

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

Wellington Town Council

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

Date: 09/02/2023

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

Date: _____

A	Bank Reconciliation at 09/02/2023		
	Cash in Hand 01/04/2022		768,429.95
	ADD Receipts 01/04/2022 - 09/02/2023		854,876.02
	SUBTRACT Payments 01/04/2022 - 09/02/2023		1,623,305.97
	Cash in Hand 09/02/2023 (per Cash Book)		499,981.97
B	Cash in hand per Bank Statements		
	Petty Cash	09/01/2023	0.00
	Nationwide 01343556	09/02/2023	202,000.93
	Cambridge & Counties 15020773	09/02/2023	254,359.74
	The Cambridge Building Society Cl	09/02/2023	200,799.46
	Lloyds Treasurers PC 87331468	09/02/2023	521.63
	Lloyds Deposit Account 07788306	09/02/2023	364,780.56
	Lloyds Current Account 2195145	09/02/2023	105,016.48
			1,127,478.80
	Less unrepresented payments		4,184.80
		1,123,294.00	
Plus unrepresented receipts		30.00	
Adjusted Bank Balance		1,123,324.00	
A = B Checks out OK			

Wellington Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
444	12/01/2023		Lloyds Current Accour	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
448	16/01/2023		Lloyds Current Accour	BACS	Planning Officer Meeting Atten	Somerset West & Taunton	S	625.00	125.00	750.00
447	16/01/2023		Lloyds Current Accour	BACS	Paper	Viking	S	49.90	9.98	59.88
446	16/01/2023		Lloyds Current Accour	Direct Debit	Telephone & Broadband	Chess	S	99.86	19.97	119.83
450	16/01/2023		Lloyds Current Accour	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
449	16/01/2023		Lloyds Current Accour	BACS	Tablet Set Up & MDM System	MTMIT	S	744.80	148.96	893.76
445	16/01/2023		Lloyds Treasurers PC i	Card	Milk	Co-op	X	1.45		1.45
451	16/01/2023		Lloyds Current Accour	BACS	Emergency High Street Fund	M J Fletcher Property Maintei	X	250.00		250.00
453	17/01/2023		Lloyds Current Accour	BACS	Brushcutter/Strimmer Training	Blake Training Ltd	S	82.50	16.50	99.00
452	17/01/2023		Lloyds Treasurers PC i	Card	The Purple Guide	The Events Industry Forum L	S	25.00	5.00	30.00
454	18/01/2023		Lloyds Current Accour	Direct Debit	Payroll System	Sage HR	S	45.00	9.00	54.00
455	20/01/2023		Lloyds Current Accour	BACS	Structural Survey	Philip Derben Ltd	S	750.00	150.00	900.00
456	23/01/2023		Lloyds Current Accour	BACS	Toilet Cleaning	ID Verde	S	872.28	174.46	1,046.74
457	23/01/2023		Lloyds Current Accour		Tonedale Play Area Refurbishn	Redlynch Leisure	S	74,145.00	14,829.00	88,974.00
457	23/01/2023		Lloyds Current Accour		Tonedale Play Area Refurbishn	Redlynch Leisure	S	10,000.00	2,000.00	12,000.00
458	23/01/2023		Lloyds Current Accour	Direct Debit	Telephone System	SW Comms	S	121.30	24.26	145.56
461	23/01/2023		Lloyds Current Accour	BACS	Deductions - Jan	HMRC	X	3,441.34		3,441.34
462	23/01/2023		Lloyds Current Accour	BACS	Superann - Jan	Somerset County Council	X	2,492.14		2,492.14
460	23/01/2023		Lloyds Current Accour	BACS	Net Salaries	Various	X	8,230.52		8,230.52
463	23/01/2023		Lloyds Treasurers PC i	Card	Milk	Co-op	X	1.45		1.45
459	23/01/2023		Lloyds Current Accour	BACS	Grass Cutting	Mr R W Cross	S	1,550.00	310.00	1,860.00
464	23/01/2023		Lloyds Current Accour	BACS	Grant	Wellington Tennis Club	X	880.00		880.00
465	27/01/2023		Lloyds Current Accour	BACS	Additional Insurance (Tonedale)	Zurich Insurance	E	101.09		101.09
466	27/01/2023		Lloyds Current Accour	BACS	Riffles Temporary Traffic Restr	Somerset County Council	X	650.00		650.00
467	30/01/2023		Lloyds Treasurers PC i	Card	Milk	Co-op	X	1.45		1.45
468	30/01/2023		Lloyds Treasurers PC i	Card	Padlock (Allotments)	Screwfix	S	34.49	6.90	41.39
469	31/01/2023		Lloyds Current Accour	BACS	Window Wrap	Somerset Sign & Print Co	S	320.00	64.00	384.00
470	31/01/2023		Lloyds Treasurers PC i	Card	Tables	Gopak Ltd	S	466.96	93.39	560.35
471	31/01/2023		Lloyds Current Accour	BACS	Green Corridor Film	Reflexeye Photography Film	X	2,281.00		2,281.00
475	02/02/2023		Lloyds Current Accour	BACS	Job Advert (Community Warde	Tindle Newspapers	S	275.00	55.00	330.00
474	02/02/2023		Lloyds Current Accour	BACS	Pop-Up Shop Rent	H T Perry & Son	X	500.00		500.00
473	02/02/2023		Lloyds Treasurers PC i	Card	Key Cutting	Wellington Cobler	X	4.00		4.00

