

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

**MINUTES OF THE WELLINGTON TOWN COUNCIL PLANNING MEETING HELD AT
UNITED REFORMED CHURCH HALL ON WEDNESDAY 3 MAY 2023 AT 7.30 PM**

PRESENT: Councillors M Barr (Chair), Z Barr, W Battishill, S Booker, K Canham, M Lithgow, J Lloyd, M McGuffie, J Thorne and K Wheatley.

David Farrow (Town Clerk)
Alice Kendall (Deputy Clerk)

One members of the press
Twenty Five members of the public

018 APOLOGIES

Apologies were received from Councillors C Booth, A Govier, C Govier, R Henley and N Powell-Brace.

019 DECLARATIONS OF INTEREST

The standing declarations from Councillors Govier, Lloyd, Lithgow and Wheatley relating to the old SWT planning committee will be removed from future agendas.

020 PUBLIC PARTICIPATION

Seven members of the public made representations relating to item 5 (consideration of a public meeting with Pegasus Group)

At this juncture, it was **RESOLVED** to bring forward item 5 to be considered next.

021 TO CONSIDER HOLDING A PRE-APPLICATION MEETING WITH PEGASUS GROUP

Correspondence had been received from Pegasus Group who are requesting a pre-application meeting regarding the development of land to the south of Oldway Road. The e-mail, as well as a site plan was circulated for information. The site is in Wellington Without Parish but is directly adjacent to the Town Council's boundary. The e-mail has also been copied to the Clerk and Chairman at Wellington Without.

RESOLVED to not hold any pre-application meetings or discussions with the Developer.

Councillors thanked the members of the public present and encouraged them to continue to raise their concerns throughout the planning process.

022 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: 43/23/0002

Proposal: Demolition of agricultural barn and erection of 4 No. dwellings with associated works at Henley Farm, Payton, Wellington as amended by agents email of 15 Feb 2022 and drawing numbers 8220-11-B-H4 Elevations (Rev B), 8220-14-0 Visibility splays, 8220-09-B-H3 Elevations (Rev B), 8220-07-B-H2 Elevations (Rev B), 8220-05-B-H1 Elevations (Rev B) and 8220-02-C Proposed Site Plan (Rev C)

Resolved to recommend that this application be refused. The amendments do not address the concerns as previously stated (reproduced below).

- 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.

(b) Case Ref: 43/23/0030

Proposal: Installation of storage container at Fox's Field, Tonedale, Wellington

RESOLVED to recommend that this application be approved.

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

(c) Case Ref: 43/23/0043

Proposal: Application for approval of reserved matters following outline application 43/06/0016 for the scale, siting, design, external appearance and landscaping for a restaurant and hot food takeaway with drive thru, access, parking, servicing and landscaping at Plot 8 Westpark 26, Chelston

RESOLVED to recommend that this application be approved.

(d) Case Ref: 43/23/0044

Proposal: Demolition of attached garage and erection of a single storey extension and detached double garage at 5a Oldway Park, Wellington

RESOLVED to recommend that this application be approved.

(e) Case Ref: 43/23/0046

Proposal: Replacement of side extension and rear conservatory with the erection of a single storey wraparound extension at 1 John Grinter Way, Wellington

RESOLVED to raise no objection to this application. However, it was noted that the Design and Access statement cites policies from the East Devon Local Development Framework rather than the documents applicable in this area.

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

Application Number	Proposal	Address	WTC Recommendation Or Comments	Somerset Council Decision
43/23/0019/CMA	Application to determine if Prior Approval is required for a change of use and conversion from commercial, business and service use (Class E) into 1 No. dwelling (Class C3)	25 South Street, Wellington	No objection	Prior Approval Approved
43/23/0023/AGN	Application for prior notification for the erection of an agricultural storage building	Chelston House Farm, Chelston, Wellington	N/A	Decision of Planning Permission Required Not AGN
43/23/0024/NMA	Application for a Non-Material Amendment to application 43/22/0002 to amend the design of the Class E unit and reduce the number of steps in the roof ridgeline of the units on land	Westpark, Chelston	N/A	Approved
43/23/0021/CG	Application to determine if Prior Approval is required for a proposed change of use from commercial, business and service (Use Class E) to mixed use including 2 No. flats (Use Class C3)	1 Fore Street, Wellington	No objection	Prior Approval Approved
43/22/0134	Erection of a two storey extension to the side and rear and a single storey and	117 Barn Meads Road, Wellington	None	Approved

