

MINUTES OF THE WELLINGTON TOWN COUNCIL PLANNING MEETING HELD AT UNITED REFORMED CHURCH HALL ON MONDAY 6 FEBRUARY 2023 AT 6.15PM

PRESENT: Councillors M Lithgow (Chair), M Barr, S Booker, 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)

Darren Roberts – Planning Officer - Somerset West & Taunton District Council

One member of the press
Ten members of the public

491 APOLOGIES

Apologies were received and accepted from Councillors W Battishill and Z Barr.

492 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.

Councillor C Govier declared a prejudicial interest in application 43/22/0130 being the applicant. Councillor A. Govier also declared a prejudicial interest in this item. They indicated that they would leave the meeting while this item is considered.

Councillor J Lloyd declared a personal interest in application 43/22/0111/LB as it is her son's place of work and in application 43/22/0130 as she knows the applicant.

493 PUBLIC PARTICIPATION

Two members of the public gave representations on application 43/23/0002.

494 APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

a) Case Ref: 43/22/0109

Proposal: Conversion of part of garage into ancillary accommodation with replacement of french doors with a window to the rear of 24 Walkers Gate, Wellington

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

At this juncture, it was **RESOLVED** to bring forward item 5b (application 43/23/0002).

495 TO CONSIDER WHAT COMMENTS TO MAKE ON THE FOLLOWING APPLICATIONS THAT WILL BE DETERMINED BY SOMERSET WEST AND TAUNTON COUNCIL OR SOMERSET COUNTY COUNCIL:

Case Ref: 43/23/0002

Proposal: Demolition of agricultural barn and erection of 4 No. dwellings with associated works at Henley Farm, Payton, Wellington

RESOLVED to recommend that this application be refused. Councillors raised several issues.

- The development does not feature in development plan maps and is therefore outside of the Core Strategy.
- The proposed dwellings are large and have an overbearing mass.
- The proposal will dominate the surrounding landscape within the open countryside and will be highly visible from public rights of way.
- Development of the site will triple the population of the Hamlet causing a significant increase in traffic on a lane that is narrow and already sometimes difficult to navigate. Any potential residents will need to have motor vehicles given that the site has no reasonable access to the public transport network. In turn, this brings its own sustainability issues.
- Further to the point above, there are concerns about access for emergency services.
- At present, there have been no comments made by the Highways Authority.
- There are issues with drainage which could subsequently bring the phosphates issue into question.
- Development of this site would set a precedent of residential building within the open countryside and could represent the thin end of a wedge for similar damaging proposals.

Councillors expressed disappointment and concern in the processes that have taken place over the history of applications for this site including the last application which was decided by a Planning Officer and was not sent to the Planning Committee. It was also noted that the Planning Department has not issued neighbour notifications or site notices.

496 APPLICATIONS TO BE DETERMINED BY TOWN COUNCIL:

a) Case Ref: 43/22/0123

Proposal: Erection of a two storey extension to the side and erection of a single storey extension to the rear of 3 Corner Close, Wellington (resubmission of 43/22/0045)

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

b) Case Ref: 43/22/0127

Proposal: Erection of a single storey extension to the rear of 12 John Cole Close, Wellington

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

c) Case Ref: 43/22/0130

Proposal: Erection of extension to dormer at 6 Hyacinth Terrace, Wellington

Councillors A Govier and C Govier left the meeting.

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

Councillors A Govier and C Govier returned to the meeting.

497 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: 43/22/0111/LB

Proposal: Replacement of 2 No. boilers and installation of horizontal flue at Swallowfield House, Station Road, Wellington

RESOLVED to recommend that this application be approved.

b) Case Ref: 43/23/0012

Proposal: Variation of Condition to application 43/07/0093LB to add a condition of listed approved plans at Tonedale Mill, Tonedale, Wellington

It was agreed to note the application and not to make any specific comment given the works being carried out by the Conservation Officer.

498 SOMERSET WEST & TAUNTON DISTRICT COUNCIL – NOTIFICATION OF APPEAL

a) Case Ref: 43/22/0009

Proposal: Erection of a two-storey extension to the side of 22 Olands Road, Wellington

This application was refused by the Town Council at the July 2022 meeting as per the recommendations set out in the Officer's report. The notification of appeal was noted.

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

Application Number	Proposal	Address	WTC Recommendation or Decision	Somerset West and Taunton Decision
43/22/0060	Erection of a part two storey and part single storey extension to the side and rear	40 Howard Road, Wellington	Approved	Approval by Town Council
43/22/0116	Erection of detached double garage with formation of parking and gardens	Dale House, Station Road, Wellington	Approved	Approval by Town Council
43/22/0115	Replacement of conservatory and extension with the erection of a single storey extension to the rear	52 Waterloo Road, Wellington	Approved	Approval by Town Council
43/23/0001/NMA	Application for a Non-Material Amendment to application 43/22/0004 to change the roof covering from glazing to conventional tiled roof with roof lights in front and rear	72 Richards Close, Wellington	N/A	Approved

The meeting closed at 6.55pm

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Councillor Mark Lithgow
Mayor

WELLINGTON TOWN COUNCIL MINUTES 6 FEBRUARY 2023

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 6 FEBRUARY 2023 AT 7.00PM

PRESENT: Councillor M Lithgow (Mayor)

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

David Farrow (Town Clerk)

One member of the press and one member of the public were in attendance.

500. TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed all those present.

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

Apologies were received and accepted from Councillor W Battishill.

502. DECLARATIONS OF INTEREST

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

503. MINUTES

RESOLVED to approve the minutes of the Town Council and Planning Meetings held on the 9 January 2023.

504. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

One member of the public spoke in relation to the implementation of Local Community Networks. The Town Clerk advised that this was to be an agenda item on the Policy and Resources Committee meeting on 20 February 2023.

505. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

Sergeant Kat Forrest was welcomed to the meeting. Her report had been circulated prior to the meeting and was noted. Councillor M Barr raised a concern regarding the mobile speed cameras at the old Moonbeams entrance and Sergeant Forrest agreed to look into the matter. Councillor Lloyd asked what crimes fell under the definition of 'miscellaneous' and Sergeant Forrest explained that it could be anything not covered by another category.

506. TO RECEIVE A REPORT FROM THE MAYOR

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

507. SOMERSET COUNTY AND UNITARY COUNCIL PROGRESS UPDATE

Councillor M Barr reported that next year the Town Council would be responsible for filling grit bins. The Unitary Council would offer a service to do so but would charge for it. He also said that the Council would be reviewing CCTV provision across the County as much of it needed updating.

Councillor A Govier reported that a balanced budget had been set for next year but using significant amounts of reserves. He also said that he understood that the Small Improvement Scheme through which County Councillors could ask for things like additional road crossings, was to be scrapped.

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The Town Clerk said that he continued to chase progress on the arrangements for the delegated planning arrangements for next year. He also advised Councillors that the draft budget for Taunton Town Council had been published and that it was worth noting that it would be responsible for all public toilets and the majority of green spaces in the town. He said it was an indication of what Wellington Town Council may be asked to take on at some stage.

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

The Clerk's report had been circulated with the agenda. He gave an update on the Green Corridor Consultation and the Council noted its thanks to Simon Ratsey who was stepping down as Tree Warden. The Mayor will write to thank him officially.

509. FINANCE COMMITTEE

The Minutes of the meeting held on 17 January 2023 and relevant supporting papers had been circulated with the agenda.