Wellington Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
472	02/02/2023		Lloyds Treasurers PC	Card	Cable Ties	Screwfix	S	2.70	0.54	3.24
477	03/02/2023		Lloyds Current Accour	BACS	electricity for Street Light	EDF Energy	L	190.24	9.51	199.75
476	03/02/2023		Lloyds Current Accour	BACS	Office Cleaning	AIS Cleaners	S	80.00	16.00	96.00
479	06/02/2023		Lloyds Current Accour	BACS	Staff Training	SALC	X	30.00		30.00
478	06/02/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.45		1.45
480	07/02/2023		Lloyds Current Accour	BACS	Window Wrap Artwork	Word Gets Around	X	275.00		275.00
481	07/02/2023		Lloyds Current Accour	BACS	Artwork	Word Gets Around	X	125.00		125.00
482	08/02/2023		Lloyds Treasurers PC	Card	HR System	Sage HR	S	24.00	4.80	28.80
483	09/02/2023		Lloyds Treasurers PC	Card	Coffee	Co-op	X	6.00		6.00
484	09/02/2023		Lloyds Treasurers PC	Card	Frame for Twinning	Buy & Save	S	4.57	0.92	5.49
485	09/02/2023		Lloyds Current Accour	BACS	Breakfast Club	Beech Grove Primary School	X	3,720.00		3,720.00
Total								113,900.91	18,153.27	132,054.18

Wellington Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
116 Additional Lights & Install	18/01/2023		Lloyds Current Accour		Christmas Lights	Joseph Welch	X	250.00		250.00
117 Rent	18/01/2023		Lloyds Current Accour		Pop-Up Shop	National Trust	X	100.00		100.00
118 Office Rent	23/01/2023		Lloyds Current Accour		Museum Rent	Wellington Museum	X	62.50		62.50
119 Allotments	30/01/2023		Lloyds Current Accour		Allotment Rent & Deposit	Julia Hunt (Plot 81)	X	26.00		26.00
119 Allotments	30/01/2023		Lloyds Current Accour		Allotment Rent & Deposit	Julia Hunt (Plot 81)	X	50.00		50.00
120 Bank Interest	02/02/2023		Cambridge & Counties		Interest	Cambridge & Counties	X	553.99		553.99
121 Tone Play Area	02/02/2023		Lloyds Current Accour		Section 106 (Tonedale Play)	Somerset West & Taunton	X	10,000.00		10,000.00
122 Bank Interest	03/02/2023		The Cambridge Buildir		Interest	The Cambridge Building Soci	X	798.36		798.36
123 Street Fair Refundable Depos	06/02/2023		Lloyds Current Accour		Stall Fee	SeeAbility	X	30.00		30.00
125 Summer Street Fair	09/02/2023		Lloyds Current Accour		Stall Fee	Natures Treasures	X	30.00		30.00
126 Street Fair Refundable Depos	09/02/2023		Lloyds Current Accour		Stall Fee	Somerset Wildlife Trust	X	30.00		30.00
124 Summer Street Fair	09/02/2023		Lloyds Current Accour		Stall Fee	The Culmstock Chilli Co	X	30.00		30.00
Total								11,960.85		11,960.85

