Community Networks at its meeting on the 18 January 2023

Councillor Z Barr left the meeting at this point.

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

The Clerks report had been circulated with the agenda. In relation to the Longforth Road toilet block he reported that the Council's insurers had been informed, that a loss adjuster had visited the site and that he had advised that we commission a structural engineer to provide a report on the buildings condition. The costs of this would be covered by the Council's insurance.

455. FINANCE COMMITTEE

The Minutes of the meeting held on 12 December 2022 and relevant supporting papers had been circulated with the agenda.

The Town Council **RESOLVED** to accept the recommendation of the Finance Committee that the Precept be set at £466,332 equating to a Band D average of £84.65 and being a 10% increase on the 2022 – 2023 Band D average.

456. POLICY AND RESOURCES COMMITTEE

The Minutes of the meetings held on 12 and 19 December and the background papers relating to the recommendations on the agenda had been circulated with the agenda. The Town Council **RESOLVED** to accept the recommendations of the Policy and Resources Committee to

- (a) approve the revised version of the Town Council Health and Safety Policy.
- (b) approve the revised Town Council Safeguarding Policy.
- (c) approve the proposal to instigate a Town Council Awards Scheme.
- (d) approve the proposal to appoint a Community Warden be approved on the basis set out in the proposal, that a budget line of £50,000 to be drawn from reserves to fund the set-up costs for the function 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 be approved by the Town Clerk, Mayor and two other councillors who are members of the Policy and Resources Committee.

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There being no further business the meeting closed at 8.30pm.

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 6 FEBRUARY 2023

1. Introduction

This report covers 6 January 2022 – 5 February 2023.

2. Council Work Plan

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

- The Green Corridor Land has been purchased by Somerset West and Taunton Council and transferred to the Town Council on a 150 year lease.
- We have been advised by Simon Ratsy that he has stepped down from his voluntary role as tree warden for Wellington. I am sure that the Council would wish to pass on its appreciation for all that he has done in that role for many years. We are liaising with Somerset West and Taunton Council and The Tree Council to find a replacement.
- Meetings have been held with Avon and Somerset Police Events Team to discuss the arrangements for the granting of the Freedom of the Town to The Rifles Regiment.
- Longforth Road Toilet Block – we have received the Structural Engineers Report which has been forwarded to our insurers. A more detailed report will be provided to the next meeting of the Policy and Resources Committee.
- The Tonedale Play Area refurbishment has been completed and the site reopened following delays caused by bad weather and equipment that was found to be damaged on arrival. Feedback has been very positive.
- The posts of Project Officer and Community Warden have been advertised

3. Social Media

In the period from 2nd January 2023 – 30th January 2023 our Facebook posts have reached 14,444 people, this is an 82.9% rise vs the previous 28 days. We have received 25 new Facebook followers and 11 new Instagram followers, showing that our online presence continues to grow. We expect these trends to continue as we publicise the Green Corridor Consultation and continue promoting our upcoming events.

The top five posts in this period have been:

- Tonedale Play Area Refurbish – 175 likes and reactions
- Crating Friends at the Pop-Up Shop – 131 likes and reactions
- Plastic animals in flowerbeds – 72 likes and reactions
- Street Fair announcement – 59 likes and reactions
- New benches installed in town – 45 likes and reactions

We have also created a new YouTube channel where we intend to share videos from events as well as any informative content we may create.

4. Monthly Bank Reconciliation

Attached as Appendix.

5. Parish and Town Council Contributions to the Somerset County Council Pension Fund

We have been advised that following the recent 3 yearly actuarial review of the Somerset County Council Pension Fund the required contribution rate for town and parish councils is 22.3% of payroll which is an increase from the current rate of 20.3%. This will add £4,022 to our salary costs for 2023/24 which had not been included in our budget calculations. However, we have also been advised that no deficit recovery payments (usually collected via invoice) will be charged for the period covered by the 2022 valuation i.e. until 2025. We had budgeted £700 for that in next year's budget which will now not be needed. It is possible that deficit recovery payments will be necessary again after the 2025 or subsequent valuation depending on how actual outcomes compare to the assumptions made by the actuary within the 2022 valuation calculations.

6. Town Council Events 2023

Please note the following dates for Town Council events this calendar year. Councillors will be asked to attend to support with marshalling and we will also be putting up the Town Council gazebo at the events to enable the community to engage with councillors about the Councils work. That too will require councillors to be in attendance:

Kings Coronation Celebrations – 7 May 2023

Street Fair – 3 June 2023

The Rifles Regiment – Freedom of the Town and Armed Forces Day Celebration – 17 June 2023

Christmas Market and Light Switch On – 25 November 2023

7. February Meetings/Events

Date	Time	Event	Location	Who Involved
8 February	1039	Town and Parish Clerk Working Group	Online	Town Clerk
8 February	15:00 – 19:00	Wellington Place Plan Consultation	Pop Up Shop	
8 February	19:30	Green Corridor Advisory Board	Council Chamber	Town Clerk, Assets and Events Officers and nominated councillors
15 February	18:30	Rifles Working Group	Council Chamber	Assets and Events Officer and nominated councillors
16 February	15:00	Wellington Place Plan Consultation	Pop Up Shop	
20 February	15:00 (tbc)	Finance, Policy and Resources and Allotment Committee Meetings	URC Hall	Committee members
23 February	16:00	Wellington to Taunton Cycle Route Group Meeting	Online	Councillors Lloyd and Wheatley and Town Clerk

