



WELLINGTON TOWN COUNCIL

AGENDA

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

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting	TOWN CENTRE COMMITTEE
Time	6.00pm
Date	Tuesday 17 th January 2023
Place	United Reformed Church Hall, Fore Street, Wellington TA21 8AG

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

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

David Farrow
Town Clerk
07983 697740
townclerk@wellingtontowncouncil.co.uk
11th January 2023

Committee Membership: Councillors M Lithgow, J Lloyd, N Powell-Brace, M Barr, C Booth, K Canham, C Govier, K Wheatley
Richard Coupe, Sharon Davis, Sean Pringle-Kosikowsky

AGENDA

1. APOLOGIES

2. DECLARATIONS OF INTEREST

To receive declarations of personal or prejudicial interests, in accordance with the Code of Conduct.

3. MINUTES

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

4. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Public Attendance: For those members of the public who wish to ask a question or make a statement a three-minute time limit applies to each speaker.

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

5. COMMITTEE MEMBERSHIP

Resignation received from Co-opted Member, Donna Munson. The Committee to consider a replacement.

6. POP UP SHOP

A general update report is attached to the agenda.

7. KINGS CORONATION CELEBRATIONS:

Projected costs for the weekend's activities will be in the region of £20,000. Projected Cost Schedule circulated prior to meeting. We currently have a Jubilee/Coronation Budget Line of circa. £11,000. If all proposed activities are approved the balance can be drawn down from the General Reserves.

- a) Commemorative coins –Total 3200 children including early years. Quotations circulated prior to meeting:
 - i. Insignia Ltd – Coin to include clear PVC Pouch = £4832.00 + VAT
 - ii. Custom Coins & Medals – Coin to include plastic capsule = £6240.00 + VAT
 - iii. Medals UK – Coin to include plastic Capsule = £7,495.00Please note: 6/7 weeks lead time from order to delivery

RECOMMENDATION to the full council to accept quotation from Insignia Ltd for 3200 coins including early years. This will give us enough left over to give to home schooled and special needs children as well as Councillors and important members of the community.

- b) Flagpole holders in Fore Street, South Street and High Street and put Coronation Flags in. We have been advised the current flagpole holders are very old and not suitable for flags. A report to be circulated prior to the meeting.
- c) Town Clerk and Assets & Events Officer met with Friends of Wellington Park Group on Monday 5th December 2022 and they welcomed the Town Council offering additional entertainment for the Spring Fayre on Sunday 7th May 2023. Suggested Ideas:
 - Street Entertainers: Circus acts: Tight rope walker, Fire juggler etc

- Provisionally booked the Recreational Ground for family activities. Negotiations with Wellington Sports Federation to reach out to Sports Clubs to have a pitch to put on an activity/demonstration to recruit new members. Other activities to consider, include a climbing wall. trampolines and two Children's' Rides.
- Fireworks display or approx. 10mins – negotiations with Wellington Rugby Club to host the event.
- Town Council to fund marketing material to include: leaflets, banners, media posts etc.,

8. ANNUAL STREET FAIR 2023

A Resolution was passed at the last committee meeting held on 15th November 2022 to hold the event on Sunday 4th June 2023.

Assets & Events Officer emailed the Committee to amend the resolution for the event to be held on Saturday 3rd June 2023. The Committee is asked to approve the change of date.

9. RIFLES REGIMENT: FREEDOM OF THE TOWN 17 JUNE 2023

The Town Clerk will provide an update at the meeting.

- 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.

10. CHRISTMAS:

- a) Christmas Market & Lights Switch on – Saturday 26th November 2022 – Event and Cost report circulated prior to meeting.
- b) New Christmas Light Contract 2023: A report is attached which includes responses to the public survey. The committee are asked to provide responses to items raised within the report so Officers can move forward with the process.
- c) Christmas Shop Window Competition 2023.

11. EMERGENCY TOWN CENTRE RECOVERY FUND

Councillor Janet Lloyd Chairman and Assets & Events Officer to give update. Emergency High Street Recovery Fund Expenditure Report circulated prior to meeting.

- a. Living Wall Displays on Town Centre Barriers – Application for consent submitted to Somerset County Council Traffic Management Team – wait approval
- b. 5 Benches (Welcome Back Fund) – M J Fletcher Property Maintenance installed 5 benches – cost £250.00. Idverde unable to find the resources to complete the job.

12. CORNHILL – VICTORIAN LANTERN

Somerset County Council Highway Lighting Team confirmed the lantern will be returned to the Town Council Office.

13. TOWN COUNCIL MASCOT

To consider the following options – see attached report:

- a) Option 1 - Wellington Town Council to purchase their own costume:
 - i. To design and make the costume. Costume examples and estimates circulated prior to meeting based on three characters: fox, bee or squirrel:
 - Mascot Makers - Custom Mascots pricing starts at £4000.00 + Shipping + VAT
 - Frenzy Creative UK - Custom Mascots pricing starts at £1899.00 + Shipping + VAT
 - Mascot Costumes - Custom Mascots pricing starts at £1800 + VAT
 - Wellington Town Council recruit a volunteer to do the role:
 - Volunteer Agreement with Wellington Town Council. Cover cost of mileage to and from events. Cost for increased car insurance cover.
 - Standard DBS Check – approximate cost £18.00
 - Insurance – employers liability, public liability etc.,
- b) Option 2 - Wellington Town Council to book Fuse Performance Ltd:
 - i. Pay for the hire of one performer:
 - Use their costume £325-£400 per day plus expenses to be agreed.
 - Use WTC costume £175-£225 per day plus expenses to be agreed
 - ii. Insurance and DBS Checks covered by Fuse Performance Ltd.
- c) Other suggestions:
 - The Committee to choose a character from the three characters provided above or ask the people of Wellington to vote. Another suggestion is a hedgehog.
 - Mascot naming competition involving all primary schools. The winning name from each school to go into a final draw.
 - Town Council Town Crest and Character's name on the front/back of the Costume.
 - Mascot to appear at Town Council organised events i.e. Street Fair, Christmas Light Switch On, etc
 - Community Groups/Schools can book the Mascot for their own events – to consider a hire charge.

14. WELLINGTON TOWN ROAD SIGNS

A report from the Deputy Clerk is attached to the agenda. It is recommended that the committee approve Officer spending of up to £2,500.

15. WELLINGTON FOOTFALL COUNTERS

- i. Monthly Footfall Reports for November and December circulated prior to meeting.
- ii. Footfall Report for the Christmas Market & Light Switch on Event Saturday 26th September 2022 circulated prior to the meeting.

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

David Farrow
Town Clerk
11th January 2023