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	187.50	-62.50	4,000.00	4,785.59	-785.59	-848.09 (-19%)
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	825.85	-575.85	-575.85 (-230%)
34	Insurances				2,750.00	101.09	2,648.91	2,648.91 (96%)
35	Stationery & Postage				1,250.00	1,806.52	-556.52	-556.52 (-44%)
36	Audit Fees				1,800.00	2,080.00	-280.00	-280.00 (-15%)
37	Office Cleaning & Maintenance				2,500.00	1,395.04	1,104.96	1,104.96 (44%)
40	Hire of Hall				1,740.00	1,001.00	739.00	739.00 (42%)
SUB TOTAL		250.00	240.16	-9.84	17,290.00	13,145.28	4,144.72	4,134.88 (23%)

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	4,284.55	5,715.45	5,715.45 (57%)
123	Stall Deposits							(N/A)
136	Electricity				200.00		200.00	200.00 (100%)
137	Additional Lights & Install		250.00	250.00	5,000.00	5,441.73	-441.73	-191.73 (-3%)
SUB TOTAL			250.00	250.00	30,700.00	24,504.61	6,195.39	6,445.39 (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	565.29	4,434.71	4,434.71 (88%)
60	Community Services & Priorities				5,000.00	1,293.44	3,706.56	3,706.56 (74%)
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

9 February 2023 (2022 - 2023)

All Cost Centres and Codes

139	Cost of Living Crisis		35,000.00	3,720.00	31,280.00	31,280.00 (89%)		
SUB TOTAL			52.73	52.73	105,805.00	47,417.71	58,387.29	58,440.02 (55%)

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	335.00 (67%)
23	Members Travelling				600.00	42.20	557.80	557.80 (92%)
24	Hospitality				1,000.00	149.25	850.75	850.75 (85%)
25	Elections				1,000.00		1,000.00	1,000.00 (100%)
89	Deputy Mayor's Allowance				200.00	200.00		(0%)
SUB TOTAL					8,000.00	5,256.45	2,743.55	2,743.55 (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	26,000.00 (100%)
71	C.I.L		357,877.17	357,877.17	210,373.97	74,145.00	136,228.97	494,106.14 (234%)
73	Film Festival				8,000.00	8,000.00		(0%)
75	Railway Station				15,000.00		15,000.00	15,000.00 (100%)
76	Capital Projects				50,000.00		50,000.00	50,000.00 (100%)
77	Playing Pitch Strategy				9,000.00		9,000.00	9,000.00 (100%)
95	Office Furniture Replacement				3,000.00		3,000.00	3,000.00 (100%)
96	Post Office Provision				2,500.00		2,500.00	2,500.00 (100%)
97	Cades Farm Community Hall				7,000.00		7,000.00	7,000.00 (100%)
SUB TOTAL			357,877.17	357,877.17	330,873.97	82,145.00	248,728.97	606,606.14 (183%)

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		44,739.70	-44,739.70	-19,389.70 (N/A)
79	Electrical Infrastructure Work							(N/A)
80	Related Staffing Costs							(N/A)
81	Christmas Entertainment 2020							(N/A)
82	Street Furniture					250.00	-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	-475.00 (N/A)

Wellington Town Council
Summary of Receipts and Payments

9 February 2023 (2022 - 2023)

All Cost Centres and Codes

SUB TOTAL		25,350.00	25,350.00		45,464.70	-45,464.70	-20,114.70 (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	2,917.20 (35%)
50 Provision of Benches & Litter/Do				2,500.00	3,297.30	-797.30	-797.30 (-31%)
51 Planning Administration				2,160.00	1,125.00	1,035.00	1,035.00 (47%)
52 Environmental Improvements				20,000.00	749.00	19,251.00	19,251.00 (96%)
113 Electricity for Street Light				450.00	822.64	-372.64	-372.64 (-82%)
129 Additional Street Lighting				1,500.00	7,748.02	-6,248.02	-6,248.02 (-416%)
130 Land at Westford				5,000.00	1,550.00	3,450.00	3,450.00 (69%)
131 Green Corridor				20,000.00	2,915.24	17,084.76	17,084.76 (85%)
SUB TOTAL				64,677.00	23,402.00	41,275.00	41,275.00 (63%)

