

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.

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Councillor Mark Lithgow
Mayor

Wellington Town Council

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

Date: 14/03/2023

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

Date: _____

	Bank Reconciliation at 14/03/2023		
	Cash in Hand 01/04/2022		768,429.95
	ADD Receipts 01/04/2022 - 14/03/2023		859,154.76
			1,627,584.71
	SUBTRACT Payments 01/04/2022 - 14/03/2023		561,457.53
A	Cash in Hand 14/03/2023 (per Cash Book)		1,066,127.18
	Cash in hand per Bank Statements		
	Petty Cash 14/03/2023	0.00	
	Nationwide 01343556 14/03/2023	202,899.59	
	Cambridge & Counties 15020773 14/03/2023	254,899.26	
	The Cambridge Building Society CI 14/03/2023	200,799.46	
	Lloyds Treasurers PC 87331468 14/03/2023	248.32	
	Lloyds Deposit Account 07788306 14/03/2023	365,149.12	
	Lloyds Current Account 2195145 14/03/2023	77,308.24	
			1,101,303.99
	Less unrepresented payments		35,176.81
			1,066,127.18
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,066,127.18
	A = B Checks out OK		

14 March 2023 (2022 - 2023)

Wellington Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
489 Overheads	15/02/2023		Lloyds Current Accour	Direct Debit	electricity for Pop-Up Shop	SSE	L	128.85	6.44	135.29
490 Electricity	15/02/2023		Lloyds Current Accour	Direct Debit	Electricity for Offices	SSE	L	178.72	8.93	187.65
493 IT Support & Email Hosting	15/02/2023		Lloyds Current Accour	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
492 Telephone & Broadband	15/02/2023		Lloyds Current Accour	BACS	Extra data for 5g router	MTMIT	S	28.00	5.60	33.60
491 Telephone & Broadband	15/02/2023		Lloyds Current Accour	Direct Debit	Telephone & Broadband	Chess	S	114.14	22.83	136.97
488 Community Services & Priorit	15/02/2023		Lloyds Current Accour	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
495 Photocopier	15/02/2023		Lloyds Current Accour	BACS	Printing	Konica Minolta	S	166.42	33.28	199.70
494 Parish Online	15/02/2023		Lloyds Current Accour	BACS	Parish Online Subscription	Geosphere Ltd	S	405.00	81.00	486.00
487 Office Cleaning & Maintenance	15/02/2023		Lloyds Treasurers PC	Card	Toilet Roll	Co-op	X	8.50		8.50
486 Hospitality	15/02/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.45		1.45
497 Telephone System	20/02/2023		Lloyds Current Accour	Direct Debit	Telephone System	SW Comms	S	121.30	24.26	145.56
496 Telephone & Broadband	20/02/2023		Lloyds Current Accour	Direct Debit	Calls outside plan	SW Comms	S	0.69	0.14	0.83
498 Hospitality	20/02/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.45		1.45
499 Jubilee & Coronation	21/02/2023		Lloyds Current Accour	BACS	Coronation Coins	Insignia Ltd	S	4,832.00	966.40	5,798.40
500 Tone Play Area	22/02/2023		Lloyds Current Accour	BACS	Grass Cutting	Somerset West & Taunton	S	466.96	93.39	560.35
504 Sage Payroll & HR	23/02/2023		Lloyds Current Accour	Direct Debit	Payroll System	Sage	S	45.00	9.00	54.00
502 Salaries	23/02/2023		Lloyds Current Accour	BACS	Deductions - Feb	HMRC	X	3,495.23		3,495.23
503 Salaries	23/02/2023		Lloyds Current Accour	BACS	Superann - Feb	Somerset County Council	X	3,023.88		3,023.88
501 Salaries	23/02/2023		Lloyds Current Accour	BACS	Net Salaries	Various	X	8,252.92		8,252.92
506 Cost of Living Crisis	23/02/2023		Lloyds Current Accour	BACS	Grant	PCC St John the Baptist	X	1,080.00		1,080.00
505 Grants	23/02/2023		Lloyds Current Accour	BACS	Grant	Avtar Indian Dance CIC	X	390.00		390.00
508 Provision of Benches & Litter	27/02/2023		Lloyds Treasurers PC	BACS	Bench Plaques	The Sign Maker	S	106.05	21.21	127.26
509 Community Services & Priorit	27/02/2023		Lloyds Current Accour	BACS	New Notice Boards	Greenbarnes	S	4,933.40	986.68	5,920.08
509 Green Corridor	27/02/2023		Lloyds Current Accour	BACS	New Notice Boards	Greenbarnes	S	4,383.73	876.75	5,260.48
507 Hospitality	27/02/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.45		1.45
511 Emergency High Street Fund	28/02/2023		Lloyds Current Accour		Emergency High Street Fund	Clean City Air Ltd	S	2,466.84	493.37	2,960.21
512 Professional Fees	28/02/2023		Lloyds Current Accour	BACS	Health & Safety Advisor	WT Consultancy	S	104.17	20.83	125.00
510 Community Services & Priorit	28/02/2023		Lloyds Current Accour	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
514 IT for New Staff	01/03/2023		Lloyds Current Accour	BACS	IT Equipment (new staff meml	MTMIT	S	915.94	183.19	1,099.13
513 Telephone & Broadband	01/03/2023		Lloyds Current Accour	BACS	New Starter	MTMIT	S	240.00	48.00	288.00
513 Security Software	01/03/2023		Lloyds Current Accour	BACS	New Starter	MTMIT	S	45.00	9.00	54.00
513 Office 365	01/03/2023		Lloyds Current Accour	BACS	New Starter	MTMIT	S	199.20	39.84	239.04