24 February	10:30	Wellington Sub Meeting of the Devon and Somerset Metro Board	Longforth Farm station site	Mayor, Councillor M Barr and Town Clerk
24 February	13:00	Devon and Somerset Metro Board	Deane House	Councillor M Barr and Town Clerk
3 March	9:30	Society of Local Council Clerks Somerset Branch Meeting	SLCC Offices Taunton	Town Clerk

8. Staff Leave

Please note that the Town Clerk will be on leave for the week commencing 13 February.

Dave Farrow
Town Clerk
31 January 2023

Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk

Name and Role (Clerk/RFO etc)

Date: 30/01/2023

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 30/01/2023		
	Cash in Hand 01/04/2022		768,429.95
	ADD Receipts 01/04/2022 - 30/01/2023		843,403.67
	SUBTRACT Payments 01/04/2022 - 30/01/2023		1,611,833.62
	Cash in Hand 30/01/2023 (per Cash Book)		491,390.50
B			1,120,443.12
	Cash in hand per Bank Statements		
	Petty Cash 30/01/2023	0.00	
	Nationwide 01343556 30/01/2023	202,000.93	
	Cambridge & Counties 15020773 30/01/2023	253,805.75	
	The Cambridge Building Society CI 30/01/2023	200,001.10	
	Lloyds Treasurers PC 87331468 30/01/2023	139.00	
	Lloyds Deposit Account 07788306 30/01/2023	364,780.56	
	Lloyds Current Account 2195145 30/01/2023	107,427.36	
			1,128,154.70
	Less unrepresented payments		7,711.58
			1,120,443.12
	Plus unrepresented receipts		
	Adjusted Bank Balance		1,120,443.12
	A = B Checks out OK		

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON TUESDAY 17 JANUARY 2023 AT 4.00 PM

PRESENT: Councillor M Lithgow (Mayor),
Councillors M Barr, A Govier, J Thorne
IN ATTENDANCE: David Farrow (Town Clerk), Alice Kendall (Deputy Clerk/Deputy RFO)
1 member of the press
2 members of the public

The Mayor opened the meeting at 4pm and immediately suspended proceedings due to not being quorate. When four Councillors were present, the meeting began at 4.15pm.

457 APOLOGIES

Apologies were received and accepted from Councillors Z Barr, S Booker J Lloyd and M McGuffie.

458 DECLARATIONS OF INTEREST

Councillor Govier has a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a former customer 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.

459 PUBLIC PARTICIPATION

There was none.

460 MINUTES

RESOLVED to approve and sign the minutes of the meeting held 12 December 2022.

461 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 10 JANUARY 2023

RESOLVED to note and approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 6 DECEMBER 2022 - 10 JANUARY 2023

RESOLVED to note and approve the expenditure as presented.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 6 DECEMBER 2022 - 10 JANUARY 2023

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 10 JANUARY 2023

RESOLVED to note and approve the budget report.

462 GRANTS

(a) Applications

- i. **Wellington Tennis Club** – an application has been forwarded to Councillors by e-mail from the Club who are seeking £880 towards additional youth training sessions.

RESOLVED to approve a grant of £880.

(b) Summary of grants paid to date

The summary was noted.

463 REVIEW OF SLAs

- (a) **Wellington Community Counselling CIC** – Following the appointment of Councillors Barr, Govier and McGuffie to attend a review meeting, a report was circulated with recommendations to form the basis of a new SLA effective from 1 April 2023. It was **RESOLVED** to refer this to Full Council as those present felt that more Councillors should consider the item given the importance of the decision.

There being no further business, the meeting closed at 4.30 pm.

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Councillor Mark Lithgow
Mayor

Review of Service Level Agreement
Wellington Community Counselling CIC
For Finance January 2023

1. Background

- 1.1. Wellington Community Counselling are currently in the last year of a 3 year service level agreement with the Council which is in effect until 31 March 2023.
- 1.2. They have received 3 payments of £12,000 per year.
- 1.3. At the December meeting, an initial review paper was presented. Councillors Barr, Govier and McGuffie were appointed to meet with the Managing Director to review the outgoing SLA.
- 1.4. A meeting was held in the Council Chamber on Thursday 6 January. In attendance were Councillors Govier and McGuffie, the Town Clerk, Deputy Clerk and Rhonda Lovell, Managing Director.
- 1.5. As per the current agreement, the organisation ensure the money given by the Town Council is only used to subsidise services for those who live in Wellington or have a significant connection (i.e. main employment within the town).

2. Review

- 2.1. During the meeting, Rhonda explained their ongoing situation and likely increase in demand and costs.
- 2.2. They are currently receiving 10 referrals per week and providing counselling to 50 people per month. This equates to 2400 counselling hours per year. It is expected that this figure will raise as the organisation grows and changes.
- 2.3. Based on the current SLA of 342 hours, the Council fund 14% of the annual hours.

