

WELLINGTON TOWN COUNCIL MINUTES 3 MAY 2023

MINUTES OF THE ANNUAL MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 3 MAY 2022 AT 6.00PM

PRESENT: Councillor M Barr (Mayor)

Councillors Z Barr, W Battishill, S Booker, C Booth, K Canham, A Govier, C Govier, R Henley, J Lloyd, M Lithgow, M McGuffie, J Thorne, N Powell-Brace, K Wheatley

David Farrow (Town Clerk) and, Alice Kendall (Deputy Clerk and Responsible Financial Officer).

Two members of the public and one member of the press were present.

1 TO ELECT THE MAYOR FOR 2023/24

Nominations for the role of Mayor had been received for Councillors M Barr and J Lloyd.

It was proposed by Councillor M Lithgow that a paper ballot should be held, and this was seconded by Councillor M Barr. It was **RESOLVED** that a paper ballot should be held.

Following the ballot Councillor M Barr was elected as Mayor for the coming year.

Councillor M Barr assumed the Chair and presented Councillor M Lithgow with a Past Chairs Badge.

2 TO ELECT A DEPUTY MAYOR FOR 2023/4

Having been appropriately nominated by Councillor A Govier and seconded by Councillor M McGuffie, in accordance with Standing Orders, it was **RESOLVED** that Councillor Catherine Govier be appointed as Deputy Mayor for the coming year.

Councillors A Govier and J Thorne paid tribute to Councillor M Lithgow's time as Mayor and thanked him for his service to the town. They also congratulated Councillor M Barr on his election.

Councillor J Lloyd also congratulated Councillor M Barr on his election.

3 APOLOGIES

No apologies were received as all councillors were present.

4 DECLARATIONS OF INTEREST

Councillor J Lloyd declared a standing interest as a member of Sampford Arundel Parish Council which was part of the same Local Community Network as Wellington Town Council.

5 MINUTES

RESOLVED to approve the minutes of the Finance, Planning and Full Council meetings held on 3 April 2023.

6 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

No questions were asked.

7 TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

Sergeant Forrest's report had been circulated with the agenda. Sergeant Forrest introduced Sergeant Dan O'Connor who would be replacing her as she had been promoted to a role leading the Bridgwater Neighbourhood Policing Team.

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In response to a question from Councillor Thorne, Sergeant Forrest said that the out of hours phone outside the police station connected to the police call centre.

Councillors thanked Sergeant Forrest for the work she had done whilst based in the town.

At this juncture, Councillor Henley gave his apologies and left the meeting.

8. CALENDAR OF MEETINGS FOR 2023/24

After some discussion, it was **RESOLVED** that the committee dates and times for May and June be agreed and that each committee should set its meeting arrangements for the year at its first meeting.

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

a. Finance (9 Councillors)

a.1. Membership – RESOLVED that the Committee membership for 2023/24 will be Councillors M Barr, A Govier, M Lithgow, J Lloyd, M McGuffie and J Thorne (3 vacancies)

a.2. Terms of Reference – RESOLVED 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 – RESOLVED that the Committee membership for 2023/24 will be Councillors M Barr, C Booth, K Canham, C Govier, M Lithgow, M McGuffie & K Wheatley

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

c. Policy & Resources Committee (9 Councillors)

c.1. Membership – RESOLVED that the Committee membership for 2023/24 will be Councillors M Barr, K Canham, A Govier, C Govier, M Lithgow, J Lloyd, M McGuffie, J Thorne and K Wheatley.

c.2. Terms of Reference – RESOLVED 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 – RESOLVED that the Committee membership for 2023/24 will be Councillors M Barr, W Battishill, C Booth, C Govier, M Lithgow and J Lloyd.

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

e. Town Centre Committee (8 Councillors)

e.1. Membership – RESOLVED that the Committee membership for 2023/24 will be Councillors M Barr, S Booker, C Booth, C Govier, M Lithgow, J Lloyd, N Powel-Brace and K Wheatley.

e.2. RESOLVED to adopt the revised terms of reference for the committee that had been circulated with the agenda.

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10 TO ELECT REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED that Town Council representation on outside bodies would be as follows

- a. **Wellington Twinning Association** Councillor J Lloyd
- b. **Wellington Community Association** Councillors C Govier and M Lithgow
- c. **Somerset Association of Local Councils** Councillors J Lloyd and M Lithgow
- d. **Hospital of Sir John Popham Knight** Councillor M Lithgow
- e. **Friends of Wellington Park** Councillor M Lithgow
- f. **Wellington Museum and Local History Committee** Councillor K Canham
- g. **Devon and Somerset Metro Group** The Town Clerk to establish if it is possible to change membership.
- h. **Representative Governor at Wellington School** Councillor K Wheatley
- i. **Wellington One** Councillor A Govier
- j. **Basins Volunteer Group** Councillors M Barr and N Powell-Brace
- k. **Local Community Network** Councillor C Govier

11. RENEWAL OF ANNUAL SUBSCRIPTIONS

RESOLVED to renew the annual subscription to the following

- a. Somerset Association of Local Councils
- b. The Community Council for Somerset
- c. The Society of Local Council Clerks

12. CODE OF CONDUCT

RESOLVED to confirm the review of the policy and re-adopt the policy unchanged.

13. STANDING ORDERS AND FINANCIAL REGULATIONS

RESOLVED that the Policy and Resources Committee review the Councils 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 paper setting out the policies and procedures that had been reviewed in the previous year and those that were still outstanding had been circulated with the agenda and was noted.

15. COUNCILLOR ATTENDANCE

A paper detailing councillor attendance in the previous year had been circulated with the agenda and was noted.

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

The draft minutes had been circulated with the agenda. There were no questions.

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It was 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 had been circulated with the agenda. There were no questions.

RESOLVED

- (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

The meeting closed at 7.00pm

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Councillor Marcus Barr
Mayor