The Town Council **RESOLVED** to accept the recommendations of the Councillors Working Group that had reviewed the Service Level Agreement with Wellington Community Counselling as follows:

- (i) That 348 hours should be provided so to come in line with a full number of courses of 12 hours.
- (ii) 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
- (iii) Item 5 of Appendix B of the SLA will be updated to reflect that trainee Counsellors shall also be subject to the same requirements for insurance etc.

510. ENVIRONMENT AND OPEN SPACES COMMITTEE

The minutes of the meeting held on 17 January 2023 had been circulated with the agenda and were noted.

511. TOWN CENTRE COMMITTEE

The minutes of the meeting held on 17 January 2023 were circulated with the agenda and were noted.

In relation to arrangements for marking the King's Coronation it was **RESOLVED:**

- (i) That the Council approve the quotation from Insignia Ltd in the sum of £4,832.00 + VAT for 3,200 coins for children in the town including early years, home schooled and special needs children living in Wellington but attending a school elsewhere.
- (ii) That the projected costs of up £20,000 to cover the King's Coronation Celebrations event on Sunday 7th May 2023 as set out in the attached paper, be agreed. The event to be funded from the Jubilee/Coronation budget carried over from 2022/23 (£11,000) and other funding to be agreed.

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- (iii) That the Council support Friends of Wellington Park and provide performers/entertainment for the Spring Fayre on the 7 May 2023.
- (iv) That the Council accept the offer from Wellington Rugby Club to have full use of their Club facilities and pitches to run sporting activities for families on the 7 May 2023. Town Council Officers to work with the Rugby Club and Sports Federation to encourage all sporting clubs in Wellington to take part in the event.

In relation to replacing the flagpoles in the town, it was **RESOLVED** that in light of additional information that had been presented to officers since the Committee meeting further information was required before a final decision could be made.

512. REQUEST FROM BEECH GROVE PRIMARY SCHOOL FOR FUNDING FROM THE COST OF LIVING CRISIS BUDGET

A paper had been circulated with the agenda and it was **RESOLVED** to pay £3,720 to Beech Grove Primary School from the Cost of Living Crisis Budget to enable it to extend its Breakfast Club and provide additional food for some pupils at the school.

There being no further business the meeting closed at 8.00pm.

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

Application for Town Council Funding

*Mind in Somerset***1. The rationale for the project in Wellington. What is the need that the project will meet and how has that been established?**What are the statistics saying?

Wellington has a population 16,669 (ONS, 2021), of which 5,410 are in the age range 0-29 years. The population figures are relatively evenly distributed across the ranges 0-9, 10-19, and 20-29, meaning there are approximately 2,613 young people within the age range that we work with (11-24) living in Wellington. The key findings from the Mental Health of Children and Young People(NHS, 2022) survey were that an average of 20% of young people between 11-24 will have a 'probable mental health disorder', this means there are potentially 522 young people in Wellington who require mental health support at any given time. Furthermore, this figure is likely to be an underestimation of the true figure due to undiagnosed mental health in children and young people, where 70% of adolescents who experience a mental health condition did not have appropriate care and support at a sufficiently early stage in their life (Mental Health Foundation, n.d.). This figure focuses on diagnosable mental health conditions and therefore neglects to consider young people who could benefit from general improvements to their mental health and wellbeing.

What are local teams saying?

Peter Joint (One Team Coordinator), has outlined the demand for increased mental health support for CYP living in Wellington: *"we have been looking at a co-ordinated approach to support Children and Young People in Wellington. It is clear that there is a huge demand which has been evidenced from a survey of children and young people recently undertaken by Wellington Counselling. It is clear that support provide from MIND will help with addressing this issue".*

Need for accessible local services (transport)

Whilst we recognise there are regular buses from Wellington to Taunton (where there are more mental health support options) this is likely to exclude lots of young people from attending a peer group. Young people's services tend to run after school, so travelling to another town would cause issues, particularly in the winter months when groups will finish when it is dark. As the

groups support young people as young as 11, this would be problematic from a safety perspective, as well as be impractical.

2. How will the project be delivered?

The project will be delivered for 3-years in collaboration with Young Somerset, who have secured funding part of the staffing of the group through the Henry Smith Foundation.

The new group will run weekly for 2-hours at a venue in Wellington. There will be 15 young people in the group, with 3 youth workers to create a 1:5 ratio. Due to the nature of the groups, Young Somerset have secured funding for 2 youth workers, and we are seeking funding for the 3rd youth worker to allow the group to run. Due to the group model of group work and mentoring we need three staff on site to safely run the groups. This structure has been designed to give the young people more well-rounded and person centred support allowing for higher intensity one to one work where needed. The groups will be long-term, and support young people for 6-18-months.

The approach for the delivery will be to create open, creative and participatory groups which encourage young people to lead and co-design sessions. Thus, we will create a person-centred approach by putting young people at the centre of planning and evaluation to ensure that individual needs are being met. The group will take a non-clinical approach, but work in a trauma informed way and support young people to access IAPT CBT therapies delivered by Young Somerset. The central aims for the groups are for young people to facilitate a connection with other young people; this in turn, will reduce isolation and provide a safe space for young people to learn and practice self-management techniques. Session content may include emotional self-regulation and anxiety management techniques, low-intensity CBT practice activities (for young people who may have had 1-1 IAPT CBT support), and to grow and discover new interests and talents.

This model is being deployed across somerset with groups also in Higbridge, Street and Glastonbury. We are applying to the respective town councils for funding in these towns. We already run these groups in nine other towns in somerset utilising just Mind in Somerset staff. These groups have excellent outcomes and a waiting list which evidences the need for this model. (See section 3 for further details).

3. What evidence have you got of the impact of this approach elsewhere?

Context: Youth Matters at Mind in Somerset began running peer support groups for young people before the national Covid-19 lockdown. We started with two peer groups (running in Chard and Bridport) and have since expanded to seven other locations in the county, as well as one online group.

We are continuing to see an increase in referrals and demand on the service across the county, and there is currently a waiting list for our 1:1 provision. Our current peer groups support young people aged 11-24 who may be experiencing mental health difficulties, including anxiety, social isolation, low-mood, stress, and poor sleep hygiene. We have a bi-weekly schedule for our groups; one week we run a 'youngers' group (11-16) and the next week we run an 'olders' group (17-24).

Evidence: The feedback and outcomes that we are gathering are demonstrating the impact that the service is having on young people who attend peer support groups.

A. *Anonymous feedback:* An anonymous survey link is shared with all YP who attend our peer support groups each quarter. For our 2023 Quarter 3 data, the highlights include:

- ➔ 80% of YP agree or strongly agree that *peer support groups are important in helping me manage my mental health*
- ➔ 93% of YP agree or strongly agree that *if a friend needed mental health support, I would recommend this service*
- ➔ 100% of YP agree or strongly agree that *youth matters staff listen, show empathy and understanding*
- ➔ 100% of YP agree or strongly agree that *youth matters staff are friendly and approachable.*

B. *Qualitative feedback:* We also gather qualitative feedback from our young people, parents and carers:

Service User Feedback



PEER SUPPORT GROUP FEEDBACK

"I really enjoy Mind in Somerset Youth Matters because everyone is really supportive and everyone understands what you are going through. Everyone is really friendly and isn't judgmental. I really enjoy it."

"Coming to youth group has helped me a lot. It has helped me boost my confidence. It has improved my communicating skills and confidence. It's really good because I made new friends and has helped with my mental health."