3. Costings

- 3.1. Costings as per the current agreement
 - 3.1.1. When the SLA was first drawn up, the lower end cost of one hour of Counselling was £40, however, the Council agreed that £35 was an acceptable figure. Meaning that the current hours provided per year are 342. The deficit of this has been met by the organisation.
- 3.2. Changes to costings
 - 3.2.1. The cost per hour in 2023 will be £50, to ensure the correct funding is received, several options and scenarios were discussed and calculated at the meeting.
 - 3.2.2. It was recognised that given the current rate of inflation, the cost per hour is likely to raise year on year which has been reflected in the recommendation.

4. Recommendations

4.1. It is recommended that the SLA be amended as follows to be effective from 1 April

4.1.1. 348 hours are provided so to come in line with a full number of courses of 12 hours.

4.1.2. Yearly payments/costings

(a) In year 1 (23-24) the cost being £50 per hour = £17,400

(b) In year 2 (24-25) the cost being £55 per hour = £19,140

(c) In year 3 (25-26) the cost being £60 per hour = £20,880

4.1.3. Item 5 of Appendix B will be updated to reflect that trainee Counsellors shall also be subject to the same requirements for insurance etc.

4.2. The draft agreement as amended (changes highlighted) is attached.

5. Budget Considerations

5.1. At present, SLAs are paid from the Health & Wellbeing line. The £33,000 total budget is made up of the following

- £5,000 SLA with Citizen's Advice Taunton
- £12,000 SLA with Wellington Community Counselling
- £12,000 SLA with Reminiscence Learning
- £4,000 contingency for ad-hoc spending

5.2. The increased amount in the first year (£5,400) will be drawn from the general fund.

5.3. To more clearly show this, the Health and Wellbeing budget line will be split with the SLAs being shown on a sperate cost code with the £29,000 budget figure leaving £4,000 clearly shown for spending on other items for Health & Wellbeing.

Alice Kendall
Deputy Clerk/Deputy RFO
6 January 2023



SERVICE LEVEL AGREEMENT

WELLINGTON TOWN COUNCIL

AND

WELLINGTON COMMUNITY

COUNSELLING CIC

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PART 1 – INTRODUCTION

1. DATE OF AGREEMENT

1 April 2023

to

31 March 2026

2. PARTIES

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

The Council:

WELLINGTON TOWN COUNCIL

The Service Provider:

WELLINGTON COUNSELLING CIC (hereafter referred to as WCC)

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:

Wellington Community Counselling – Rhonda Lovell

4. OBJECT OF AGREEMENT

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

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

5. PERIOD OF AGREEMENT

This Agreement is effective from 5th October 2020 covering the period from 5th October 2020 to 31st March 2023 unless terminated earlier in accordance with Section 25.

6. STATUS OF SERVICE PROVIDER

In carrying out this Agreement WCC, 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 the WCC will give acknowledgement of the Council's financial support
- WCC will recognise within the work that they do their role in enhancing community wellbeing, reducing inequalities and promoting diversity.
- WCC shall safeguard the Grant against fraud generally and, in particular, fraud by any of its Directors and its suppliers. WCC 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

WCC 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. WCC have a complaints procedure in place and in addition any client is able to complain about their therapist to the British Association for Counselling and Psychotherapy (BACP) or the United Kingdom Council for Psychotherapy (UKCP).

10. EQUAL OPPORTUNITIES

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

11. HEALTH & SAFETY

WCC 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. WCC should have in place a Health and Safety Policy and provide a copy to the Council if requested.

12. SAFEGUARDING

WCC ensure that the appropriate level of Disclosure and Barring Service (DBS) check is made for all personnel, Counsellors or volunteers who will be working with clients whether adults, young people, or children. Counsellors or volunteers must not be allowed to work unsupervised with any vulnerable individual until a DBS disclosure relevant to WCC has been received. WCC 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.

WCC 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.

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

13. USE OF OTHER ORGANISATIONS

WCC 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 WCC, if the Company is wound up under the Insolvency Act 1986 and all its liabilities have been satisfied, any residual assets shall be given or transferred to the asset-locked body below.

Name: "The Space" Cheddar Somerset
Charity Registration Number (if applicable): 1188929

14. HUMAN RIGHTS

In recognition that the Council is a public body subject to the provisions of the Human Rights Act, WCC 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 WCC 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

WCC shall maintain with insurers appropriate insurance arrangements in respect of any group and individual liability. Each Counsellor will hold an appropriate policy to cover personal indemnity against all insurable events.

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

Business continuity contingencies should be in place within WCC'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 WCC shall be paid such Value Added Tax as may be properly chargeable in connection with the provisions of the service. WCC shall issue a tax invoice in respect thereof. It is the responsibility of WCC to account for Value Added Tax and to seek advice from HMRC if in doubt.

18. TRANSFER OR ASSIGNMENT

WCC 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 WCC 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 WCC.

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 WCC of any likely changes in funding levels at the earliest opportunity and with at least 3 months written notice

21. MONITORING

The Council and WCC 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 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 WCC 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 WCC 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, WCC 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 WCC reserves the right to adjust the service provided and if

appropriate to seek a review of the Agreement. Such instance to be reported to WTC at the earliest opportunity.