Wellington Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
515 Promotion of Wellington	01/03/2023		Lloyds Current Accour	BACS	'Presented By' Enamel Pin Bad	Insignia Ltd	S	250.00	50.00	300.00
517 Office Cleaning & Maintenance	03/03/2023		Lloyds Current Accour	BACS	Office Cleaning	AIS Cleaners	S	60.00	12.00	72.00
520 Stationery & Postage	03/03/2023		Lloyds Current Accour	BACS	Stationery & Desk Equipment	Viking	S	29.94	5.99	35.93
520 Office Equipment	03/03/2023		Lloyds Current Accour	BACS	Stationery & Desk Equipment	Viking	S	42.49	8.50	50.99
516 Longforth Road Toilets	03/03/2023		Lloyds Current Accour	BACS	Water for Public Toilets	Water2Business	S	156.58	15.10	171.68
518 Maps & Signage	03/03/2023		Lloyds Current Accour	BACS	Additional Finger for Sign Post	Fitzpatrick Woolmer	S	776.00	155.20	931.20
519 Rent	03/03/2023		Lloyds Current Accour	BACS	Pop-Up Shop Rent	H T Perry & Son	X	500.00		500.00
521 Additional Lights & Install	03/03/2023		Lloyds Treasurers PC	Card	Land Registry Search	HM Land Registry	X	6.00		6.00
523 IT Support & Email Hosting	06/03/2023		Lloyds Current Accour	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
524 Office Equipment	06/03/2023		Lloyds Current Accour	BACS	Office Network Upgrade	MTMIT	S	425.98	85.20	511.18
522 Green Corridor	06/03/2023		Lloyds Treasurers PC	Card	Planning Fee for Container	Somerset West & Taunton	X	48.00		48.00
525 Allotments	07/03/2023		Lloyds Current Accour	BACS	Tree Works	Chris Groves Associates	S	400.00	80.00	480.00
526 Sage Payroll & HR	08/03/2023		Lloyds Treasurers PC	Card	HR System	Sage HR	S	30.00	6.00	36.00
527 Wellington One	13/03/2023		Lloyds Current Accour	BACS	Contribution to One Team	Somerset West & Taunton	X	11,000.00		11,000.00
528 Hospitality	13/03/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.40		1.40
529 Jubilee & Coronation	13/03/2023		Lloyds Current Accour	BACS	Coronation Fireworks	Firestorm Pyrotechnics	X	3,000.00		3,000.00
531 Environmental Improvement	14/03/2023		Lloyds Current Accour	BACS	Contribution to Basins Boardw	Somerset West & Taunton	X	3,000.00		3,000.00
534 Hospitality	14/03/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.40		1.40
533 Office Cleaning & Maintenance	14/03/2023		Lloyds Treasurers PC	Card	Mirrors	IKEA	S	5.83	1.17	7.00
532 Telephone & Broadband	14/03/2023		Lloyds Current Accour	Direct Debit	Calls outside plan	SW Comms	S	0.33	0.07	0.40
530 Riffles Event	14/03/2023		Lloyds Current Accour	BACS	Certificate Design & Print	Illuminated Design	X	294.95		294.95
Total								56,966.03	4,509.53	61,475.56