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41 Grants				15,000.00	10,009.42	4,990.58	4,990.58 (33%)
SUB TOTAL				15,000.00	10,009.42	4,990.58	4,990.58 (33%)

Grounds Maintenance and Allotments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44 Allotments	2,470.00	2,878.00	408.00	2,000.00	3,302.70	-1,302.70	-894.70 (-20%)
45 Tone Play Area		10,000.00	10,000.00	1,000.00	12,899.70	-11,899.70	-1,899.70 (-189%)
46 Footpaths Maintenance				500.00	166.38	333.62	333.62 (66%)
92 Longforth Allotment				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL	2,470.00	12,878.00	10,408.00	13,500.00	16,368.78	-2,868.78	7,539.22 (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	7,156.31	5,156.31				5,156.31 (257%)
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	423,870.31	418,595.31				418,595.31 (7935%)

Wellington Town Council
Summary of Receipts and Payments

9 February 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	1,723.28	966.72	966.72 (35%)
30	IT Equipment				1,200.00	1,459.47	-259.47	-259.47 (-21%)
31	IT Support & Email Hosting				4,250.00	3,449.00	801.00	801.00 (18%)
94	IT for New Staff				1,500.00	400.49	1,099.51	1,099.51 (73%)
101	Telephone System				2,000.00	1,131.70	868.30	868.30 (43%)
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	694.00	176.00	176.00 (20%)
132	Councillor Tablets				2,500.00	3,744.80	-1,244.80	-1,244.80 (-49%)
SUB TOTAL					19,035.00	16,208.64	2,826.36	2,826.36 (14%)

Pop Up Shop

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	5,850.00	3,350.00	-2,500.00	6,000.00	6,207.89	-207.89	-2,707.89 (-22%)
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	3,350.00	-2,500.00	10,500.00	6,629.13	3,870.87	1,370.87 (8%)

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	129,029.63	50,066.37	50,066.37 (27%)
17	Staff Training				500.00	250.00	250.00	250.00 (50%)
18	Staff Travelling				200.00	31.59	168.41	168.41 (84%)
19	Staff Recruitment		1,500.00	1,500.00	1,500.00	364.00	1,136.00	2,636.00 (175%)
87	Home Working Allowances				600.00		600.00	600.00 (100%)
SUB TOTAL			1,500.00	1,500.00	181,896.00	129,675.22	52,220.78	53,720.78 (29%)

Wellington Town Council
Summary of Receipts and Payments

9 February 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	5,735.58	14,281.42	14,281.42 (71%)
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	750.00	9,250.00	9,250.00 (92%)
134	Co-Working Space				30,000.00		30,000.00	30,000.00 (100%)
135	Town Centre Projects				20,000.00	4,845.20	15,154.80	15,154.80 (75%)
138	Carnival				5,000.00	3,536.00	1,464.00	1,464.00 (29%)
140	Summer Street Fair		60.00	60.00				60.00 (N/A)
141	Street Fair Refundable Deposits		60.00	60.00				60.00 (N/A)
SUB TOTAL			-78.00	-78.00	110,017.00	28,241.36	81,775.64	81,697.64 (74%)

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	825,290.37	811,445.37	915,603.97	454,032.42	461,571.55	1,273,016.92 (136%)
V.A.T.		29,585.65			45,949.55		
GROSS TOTAL		854,876.02			499,981.97		

Wellington Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2022 and 09-02-2023)

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
464	23/01/2023			Lloyds Current Acc	BACS	Grant	Wellington Tennis Club	X	880.00		880.00
<u>Subtotal for Code: Grants</u>									<u>£10,009.42</u>		<u>£10,009.42</u>
<u>Subtotal for Cost Centre: Grants</u>									<u>10,009.42</u>		<u>10,009.42</u>
<u>TOTALS</u>									<u>£10,009.42</u>		<u>£10,009.42</u>

Review of Fixed Asset Register and Insurance Cover

For Finance Committee February 2023

1. Introduction

This report and the Fixed Asset Register it contains was written in accordance with the NALC¹ JPAG² Practitioners Guide (March 2022).

