

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 12 DECEMBER 2022 AT 3.00 PM

PRESENT: Councillor M Lithgow (Mayor),
Councillors M Barr, Z Barr, A Govier, M McGuffie and J Thorne

IN ATTENDANCE: Councillor C Govier
David Farrow (Town Clerk), Alice Kendall (Deputy Clerk/Deputy RFO)
1 member of the press
2 members of the public

404 APOLOGIES

Apologies were received and accepted from Councillors Booker & Lloyd.

405 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.

406 PUBLIC PARTICIPATION

Members of the Public present were grant applicants and were available to answer questions at the appropriate item.

407 MINUTES

RESOLVED to approve and sign the minutes of the meeting held 15 November 2022.

At this juncture, Councillor McGuffie arrived at the meeting.

408 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 5 DECEMBER 2022

RESOLVED to note and approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 5 NOVEMBER - 5 DECEMBER 2022

RESOLVED to note and approve the expenditure as presented.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 5 NOVEMBER - 5 DECEMBER 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 5 DECEMBER 2022

RESOLVED to note and approve the budget report.

409 INTERIM INTERNAL AUDIT REPORT

The Interim Internal Audit report was circulated with the agenda. Actions were detailed by Officers, and it was noted.

410 GRANTS

(a) Applications

- i. **The People’s Plot (t/a eat:Festivals)** – the group applied for a £750 grant to fund various items required for the annual eat:Wellington festival (detailed breakdown provided in the application form). The Application form and supporting documents were circulated to Councillors by e-mail.

RESOLVED to suspend Standing Orders to allow the applicant to answer questions.

RESOLVED to re-instate Standing Orders.

RESOLVED to grant £750.

- ii. **Wellington Cricket Club** – the club applied for a grant of £696.42 for the hire of the sports hall for their annual youth cricket training sessions. The Application form and supporting documents were circulated to Councillors by e-mail.

RESOLVED to suspend Standing Orders to allow the applicant to answer questions.

RESOLVED to re-instate Standing Orders.

RESOLVED to grant £696.42.

411 REVIEW OF SLAs

- (a) Wellington Community Counselling CIC** – following and initial review meeting with the Managing Director, Town Clerk and Deputy RFO, a paper was circulated with the agenda. Councillor Govier declared a personal interest in this item as his wife volunteers for the organisation.

RESOLVED to appoint Councillors Barr, Govier and McGuffie to meet with the Managing Director and Council Officer’s to discuss the details and value of a new SLA and report back to the next committee meeting.

412 2023 – 2024 PRECEPT

A paper containing various Precept calculation examples was prepared by the Deputy Clerk and circulated by e-mail in advance of the meeting. After some discussion, it was resolved to **RECOMMEND** to Full Council 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.

There being no further business, the meeting closed at 3.50 pm.

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Councillor Mark Lithgow
Mayor

Wellington Town Council

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

Date: 10/01/2023

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

Date: _____

	Bank Reconciliation at 10/01/2023		
	Cash in Hand 01/04/2022		768,429.95
	ADD Receipts 01/04/2022 - 10/01/2023		842,915.17
			1,611,345.12
	SUBTRACT Payments 01/04/2022 - 10/01/2023		367,927.79
A	Cash in Hand 10/01/2023 (per Cash Book)		1,243,417.33
	Cash in hand per Bank Statements		
	Petty Cash 10/01/2023	0.00	
	Nationwide 01343556 10/01/2023	202,000.93	
	Cambridge & Counties 15020773 10/01/2023	253,805.75	
	The Cambridge Building Society CI 10/01/2023	200,001.10	
	Lloyds Treasurers PC 87331468 10/01/2023	171.90	
	Lloyds Deposit Account 07788306 10/01/2023	414,780.56	
	Lloyds Current Account 2195145 10/01/2023	177,526.26	
			1,248,286.50
	Less unrepresented payments		4,869.17
			1,243,417.33
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,243,417.33
	A = B Checks out OK		