Initial

	first floor extension to the rear (amended scheme to 43/21/0132)			
43/23/0012	Variation of Condition to application 43/07/0093LB to add a condition of listed approved plans	Tonedale Mill, Tonedale, Wellington	Noted	Withdrawn
43/23/0025	Erection of a single storey extension to the rear	53 Oaken Ground, Wellington	None	Approved
43/23/0026	Replacement and enlargement of conservatory and erection of a single storey extension to the rear	5 Grange Close, Wellington	None	Approved
43/23/0027	Formation of garden entrance to create an in-out driveway	Greenend, Pyles Thorne Road, Wellington	None	Approved
43/21/0095	Conversion of former outbuilding into 1 No. bungalow with erection of extension to the side (retention of works already undertaken)	59 Lodge Close, Wellington	Approval	Withdrawn
43/23/0040/NMA	Application for a Non-Material Amendment to application 43/22/0126 for changes to rear elevation to reduce the external doors in width and install an additional window with amendments to decking step position and width	85 Oaken Ground, Rockwell Green, Wellington	N/A	Approved

The meeting closed at 6.30 pm

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Councillor Marcus Barr
Mayor

Initial



REPORT OF THE TOWN CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE TOWN COUNCIL 5 June 2023

1. Introduction

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

2. Council Work Plan

- Following the appointment of Ravenslade to Project Manage the work associated with bringing the Longforth road toilets back in to use officers are now holding monthly project meetings with the lead from Ravenslade. A detailed work programme has been developed and will be shared with the Policy and Resources Committee at its next meeting.
- The Project Group overseeing the work to create a community space on the ground floor of the Kings Arms is meeting monthly and progress is being made. Somerset Council provided a grant of £10,000 towards the work on the basis that it will be used as a community hub and a base for the delivery of early help services in the town.
- I have maintained regular contact with Cash Access UK in relation to the creation of a banking hub in the town. At this stage they have not yet been able to identify any suitable, available premises. They are planning on commencing a community engagement process soon for which I have offered the Town Council's support.
- The Community Consultation is due to close on the 5 June 2023. To date we have had 330 responses and I am grateful to the Community Council for Somerset for the extra work they have done to promote it through social media and visiting the town. Could I ask that councillors continue to promote it as the more responses we get the more meaningful the information we get.
- The Spring Fayre in the park and the Family Fun Day at the rugby club were huge successes. Many thanks to all that were involved but especially to the Assets and Events Officer who drove the Fun Day in particular.
- It would appear that we are getting closer to the Longforth Farm allotments being offered to the Town Council now that Bloor Homes have fulfilled its Section 106 requirement to deliver a mains water connection to the site. There are still a number of outstanding issues that need to be ironed out before we can bring a final proposal for taking ownership of the land to the Town Council for consideration. A visit has been arranged to Honiton Town Council on the 31 May 2023 to see how it went about preparing a new allotment site
- The first Wellington/Wiveliscombe Local Community Network Meeting has been scheduled for 7.00pm on the 6 July to be held at the Wiveliscombe Community Centre.

3. Social Media

In the past 28 days (27th April – 24th May 2023) our Facebook and Instagram pages have reached 18,201 and 650 accounts respectively. Our most liked/reacted to posts are as follows:

1. Community Awards Winner Wellington Majorettes – 234 likes and reactions – reached 4754 accounts
2. Community Award Winner Ellisons School of Motoring – 108 likes and reactions – reached 2577 accounts
3. Street Fair promotion “It’s a beautiful day out there...” – 100 likes and reactions – reached 4010 accounts
4. Coronation Fireworks “keep your pets safe” announcement – 89 likes – reached 6366 accounts
5. Street Fair promotion “The annual Street Fair is just over 1 month away...” – 84 likes – reached 5957 accounts

We are seeing excellent page growth at the moment due to our events promotion and those involved with our events sharing our posts to their own followings. This growth should continue through to the end of June and will likely plateau after The Rifles event concludes.

4. Monthly Bank Reconciliation

Attached as an Appendix.