14 March 2023 (2022 - 2023)

Wellington Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
127	15/02/2023		Nationwide 01343556		Interest	Nationwide	X	463.77		463.77
128	15/02/2023		Lloyds Current Accour		Stall Fee	Zunzun	X	30.00		30.00
129	15/02/2023		Lloyds Current Accour		Stall Fee	Dizzyresin	X	30.00		30.00
130	15/02/2023		Lloyds Current Accour		Stall Fee	Crumb Coat Bakery	X	30.00		30.00
131	15/02/2023		Lloyds Current Accour		Stall Fee	Lady Craftsalot	X	30.00		30.00
132	15/02/2023		Lloyds Current Accour		Stall Fee	Buttercup Buttons	X	30.00		30.00
133	22/02/2023		Lloyds Current Accour		Benches	Wellington Gardening Club	X	1,262.00		1,262.00
134	23/02/2023		Lloyds Current Accour		Pop-Up Shop	Alice Burns	X	100.00		100.00
134	23/02/2023		Lloyds Current Accour		Pop-Up Shop	Alice Burns	X	500.00		500.00
137	23/02/2023		Lloyds Current Accour		Stall Fee	Rotary Club	X	30.00		30.00
136	23/02/2023		Lloyds Current Accour		Stall Fee	Bluebird Care	X	30.00		30.00
135	23/02/2023		Lloyds Current Accour		Stall Fee	Kieran's Legacy	X	30.00		30.00
138	24/02/2023		Lloyds Current Accour		Stall Fee x2	Royal British Legion	X	60.00		60.00
139	27/02/2023		Lloyds Current Accour		Stall Fee	The Milk Shed	X	30.00		30.00
141	27/02/2023		Lloyds Deposit Accour		Interest	Lloyds Bank	X	196.57		196.57
142	27/02/2023		Lloyds Current Accour		Pop-Up Shop	Churches Together	X	100.00		100.00
140	27/02/2023		Lloyds Current Accour		Stall Fee	Dogs For Good	X	30.00		30.00
143	03/03/2023		Lloyds Current Accour		Stall Fee	Kings Cycles LTD	X	30.00		30.00
144	03/03/2023		Nationwide 01343556		Interest	Nationwide	X	434.89		434.89
145	07/03/2023		Lloyds Current Accour		Stall Fee	Wellington Carnival Committe	X	30.00		30.00
149	14/03/2023		Lloyds Deposit Accour		Interest	Lloyds Bank	X	171.99		171.99
148	14/03/2023		Lloyds Current Accour		Stall Fee	Friends of Wellington Park	X	30.00		30.00
146	14/03/2023		Lloyds Current Accour		Stall Fee	The Crepe Cart	X	30.00		30.00
150	14/03/2023		Cambridge & Counties		Interest	Cambridge & Counties	X	539.52		539.52
147	14/03/2023		Lloyds Current Accour		Stall Fee	T&M Arts and Crafts	X	30.00		30.00
Total								4,278.74		4,278.74