Wellington Town Council PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
392	Stationery & Postage	06/12/2022		Lloyds Current Accou	BACS	Stationery/Stamps	Viking	S	73.34	7.87	81.21
394	Office Cleaning & Maintenanc	06/12/2022		Lloyds Treasurers PC	Card	Cleaning Supplies	Co-op	X	1.25		1.25
396	Office Equipment	06/12/2022		Lloyds Treasurers PC	Card	Various Batteries	H T Perry & Son	S	7.68	1.53	9.21
395	Other Payments	06/12/2022		Lloyds Treasurers PC	Card	Land Registry Search	HM Land Registry	X	6.00		6.00
393	Emergency High Street Fund	06/12/2022		Lloyds Current Accou		Emergency High Street Fund	M J Fletcher Property Mainte	Z	960.00		960.00
398	Office Cleaning & Maintenanc	08/12/2022		Lloyds Current Accou	BACS	Office Cleaning	AIS Cleaners	S	80.00	16.00	96.00
397	Sage Payroll & HR	08/12/2022		Lloyds Treasurers PC	Card	HR System	Sage HR	S	24.00	4.80	28.80
399	Town Centre Projects	08/12/2022		Lloyds Current Accou	BACS	Planter Maintenance	Create Landscaping Ltd	S	90.00	18.00	108.00
400	IT Support & Email Hosting	11/12/2022		Lloyds Current Accou	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
401	IT Equipment	11/12/2022		Lloyds Current Accou	BACS	4x new mobile phones	MTMIT	S	1,201.47	240.29	1,441.76
402	Promotion of Wellington	11/12/2022		Lloyds Current Accou	BACS	Mayor's Christmas Cards	Carly Press	S	69.00	13.80	82.80
401	IT for New Staff	11/12/2022		Lloyds Current Accou	BACS	4x new mobile phones	MTMIT	S	400.49	80.10	480.59
403	Emergency High Street Fund	11/12/2022		Lloyds Current Accou	BACS	St. Entertainers 26/11, 3/12 &	Fuse Performance	X	2,775.00		2,775.00
404	Emergency High Street Fund	11/12/2022		Lloyds Current Accou	BACS	St. Entertainemnt 17/12 & 22/	Fuse Performance	X	2,190.00		2,190.00
405	Longforth Road Toilets	12/12/2022		Lloyds Current Accou	Direct Debit	Electricity for Public Toilets	SSE	L	102.05	5.10	107.15
406	Photocopier	14/12/2022		Lloyds Current Accou	BACS	Photocopier Rental	Konica Minolta	S	317.46	63.49	380.95
409	Telephone & Broadband	14/12/2022		Lloyds Current Accou	Direct Debit	Telephone & Broadband	Chess	S	99.86	19.97	119.83
411	Grants	14/12/2022		Lloyds Current Accou	BACS	Grant	People's Plot T/A eat:Festival	X	750.00		750.00
410	Health & Wellbeing	14/12/2022		Lloyds Current Accou	BACS	Carers Support Group 22-23	Reminiscence Learning	X	3,125.00		3,125.00
412	Grants	14/12/2022		Lloyds Current Accou	BACS	Grant	Wellington Cricket Club	X	696.42		696.42
408	Switch on Event	14/12/2022		Lloyds Current Accou	BACS	Light Switch On Road Closure	Bridgwater Guy Fawkes Carn	S	475.00	95.00	570.00
407	Town Centre Projects	14/12/2022		Lloyds Current Accou	BACS	Town Trail Printing	Somerset Sign & Print Co	Z	68.50		68.50
413	Hospitality	15/12/2022		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.45		1.45
415	Salaries	16/12/2022		Lloyds Current Accou	BACS	Deductions - Dec	HMRC	X	4,069.90		4,069.90
416	Salaries	16/12/2022		Lloyds Current Accou	BACS	Superann - Dec	Somerset County Council	X	2,783.35		2,783.35
414	Salaries	16/12/2022		Lloyds Current Accou	BACS	Net Salaries	Various	X	9,199.64		9,199.64
417	Other Payments	16/12/2022		Lloyds Treasurers PC	Card	Payment in Error	None	X	26.98		26.98
422	Longforth Road Toilets	03/01/2023		Lloyds Current Accou	BACS	CPI increase from Feb 22 (clea	ID Verde	S	135.81	27.16	162.97
418	Hospitality	03/01/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.45		1.45
420	Hospitality	03/01/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.45		1.45
419	Community Services & Priorit	03/01/2023		Lloyds Current Accou	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
423	Allotments	03/01/2023		Lloyds Current Accou	BACS	Tree Works	Chris Groves Associates	S	660.00	132.00	792.00