"They do weekly groups which are really fun to attend"

"I like how the group activities and topics are shaped to us and how we are doing"

"They do everything to make us feel welcome and included in the group"

"I can't think of anything they can improve upon, apart from having a counsellor that can see young people"

C. Case studies

Case study one

A young person (17) joined a peer support group because they were struggling with social anxiety and social isolation. They wanted to join a group where they felt able to connect with other people of a similar age. They have currently been attending the peer support group for 6-months and attend each time it runs. They identified a goal: 'to initiate conversation with one person during each youth group' and are currently working on this goal. We discussed what would help them to make progress with this goal and were able to set smaller sub steps to support this progress. It has been great to see these steps being achieved during peer groups. We also worked through the 5 ways to wellbeing during sessions, which included physical activity, and it was really positive to hear that this young person is spending more time outside and walking. They have also joined in with group activities and made positive progress with their goal. Finally, this young person has started to engage weekly in the wellbeing check-in (where a young person 'rates their week' and shares something positive that has happened).

In addition, we have been able to support this young person's main care giver. She was feeling overwhelmed with the time spent supporting her young person. We provided her with space and listened to the impact this was having, and subsequently, encouraged her to access some support herself. We linked in her in with several adult services at Mind in Somerset, which she is now accessing. She has expressed her gratitude for helping her to access this.

Case study two

A young person joined the service in 2021 and were experiencing anxiety and low mood. The young person was also self-harming and experiencing suicidal ideation. They had withdrawn from college and would not leave the house. They accessed our listening service, and following this, it was decided that more targeted mentoring sessions would be beneficial. They attended 1-1s every other week, and after 2 months started to attend group sessions. Within 6 months of mentoring the young person was a completely different person and developed confidence. This was demonstrated by securing a job, going out with friends, signing back up for college and has put a lot of hard work into learning coping mechanisms and dealing with anxiety. There has been no self-harm in over 9 months and no suicidal ideation. Towards the end of 2022

we found out that the family had no money to be able to buy heating oil to heat their home or the water, and they were bathing in public sinks or a friend's house if they could. Mum was very reluctant to work with us, as other agencies had let them down with food parcels. We were able to break down the barriers between ourselves and mum and opened the conversation about help, she would not consent to an early help assessment for family intervention but said she would work with us to go to other agencies. Unfortunately, we also had difficulties with other agencies so Youth Matters supported them with applications for hardship grants. We were awarded £300 for the family by one grant, and due to the cost of heating oil, we reached out to other funders and were able to secure a further £150 grant. This meant that the family were able to order an oil delivery which should last them roughly 2-3 months. Following this, we also referred mum into other agencies for longer term support. The young person still attends group and accesses ad hoc 1-1 sessions. They also hope to become a young volunteer for us in the future.

Following our work with this young person and family, we received this feedback from their parent:

"Thanks again for all your help. Not just with this but with everything. You guys were the turning point in X life (and so in turn, mine too) and achieved so much with her when others had failed. I often think back on the last few years and how tough it was and I am so thankful you came into our lives when you did. Never underestimate what you do, you literally pulled us from the darkest of places and put us all back on track, and I have no words for just how much that means".

4. How will it fit with other youth provision in the town?

Youth Matters at Mind in Somerset are part of the Wellington wellbeing children and young people's sub-group and we attend regular meetings which are chaired by Peter Joint (One Team Coordinator). Therefore, we are able to learn about local provision and services, and also share and advertise our services.

As part of Open Mental Health and as locality lead for Taunton and West Somerset, Mind in Somerset have excellent working relationships and referral pathways with other provisions in the area. We work in collaboration to design services and attend regular referral meetings to ensure the most appropriate support for young people in the area.

We are also forging links with local schools to understand the needs of young people in the area. We have started tentative conversations with other youth provision in the town including the cadets and churches. There is a strongly identified need in the area with a lack of current provision in terms of a mental health specialism that this group would fill the gap for and complement the existing provision.

We also run several adult mental health groups in Wellington. Evidence shows a strong link between parent and child mental health. Our referral systems and personal methodology of support, where we support the whole person and their circumstances, mean that we will be well placed to identify young people who may benefit from mental health support.

5. How will you measure success – what will the KPIs be? These will form the basis of any Service Level Agreement, if agreed, and is what you will need to report on to us. As we said our principle is that we don't want to make performance reporting overly bureaucratic so your starting point can be whatever it is you will be reporting on through your organisations management structures.

- Weekly attendance – consistent attendance is proxy indicator of value to the young person.
- Qualitative feedback from young people on the value of sessions and being part of the group.
- Self-reported changes in wellbeing (TBC - Mind in Somerset currently use Dialog+ and goal based outcomes).
- Young people connect with one another outside of the group without facilitation.
- Number of young people who go on to speak in public about their experience of the group and youth work.

6. What is the basis for the financial ask? What other funding have you got for this project and from where?

As a service, part of our strategic plan is to develop our partnership with other organisations in the county to strengthen mental health support for young people; securing funding for this project will allow us to work collaboratively with Young Somerset to deliver groups that utilize the expertise of two organisations.

We are hoping to secure funding to recruit an experienced Youth Worker who will co-facilitate the weekly groups.

The table below outlines the total cost of the third staff member needed to run the Wellington group. The cost of this is **£5,565 per annum**. We would be looking to secure funding for **3 years**.

		£
Budget		
Employee related costs including line management & clinical supervision		3,404
Staff Travel		924
Staff Training		63
IT Equipment		222
Telephones		55
Marketing		25
Printing & Postage		38
Room Hire		0
Overhead Contribution		835
TOTALS		5,565



REPORT OF THE TOWN CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE TOWN COUNCIL 6 MARCH 2023

1. Introduction

This report covers 6 March 2023 – 3 April 2023.

2. Council Work Plan

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

- Railway Station – On the morning of 24 March 2023 the Mayor, Councillor Barr and the Town Clerk joined a site visit to look at the location of the replacement railway station along with Rebecca Pow MP, colleagues from SWT, Network Rail and architects representing West of England Developments. In the afternoon Councillor M Barr and the Town Clerk attended a Metro Board Meeting at Deane House. West of England Developments will be submitting a Planning Application for the site in the next three/four weeks, and it is hoped that the next phase of the project planning, which was due to be completed by the end of this calendar year may be able to be brought forward. The target date for opening is still 2025 if all continues to go to plan.
- The Green Corridor Consultation has so far yielded 240 responses and the results will be reported to the Environment and Open Spaces Committee in March. The Pop-Up Shop was well attended including a school group from Wellington Prep School. The Administration Assistant is currently in discussion with Wellington School's head of geography to organise a presentation to a year 12 class.
- The Wellington Community Farm project is continuing to plan its pilot and hopes to start work on it soon. Matters have been complicated by the discovery of a badger sett which has required some realignment of the proposed pilot area.
- Work is ongoing in relation to planning for the three major events taking place in May and June. We will be putting these dates in councillors' diaries as help will be need in marshalling them–
 - The Kings Coronation weekend on the 6/7 May, - the plan is that on Sunday 7 May the Spring Fayre will be held in Wellington Park by the Friends of Wellington Park and a Family Fun Day ending with a firework display will be held at Wellington Rugby Club
 - the Street Fair on the 3 June and
 - the Granting of the Freedom of the Town to The Rifles Regiment and Armed Forces Day on the 17 June.
- Longforth Road Toilet Block – following Policy and Resources Committee agreeing the specification the advertisement for a Project Manager to have oversight of the work has been placed on Contract Finder with a closing date of the 17 March 2023.
- The Town Clerk has convened a small working group with representatives from the community to look at how best to utilise the ground floor of the Kings Arms which Falcon Housing are wanting to turn in to a community space.
- Interview for the Project Officer role took place on the 10 February and we were delighted to offer the role to Sarah Goodman who will be starting with us on the 1 March 2023. Her focus will be on delivering the Carbon Neutral Strategy including the

Tree Planting Strategy, developing the Councils approach to sponsorship, assuming the policy is agreed, leading the Cades farm Community Hall project and supporting the Town Clerk with the Kings Arms project.