If it should become apparent that funds have been applied by WCC 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 WCC 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 WCC.

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 WCC 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 WCC 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 WCC 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 WCC 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 WCC;

- 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 WCC'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

WCC undertakes at all times to work within the BACP and UKCP ethical frameworks.

Where there has been negligence or misconduct ratified by the professional body WCC 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. Wellington Counselling CIC will monitor and evaluate its service in accordance with procedures and directions set out by its Directors. WCC will produce performance monitoring reports and present these reports to the Town Council every quarter.

Reports for each reporting period will include anonymised data as follows:-

- Demand for the service (number of referrals received and accepted)
 - Number of hours of counselling provided and number of clients supported
 - Summary of client feedback about the service received
 - Summary of feedback from referral agencies
 - Cumulative data for the year in progress
2. WCC will provide the following documents to the Council each year:-
 - Annual Report
 - Annual Audited Accounts
 - Details of other funding secured
 - Annual revision of the Business Plan/Development Plan
 - Budget for the forthcoming year
 - Training/workforce development plan
 - 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 WCC may, by mutual agreement instigate an in-depth evaluation of any aspect of the work of the Service Provider should the need arise.
 4. WCC will be required to attend a Service Provider Monitoring Panel on no more than two occasions each financial year which shall involve the following personnel:
 - Authorised representatives of the Council
 - Authorised representatives of WCC
 - Any independent advisor invited by either party, if required.
 5. 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
 - Quality Assurance

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 WELLINGTON COUNSELLING CIC;

.....
Rhonda Lovell – Managing Director

.....
Date

APPENDIX A

1. FUNDING

The Council shall pay a total of £36,000 to Wellington Counselling CIC as follows:

- £17,400 for services to be provided between 1 April 2023 and 31st March 2024, payable no later than 30th April 2023.
- £19,140 for services to be provided between 1st April 2024 and 31st March 2025, payable no later than 30th April 2024.
- £20,880 for services to be provided between 1st April 2025 and 31st March 2026, payable no later than 30th April 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 WCC.

3. PERIOD OF NOTICE FOR TERMINATION OF AGREEMENT

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

APPENDIX B

Services to be provided by Wellington Counselling CIC:

1. Affordable (free or subsidised) counselling services for the benefit of children and young people who either live in Wellington or attend Wellington schools.
2. Affordable (free or subsidised) counselling services for adults or families who either live in Wellington or have a reasonable local connection through their employment.
3. Referrals will be accepted from a variety of organisations which will include, amongst other sources, schools, doctor's surgeries, domestic abuse support agencies, as well as self-referrals. All clients will receive an initial clinical assessment as part of the referral process, as well as a financial affordability test.
4. It is envisaged that 348 hours of counselling will be provided in respect of the annual financial contribution by Wellington Town Council.
5. Counsellors providing support to clients will be fully qualified, professionally registered and insured with full personal indemnity, and hold appropriate level DBS clearance (Disclosure and Barring Services). Any Trainee Counsellors providing the service shall also be subject to these conditions.

MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT AND OPEN SPACES COMMITTEE HELD AT UNITED REFORMED CHURCH HALL ON TUESDAY 17 JANUARY 2023 AT 4.30 PM

Present: Councillor M Lithgow (Chairman)
Councillors M Barr, C Booth, C Govier and J Lloyd
In attendance: David Farrow (Town Clerk), Annette Kirk (Assets and Events Officer)
Councillor A Govier
1 Member of the press
1 Member of the public

In the absence of Councillor McGuffie Councillor Lithgow was elected as Chairman for the meeting.

464 APOLOGIES

Apologies were received from Councillor M McGuffie.

465 DECLARATIONS OF INTEREST

There were none.

466 MINUTES

RESOLVED to confirm and sign the minutes of the meeting held on 15 November 2022 as a true record.

467 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

One member of the public spoke in relation to item 11 on the agenda – Storage Facility at Fox's Field.

468 GREEN CORRIDOR LAND

The Town Clerk advised that the purchase and subsequent lease of the land to the Town Council was imminent.

The Committee noted the notes of the meeting of the Green Corridor Advisory Board and **RESOLVED** to agree the planting plan for Westford Field/Linden Meadow and that the £1 per tree payment should be retained by Transition Town Wellington (TTW). Councillors thanked TTW for their work in relation to this.

469 TRASH TRAIL SPONSORSHIP PACKAGE

After some discussion it was agreed that more information was required before any recommendation could be made. The Assets and Events Officer will report back to the next meeting.

470 CARBON NEUTRAL STRATEGY

The Town Clerk reported that the Project Officer post had now been advertised with a closing date of Friday 27 January.

471 PLAY AREAS

The Town Clerk reported that the work at Tonedale Play Area had been completed but that an inspection had identified a minor issue with one piece of equipment which it was hoped would be resolved in the next few days.

Councillor C Booth tabled a paper recommending an approach to repurposing what used to be a play area at gay Close which no longer had any play equipment in it. The Committee agreed that this should be explored further. Councillor A Govier raised concerns that he had received about the condition of the footpath by the Westford Play Area and whether that could be improved at the same time work was done at Fox's Field. The Town Clerk said he would see if that was possible.