Wellington Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
427	03/01/2023		Lloyds Current Accour	BACS	Benches	Glasdon	S	631.77	126.35	758.12
426	03/01/2023		Lloyds Current Accour	Direct Debit	Payroll System	Sage	S	45.00	9.00	54.00
424	03/01/2023		Lloyds Current Accour	BACS	Pop-Up Shop Rent	H T Perry & Son	X	500.00		500.00
425	03/01/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.45		1.45
421	03/01/2023		Lloyds Current Accour	BACS	Creative Workshop	Creative Workshops for Child	X	450.00		450.00
428	04/01/2023		Lloyds Current Accour	BACS	Tree Lights Override and Rese	DJ Steve	X	25.00		25.00
429	04/01/2023		Lloyds Current Accour	BACS	Notice Board Install Deposit	Abacus Construction Ltd	S	490.00	98.00	588.00
434	05/01/2023		Lloyds Current Accour	BACS	Stationery/Stamps	Viking	Z	106.50		106.50
434	05/01/2023		Lloyds Current Accour	BACS	Stationery/Stamps	Viking	S	27.38	5.47	32.85
434	05/01/2023		Lloyds Current Accour	BACS	Stationery/Stamps	Viking	S	23.99	4.80	28.79
433	05/01/2023		Lloyds Current Accour	BACS	Pop-Up Shop	Louise Winborn	X	5.49		5.49
435	05/01/2023		Lloyds Treasurers PC	Card	Refreshments	Co-op	X	4.15		4.15
436	05/01/2023		Lloyds Current Accour	BACS	Planter Maintenance	Create Landscaping Ltd	S	124.00	24.80	148.80
432	05/01/2023		Lloyds Current Accour	BACS	Pop-Up Shop Refund	Linda Bennet	X	66.85		66.85
430	05/01/2023		Lloyds Treasurers PC	BACS	Storage	B&M Retail Ltd	S	18.92	3.78	22.70
431	05/01/2023		Lloyds Treasurers PC	Card	Job advert	reed.co.uk	S	89.00	17.80	106.80
437	08/01/2023		Lloyds Current Accour	BACS	Office Cleaning	AIS Cleaners	S	80.00	16.00	96.00
438	08/01/2023		Lloyds Treasurers PC	Card	HR System	Sage HR	S	24.00	4.80	28.80
439	08/01/2023		Lloyds Current Accour	BACS	Town Crier Outfit Deposit	Masquerade Costume Hire &	S	293.00	58.60	351.60
442	09/01/2023		Lloyds Current Accour	BACS	Benches	Glasdon	S	1,263.54	252.71	1,516.25
441	09/01/2023		Lloyds Current Accour	BACS	Emptying Dog Bins	Somerset West & Taunton	S	1,731.60	346.32	2,077.92
440	09/01/2023		Lloyds Current Accour	BACS	Hall Hire	Wellington URC	X	275.00		275.00
443	10/01/2023		Lloyds Current Accour	BACS	Office Rent	Somerset West & Taunton	X	1,000.00		1,000.00
Total								38,069.61	1,773.62	39,843.23

Wellington Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
108 Bank Interest	06/12/2022		Nationwide 01343556		Interest	Nationwide	X	353.92		353.92
109 Other Payments	16/12/2022		Lloyds Treasurers PC		Error Correction	None	X	26.98		26.98
110 Bank Interest	03/01/2023		Lloyds Deposit Accour		Interest	Lloyds Bank	X	94.83		94.83
112 VAT Refund	03/01/2023		Lloyds Current Accour		VAT Refund	HMRC	R		13,141.49	13,141.49
111 Bank Interest	03/01/2023		Cambridge & Counties		Interest	Cambridge & Counties	X	552.79		552.79
113 Rent	10/01/2023		Lloyds Current Accour		Pop-Up Shop	Crafting Friends	X	100.00		100.00
114 Bank Interest	10/01/2023		Lloyds Deposit Accour		Interest	Lloyds Bank	X	177.20		177.20
115 Bank Interest	10/01/2023		Nationwide 01343556		Interest	Nationwide	X	428.00		428.00
Total								1,733.72	13,141.49	14,875.21