- Interviews for the role of Community Warden are taking place on the 2 March 2023 and I will update the Council on the outcome of that process at the meeting.

3. Social Media

In the period from 30th January – 26th February 2023 our Facebook posts have reached 10,751 people, this is a 25.6% decrease vs the previous 28 days. Our Instagram page reached 225 people within the same timeframe, a 33.9% increase on the previous month. We gained 9 and 8 followers on Facebook and Instagram respectively. Our YouTube channel remains obscure with only 2 subscribers but the aerial footage of the Green Corridor land has received 155 views, 89% of these being from an external sources e.g. links or the embedded video on our website.

The top five posts in this period have been:

- QR Codes have been put up along the Green Corridor (Facebook) – 37 likes and reactions
- Friends of Wellington Park in the Pop-Up Shop – 30 likes and reactions
- Green Corridor Consultation launch – 26 likes and reactions
- QR Codes have been put up along the Green Corridor (Instagram) – 21 likes and reactions
- The National Trust in the Pop-Up Shop – 18 likes and reactions

Overall this has been a slow month but we hope to see engagement pick up again in March when we begin promoting our events more.

4. Monthly Bank Reconciliation

Attached as Appendix.

5. March Meetings/Events

Date	Time	Event	Location	Who Involved
7 March	11.30am	SWT Safety Advisory Group re Rifles Event	Virtual	Town Clerk/Assets and Events Officer
8 March	7.30pm	Green Corridor Advisory Board	Council Chamber	Nominated Councillors, Town Clerk, Assets and Events Officer
10 March	10.00am	Wellington Place Plan Project Group	Virtual	Town Clerk
15 March	6.30pm	Rifles Working Group	Council Chamber	Nominated Councillors, Town Clerk, Assets and Events Officer.
19 March	3.00pm	Legal Service	Wells Cathedral	Mayor

21 March	3.00pm (tbc)	Finance, Environment and Open Spaces and Town Centre Committees	URC Hall	Committee members and Town Council Staff
22 March	5.30pm	Civic Evening	Octagon Theatre Yeovil	Mayor
25 March	7.00pm	Wellington Choral Society Event	St John's Church	Mayor
26 March	2.30pm	Service of Thanksgiving	Taunton Minster	Mayor
27 March	TBD	Policy & Resources Committee (special meeting to appoint Project Manager for Longforth Road Toilets)	Chambers	Committee members and Town Council Staff

Dave Farrow
Town Clerk
28 February 2023

Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk

Name and Role (Clerk/RFO etc)

Date: 27 / 02 / 2023

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 27/02/2023		
	Cash in Hand 01/04/2022		768,429.95
	ADD Receipts 01/04/2022 - 27/02/2023		857,758.36
	SUBTRACT Payments 01/04/2022 - 27/02/2023		1,626,188.31
	Cash in Hand 27/02/2023 (per Cash Book)		524,733.50
			1,101,454.81
B	Cash in hand per Bank Statements		
	Petty Cash 27/02/2023	0.00	
	Nationwide 01343556 27/02/2023	202,464.70	
	Cambridge & Counties 15020773 27/02/2023	254,359.74	
	The Cambridge Building Society CI 27/02/2023	200,799.46	
	Lloyds Treasurers PC 87331468 27/02/2023	475.43	
	Lloyds Deposit Account 07788306 27/02/2023	364,977.13	
	Lloyds Current Account 2195145 27/02/2023	86,666.04	
			1,109,742.50
	Less unrepresented payments		8,347.69
			1,101,394.81
	Plus unrepresented receipts		60.00
	Adjusted Bank Balance		1,101,454.81
	A = B Checks out OK		

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 20 FEBRUARY 2023 AT 3.15 PM

PRESENT: Councillor M Lithgow (Mayor),
Councillors M Barr, A Govier (from minute 519), J Lloyd, M McGuffie, and J Thorne

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

513 APOLOGIES

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

514 DECLARATIONS OF INTEREST

Councillors Lloyd and Govier have 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.

515 PUBLIC PARTICIPATION

The member of the public present did not wish to speak at this point but was available to answer questions relating to the application for funding from St John's Church.

516 MINUTES

RESOLVED to approve and sign the minutes of the meeting held 17 January 2023.

517 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 9 FEBRUARY 2023

RESOLVED to note and approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 11 JANUARY - 9 FEBRUARY 2023

RESOLVED to note and approve the expenditure as presented.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 11 JANUARY - 9 FEBRUARY 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 9 FEBRUARY 2023

RESOLVED to note and approve the budget report.

518 GRANTS

(a) Applications

- i. **Avtar Indian Dance** – The group made an application for a £390 contribution for hall hire and materials for their dance-a-long sessions. The application form and supporting documents were circulated to Councillors by e-mail in advance of the meeting.

RESOLVED to approve a grant of £390.

(b) Summary of grants paid to date

The summary was noted.

At this juncture, Councillor Govier arrived at the meeting.

519 REQUESTS FOR FUNDING FROM THE COST OF LIVING BUDGET

- (a) **St John's Church** – The Church had requested £1,080 for equipment to help deliver the offer of hospitality at their Talking Café, Baby and Toddler and Warm Space sessions. Details were forwarded to Councillors by e-mail in advance of the meeting.

Councillor Govier declared a personal interest in this item as a member of the Church.

RESOLVED to suspend standing orders to allow a member of the public to speak.

RESOLVED to reinstate standing orders.

RESOLVED to award £1080 to St John's Church from the cost of living budget.

520 REVIEW OF ASSET REGISTER AND INSURANCE

A paper was circulated with the updated asset register.

RESOLVED to recommend to Full Council that the asset register be accepted after updating the date that the Mayoral Robes were inherited and that the Council's insurance for 23-24 should remain with Zurich at a cost of £3,845.

There being no further business, the meeting closed at 3.30 pm.

.....
Councillor Mark Lithgow
Mayor

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**

Agenda item 12a

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 Supply 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		N/A	
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		

WELLINGTON TOWN COUNCIL

MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON 20 FEBRUARY 2022 AT 4.00pm

Present: Councillors M Lithgow (Chair) M Barr, A Govier, J Lloyd, J Thorne, M McGuffie and K Wheatley
David Farrow – Town Clerk.

One member of the press and one member of the public were in attendance.

521 Apologies

Apologies were received and noted from Councillor S Booker.

522 Declarations of Interest

Councillors M Lithgow, M Barr, A Govier, J Lloyd and K Wheatley declared an interest in agenda item 5 as members of Somerset West and Taunton Council.

Councillor K Wheatley declared a further interest in agenda item 5 as a member of Wellington Mills Community Interest Company.

523 Minutes

RESOLVED to approve the minutes of the meetings held on the 12 and 19 December 2022.

524 Questions and Comments from Members of the Public

A member of the public spoke in relation to the implementation of Local Community Networks.