472 LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN UPDATE

The Town Clerk reported that the cycling audits were now underway with the support of the Wellington Wheelers Cycling Club. It was hoped that they would be completed by the end of January/early February and the draft plan by the end of March.

473 SOMERSET WEST AND TAUNTON COUNCIL GRASSLAND MANAGEMENT STRATEGY - PARKS AND OPEN SPACES TO INCLUDE WELLINGTON.

A document had been circulated with the agenda and was noted.

474 STORAGE FACILITY AT FOX'S FIELD

A paper had been circulated with the agenda. The Committee **RESOLVED** to recommend to Full Council that a further £2,000 be made available to support the installation of the storage facility and hardstanding for its base and for a parking area subject to the agreement of Somerset West and Taunton Council.

There being no further business, the meeting closed at 5.20 pm

.....
Councillor Mark Lithgow
Chairman

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 17th January 2023 at 6.00pm

Present: Councillors J Lloyd (Chair), M Lithgow, M Barr, C. Booth, C Govier.
S Pringle-Kosikowsky (from minute number 481c)

In Attendance: Councillor A Govier
Dave Farrow – Town Clerk
Annette Kirk – Assets & Events Officer

One member of the press

475 APOLOGIES

Apologies had been received from Councillor K Wheatley, R. Coupe, S Davis

476 DECLARATIONS OF INTEREST

No declarations of interest

477 MINUTES

RESOLVED to approve and sign the minutes of the Town Centre Committee meeting held on 15th November 2022.

478 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

No Questions and Comments from the Public

479 COMMITTEE MEMBERSHIP

Two business owners have expressed interest.

RESOLVED to take the Terms of Reference amendments to the Full Council's May Annual Meeting and increase the number of non-councillor members from 4 to 6.

480 POP UP SHOP

Deputy Clerk circulated a report to the Committee prior to the meeting.

- The Committee were encouraged to see nearly all the weeks in the year had been booked up.
- Councillor J Lloyd (Chair) asked the members for more help with the handovers and to contact the Deputy Clerk. Councillor J Lloyd confirmed she would be available if needed.
- Councillor J Lloyd to re-iterate to Full Council the need for more help from all Councillors to assist with handover.

481 KING'S CORONATION CELEBRATIONS

a) **RESOLVED** to recommend Full Council to approve the quotation from Insignia Ltd in the sum of £4,832.00 + VAT for 3,200 coins including early years, home schooled and special needs children living in Wellington but attending a school elsewhere.

b) Flagpole Holders in Fore Street, High Street, South Street and North Street

RESOLVED to recommend to Full Council that the existing 43 flagpole holders in the town centre be replaced and to accept the estimate from Flags.co.uk for 2m Aluminium white powder painted coated pole £6,654.00 plus VAT. Additional costs will need to be taken into account for site survey, disposal of old holders, installation and wall repair work if required. When finalising the specification, the flagpole holders to be used to display the Christmas Trees.

At this juncture, S Pringle Kosikowsky joined the meeting

c) King's Coronation Celebrations Events Sunday 7th May 2023:

RESOLVED to recommend to Full Council that the projected costs of up £20,000 to cover the King's Coronation Celebrations event on Sunday 7th May 2023 be agreed. The event to be funded from the Jubilee/Coronation budget carried over and other funding to be agreed. Event details as follows:

- To support Friends of Wellington Park and provide performers/entertainment for the Spring Fayre.
- To accept the offer from Wellington Rugby Club to have full use of their Club facilities and pitches to run sporting activities for families. Town Council Officers to work with the Rugby Club and Sports Federation to encourage all sporting clubs in Wellington to take part in event.
- Other activities will include Children's Roundabout, Inflatable Assault Course and much more.
- To accept the offer from Wellington Rugby Club to host the firework finale on the evening of Sunday 2023.
- To provide posters, banners, event programme and advertising on social media pages and to advertise locally.

482 ANNUAL STREET FAIR 2023:

RESOLVED to amend the resolution made at the last committee meeting held on 15th November 2022 to hold the Street Fair on Saturday 3rd June 2023

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

Town Clerk gave an update on the event:

- Parade will start from Wellington School at approximately 2pm.
- Parade route to be confirmed with Bridgwater Guy Fawkes Carnival before road closure application is submitted to Somerset West & Taunton District Council.
- Military Regiments to park and use the facilities of the Wellington Prep-school.

- In the event of bad weather, the presentation of the scroll will be in Wellington School Chapel – consider livestreaming event.
- Wellington School to host reception – cost of refreshments to be confirmed.
- Wellington Recreation Ground provisionally booked to host other re-enactment groups.
- Town Council to send out invitations.
- Town Council to provide a press officer to work with the Rifles Press Officer – event marketing to start January 2023.
- Working Group next meeting Wednesday 18th January 2023.