Wellington Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Administration/Office running

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00	125.00	-125.00	4,000.00	4,785.59	-785.59	-910.59 (-21%)
27	Photocopier		52.66	52.66	1,000.00	653.58	346.42	399.08 (39%)
28	Electricity				2,000.00	496.61	1,503.39	1,503.39 (75%)
32	Office Equipment				250.00	358.89	-108.89	-108.89 (-43%)
34	Insurances				2,750.00		2,750.00	2,750.00 (100%)
35	Stationery & Postage				1,250.00	1,756.62	-506.62	-506.62 (-40%)
36	Audit Fees				1,800.00	2,080.00	-280.00	-280.00 (-15%)
37	Office Cleaning & Maintenance				2,500.00	1,315.04	1,184.96	1,184.96 (47%)
40	Hire of Hall				1,740.00	1,001.00	739.00	739.00 (42%)
SUB TOTAL		250.00	177.66	-72.34	17,290.00	12,447.33	4,842.67	4,770.33 (27%)

Affiliation Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	SALC				1,910.00	1,789.12	120.88	120.88 (6%)
99	SLCC				300.00	270.00	30.00	30.00 (10%)
100	CCS				100.00		100.00	100.00 (100%)
SUB TOTAL					2,310.00	2,059.12	250.88	250.88 (10%)

Christmas

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Hire of Lights				7,500.00	7,477.33	22.67	22.67 (0%)
115	Lights Install				8,000.00	7,301.00	699.00	699.00 (8%)
116	Switch on Event				10,000.00	4,159.55	5,840.45	5,840.45 (58%)
123	Stall Deposits							(N/A)
136	Electricity				200.00		200.00	200.00 (100%)
137	Additional Lights & Install				5,000.00	5,441.73	-441.73	-441.73 (-8%)
SUB TOTAL					30,700.00	24,379.61	6,320.39	6,320.39 (20%)

Community Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Wellington One				11,000.00		11,000.00	11,000.00 (100%)
58	Community Safety				1,000.00		1,000.00	1,000.00 (100%)
59	Promotion of Wellington				5,000.00	560.72	4,439.28	4,439.28 (88%)
60	Community Services & Priorities				5,000.00	1,233.02	3,766.98	3,766.98 (75%)
61	Health & Wellbeing				30,000.00	29,082.00	918.00	918.00 (3%)
62	Museum Lease							(N/A)
64	Community Warden				17,505.00	12,599.25	4,905.75	4,905.75 (28%)
65	Emergency Planning				1,000.00		1,000.00	1,000.00 (100%)
66	Other Payments		52.73	52.73	300.00	157.73	142.27	195.00 (65%)

Wellington Town Council
Summary of Receipts and Payments

10 January 2023 (2022 - 2023)

All Cost Centres and Codes

139	Cost of Living Crisis			35,000.00	35,000.00	35,000.00 (100%)
SUB TOTAL		52.73	52.73	105,805.00	43,632.72	62,172.28
					62,225.01	(58%)

Cost of democracy and electric

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Mayors Allowance				500.00	500.00	(0%)	
21	Councillors Allowance				4,200.00	4,200.00	(0%)	
22	Members Training				500.00	165.00	335.00 (67%)	
23	Members Travelling				600.00	42.20	557.80 (92%)	
24	Hospitality				1,000.00	137.45	862.55 (86%)	
25	Elections				1,000.00		1,000.00 (100%)	
89	Deputy Mayor's Allowance				200.00	200.00	(0%)	
SUB TOTAL					8,000.00	5,244.65	2,755.35	
							2,755.35 (34%)	

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
67	Youth Services				26,000.00		26,000.00 (100%)	
71	C.I.L		357,877.17	357,877.17	210,373.97		210,373.97	
73	Film Festival				8,000.00	8,000.00	(0%)	
75	Railway Station				15,000.00		15,000.00 (100%)	
76	Capital Projects				50,000.00		50,000.00 (100%)	
77	Playing Pitch Strategy				9,000.00		9,000.00 (100%)	
95	Office Furniture Replacement				3,000.00		3,000.00 (100%)	
96	Post Office Provision				2,500.00		2,500.00 (100%)	
97	Cades Farm Community Hall				7,000.00		7,000.00 (100%)	
SUB TOTAL			357,877.17	357,877.17	330,873.97	8,000.00	322,873.97	
							680,751.14 (205%)	