525 Request for Funding to Support Works at Toneworks

Joe Wharton, Assistant Director Major and Special Projects and Amy Kemmish Project Manager Heritage at Risk with Somerset West and Taunton Council (SWT) joined the meeting and Standing Orders were suspended to allow them to make a presentation relating to the need for additional funding to address urgent unfunded issues at Tonedale Works and for Councillors to ask questions.

Standing Orders were reinstated and after some discussion it was **RESOLVED** that the Committee should recommend to the Town Council that £50,000 of Community Infrastructure Levy (CIL) Funding should be allocated to support the work outlined by SWT Officers on the basis that it would support opening up parts of the site to the public.

Councillor J Thorne asked that it be noted that he voted against the proposal.

526. To Review the Town Council Disciplinary Procedure

A draft procedure had been circulated with the agenda. After some discussion the Town Clerk was asked to undertake more work on the procedure and re-present it at the next meeting.

527. To Review the Town Councils Absence Management Procedure

The current procedure had been circulated with the agenda with a recommendation that no changes were required. After some discussion the Town Clerk was asked to undertake more work on the procedure and re-present it at the next meeting.

528. Proposal to Adopt a Town Council Sponsorship Policy

A draft policy had been circulated with the agenda. The Committee **RESOLVED** to recommend adoption of the Sponsorship Policy to the Town Council.

529. Proposal for Oversight of Heritage Matters in the Town

A paper had been circulated with the agenda. The Committee **RESOLVED** to recommend that the terms of reference of the Environment and Open Spaces Committee be amended to include having oversight of heritage matters in the town and that the Committee be renamed the Environment and Heritage Committee.

530. Longforth Road Toilet Block

A paper had been circulated with the agenda. The Committee **RESOLVED**

- (i) Not to accept the recommendation to form a Sub Committee of four councillors to work with officers to develop proposals for consideration by the Town Council.
- (ii) To agree the draft specification for commissioning a Project Manager circulated with the agenda to oversee the project and liaise with insurers, specialist contractors and other professionals as necessary to create a proposal for the Council to consider.

531. Proposal to Rename the Taunton Road to Queen Elizabeth Way

A paper had been circulated with the agenda. The Committee **RESOLVED** to proceed with the process to seek to rename the Taunton Road from the Chelston Roundabout to the town centre as Queen Elizabeth Way to honour the memory of her late Majesty Queen Elizabeth II once guidance had been published by the Cabinet Office.

532. Request for Contribution to Repair the Boardwalk at The Basins

A paper had been circulated with the agenda. The Committee **RESOLVED** to agree to pay £3,000 from the Environmental Improvements budget to SWT as a contribution to the costs of replacing the boardwalk.

The Town Clerk agreed to present a paper to the next meeting of the Environment and Open Spaces Committee in relation to The Crown Estate Land around The Basins.

533. Health and Safety Support

A paper had been circulated with the agenda. The Committee **RESOLVED** to approve the quotation from WT Consultancy (SW) Ltd and for the Committee to review the contract annually.

534. Allotment and Inspections Applications

A paper had been circulated with the agenda. The Committee **RESOLVED** to approve the implementation of the Allotment, Park Inspection and Asset Manager app from CloudyIT subject to a satisfactory 30-day free trial by Officers.

535. Local Government Reorganisation

535.1 Local Community Networks (LCN)

After some discussion the Committee **RESOLVED** not to make any recommendation in relation to who should represent the Council on the LCN rather it would be decided at the Annual Meeting when other representatives for external bodies are determined.

535.2 Taunton Town Council

It was noted that the intention was that the new Taunton Town Council would be given responsibility for many green spaces and associated play areas as well as public toilets in the town. It was also reported by the Town Clerk that under the Asset and Service devolution LCN pilot Sedgemoor District Council was proposing to transfer its green spaces to Bridgwater Town Council. This is probably indicative of what may be devolved to Wellington Town Council in the future.

There being no further business the meeting closed at 5.30pm

.....
Councillor Mark Lithgow
Chairman

Wellington Town Council
Policy and Resources Committee

20 February 2023

1. Introduction

1.1 The purpose of this paper is to ask the Committee to consider whether it would recommend to the Town Council that funding should be made available to support ongoing work at Toneworks as requested by Somerset West and Taunton Council (SWT).

2. Background

2.1 Councillors will be aware that since taking ownership of Toneworks SWT has been undertaking extensive work to protect and repair the building primarily funded by grants from Historic England and S106 funds associated with the Heritage Mills site.

2.2 However the current funding only covers work that will be completed in the spring and once that is completed no further funding has yet been identified to enable the work to carry on.

2.3 SWT's Heritage at Risk Officer has approached the Town Council to see if it would be willing to provide funding to enable some works to be carried out that aren't covered by the Historic England funding, but which would protect elements of the site and /or potentially enable some of the site to be opened up to visitors for a programme of events over the Spring/ Summer whilst fundraising efforts are continued .

2.4 Attached as Appendix A is a list of potential work that would support the project and the Town Council has been invited to consider whether it would be willing to fund any of the work. Appendix B is a map of the site showing the locations.

2.5 In considering whether it wishes to do so, the Council may want to consider which work would have the most impact for the funding and allow the most deliverable benefits to helping the site be opened up to the community.

2.6 If the Town Council did agree to provide funding it could either be drawn from general reserves or its Community Infrastructure Levy.

3. Consideration

3.1 the committee is asked to consider whether it would recommend to the Town Council that it should provide funding to support work at Toneworks and if so how much it should provide and for what work.

Dave Farrow
Town Clerk
February 2023

Summary

The potential funds offered by Wellington Town Council would make a big difference to the progress of both our current phase at Toneworks, which is currently facing unavoidable and unexpected extra costs, and to enabling community access into the site on a regular basis over the summer this year. We are focused on getting some interim use and public access on the site at Toneworks once our current phase of works is complete for a number of reasons. We are excited to welcome in the local community to see what works we have completed and to start to gather their input on what should be the future uses of the site we're aiming for, there is also the potential to attract further funding through the public engagement and exposure that this will bring the site. An occupied site will also benefit security, putting off potential trespassers. We are currently working on putting together a summer programme of events with several partners and would seek to keep WTC closely involved in this as our plans develop, we would welcome your involvement.

We recognise that this would be a significant and generous contribution, we will ensure this is acknowledged with a press release on our website and social media posts. We will also include an acknowledgement with our summer event information and advertising where possible. Currently, we acknowledge the funding that Historic England has given us when we talk about the site and we will do the same for the contribution made by WTC.

Use of the funding

The works we're currently undertaking at Toneworks are particularly complex and we had very limited access to this dangerous part of the site prior to starting, this has meant some unexpected costs and challenges have arisen as we've progressed. We have a collaborative and skilled professional team and contractor on board who are very familiar with the site, and they are doing a great job of working through issues as they come up to find the most appropriate and cost-effective solutions. This means that we are frequently adapting our plans as we improve the designs and may need to use your contribution for a slightly different solution than we are currently showing in the table below. For example, in the last 2 weeks we have worked through 3 different solutions to the problem of loading the tank to its new support safely. However, we will keep you informed through the Town Clerk and your Environment and Heritage Committee, assuming that change of role is approved, and confirm that we will use your money to complete Phase 3 and for additional works to enable the limited opening of the site to the community in the summer. Your contribution will be critical help us further funding from Historic England and potentially other funders towards Phase 3 which will reduce the amount of your contribution we would need to spend on Phase 3, instead allowing us to progress our works to enable the summer access further for example with the windows in V1 and V2 as shown below.