484 CHRISTMAS 2022

- a) The Committee were very pleased with the Christmas Light Switch on event and thanked the Council Officers for their efforts in putting the event on.
 - Christmas Light Switch on 2023 – The Committee considered “the switch on” being the last activity of the event . This will keep the crowd entertained until the end.
- b) New Christmas Light Contract 2023 – The public survey results received saw that people were very much in favour of our current Christmas Lights Scheme. The Committee discussed in detail what the people wanted to see.

RESOLVED to expand the current scheme beyond its current scope. Town Council Officers to start pulling costs together for the following:

- Christmas Tree and Lights – Rockwell Green. Tree Location: Villa Verde Italian Restaurant Car Park, Exeter Road.
 - Lighting in Cornhill
 - Lighting in South Street
- c) Christmas Shop Window Competition 2023:
RESOLVED to take on the running of the Christmas Shop Window Competition.

485 EMERGENCY TOWN CENTRE RECOVERY FUND

Expenditure Report circulated prior to the meeting.

- a. **Living Walls on Town Centre Barriers**
Consent application to erect the Living Displays had been submitted to Somerset County Council Traffic Management. Await approval.
- b. **Community Photography Project:** Councillor J Lloyd (Chair) reported that Somerset West and Taunton District Council and Minehead Town Council like the project and now looking to do something similar in their town.
- c. **Creative Workshops for Children** - Councillor C Govier asked how well was this being received? Assets & Events Manager reported that there was a steady stream of children. Feedback received was that everyone who took part enjoyed it.

486 CORNHILL – VICTORIAN LANTERN

The Committee were pleased the lantern had been found and wait receipt from Somerset County Council Highway Lighting Team.

487 TOWN COUNCIL MASCOT

The committee discussed this at length. Concerns were raised whether this was value for money, who would wear the costume and where the Mascot would be used. The committee did agree that the “Fox” would be the most appropriate animal to have as a mascot. As the Fox’s name is very recognised and associated with Wellington.

RESOLVED not to proceed with the two options detailed in the Agenda: Option 1 – Town Council to purchase their own costume. Option 2 – Town Council to book Fuse Performance Ltd.

RESOLVED to have more engagement with the people of Wellington and carry out some market research to see if there is interest in a Town Council Mascot. To hire a performer and fox’s costume from Fuse Performance Ltd and arrange an event/day for the fox mascot to be in town. Results to be fed back to the Town Centre Committee.

488 WELLINGTON TOWN ROAD SIGNS

Councillor J Lloyd (Chair) asked if Wellington’s Britain in Bloom Silver Gilt Award could be added to the town road signs.

RESOLVED not to have the Rotary Club Logo on the town road signs.

RESOLVED to approve Officer spending of up to £2,500 to allow for contingency for unexpected costs. Subject to it being clarified that the £2,500 is for all four signs and not just one.

489 WELLINGTON FOOTFALL REPORTS

Reports were circulated prior to the meeting, for information:

- i. Monthly Footfall Reports for November saw an 8% drop in footfall compared to October. December footfall saw a 4% increase.
- ii. Footfall Report saw 3,960 visits for the Christmas Market & Light Switch on Event Saturday 26th November 2022

490 DATE OF NEXT MEETING: Tuesday 21st March 2023 at 6pm – United Reformed Church Hall.

The meeting ended at 7.35pm

.....
Councillor Janet Lloyd
Chair

Rebecca Hunt
Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

Number FQ71576

Date 08/11/2022

Payment Terms Payment with order

For the Attention Of Rebecca Hunt

Valid For 7 days

QUOTATION

Stamped Coin



Image is for representative purposes only

H M King Charles III Coronation Commemorative Coins.

H M King Charles III Commemorative Coronation Coin.

These beautiful coins feature our exclusive 2D Stamped design one side and your own design on the reverse. The plating on these coins is a shiny gold finish with sand blasted background

Prices include each coin packed into individual biodegradable bags.

Sizes: Coin: 35 mm diameter x 3 mm thick.

Delivery: 4-5 weeks from approval of proof. If a pre-production sample is required please add 2 weeks to this time.

Artwork: An editable eps artwork file is required. If you do not have this available send us what you have and we will convert it free of charge and send you a proof for approval.

<i>Quantity</i>	2800	3200
<i>Unit Price Each</i>	1.12	1.12
<i>Total Price</i>	3136.00	3584.00

Stamped Coin



Image is for representative purposes only

H M King Charles III Coronation Commemorative Coins.

H M King Charles III Commemorative Coronation Coin.

These beautiful coins feature our exclusive 2D Stamped design one side and your own design on the reverse. The plating on these coins is a shiny gold finish with sand blasted background

Sizes: Coin: 35 mm diameter x 3 mm thick.

Supplied in brown kraft envelopes

Delivery: 4-5 weeks from approval of proof. If a pre-production sample is required please add 2 weeks to this time.

Artwork: An editable eps artwork file is required. If you do not have this available send us what you have and we will convert it free of charge and send you a proof for approval.

<i>Quantity</i>	2800	3200
<i>Unit Price Each</i>	1.29	1.29
<i>Total Price</i>	3612.00	4128.00

T&Cs can be viewed at <https://insigniapromotions.online-catalogue.net/page/terms-and-conditions> or a paper copy sent on request.

Quantities subject to +/- 10% tolerance. Prices quoted are exclusive of VAT.
Payment Terms: Payment with order. Prices are subject to sight of your design.