Emergency High Street Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	Emergency High Street Fund		25,350.00	25,350.00		44,489.70	-44,489.70	
79	Electrical Infrastructure Work						-19,139.70 (N/A)	
80	Related Staffing Costs						(N/A)	
81	Christmas Entertainment 2020						(N/A)	
82	Street Furniture					250.00	-250.00 (N/A)	
83	Maps & Signage						(N/A)	
85	Marketing						(N/A)	
86	Notice Boards						(N/A)	
88	Farmers Market						(N/A)	
98	Related Fees						(N/A)	
120	Welly Welcome Weekend 2021						(N/A)	
121	Town Surveys						(N/A)	
124	Christmas 2021						(N/A)	
125	Wellington Produce Market					475.00	-475.00 (N/A)	

Wellington Town Council
Summary of Receipts and Payments

10 January 2023 (2022 - 2023)

All Cost Centres and Codes

SUB TOTAL		25,350.00	25,350.00		45,214.70	-45,214.70	-19,864.70 (N/A)
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Environment and Planning

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Grasscutting				3,740.00	3,740.00	3,740.00 (100%)	
48	Weedkilling				1,215.00	1,215.00	1,215.00 (100%)	
49	Emptying Dog Bins				8,112.00	5,194.80	2,917.20 (35%)	
50	Provision of Benches & Litter/Do				2,500.00	3,297.30	-797.30 (-31%)	
51	Planning Administration				2,160.00	500.00	1,660.00 (76%)	
52	Environmental Improvements				20,000.00	749.00	19,251.00 (96%)	
113	Electricity for Street Light				450.00	632.40	-182.40 (-40%)	
129	Additional Street Lighting				1,500.00	7,748.02	-6,248.02 (-416%)	
130	Land at Westford				5,000.00		5,000.00 (100%)	
131	Green Corridor				20,000.00	39.24	19,960.76 (99%)	
SUB TOTAL					64,677.00	18,160.76	46,516.24 (71%)	

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00	9,129.42	5,870.58 (39%)	
SUB TOTAL					15,000.00	9,129.42	5,870.58 (39%)	

Grounds Maintenance and Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Allotments	2,470.00	2,802.00	332.00	2,000.00	3,268.21	-1,268.21 (-20%)	
45	Tone Play Area				1,000.00	2,899.70	-1,899.70 (-189%)	
46	Footpaths Maintenance				500.00	83.88	416.12 (83%)	
92	Longforth Allotment				10,000.00		10,000.00 (100%)	
SUB TOTAL		2,470.00	2,802.00	332.00	13,500.00	6,251.79	7,248.21 (47%)	

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept		413,677.00	413,677.00			413,677.00 (N/A)	
2	Bank Interest	2,000.00	5,803.96	3,803.96			3,803.96 (190%)	
3	Parish Grants	2,275.00	2,275.00				(0%)	
5	VAT Refund						(N/A)	
6	Rents - Various	1,000.00	762.00	-238.00			-238.00 (-23%)	
SUB TOTAL		5,275.00	422,517.96	417,242.96			417,242.96 (7909%)	

Wellington Town Council
Summary of Receipts and Payments

10 January 2023 (2022 - 2023)

All Cost Centres and Codes

IT, Website & Internet

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				2,690.00	1,623.42	1,066.58	1,066.58 (39%)
30	IT Equipment				1,200.00	1,459.47	-259.47	-259.47 (-21%)
31	IT Support & Email Hosting				4,250.00	3,109.00	1,141.00	1,141.00 (26%)
94	IT for New Staff				1,500.00	400.49	1,099.51	1,099.51 (73%)
101	Telephone System				2,000.00	1,010.40	989.60	989.60 (49%)
103	Security Software				195.00	180.00	15.00	15.00 (7%)
104	Office 365				1,760.00	1,806.00	-46.00	-46.00 (-2%)
105	Parish Online				450.00		450.00	450.00 (100%)
106	Zoom				120.00	119.90	0.10	0.10 (0%)
107	Scribe Accounting System				1,500.00	1,500.00		(0%)
108	Sage Payroll & HR				870.00	625.00	245.00	245.00 (28%)
132	Councillor Tablets				2,500.00	3,000.00	-500.00	-500.00 (-20%)
SUB TOTAL					19,035.00	14,833.68	4,201.32	4,201.32 (22%)