5. June Meetings/Events

Date	Time	Event	Location	Who Involved
3 June	All Day	Street Fair	High Street/South Street	All
5 June	2.00pm	Meeting with head teachers	IKB Primary School	Town Clerk
5 June	6.00pm/7.00pm	Planning/Council Meetings	URC Hall	All
6 June	9.30am	Visit to Beech Grove Primary School	Beech Grove Primary School	Mayor/Town Clerk
6 June	6.30pm	Rifles Working Group	Council Chamber	Working Group Members
9 June	10.00am	Metro Board meeting	Virtual	Mayor/Town Clerk
13 June	3.30pm	Finance Committee Meeting	URC Hall	Committee Members
13 June	4.00pm	Policy and Resources Committee Meeting	URC Hall	Committee members
14 June	10.30am	Town and Parish Clerks Briefing	Virtual	Town Clerk
15 June	11.00	Foodbank 10 th Anniversary Event	URC Hall	Mayor
16 June	7.00pm	Habeas Corpus	Wellington Arts Centre	Mayor
17 June	All day	Armed Forces Day Events/ Rifles Regiment Freedom Celebrations	Recreation Ground/Town Centre/Wellington School	All
17 June	11.00am	Presentation to Masonic Lodge	Masonic Lodge	Mayor
19 June	11.30am	Ravenslade Project Group Meeting	Council Chamber	Officers

23 June	10.00am	Kings Arms Project Group Meeting	Falcon Housing	Officers/Cllrs M Lithgow and A Govier
25 June	2.00pm	400 th Anniversary of Maces celebration	Axbridge Town Council	Mayor
28 June	10.30am	Town and Parish Clerks Briefing	Virtual	Town Clerk

6. Staff Holiday

The Deputy Town Clerk is on holiday from the 15 June until the 20 June 2023

Dave Farrow
Town Clerk
30 May 2023

Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFODate: 25/05/2023*Name and Role (Clerk/RFO etc)*

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 25/05/2023		
	Cash in Hand 01/04/2023		993,335.85
	ADD Receipts 01/04/2023 - 25/05/2023		507,506.21
	SUBTRACT Payments 01/04/2023 - 25/05/2023		1,500,842.06
			93,091.24
	Cash in Hand 25/05/2023 (per Cash Book)		1,407,750.82
B	Cash in hand per Bank Statements		
	Petty Cash 25/05/2023	0.00	
	Nationwide 01343556 25/05/2023	203,850.16	
	Cambridge & Counties 15020773 25/05/2023	256,290.81	
	The Cambridge Building Society CI 25/05/2023	200,799.46	
	Lloyds Treasurers PC 87331468 25/05/2023	205.76	
	Lloyds Deposit Account 07788306 25/05/2023	694,577.99	
	Lloyds Current Account 2195145 25/05/2023	31,674.34	
			1,387,398.52
	Less unrepresented payments		10,769.52
			1,376,629.00
	Plus unrepresented receipts		31,121.82
	Adjusted Bank Balance		1,407,750.82
	A = B Checks out OK		

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 16 MAY 2023 AT 5.30 PM

PRESENT: Councillor M Lithgow (Chair),
Councillors M Barr, A Govier, J Lloyd and M McGuffie
IN ATTENDANCE: David Farrow (Town Clerk), Alice Kendall (Deputy Clerk/Deputy RFO)
1 member of the press

Councillor Barr opened the meeting as Mayor and conducted the business for the first item.

24 TO APPOINT A CHAIRMAN FOR THE FORTHCOMING YEAR

RESOLVED to appoint Councillor Lithgow as Chairman for the year.

25 APOLOGIES

Apologies were received from Councillor Thorne.

26 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.

In addition, Councillor Govier declared an interest in item 9 (Grants) as he had previously given funding to the group from a former scheme at the County Council.

27 PUBLIC PARTICIPATION

No members of the public were present.

28 MINUTES

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

29 TO REVIEW TERMS OF REFERENCE

RESOLVED to recommend to Full Council that the Terms of Reference be adopted unchanged.

30 TO REVIEW DATES AND TIMES OF MEETINGS

After some discussion, it was **RESOLVED** to recommend to Full Council that the Finance meetings be held on the 2nd week of the month to precede either the Town Centre or Policy and Resources Committees. The time to be half an hour before the start of those meetings (approx. 5.30pm or 3.30pm).

31 ACCOUNTING STATEMENTS

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

RESOLVED to note approve the bank reconciliation as presented.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 11 APRIL – 9 MAY 2023

RESOLVED to note and approve the expenditure as presented.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 11 APRIL – 9 MAY 2023

RESOLVED to note and approve the income as presented.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET AT 9 MAY 2023

RESOLVED to note and approve the budget report as presented.