Item	Cost	Details / notes
Phase 3 unexpected vital works - Required to be able to complete Phase 3 as planned in May 2023	£13,355	This covers the unanticipated works that have cropped up as we have been able to access more of the site and have view of complications caused by the poor condition of the tank. This includes safety mechanisms for loading the weight of the tanks into our support structure and the emptying of the tank of unexpected waste materials. This contribution will allow Phase 3 to continue and be completed.
Far Gable end of T masonry / structural repairs.	£19,981	These works are required to facilitate safe access to the site for the tours / open access that we have planned for the community and the public across the summer months in 2023. Now we are able to see this side of the gable it has become clear that its condition is poor and needs rectifying in order to allow access through T into building V. (Safe spaces repaired in Phase 2).
Drainage Survey	£370	This is to continue the work of Phase 2 and allow us to design permanent solutions for drainage in Building V where we have repaired the roofs. Currently we only have temporary solutions in place.
Line Shaft cover Building W2	£1,000	To provide a weather cover for one of the earliest and most significant line shafts on site that has been uncovered in this phase of works.
Windows V1 & V2	£12,443.50	Repairing and reinstalling the windows in building V where our Phase 2 works were completed. This will allow different interim uses, including more potential for our summer access events, possibly an exhibition. Improving this 'finished' look from the roadside.
Prelims	£2,850	2 weeks of prelims to cover the gable end of T and windows
TOTAL	£50,000	



Phase 3 works – Tanks in Building T

The photo shows an example of a crack that was impossible to see until we gained access from the scaffold once our project had begun. This has impacted our designs for the works and also the safety features we need in place whilst they are carried out. Without these measures we will be unable to complete Phase 3. In the previous meeting we explained our solution was to use expensive strain gauges to resolve this issue, but in our continued thinking to keep costs down, another solution has now been designed that has a range of benefits including reduced costs and greater simplicity.



Far gable wall in T

This gable end only became visible to us as we started our works in Phase 3. Once we could see it, it became evident that it requires both consolidation and structural works to ensure its stability. Carrying out these works is important for two reasons, firstly to safeguard the works we carried out in Phase 2, which you can just about see behind in the photo, if this gable were to collapse it would cause significant damage to our recent repairs. Secondly, our summer access route requires visitors to walk under this gable end and therefore we need to ensure it is safe to do so. Once these works are complete, they will contribute towards a hardhat free route.



Windows in V1 & 2

As part of Phase 2, it was necessary to remove the windows in building V to allow our scaffolding to be erected. Unfortunately, we have not yet had the funding to repair and reinstall the windows in these spaces. Your funding would allow us to return the windows to the spaces, improving the wind and water tightness of the space and allowing more possibilities for its use in our events across the summer. The buildings in V are now relatively safe spaces, and once we have sorted access to them, have real potential in our summer programme. There is also the added benefit that the windows are visible (but not reachable) from the roadside, if they are reinstalled, they will give the building a more finished look from the outside that will also help with its security.



Drainage survey

This is to continue the work of Phase 2 and allow us to design permanent solutions for drainage in Building V where we have repaired the roofs. Currently we only have temporary solutions in place.

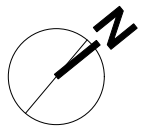
Line shaft covering

To provide a weather cover for one of the earliest and most significant line shafts on site that has been uncovered in this phase of works.

Toneworks funding options

Item	Description	Funding required
Machine cover	For building X machine now open to the elements following Phase 2.	£115
Drainage investigation survey	This is something we would really like to do as we have currently only got temporary solutions for drainage in Building V following our Phase 2 works. It will allow us to design the final touches to the drainage for the new roofs.	£370
Machine cover	In Phase 3 we have uncovered one of the earliest line shafts on site. A highly significant piece of the mechanical history of Toneworks. The funding for this section does not replace this section of roof and therefore a temporary cover needs to be designed and installed to protect this line shaft.	Est. £1000
Building Q, permanent repair to 2 temporary props	This work will help to open up more safe usable space in building Q, as well as creating a permanent solution that will save money on ongoing temporary propping.	£10,000
Windows in Building V	This will see the 13 windows removed in Phase 2 to allow works, repaired and reinstalled. This will allow the safer / better use of the rooms in the summer and also improve the visual of the site from the outside,	Est. £10,000

	giving a 'finished' look from the road.	
All currently propped repairs in Building Q	There are currently 5 propped areas in building Q that require permanent solutions. This would improve safe access to the site and save on ongoing costs, allowing money to go towards repairs.	£25,000
All urgent repairs needed to roof in Building Q.	This is the 5 propped sections above and also the central column above the machinery.	£55,000
Gable end of T repairs	This would allow safe access into building V for our summer events / access.	Awaiting quote
Walkway through T to allow the safest route of access to V.	This would allow safe access into building V for our summer events / access.	Awaiting quote



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1:250 @ A1 / 1:500 @ A3



REVISIONS



Client: Wellington Mills CIC
Project Architect: Claire Fear

TONE WORKS

SITE PLAN - AREAS KEY
PLAN

Scale:
1:250 @ A1
Date:
October 2022

72TW_3_002



Sponsorship Policy

Wellington Town Council is operating in a challenging financial environment; necessitating the Council to generate income opportunities and in support of the delivery of services, and events valued by the Community. Whilst over the last two years it has benefited from external funding sources such as the Town Centre Emergency Fund and the Welcome Back Fund these are no longer available.

This policy document forms part of the Councils response to these challenges; and sets out the definition of “sponsorship” and the terms upon which sponsorship may be both sought and accepted by the Council.

1. Definition

For the purposes of this policy, sponsorship is defined as: “an agreement between the Council and the sponsor, where the Council receives either money or a benefit in kind in support of an event, activity, campaign, facility, asset or initiative from an organisation or individual which in turn gains publicity or other benefits”.

2. Objectives

- 2.1 To ensure that the Council maximises opportunities to obtain commercial sponsorship for appropriate events, activities, campaigns, facilities, assets or initiatives including digital sponsorship whilst also offering sponsors attractive packages; providing value for money for both parties.
- 2.2 To ensure that the Councils position and reputation are adequately protected in sponsorship agreements.
- 2.3 To ensure that the Council adopt a consistent and professional approach towards sponsorship.
- 2.4 To ensure best value is obtained and provided in sponsorship arrangements.
- 2.5 To protect Members and Officers from allegations of inappropriate dealings or relationships with sponsoring organisations or individuals.

3. General Principles

- 3.1 The Council will actively seek opportunities to work with local, regional, national and international organisations by identifying sponsorship opportunities of mutual benefit and which are in keeping with Councils Visions and /or Priorities.
It is important to note that Wellington Town Council has declared a climate emergency and we have committed to seeking to make the Council’s activities net

zero carbon by 2030. Therefore, the Town Council will seek to enter into sponsorship agreements with organisations that will work with the Council to implement best practice sustainable measures. The Council will welcome all opportunities to work in such partnerships. It will not, however, put itself in a position where it might be said that such a partnership has or might have or may be thought to have:

- (a) Influenced the Council or its Officers in carrying out its statutory functions.
- (b) Been entered into in order to gain favourable terms from the Council in any business or other agreements.
- (c) Aligned the Council with any organisation which conducted itself in a manner which conflicted with the Council's Vision and/or Values.