'Fixed asset' means property, plant, and equipment with a useful life of more than one year used the Council to deliver its services. Items are added to the register at time of purchase and can also be disposed of at time of review.

To avoid improper management of its assets, the Council is required to review the register each year. To maintain the correct level of management, the review of insurance is also essential.

2. Asset Valuations

As per the Practitioners Guide, items purchased by the Council are added to the register at their purchase price. These items should be insured for the current replacement value which may be different. This year, given the rate of inflation, the insurance value on each item has been reviewed in depth meaning the cover requested for some items has increased significantly.

3. Asset Register

The Council's Fixed Asset Register is attached as Appendix A to this report. Lines added to the register since the last review are marked in green. Lines to be disposed and removed due to replacement are marked in orange. The image appendices will be updated in due course.

4. Review of Insurance

The Council's insurance is due to renew on 1 April. The three year contract with Zurich will come to an end when the current cover expires on 31 March. Usually, at this point, a new multi year contract would be tendered by obtaining quotations from three firms. However, given the ongoing claim relating to the incident at the Longforth Road Toilets, it is the Officers recommendation that a 1 year renewal be taken up with Zurich and the tendering process be carried out in early 2024 when the case is likely to have been closed.

Zurich have been advised of the additional cover required as per the review carried out. The quotation is awaited and will be circulated before the meeting.

Alice Kendall
Deputy Clerk
9 February 2023

¹ National Association of Local Councils

² Joint Panel on Accountability and Governance

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2022/23**

Outdoor Property / Street Furniture							
Category	Name / Description	Location	Date Purchased	Asset Value	Replacement / Insurance Value	Image Ref	Notes
Bench	High Street	Promotional Space	19/11/2003	£0.00	£0.00	N/A	*disposed, replacement listed below
Bench	High Street	Promotional Space	08/04/2020	£496.25	£700.00	B1	
Bench	Fore Street	Entrance to North Street Car Park RHS	11/10/2017	£472.50	£700.00	B2	
Bench	Longforth Road	Junction with High St	11/10/2017	£472.50	£700.00	B3	
Bench	North Street	WHERE Centre	11/10/2017	£472.50	£700.00	B6	
Bench	Mantle Street	Medical Centre	19/11/2003	£1.00	£700.00	B4	
Bench	Poole Corner	Roundabout	04/09/2000	£1.00	£700.00	B5	
Bench	Basins	Basins	08/04/2020	£496.25	£700.00	Awaited	
Bench	Brookalnds Drive	Brookalnds Drive	08/04/2020	£496.25	£700.00	Awaited	
Bench	Tonedale	One Stop Car Park	08/04/2020	£496.25	£700.00	Awaited	
Bench	3x Monmouth Gardens	North Street	14/01/2022	£3.00	£2,100.00	Awaited	
Bench	Fore Street	Entrance to North Street Car Park LHS	14/01/2022	£1.00	£700.00	Awaited	
Bench	4x United Reformed Church	Fore Street	14/01/2022	£4.00	£2,800.00	Awaited	
Bench	Mantle Street Planter	Mantle Street	14/01/2022	£1.00	£700.00	Awaited	
Bench	2x Community Hospital	Bulford	14/01/2022	£2.00	£800.00	Awaited	
Bench	Picnic Bench Roly Poly Green	Longforth Road	14/01/2022	£1.00	£1,150.00	Awaited	
Bench	Curved Bench	Outside Co-Op	23/02/2022	£2,880.00	£4,000.00	Awaited	
			Bench Total	£6,296.50	£18,550.00		
Bus Shelter	Coach Park	Longforth Road	17/01/2022	£3,854.00	£8,500.00	Awaited	
			Bus Shelter Total	£3,854.00	£8,500.00		
Planter	Shoreline Planter	Outside Co-Op	23/02/2022	£2,100.00	£3,000.00	Awaited	
Planter	6x Wooden Planters		03/05/2022	£12,324.00	£18,000.00	Awaited	
Planter	6x Tree Planters		03/05/2022	£6.00	£15,000.00	Awaited	
			Planter Total	£14,430.00	£36,000.00		
Cycle Racks	10x Cycle racks	High St, White Hart Lane & Fore St	23/02/2022	£1,050.00	£2,000.00	Awaited	
			Cycle Total	£1,050.00	£2,000.00		