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	820.00	180.00	232.66 (23%)
28	Electricity				2,000.00	675.33	1,324.67	1,324.67 (66%)
32	Office Equipment				250.00	1,294.32	-1,044.32	-1,044.32 (-417%)
34	Insurances				2,750.00	101.09	2,648.91	2,648.91 (96%)
35	Stationery & Postage				1,250.00	1,836.46	-586.46	-586.46 (-46%)
36	Audit Fees				1,800.00	2,080.00	-280.00	-280.00 (-15%)
37	Office Cleaning & Maintenance				2,500.00	1,469.37	1,030.63	1,030.63 (41%)
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	14,063.16	3,226.84	3,217.00 (18%)

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	5,447.73	-447.73	-197.73 (-3%)
SUB TOTAL			250.00	250.00	30,700.00	24,510.61	6,189.39	6,439.39 (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		(0%)
58	Community Safety				1,000.00		1,000.00	1,000.00 (100%)
59	Promotion of Wellington				5,000.00	815.29	4,184.71	4,184.71 (83%)
60	Community Services & Priorities				5,000.00	6,347.68	-1,347.68	-1,347.68 (-26%)
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

14 March 2023 (2022 - 2023)

All Cost Centres and Codes

139	Cost of Living Crisis		35,000.00	4,800.00	30,200.00	30,200.00 (86%)		
SUB TOTAL			52.73	52.73	105,805.00	64,801.95	41,003.05	41,055.78 (38%)

Cost of democracy and electric

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Mayors Allowance				500.00	500.00	(0%)	
21	Councillors Allowance				4,200.00	4,200.00	(0%)	
22	Members Training				500.00	165.00	335.00 (67%)	
23	Members Travelling				600.00	42.20	557.80 (92%)	
24	Hospitality				1,000.00	156.40	843.60 (84%)	
25	Elections				1,000.00		1,000.00 (100%)	
89	Deputy Mayor's Allowance				200.00	200.00	(0%)	
SUB TOTAL					8,000.00	5,263.60	2,736.40 (34%)	

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
67	Youth Services				26,000.00		26,000.00 (100%)	
71	C.I.L		357,877.17	357,877.17	210,373.97	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 (100%)	
76	Capital Projects				50,000.00		50,000.00 (100%)	
77	Playing Pitch Strategy				9,000.00		9,000.00 (100%)	
95	Office Furniture Replacement				3,000.00		3,000.00 (100%)	
96	Post Office Provision				2,500.00		2,500.00 (100%)	
97	Cades Farm Community Hall				7,000.00		7,000.00 (100%)	
SUB TOTAL			357,877.17	357,877.17	330,873.97	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		47,206.54	-47,206.54	-21,856.54 (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					776.00	-776.00	-776.00 (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

14 March 2023 (2022 - 2023)

All Cost Centres and Codes

SUB TOTAL		25,350.00	25,350.00		48,707.54	-48,707.54	-23,357.54 (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		1,262.00	1,262.00	2,500.00	3,403.35	-903.35	358.65 (14%)
51 Planning Administration				2,160.00	1,125.00	1,035.00	1,035.00 (47%)
52 Environmental Improvements				20,000.00	3,749.00	16,251.00	16,251.00 (81%)
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	7,346.97	12,653.03	12,653.03 (63%)
SUB TOTAL		1,262.00	1,262.00	64,677.00	30,939.78	33,737.22	34,999.22 (54%)

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41 Grants				15,000.00	10,399.42	4,600.58	4,600.58 (30%)
SUB TOTAL				15,000.00	10,399.42	4,600.58	4,600.58 (30%)

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	3,702.70	-1,702.70	-1,294.70 (-28%)
45 Tone Play Area		10,000.00	10,000.00	1,000.00	13,366.66	-12,366.66	-2,366.66 (-236%)
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	17,235.74	-3,735.74	6,672.26 (41%)

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	8,963.05	6,963.05				6,963.05 (348%)
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	425,677.05	420,402.05				420,402.05 (7969%)