Quotes are valid for 7 days

Address: Insignia Ltd, 31 Arterberry Road, London SW20 8AG

Tel: 0345 200 4049 **Email:** info@insigniauk.com

www.insigniauk.com

Rebecca Hunt
Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

Number FQ71576
Date 08/11/2022
Payment Terms Payment with order
For the Attention Of Rebecca Hunt
Valid For 7 days

QUOTATION

Stamped Coin



Image is for representative purposes only

H M King Charles III Coronation Commemorative Coins. 2 sides. Velvet Box

H M King Charles III Commemorative Coronation Coin.

These beautiful coins feature our exclusive 2D Stamped design one side and your own design on the reverse. The plating on these coins is a shiny gold finish with sand blasted background

Prices include each coin packed into individual presentation velvet boxes.

Sizes: Coin: 35 mm diameter x 3 mm thick.

Delivery: 4-5 weeks from approval of proof. If a pre-production sample is required please add 2 weeks to this time.

Artwork: An editable eps artwork file is required. If you do not have this available send us what you have and we will convert it free of charge and send you a proof for approval.

<i>Quantity</i>	2800	3200
<i>Unit Price Each</i>	3.35	3.09
<i>Total Price</i>	9380.00	9888.00

Stamped Coin



Image is for representative purposes only

H M King Charles III Coronation Commemorative Coins.

H M King Charles III Commemorative Coronation Coin.

These beautiful coins feature our exclusive 2D Stamped design one side and your own design on the reverse. The plating on these coins is a shiny gold finish with sand blasted background

Prices include each coin packed into individual circular acrylic boxes.

Sizes: Coin: 35 mm diameter x 3 mm thick.

Delivery: 4-5 weeks from approval of proof. If a pre-production sample is required please add 2 weeks to this time.

Artwork: An editable eps artwork file is required. If you do not have this available send us what you have and we will convert it free of charge and send you a proof for approval.

<i>Quantity</i>	2800	3200
<i>Unit Price Each</i>	1.68	1.65
<i>Total Price</i>	4704.00	5280.00

T&Cs can be viewed at <https://insigniapromotions.online-catalogue.net/page/terms-and-conditions> or a paper copy sent on request.

Quantities subject to +/- 10% tolerance. Prices quoted are exclusive of VAT.
Payment Terms: Payment with order. Prices are subject to sight of your design.

Quotes are valid for 7 days

Address: Insignia Ltd, 31 Arterberry Road, London SW20 8AG

Tel: 0345 200 4049 **Email:** info@insigniauk.com

www.insigniauk.com

Rebecca Hunt
INSIGNIA LTD
28 Fore Street
Wellington
Somerset
TA21 8AQ

Number FQ71576
Date 08/11/2022
Payment Terms Payment with order
For the Attention Of Rebecca Hunt
Valid For 7 days

QUOTATION

Stamped Coin



Image is for representative purposes only

H M King Charles III Coronation Commemorative Coins.

H M King Charles III Commemorative Coronation Coin.

These beautiful coins feature our exclusive 2D Stamped design one side and your own design on the reverse. The plating on these coins is a shiny gold finish with sand blasted background

Prices include each coin packed into individual Clear PVC Pouches.

Sizes: Coin: 35 mm diameter x 3 mm thick.

Delivery: 4-5 weeks from approval of proof. If a pre-production sample is required please add 2 weeks to this time.

Artwork: An editable eps artwork file is required. If you do not have this available send us what you have and we will convert it free of charge and send you a proof for approval.

<i>Quantity</i>	2800	3200
<i>Unit Price Each</i>	1.52	1.51
<i>Total Price</i>	4256.00	4832.00

T&Cs can be viewed at <https://insigniapromotions.online-catalogue.net/page/terms-and-conditions> or a paper copy sent on request.

Quantities subject to +/- 10% tolerance. Prices quoted are exclusive of VAT.
Payment Terms: Payment with order. Prices are subject to sight of your design.

Quotes are valid for 7 days

Address: Insignia Ltd, 31 Arterberry Road, London SW20 8AG

Tel: 0345 200 4049 **Email:** info@insigniauk.com

www.insigniauk.com

BADGES



Date:	09/11/22
Customer Ref:	—
Product Code:	COIN
Customisation:	Stamped / sandblasted
Artwork Version:	A

Bespoke stamped coins make ideal commemorative gifts, awards and souvenirs. With personalised designs stamped on 1 or 2 sides, the coins come with an attractive nickel or brass coating as standard. Antique brass, bronze and silver finishes are available on request and an attractive sandblasted finish or colour infill is also an option.