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2022/23**

Dog Waste Bin	Jurston Lane	On grass verge by stream	10/03/2011	£1.00	£488.22	DWB1	
Dog Waste Bin	Cades Mead	Nr Play Area	10/03/2011	£1.00	£488.22	DWB2	
Dog Waste Bin	Weavers Reach	By Bridge & Play Area	10/03/2011	£1.00	£488.22	DWB3	
Dog Waste Bin	Millstream Gardens	Outside One Stop	10/03/2011	£1.00	£488.22	DWB4	
Dog Waste Bin	Bovet Street	In Car Park	10/03/2011	£1.00	£488.22	DWB5	
Dog Waste Bin	Exeter Road	Nr Bungalows	10/03/2011	£1.00	£488.22	DWB6	Large split at base
Dog Waste Bin	Swains Lane	On bypass	10/03/2011	£1.00	£488.22	DWB7	
Dog Waste Bin	Torres Vedras Drive	Nr Path entrance to Open Space	16/03/2021	£376.00	£488.22	DWB8	
Dog Waste Bin	Longforth Farm	Nr Farmhouse	20/04/2021	£388.00	£488.22	DWB9	
Dog Waste Bin	Palmers Mead	Nr Pond	09/08/2021	£102.00	£488.22	DWB10	
Dog Waste Bin	Westford Field	Westford Field	30/11/2022	£375.00	£488.22	Awaited	
Dog Waste Bin	Sewage Works	Sewage Works	30/11/2022	£350.00	£488.22	Awaited	
Dog Waste Bin	Aspin Close	Aspin Close	30/11/2022	£342.00	£488.22	Awaited	
		Dog Waste Bin Total		£1,940.00	£6,346.86		
Grit Bin	St John's School		10/03/2011	£250.00	£309.00	GB1	
Grit Bin	Hoyles Road		10/03/2011	£250.00	£309.00	GB2	
Grit Bin	Popes Lane		10/03/2011	£250.00	£309.00	GB3	
Grit Bin	Oaken Ground		10/03/2011	£250.00	£309.00	GB4	
Grit Bin	Mill Stream Gardens		10/03/2011	£250.00	£309.00	GB5	
Grit Bin	Swains Lane		10/03/2011	£250.00	£309.00	GB6	
Grit Bin	Howard Rd / Brendon Rd		10/03/2011	£250.00	£309.00	GB7	
Grit Bin	Springfield Road		07/03/2022	£1.00	£309.00	Awaited	
Grit Bin	Cornhill		07/03/2022	£1.00	£309.00	Awaited	
		Grit Bin Total		£1,752.00	£2,781.00		
Noticeboard	Rockwell Green	Oaken Ground	02/09/2002	£0.00	£0.00		*Disposed, replacement below
Noticeboard	Rockwell Green	Oaken Ground Junction		£1,581.00	£2,081.00	Awaited	
Noticeboard	Town Centre	Outside Co-Op	02/09/2002	£1.00	£3,750.00	NB2	
Noticeboard	Burrough Way	Burrough Way	29/06/2020	£1,255.00	£1,800.00	NB3	
Noticeboard	Basins	Basins		£4,384.00	£4,884.00	Awaited	
Noticeboard	Priory	Priory		£1,524.00	£2,024.00	Awaited	
Noticeboard	Tonedale	One Stop		£1,540.00	£2,040.00	Awaited	
		Notice Board Total		£10,285.00	£16,579.00		
Sign	Twinning Sign	Exeter Rd	04/09/2000	£1.00	£680.00	S1	
Sign	Twinning Sign	Tonedale	04/09/2000	£1.00	£680.00	S2	Missing
Sign	Twinning Sign	Taunton Road	04/09/2000	£1.00	£680.00	S3	Sign bent
Sign	Twinning Sign	Pyles Thorne Road	04/09/2000	£1.00	£680.00	S4	Missing
Sign	Popham Historical Sign	Playing field	02/09/2002	£1.00	£2,000.00	S5	Very poor condition
Sign	Map Board	Longforth Rd Car Park	26/01/2022	£685.23	£900.00	Awaited	
Sign	Map Board	South Street Car Park	26/01/2022	£685.23	£900.00	Awaited	
Sign	Map Board	North Street Car Park	26/01/2022	£685.23	£900.00	Awaited	
Sign	Map Board	Waitrose Carpark	26/01/2022	£685.23	£900.00	Awaited	
Sign	Finger Posts	Various	11/10/2022	£14,826.00	£25,000.00	Awaited	
		Signs Total		£17,571.92	£33,320.00		