- 3.2 The Council will retain the right to decline sponsorship from any organisation or individual or in respect of particular products that the Councils at their sole discretion consider inappropriate, offensive or is incompatible with the Councils' ethics.
- 3.3 Consideration for sponsorship will generally take the form of an opportunity for publicity and advertising, therefore raising the profile of the sponsor. The Council will agree with the sponsor the nature and content of the publicity and will retain the right to approve all advertising material. The Council has a strong corporate identity and materials must not detract from this branding.
- 3.4 The Council will at all times comply with its Financial Regulations. New, innovative sponsorship proposals or those where there is only one possible supplier due to the type and circumstances of the opportunity may be given a contract for a period of up to 2 years at which point the Council may consider testing the market to gain best value.
- 3.5 All sponsors will operate within such legislation as the Sex Discrimination Act, Race Relations Act, Disability Discrimination Act and Equality Act.
- 3.6 The Council will refuse applications from companies, organisations and individuals which
 - (a) are in dispute or have been in dispute with the Council or where there is pending/active legal action:
 - (b) are in contract negotiation with the Council where this may be viewed as an endorsement of their bid:
 - (c) promote particular religious activities, or is a lobby or pressure group or political party (unless, for instance, the sponsorship is in connection with a religious or community event supported by the Council).
 - (d) promote or are involved in tobacco, pornography, weaponry or similar activities.
 - (e) discriminates against people on the basis of gender or gender reassignment, race, ethnicity, disability, nationality, sexual orientation, age or religion/belief:
 - (f) might compromise the Council's duty of behaving impartially and independently, especially when exercising regulatory functions (e.g. deciding planning, building control or licensing applications).
- 3.7 The operation of this policy will be overseen by the Deputy Responsible Financial Officer.(Deputy RFO)

4. Procedures

- 4.1 Details of sponsorship opportunities will be available via the Councils website.
- 4.2 Before seeking sponsorship, Council Officers must consider the Sponsorship policy document and follow the Guidelines.
- 4.3 The Council will maintain a contract register on the Town Council website.
- 4.4 Sponsorship bids and the associated undertakings shall be approved by the Town Clerk / Deputy Town Clerk and/or Council Committee (Where exceeds £3,000 per annum).
- 4.5 Sponsorship agreements must be referred to the Councils legal advisors prior to signing.
- 4.6 It is recommended that all potential sponsors are referred to this Policy.

5. Financial Procedures

- 5.1 Payment should be made in full prior to the commencement of the agreed sponsorship activities. Phased payments can be determined depending on the nature of the sponsorship package, value and length of the agreement. In this case, the first payment is to be of a higher proportionate amount.
- 5.2 It is the responsibility of the Deputy Responsible Financial Officer (Deputy RFO) to follow the respective Councils financial regulations. Should sponsorship be received in terms of goods or equipment, the agreement for such is also to be included on the contracts register. In all instances where individual items are retained in Council ownership it is to be declared to the Deputy RFO so that it may be included in the Council's asset register.
- 5.3 The Finance Committee will undertake an annual evaluation and review of Sponsorship arrangements.

6. Marketing and media relations

- 6.1 Media relations for all sponsorship agreements will be undertaken by the Deputy RFO unless otherwise agreed.
- 6.2 All media and publicity produced by the sponsor must be approved by the Town Clerk before circulation.
- 6.3 The use of sponsors' logos and other branding must not interfere or conflict with the Council's own corporate identity or brands.
- 6.4 The use of the Council's corporate identity or brands on any sponsors' publicity must be discussed with and approved by the Town Clerk.

7. Disclaimer

- 7.1 Acceptance of advertising or sponsorship does not imply endorsement of products or services by the Council.

- 7.2 Any sponsorship accepted by the Council must not breach any contract, or infringe or violate any copyright, trademark or any other personal or proprietary right of any person, or render the Council liable to prosecution or civil proceedings. The sponsor must fully and effectually indemnify the Council/s from and against all claims, costs or demands arising from the sponsor's activities.

8. Conflict of Interest

- 8.1 Council officers and members are required to declare in advance if they have any personal interests, involvement or conflicts of interest with any potential sponsors. In the event of a conflict of interest, that officer or member will take no part in the consideration of sponsorship with that particular organisation.

9. Policy Review

- 9.1 This policy will be reviewed every two years from adoption.

**Policy and Resources Committee
20 February 2023**

Town Council Oversight of Heritage Matters in the Town

1. Introduction

- 1.1 The purpose of this paper is to make a proposal for a committee of the Town Council to have oversight of heritage matters in the town added to its terms of reference.

2 Background

- 2.1 There are a number of significant heritage sites within the town e.g. Tonedale Mill, Toneworks, the town centre conservation area and the Rockwell Green Water Towers. There are also a number of listed buildings. .
- 2.2 As a Town Council however there is no structure in place for having oversight of these heritage sites and related matters. Whilst it has no direct involvement in work relating to them as this sits currently with the district council and, from April, the unitary authority, the Town Council should still seek to formally influence and hold to account those bodies to ensure that appropriate action is being taken to protect and enhance the heritage of the town.

3 Proposal

- 3.1 That a committee of the Town Council is given responsibility for having oversight of heritage matters in the town as part of its terms of reference.
- 3.2 That as part of that role it receives regular reports from relevant Somerset Council officers to update it on issues affecting heritage sites in the town and where necessary makes recommendations to the Town Council for action to influence proposals, raise concerns where appropriate and support applications for funding.
- 3.3 Given that heritage sites are spread across the town it is suggested that the Environment and Open Spaces Committee is given oversight of this area of work and is renamed the Environment and Heritage Committee.

**Wellington Town Council
Policy and Resources Committee**

20 February 2023

Proposal to Rename The Taunton Road to Queen Elizabeth Way

1. Introduction

- 1.1 This paper sets out a proposal to rename the B3187 Taunton Road that runs from the Chelston Roundabout to the Priory junction Queen Elizabeth Way as a tribute to her late Majesty Queen Elizabeth II.

2. Background

- 2.1 Councillor Thorne asked the Town Clerk to investigate the process for renaming the B3187 Taunton Road that runs from the Chelston Roundabout to the Priory junction Queen Elizabeth Way as a tribute to her late Majesty Queen Elizabeth II.
- 2.2 We have been advised that to use the royal names we would need to seek the permission of the Monarch through the Cabinet Office which has advised that guidance on submitting memorialising requests will be 'published in due course'.
- 2.3 We have also been advised by Somerset West and Taunton Council that we need to canvass the views of any residents affected and that any proposal would require the support of 75% of those residents.
- 2.4 On the stretch of road we are looking at there are only three postal addresses so we have been advised that two of the three will need to agree to the proposal. We have contacted those affected and have received one favourable response, one negative and no response from the third.

3. Consideration

- 3.1 The Committee is asked to consider whether it wishes to recommend to the Town Council that should proceed formally to pursue this proposal so that when guidance is published by the Cabinet Office, we are in a position to submit a proposal.

Dave Farrow
Town Clerk
February 2023

WELLINGTON TOWN COUNCIL

Minutes of the Allotments Committee Meeting held on Monday 20th February 2023 at 6pm in the United Reformed Church Hall, Fore Street, Wellington TA21 8AG.

Present: Councillors J Lloyd (Chair), M Lithgow, C Govier

In Attendance: Annette Kirk, Assets & Events Officer
Three Allotment Tenants

536. APOLOGIES

No apologies had been received.

537. DECLARATIONS OF INTEREST

There were no interests to declare.

