



# WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

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

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting	<b>Annual Council Meeting</b>
Time	6.00pm
Date	3 May 2023
Place	United Reformed Church Hall, Fore Street TA21 8AG

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

David Farrow  
Town Clerk  
01823 662855  
[info@wellingtontowncouncil.co.uk](mailto:info@wellingtontowncouncil.co.uk)

26 April 2023

## **AGENDA**

### **1. TO ELECT THE MAYOR FOR 2023/24**

Nominations, properly proposed and seconded, and endorsed by the candidates, have been received from two candidates (Councillors M Barr and J Lloyd). As per Standing Order 8a, voting on appointments shall be by a show of hands unless a resolution is passed to use a secret ballot.

The elected Mayor will present Councillor Lithgow with a Past Chairmans Badge and invite him to say a few words.

### **2. TO ELECT A DEPUTY MAYOR FOR 2023/24**

Nominations, properly proposed and seconded, and endorsed by the candidates, have been received from one candidate (Councillor C Govier).

### **3. APOLOGIES**

If you cannot attend, please send your apology and reason to the Town Clerk. Councillors are reminded that failure to attend any Council meeting for 6 months, full council or a committee/s, will result in them automatically ceasing to be a councillor irrespective of whether apologies are given.

### **4. DECLARATIONS OF INTEREST**

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Standing declarations made by Councillors are set out at the end of the agenda.

### **5. MINUTES**

To approve and sign the minutes of the Planning and Full Council meetings held on 3 April 2023 (copies attached).

### **6. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

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

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

### **7. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM**

### **8. CALENDAR OF MEETINGS FOR 2023/24**

Standing order 5 (j, xxi) requires the Council to set the dates, times and places of ordinary meetings for the forthcoming year. It is **RECOMMENDED** that the attached calendar of meetings is adopted.

## **9. REVIEW OF COMMITTEES, THEIR MEMBERSHIP AND TERMS OF REFERENCE**

### **a. Finance (9 Councillors)**

**a.1. Membership** – At publication, four Councillors have requested membership: Councillors A Govier, M Lithgow, J Lloyd and J Thorne

**a.2. Terms of Reference** – It is recommended that the committee review its Terms of Reference at its next meeting and make recommendations to a subsequent Full Council meeting for any required changes.

### **b. Environment and Heritage (7 Councillors)**

**b.1. Membership** – at publication, four Councillors have requested membership: Councillors C Booth, C Govier, M Lithgow & K Wheatley

**b.2. Terms of Reference** – This Committee's Terms of Reference were reviewed and adopted at the April 2023 meeting. They are attached for reference.

### **c. Policy & Resources Committee (9 Councillors)**

**c.1. Membership** – at publication, six Councillors have requested membership: Councillors A Govier, C Govier, M Lithgow, J Lloyd, J Thorne and K Wheatley.

**c.2. Terms of Reference** – It is recommended that the committee review its Terms of Reference at its next meeting and make recommendations to a subsequent Full Council meeting for any required changes.

### **d. Allotments Committee (6 Councillors)**

**d.1. Membership** – at publication, four Councillors have requested membership: Councillors Booth, C Govier, M Lithgow and J Lloyd.

**d.2. Terms of Reference** – It is recommended that the committee review its Terms of Reference at its next meeting and make recommendations to a subsequent Full Council meeting for any required changes.

### **e. Town Centre Committee (8 Councillors)**

**e.1. Membership** – at publication, five Councillors have requested membership: Councillors C Booth, C Govier, M Lithgow, J Lloyd and N Powel-Brace.

**e.2.** Following the end of the Emergency High Street and Welcome Back Funds, updated Terms of Reference are attached for approval. It has been recommended by the Committee that in the number of co-opted members be increased from four to six. This is reflected in the draft document as well as other changes that provide clarity to the committee's purpose and responsibilities. A summary of changes to the document is laid out in the report attached.

## **10. TO ELECT REPRESENTATIVES TO OUTSIDE BODIES**

(List of current representatives attached for information)

- a. Wellington Twinning Association (2 members)**
- b. Wellington Community Association (2 members)**
- c. Somerset Association of Local Councils (2 members)**
- d. Hospital of Sir John Popham Knight (3 members)**
- e. Friends of Wellington Park (1 member)**
- f. Wellington Museum and Local History Society (1 member)**
- g. Devon and Somerset Metro Group (1 member)**
- h. Representative Governor at Wellington School**
- i. Wellington One (2 members)**
- j. Basins Volunteer Group (2 members)**
- k. Local Community Network (1 member)**

## **11. RENEWAL OF THE ANNUAL SUBSCRIPTIONS**

It is **RECOMMENDED** that the following subscriptions are renewed for 2023-24

- a. Somerset Association of Local Councils (SALC).**  
Renewal fees are based on numbers on the Electoral Roll (last amount paid was £1,789).
- b. Community Council for Somerset (CCS)**  
Council approval is sought to membership of the CCS at a cost of £100 per year. This will provide access to a range of support and resources that will support community development activities.
- c. Society for Local Council Clerks (SLCC)**  
Council approval is also sought to renew membership of SLCC as a further professional support for Council staff. £262 per year

## **12. CODE OF CONDUCT**

The Council adopted The Local Government Association revised model Code of Conduct at its Annual Meeting in 2022. A copy is attached for reference and no further changes are proposed. It is **RECOMMENDED** that the Council confirm review and re-adopt the policy unchanged.

## **13. STANDING ORDERS AND FINANCIAL REGULATIONS**

It is **RECOMMENDED** that the Policy and Resources Committee review the Council's Standing Orders and Financial Regulations at its first meeting and bring any proposals for change to the next Council meeting.

#### **14. COUNCIL POLICIES AND PROCEDURES**

A list of Policies and procedures reviewed by the Policy and Resources Committee and subsequently the Full Council is attached. The Policy and Resources Committee will review remaining polies and procedures across the coming year.

#### **15. COUNCILLOR ATTENDANCE**

A summary of Councillor attendance at 2022-23 meetings is attached for noting and will be published on the website. Full records are available on request.

#### **16. TO RECEIVE AN UPDATE FROM THE FINANCE COMMITTEE HELD ON 17 APRIL 2023**

The draft minutes are attached for information and Councillor Lithgow will provide an update.

It should be noted that a decision was taken under the Committee's delegated powers to award Transition Town Wellington a grant of £3,000.

#### **17. TO RECEIVE AN UPDATE FROM THE POLICY AND RESOURCES COMMITTEE HELD ON 17 APRIL 2023**

The draft minutes are attached for information and Councillor Lithgow will provide and update. Supporting documents for the recommendations are attached to the agenda.

The Committee recommends to Full Council:

- (i) To adopt the revised Town Council Disciplinary Procedure
- (ii) That the Town Council's Absence Management Procedure remains unchanged
- (iii) To adopt the revised Town Council Health and Safety Policy

#### **DECLARATIONS OF INTEREST**

##### **Members of Somerset Council:**

Councillor Andrew Govier

Councillor Marcus Barr

Councillor Ross Henley