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2022/23**

Street Light / Lamp Post	Rackfield	Junction with Payton Road	04/09/2000	£1.00	£927.00	SL1	
			Street Light Total	£1.00	£927.00		
Defibrillator	Longforth Road	Public Conveniences	06/07/2015	£2,000.00	£3,278.18	DF1	
Defibrillator	Rockwell Green	Christian Fellowship Centre	20/11/2018	£2,450.00	£3,278.18	DF2	
			Defibrillator Total	£4,450.00	£6,556.36		
Electrical Supply	Wellington Weekly News	26 High Street	2020	£1.00	£618.00	ES1	
Electrical Supply	Stags	7 High Street	2021	£1.00	£618.00	ES2	
Electrical Supply	Cheese & Wine Shop	11 South Street	2021	£1.00	£618.00	ES3	*check - plug seems to be at bakery?
Electrical Supply	Cards & Co	17 South Street	2020	£1.00	£618.00	ES4	
Electrical Supply	Wellington Prep School	South Street	2020	£1.00	£618.00	ES5	
Electrical Supply	Vape Shop	4 Fore Street	2021	£1.00	£618.00	ES6	
Electrical Supply	Iron Duke	1 North Street	2021	£1.00	£618.00	ES7	
Electrical Supply	Burgage	13/13a North Street	2020	£1.00	£618.00	ES8	
Electrical Supply	Library	16 Fore Street	2021	£1.00	£618.00	ES9	
Electrical Supply	Council Offices	28 Fore Street	2020	£1.00	£618.00	ES10	
Electrical Supply	H T Perry & Son & Granddaugh	33 Fore Street	2020	£1.00	£618.00	ES11	
Electrical Supply	URC Church	Fore Street	2020	£1.00	£618.00	ES12	
Electrical Supply	Luson Surgery	35 Fore Street	2020	£1.00	£618.00	ES13	
Electrical Supply	Victoria Arms	43 North Street	2020	£1.00	£618.00	ES14	*check - plug also at no 25?
Electrical Supply	Village Hill	Rockwell Green	2020	£1.00	£618.00	ES15	
Electrical Supply	Hair by Davinia	125 Rockwell Green	2020	£1.00	£618.00	ES16	
Electrical Supply	Brock's	106-108 Rockwell Green	2020	£1.00	£618.00	ES17	
Electrical Supply	Christian Fellowship Church	Rockwell Green	2020	£1.00	£618.00	ES18	
			Electrical Suply Total	£18.00	£11,124.00		
Outdoor Property / Street Furniture Total				£61,648.42	£134,184.22		
Buildings & Contents							
Category	Name / Description	Location	Date Purchased	Asset Value	Replacement / Insurance Value	Image Ref	Notes
Public Convenience	Longforth Road Toilets		01/02/2017	£1.00	£300,000.00	PC1	
Contents	Longforth Road Toilets		01/02/2017	£10,000.00	£30,000.00		
			Longforth Total	£10,001.00	£330,000.00		
Shed	Community Resilience Shed	Wellington School	10/03/2011	£1.00	N/A	SH1	
			Shed Total	£1.00	£0.00		
Buildings Total				£10,002.00	£330,000.00		