538. MINUTES

RESOLVED to confirm and sign the minutes of the meeting held on Monday 17th October 2022.

539. PUBLIC PARTICIPATION

No public participation.

540. UPDATE ON PLOT VACANCIES AND WAITING LIST

- Assets & Events Officer reported there were no plots available.
- 23 people are currently on the waiting list.

541. GENERAL MAINTENANCE & INSPECTIONS

- a) Green Corridor – Extension of current allotment site:
 - i. To observe the outcomes of Community Farm Trial before extending the current site.
 - ii. Maintenance of boundary hedges and trees – track hedges would be tidied up before the end of March. It was noted that there are a number of dead elms around the Allotment site boundary that will need removing. The Green Corridor Advisory Board will be looking at hedgerow surveys in the future.
- b) Fallen Trees on the Boundary behind Plot 84 and over Plot 100 to be removed.

542. PLOT INSPECTIONS:

Next plot inspections due early April 2023.

RESOLVED that all future Allotment Inspections will be undertaken by the Assets & Events Officer, to be accompanied by one committee member. Assets & Events Officer to arrange inspection date direct with the committee member.

543. ALLOTMENT COMPETITION

- a. Date – 1st Week July 2023. Notice to be sent to Tenants and put on site noticeboard.
- b. Categories:
 - i. Best Cultivated
 - ii. Best Ecological
 - iii. Best Managed
 - iv. Best Newcomer
- c. Judges: Allotment Chair and Allan Cavill (ex-regional representative of the National Society of Allotment Growers) – To be confirmed.

544. ALLOTMENTS SOFTWARE PACKAGE

Councillor J Lloyd (Chair) confirmed that at the Policy & Resources Committee meeting, it was approved to implement the Allotment, Park Inspection and Asset App from Cloudy IT subject to a satisfactory 30-day trial by officers.

545. ANYTHING ALLOTMENTS HOLDERS WISH TO RAISE

- Tenant at Plot 18a had made a good job of replacing the boundary fence to the rear of Plot 19a. Assets & Events Officer to inspect.
- Concern was raised over the removal of the apple tree in Plot 51. It was felt the tenants should have managed the tree. Councillor J Lloyd said that the fruit was never collected off the floor and you could not cultivate the ground under the tree. The apple tree was putting off tenants taking on the plot, as they did not want to take on the responsibility of the tree.
- There is another tree on a plot near Plot 7. Need to establish if this is a fruit tree from the tenant.
- Concerns were raised over the wooden boardwalk at The Basins. Somerset West and Taunton District Council are dealing with this.
- Concerns were raised over dead trees on the Green Corridor land beyond the Basins ponds, on the right hand side. Assets & Events Officer to bring this to the attention of The Green Corridor Advisory Board.

546. NEXT MEETING DATE: Monday 17th April 2023 at 6pm.

Venue: The United Reformed Church Hall, Fore Street, Wellington TA21 8AG

Meeting Closed: 6.25pm

.....
Chair, Councillor Janet Lloyd

Report for The Environment and Open Spaces Committee

17 January 2023

Additional Funding request for the Provision of a Storage Unit and Hardstanding at Fox's Field

1. Introduction

- 1.1 The purpose of this paper is to set out a request for additional funding of £2,000 for the provision of hardstanding and parking spaces at Fox's Field.

2. Background

- 2.1 At its meeting in December 2022 the Town Council agreed to provide funding of £4,500 to support the provision of a storage container and associated hardstanding at Fox's Field. IT was also noted that Transition Town Wellington (TTW) was applying for a grant of £1,000 to contribute towards the cost.
- 2.2 Since that decision was made TTW has been informed that it only received £500 of its grant application and also that the £4,500 agreed only reflected the cost of the container and did not include the cost for all of the hardstanding. This was an error in the report writing
- 2.3 On that basis there is a funding gap of £2,000 to cover the installation of the container and the provision of hardstanding/parking.
- 2.4 Appendix 1 is a picture that shows the current condition of access to the field demonstrating the need for hardcore to be laid to ease access.
- 2.5 Appendix 2 shows a proposed plan for the location of the storage unit and layout of the hardstanding/parking area for volunteers/disabled parking.

3. Consideration

- 3.1 The Committee is asked to consider if it would recommend to the Town Council that a further £2,000 is allocated for this project in addition to the £4,000 previously agreed noting that both the installation of the storage unit and the development of parking provision would require the approval of Somerset West and Taunton Council or Somerset Council depending on the timing of the decision.

Dave Farrow
Town Clerk

Appendix 1



Appendix 2



Wellington Town Council Meeting

6 March 2023

Recommendation of Budget for The Freedom of the Town for the Rifles Regiment and Armed Forces Day

1. Introduction

- 1.1 The purpose of this paper is to proposed a budget for costs associated with the events granting the freedom of the town to The Rifles Regiment and Armed Forces Day on the 17 June 2023.

2. Background

- 2.1 The Council had previously agreed to grant the Freedom of the Town to the Rifles Regiment and agreement reached with the regiment to hold this on the 17 June 2023. Given the date falls within the window for celebrating Armed Forces Day it was agreed with the regiment that we would combine the two events.
- 2.2 An initial budget was set at the beginning of the year for The Rifles event of £2500 based on our understanding of what was entailed at that point and we also set aside a budget of £1000 for Armed Forces Day and Remembrance Events.
- 2.3 Having now had a number of meetings with The Rifles representatives and given the desire to make the events significant for the town it is clear that the initial budget is not sufficient and needs to be increased significantly.
- 2.4 The attached document sets out expected maximum costs of activities/publicity etc. What is not clear yet is what security costs there may be relating to police involvement on the day.
- 2.5 Whilst these costs are significant, we expect to be able to cover some of the costs through the use of the Emergency High Street Recovery Fund and, assuming the Sponsorship Policy is agreed we will contact local companies to see if they would like to provide sponsorship for the events.

3. Consideration

- 3.1 The Council is asked to agree that in addition to the £3,500 already budgeted for these events a further £12,000 is drawn down from general reserves to cover the cost of the events on the proviso that officer seek to keep cost to the minimum through the use of other funding sources.

Dave Farrow
Town Clerk

KING'S CORONATION CELEBRATIONS - WEEKEND 6TH & 7TH MAY 2023

Saturday 17th June 2023 - The Rifles-Freedom of the Town & Armed Forces Day Celebration

	Projected Costs	
Extra Police Cover		?
SCC - Traffic Order	£	650.00
Recovery Truck Standby	£	900.00
Pre-event drinks & biscuits for dignitaries	£	100.00
Hire of URC Hall	£	50.00
Hire of Scout Hall - First Aid - Treatment Room During Parade	£	60.00
Reception £7.50 per head - 100 guests (troops & dignitaries)	£	1,500.00
Window Wrap	£	400.00
Artwork for Posters and Social Media	£	400.00
Event Programmes A5 4/6 pages - 500 copies	£	350.00
St Johns Ambulance	£	500.00
Wellington Weekly adverts - half page x 2	£	500.00
Wellington Weekly News Wrap.	£	2,400.00
Edge Advert	£	150.00
Lamp Post Banners	£	1,100.00
4 x Street Banners	£	600.00
Put up/take down Banners	£	1,500.00
Erect Bunting Town Centre	£	500.00
Climbing Wall - Cadets	£	1,000.00
Re-enactment Groups	£	1,200.00
Free Car Parking	£	1,000.00
Hire of Portaloos - Recreation Ground	£	600.00
 TOTAL	£	 15,460.00