Pop Up Shop

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	5,850.00	3,250.00	-2,600.00	6,000.00	5,703.89	296.11	-2,303.89 (-19%)
118	Overheads				3,000.00	394.47	2,605.53	2,605.53 (86%)
119	Repairs				1,500.00	26.77	1,473.23	1,473.23 (98%)
SUB TOTAL		5,850.00	3,250.00	-2,600.00	10,500.00	6,125.13	4,374.87	1,774.87 (10%)

Professional Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Professional Fees				6,000.00	1,875.00	4,125.00	4,125.00 (68%)
SUB TOTAL					6,000.00	1,875.00	4,125.00	4,125.00 (68%)

Staff Costs & Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				179,096.00	114,865.63	64,230.37	64,230.37 (35%)
17	Staff Training				500.00	220.00	280.00	280.00 (56%)
18	Staff Travelling				200.00	31.59	168.41	168.41 (84%)
19	Staff Recruitment		1,500.00	1,500.00	1,500.00	89.00	1,411.00	2,911.00 (194%)
87	Home Working Allowances				600.00		600.00	600.00 (100%)
SUB TOTAL			1,500.00	1,500.00	181,896.00	115,206.22	66,689.78	68,189.78 (37%)

Wellington Town Council
Summary of Receipts and Payments

10 January 2023 (2022 - 2023)

All Cost Centres and Codes

Town Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				20,017.00	4,863.30	15,153.70	15,153.70 (75%)
127	Jubilee Stall Deposits		-528.00	-528.00				-528.00 (N/A)
128	Jubilee & Coronation		330.00	330.00	25,000.00	13,374.58	11,625.42	11,955.42 (47%)
133	Longforth Rd Toilet Refurb				10,000.00		10,000.00	10,000.00 (100%)
134	Co-Working Space				30,000.00		30,000.00	30,000.00 (100%)
135	Town Centre Projects				20,000.00	4,167.50	15,832.50	15,832.50 (79%)
138	Carnival				5,000.00	3,536.00	1,464.00	1,464.00 (29%)
SUB TOTAL			-198.00	-198.00	110,017.00	25,941.38	84,075.62	83,877.62 (76%)

Welcome Back Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
126	Welcome Back Fund					1,630.00	-1,630.00	-1,630.00 (N/A)
SUB TOTAL						1,630.00	-1,630.00	-1,630.00 (N/A)

Summary

NET TOTAL	13,845.00	813,329.52	799,484.52	915,603.97	340,131.51	575,472.46	1,374,956.98 (147%)
V.A.T.		29,585.65			27,796.28		
GROSS TOTAL		842,915.17			367,927.79		

Wellington Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2022 and 04-01-2023)

Cost Centre Grants

Code Number 41 Grants

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
141	28/06/2022			Lloyds Current Acc	BACS	Grant	Life Education Wessex	X	555.00		555.00
142	28/06/2022			Lloyds Current Acc	BACS	Grant	Avon & Somerset Police	X	1,700.00		1,700.00
176	22/07/2022			Lloyds Current Acc	BACS	Grant	Wellington Basins Volunteer Group	X	493.00		493.00
177	22/07/2022			Lloyds Current Acc	BACS	Grant	Wellington Rugby Club	X	2,000.00		2,000.00
219	25/08/2022			Lloyds Current Acc	BACS	Grant	Best Before Food Store	X	2,935.00		2,935.00
411	14/12/2022			Lloyds Current Acc	BACS	Grant	People's Plot T/A eat:Festivals	X	750.00		750.00
412	14/12/2022			Lloyds Current Acc	BACS	Grant	Wellington Cricket Club	X	696.42		696.42
<u>Subtotal for Code: Grants</u>									£9,129.42		£9,129.42
<u>Subtotal for Cost Centre: Grants</u>									9,129.42		9,129.42
<u>TOTALS</u>									£9,129.42		£9,129.42

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.