Wellington Town Council
Summary of Receipts and Payments

14 March 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	2,106.44	583.56	583.56 (21%)
30	IT Equipment				1,200.00	1,459.47	-259.47	-259.47 (-21%)
31	IT Support & Email Hosting				4,250.00	4,129.00	121.00	121.00 (2%)
94	IT for New Staff				1,500.00	1,316.43	183.57	183.57 (12%)
101	Telephone System				2,000.00	1,253.00	747.00	747.00 (37%)
103	Security Software				195.00	225.00	-30.00	-30.00 (-15%)
104	Office 365				1,760.00	2,005.20	-245.20	-245.20 (-13%)
105	Parish Online				450.00	405.00	45.00	45.00 (10%)
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	769.00	101.00	101.00 (11%)
132	Councillor Tablets				2,500.00	3,744.80	-1,244.80	-1,244.80 (-49%)
SUB TOTAL					19,035.00	19,033.24	1.76	1.76 (0%)

Pop Up Shop

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	5,850.00	4,050.00	-1,800.00	6,000.00	6,707.89	-707.89	-2,507.89 (-21%)
118	Overheads				3,000.00	523.32	2,476.68	2,476.68 (82%)
119	Repairs				1,500.00	26.77	1,473.23	1,473.23 (98%)
SUB TOTAL		5,850.00	4,050.00	-1,800.00	10,500.00	7,257.98	3,242.02	1,442.02 (8%)

Professional Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Professional Fees				6,000.00	1,979.17	4,020.83	4,020.83 (67%)
SUB TOTAL					6,000.00	1,979.17	4,020.83	4,020.83 (67%)

Staff Costs & Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				179,096.00	143,801.66	35,294.34	35,294.34 (19%)
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	144,447.25	37,448.75	38,948.75 (21%)

Wellington Town Council
Summary of Receipts and Payments

14 March 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	5,892.16	14,124.84	14,124.84 (70%)
127	Jubilee Stall Deposits		-528.00	-528.00				-528.00 (N/A)
128	Jubilee & Coronation		330.00	330.00	25,000.00	21,206.58	3,793.42	4,123.42 (16%)
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		360.00	360.00				360.00 (N/A)
141	Street Fair Refundable Deposits		270.00	270.00				270.00 (N/A)
142	Riffles Event					294.95	-294.95	-294.95 (N/A)
SUB TOTAL			432.00	432.00	110,017.00	36,524.89	73,492.11	73,924.11 (67%)

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	829,569.11	815,724.11	915,603.97	510,998.45	404,605.52	1,220,329.63 (131%)
V.A.T.		29,585.65			50,459.08		
GROSS TOTAL		859,154.76			561,457.53		

Wellington Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2022 and 14-03-2023)

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
505	23/02/2023			Lloyds Current Acc	BACS	Grant	Avtar Indian Dance CIC	X	390.00		390.00
<u>Subtotal for Code: Grants</u>									£10,399.42		£10,399.42
<u>Subtotal for Cost Centre: Grants</u>									10,399.42		10,399.42
<u>TOTALS</u>									£10,399.42		£10,399.42

REVIEW OF EARMARKED RESERVES AND CIL

For Finance Committee March 2023

1. Background

The Council hold several earmarked reserves of funds for specific projects. While these are reviewed generally when the budget is set, a more thorough review should be carried out in order to determine the likelihood of the funds being drawn down.

Details of each earmarked reserved is detailed below and the Committee should make recommendations, either to Full Council or another Committee, on whether or not the reserve is still required. If no longer required, the reserve can either be returned to the general reserve, transferred to another earmarked reserve, or re-named to commit funds to another project.

As the money held in reserve has been taken from Precept, and therefore Council Tax, payments (excluding CIL) it should not be held for long periods of time without good reason and the Council should have plans for each line.