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2022/23**

Land							
Category	Name / Description	Location	Date Purchased	Asset Value	Replacement / Insurance Value	Image Ref	Notes
Allotment	Basins		01/04/1974	£1.00	N/A	N/A	
Public Space	Field at Westford	Westford	14/02/2022	£55,000.00	N/A	N/A	
Land Total				£55,001.00	£0.00		
Play							
Category	Name / Description	Location	Date Purchased	Asset Value	Replacement / Insurance Value	Image Ref	Notes
Play Area Land	Tonedale	Richards Close	12/08/1985	£1.00	N/A	N/A	
Play Equipment	Multi use Area (inc. Fence, goals & surface)	Richards Close	12/08/1985	£18,000.00	£100,000.00	PE1	
Play Equipment	Monkey Bars, Slide, Roundabout & Surfacing	Richards Close	12/08/1985	£0.00			*disposed, see replacement below
Play Equipment	All equipment, Surfacing & Path	Richards Close	23/01/2023	£84,145.00	£100,000.00	PE2	
Other	Bench, Bin & Metal Sign	Richards Close	12/08/1985	£500.00	£927.00	PE3	
Richards Close Total				£102,646.00	£200,927.00		
Play Total				£102,646.00	£200,927.00		
Regalia							
Category	Name / Description	Location	Date Purchased	Asset Value	Replacement / Insurance Value	Image Ref	Notes
Insignia	Chain & Collar	With Mayor	06/04/2009	£1.00		Awaited	All civic regalia insured as one
Robes	Mayoral Robes	With Mayor	01/04/1974	£1.00		Awaited	
Case	Chain Case	With Mayor	05/01/2015	£1.00		Awaited	
Regalia Total				£3.00	£15,000.00		
Office Equipment & Furniture							
Category	Name / Description	Location	Date Purchased	Asset Value	Replacement / Insurance Value	Image Ref	Notes
Chamber Furniture	8 leather topped tables	28 Fore Street	01/04/1974	£1.00	£1,920.00	N/A	Inherited
Chamber Furniture	18 leather chairs	28 Fore Street	01/04/1974	£1.00		N/A	
Chamber Furniture	3 ornate Wooden Chairs	28 Fore Street	01/04/1974	£1.00		£1,080.00	
Office Furniture	Chairs (x 12)	28 Fore Street	Unknown	£1.00	£360.00	N/A	Some inherited, some bought 2nd hand pre 2019
Office Furniture	Desks (x 5)	28 Fore Street	Unknown	£1.00	£1,800.00	N/A	
Office Furniture	Desk Chairs (x 5)	28 Fore Street	Unknown	£1.00	£900.00	N/A	
Office Furniture	Misc. Furniture	28 Fore Street	Unknown	£1.00	£3,000.00	N/A	Filing Cabinets x3, Bookshelves x2, 4x tables, 4x white boards
Furniture Total				£7.00	£9,060.00		

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2022/23**

Office Equipment	Misc.	28 Fore Street	Various	£150.00		N/A	Laminator, guillotine, shredder, 4x fans (some inherited)
IT Equipment	PC Towers (x 4)	28 Fore Street	2019	£3,200.00		N/A	
IT Equipment	Monitors (x 8)	28 Fore Street	18/06/2021	£1,480.00		N/A	
IT Equipment	Computer Sundries	28 Fore Street	Various (2021)	£500.00		N/A	Mice, keyboards, webcams etc.
IT Equipment	Old items	28 Fore Street	Pre 2019	£1.00		N/A	Old items for spares
			Equipment Total	£5,331.00	£15,000.00	N/A	
						N/A	
Portable Equipment	Microphone & Cables	28 Fore Street	02/06/2021	£119.00	£150.00	N/A	
Portable Equipment	Projector & Screen	28 Fore Street	18/08/2021	£570.00	£704.52	N/A	
Portable Equipment	Mobile Phones (x 3)	With Staff	27/05/2020	£0.00	£0.00	N/A	*Disposed, replacements below
Portable Equipment	Mobile Phones (x 4)	With Staff	10/12/2022	£1,602.00	£1,922.40	N/A	
Portable Equipment	Laptops (x 4)	With Staff	2019 & 2020	£2,000.00	£2,500.00	N/A	
Portable Equipment	iPads (x15)	With Cllrs	18/11/2022	£2,775.00	£3,330.00	N/A	
			Portable Total	£7,066.00	£8,606.92		
			Office Equipment & Furniture Total	£12,404.00	£32,666.92		
			Asset Register Total	£241,704.42	£712,778.14		