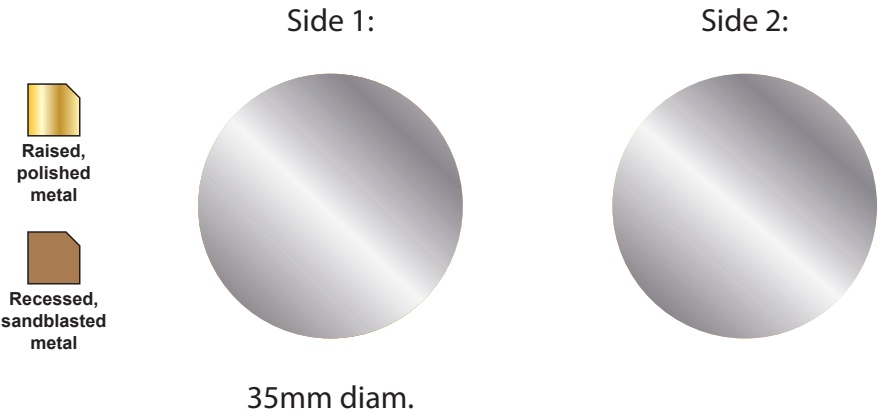
Page 1 of 2
Artwork enlarged for clarity:



Please note that this visual is representative only of the effect that can be achieved. An accurate proof of artwork is shown on the subsequent page(s).



Product Code:	COIN
Customisation:	Stamped metal, sandblasting
Coin finish:	Nickel plated
<div></div>	
Additional notes:	
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KING'S CORONATION CELEBRATIONS - WEEKEND 6TH & 7TH MAY 2023**Sunday 7th May 2023 - Friends of Wellington Park Spring Fayre and Family Activities on the Recreational Ground**

	Projected Costs	
Window Wrap	£	400.00
Performers/Entertainment	£	1,500.00
Artwork for Posters and Social Media	£	400.00
Event Leaflets	£	300.00
St Johns Ambulance	£	500.00
Wellington Weekly adverts - half page x 2	£	500.00
Edge Advert	£	150.00
Lamp Post Banners	£	1,100.00
8 x Street Banners	£	1,100.00
Put up/take down Banners	£	1,500.00
Commemorative Coins	£	5,000.00
Fireworks Display - Rugby Club	£	3,000.00
Erect Bunting Town Centre	£	500.00
Hire of Barriers	£	500.00
Giant Connect 4 - Activity	£	60.00
Bouncy Deluxe Gladiator Duel	£	120.00
Deluxe 45ft Inflatable course	£	180.00
Toyset Roundabout	£	600.00
Climbing Wall - Hire	£	1,000.00
Flip out - Trampolines		
Climbing Wall - Cadets		
TOTAL	£	18,410.00

Company	Description	Number	Total Cost (excl. VAT)
Flags.co.uk	1.5m Aluminium white powder coated pole: 45 degree angled wall bracket (250mm x 250mm mild steel plate) Additional halyard for tie backs, 20 flags (see explanation below) Flags for 1.5m pole (0.7m x 1.4m recommended size): (Endurance polyester, Rope & Toggle, Mirror Image)	20	£2672.00
	Total Cost to replace existing	43	£5708.00
	2.0m Aluminium white powder coated pole 45 degree angled wall bracket (250mm x 250mm mild steel plate) Additional halyard for tie backs, 20 flags (see explanation below) Flags for 2.0m pole (0.9m x 1.7m recommended size): (Endurance polyester, Rope & Toggle, Mirror Image)	20	£3112.00
	Total Cost to replace existing	43	£6654
	Delivery Cost to be added		

The poles come complete with flag halyard and white truckhead caps. The Endurance polyester flag material we are recommending is 100% more durable than standard knitted polyester when exposed to the same weather conditions.

NB. A major issue with all wall mounted flags is the flag wrapping itself around the pole in anything more than the lightest wind, and once wrapped the flag often needs to be unwound from the pole manually each time. The simplest solution to help reduce this issue is to use a tie back from an eyelet in the short side flag sleeve, fixing back to the wall beneath the flag (I've attached an image showing this set up – this is an example of the tieback in place, and does not represent the Aluminium pole quoted here). Please note that for this to be effective, you must be able to secure the tieback to a wall at a point beneath the short side corner of the flag, which can be an issue if, for example, shop front signage obscures the wall immediately below the flag.



**FOR CONSIDERATION BY THE TOWN COUNCIL
6 FEBRUARY 2023**

**Request from Beech Grove Primary School for funding for the Councils Cost
of Living Crisis Fund**

1. Introduction

- 1.1 This paper sets out a request from Beech Grove Primary School for funding to support a number of pupils which they have identified as requiring additional support.

2. Background

- 2.1 The Town Council has established a budget of £35,000 to support groups who wish to provide additional support to help families or individuals requiring additional support as a result of the pressure caused by increases in the cost of living.
- 2.2 Beech Grove Primary School has identified a number of pupils who are not entitled to public funds (working here on visas), families we know are unable to afford food and those who cannot afford to access breakfast club which they need to do, to help support the parents back into the work place.
- 2.3 The school has asked for £3,720 to fund Breakfast Club provision for 17 pupils for lunchtime provision for 2 pupils and after school snack provision for 5 pupils. To deliver this and to maintain required staff ratios they will have to employ a teaching assistant for an additional 1.5 hours a day at a cost of £2,925. This is included in the total requested.

3. Consideration

- 3.1 The Town Council is asked to consider whether it would be prepared to approve this request for funding. There is sufficient funding remaining in the budget line to cover this cost.

Dave Farrow
Town Clerk
31 January 2023