2. Reserve Details

2.1. Elections – current balance £2,000

A bill has not yet been received for the elections held in May 2022. It has been previously indicated that a bill for this is likely to be £6,100. The remainder required for this payment will be drawn from the general reserve. From 23-24, there will be an annual amount added to this line to build up a larger reserve for the elections in 2027.

2.2. Community Infrastructure Levy (CIL) – current balance £494,106.14

The Council have a number of committed items against the current CIL balance as detailed below. This balance is exclusive of funds used to pay for the refurbishment of the Tonedale Play area. It has also been identified that CIL funding will used for the refurbishment of the Longforth Road toilets. Given that costs for this is currently unknown, it is asked that the Committee **RECOMMENDS** to Full Council that no more commitments are made to fund items from the CIL reserve.

Courtfields 3G Pitch	£150,000
Football Club	£50,000
Toneworks (SWT)	£50,000

Remaining Balance £244,106.14

2.3. Film Festival – Current Balance £0

This reserve of £8,000 was spent after the completion of the Wellington Film Festival in September 2022. The next festival will be held in April 2024 so this reserve will be built back up in two instalments of £4,000. The Town Centre Committee will review the Film Festival.

2.4. Railway Station – Current balance £15,000

A reserve amount of £6,300 was added to the budget in 2019-20. The amount was increased to £15,000 in 2021-22. In the time since, there has been very little information on how these funds will be spent. The committee should consider how and when this reserve will be used.

- 2.5. Capital Projects – Current balance £50,000
This will fund the purchase of the play area at Weavers Reach which is likely to be around £7,500 including costs. The estimated balance of £42,500 will be carried forward to the next financial year.
- 2.6. Playing Pitch Strategy – Current Balance £9,000
This reserve has been in situ for a number of years with little information on how and when it will be spent. There will be a suggested spend against this line for feasibility works required to find out if pitches can be put in the green corridor land. This is expected to be around £5,000.
- 2.7. Post Office Provision – Current Balance £2,500
This was added during the review of the budget for 2021-22. There has been very little information on how these funds will be spent. The committee should consider how and when this reserve will be used.
- 2.8. Cades Farm Community Hall – Current Balance £7,000
This reserve was created from an unspent budget line. The recently appointed Project Officer will be leading on the project to build the community hall. It is expected that this budget will be used for initial fees and to meet costs whilst funding opportunities are identified.
- 2.9. Pop Up Shop – Current Balance £2,277.65
Previously, the provision of the Pop-Up shop was funded from an earmarked reserve of £10,500. This has been drawn down over time to give the balance above. As part of the review for the 23-24 budget, it was decided to transfer the remaining balance into the general fund and the related costs becoming part of the Precept calculations. There is income to offset some of the costs. Estimated breakdowns were included with the budget review.
- 2.10. Office Furniture Replacement – Current Balance £3,000
This reserve was also created from an unspent line in a previous financial year. Given the increase in staff levels, it is anticipated that this will be spent within the 23-24 year.
- 2.11. Youth Services – Current Balance £26,000
This was carried into an earmark reserve following the closure of the Youth Centre. The Council have recently agreed an SLA with Mind Somerset for £5,000 per year for three years which will be paid from this line. Assuming no other spend, the balance after the three years will be £11,000.
- 2.12. Neighbourhood Plan – Current Balance £10,000
This has been in the budget details for some time with the amount being included in the Precept calculations each year so was moved to a reserve instead. The Committee should consider if this reserve will be used.
- 2.13. Professional Services – Current Balance £18,020.83
This line is used to support the capital projects earmarked reserves; it will also be used for solicitors' costs for work relating to the Green Corridor. Its balance will carry forward to the next financial year and the need for topping it up will be reviewed with the budget for 24-25.

3. Total Balances

Total Earmarked Reserves Balance	£638,904.62
General Fund Balance	£452,000.65
	£1,090,905.27
VAT yet to be reclaimed	-£24,778.09
Adjusted Bank Balance (as per reconciliation)	£1,066,127.18

Alice Kendall – Deputy Clerk/Deputy RFO
14 March 2023