32 GRANTS

(a) Applications

- i. **Whirlwinds Academy** – the organisation applied for a grant of £3,362.22 for their Accessibility & Disability Project. The application form and supporting documents were circulated to Councillors by e-mail.

RESOLVED to recommend to Full Council to award a grant of £3362.22.

33 YEAR END ACCOUNTS & AUDIT

(a) Internal Auditors Report 2022/23

RESOLVED to recommend to Full Council that the report (and the notes from officers) be noted.

(b) Draft copy of Sections 1 and 2 of the AGAR 2022/23

RESOLVED to recommend to Full Council that AGAR sections 1 and 2 be accepted.

(c) Draft Summary of Funds Report

RESOLVED to recommend to Full Council that the draft report be accepted.

(d) Draft Notice of Exercise of Public Rights (attached)

Resolved to recommend to Full Council that the notice of public rights be approved, the dates published being Monday 5 June to Friday 14 July.

There being no further business, the meeting closed at 6.03 pm.

.....
Councillor Mark Lithgow
Chairman



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Finance Committee

Name of Committee: The Finance Committee

Purpose

To review, report on, and make recommendations to the Council on all matters of a financial nature and to act as a measure of internal control.

Summary of Responsibilities

The Finance Committee shall have delegated authority to:-

- To monitor, review and approve monthly expenditure and accounts for payment
- To monitor, review and approve monthly bank reconciliations (copy also supplied at Full Council with the Clerk's report)
- To monitor, review and approve the Council's expenditure against the budget
- To receive and decide (or make recommendations to Council where required) Grant applications within the Council's policy
- To review and make recommendations in relation to the Council's Service Level Agreements
- To review the Council's Grant Policies and make recommendations for change to the Full Council
- To review and make recommendations to the Council in relation to the Council's contracts for goods and services
- To review the Council's bank mandate and banking arrangements
- To review and make recommendations to the Council regarding the Council's reserves
- To review and make recommendations on the Council's annual budget and precept demand

Status

The Finance Committee is a fully constituted Committee. It has elected membership; however, all Councillors are welcome to attend any meetings of the group.

Reporting

The committee will provide a regular update for discussion and consideration at each Council meeting following a meeting of the committee.

Membership

The Committee will comprise 9 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

The Quorum of the committee is 4 elected members. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.

Should any Committee Member resign, the Chairman will consult with the other members and, if it is deemed necessary, seek another Councillor to fill the vacancy, which shall be decided by election at the subsequent Council meeting.

Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core responsibilities to a maximum of £3,000 (per item) to be taken from the relevant budget. No other expenditure may be permitted without express approval from the Council. All items of expenditure will be reported to the next Council meeting.
- In respect of Grant applications, the Committee has delegated authority from the Council to approve expenditure for non-major grants. i.e. up to £3,000. All applications exceeding this will require a recommendation to Council.
- In the event that more than £3,000 is required for any one item of expenditure, the Committee will seek the express approval of the Council before proceeding.

Operation of the Committee

- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Committee will be held once a month.
- Unless a motion is passed to the contrary, the Mayor will be appointed Chairman of the Committee at its first meeting following the Annual Meeting of the Council.
- If the Chairman is not able to attend a meeting, the Committee shall vote to appoint a Chairman for that meeting before any business is conducted.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting.
- In the case of a tied vote, the Mayor, as Chairman will cast the deciding vote.

- The Clerk or Deputy RFO will prepare and circulate to Councillors an agenda by email for each meeting, at least 3 clear days prior to the meeting, and will publish the agenda on the Council website and noticeboard.
- The Terms of Reference, agendas, and minutes of the Committee's meetings will be made available to Councillors and the public as soon as practicable.
- The Chair of the Committee will report to the Council at each monthly meeting as to the progress of matters under its consideration.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.

David Farrow
Town Clerk
Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

5th May 2023

Dear Dave,

Report on Internal Audit carried out on 4 May 2023

An audit was carried out by Kevin Rose on Thursday 4 May 2023. This was the Year End audit following on from the Interim Internal Audit carried out on 1 November 2022.

The audit was undertaken using our standard IAC Audit Checklist, used for all Local Councils, which has 196 items. A total of 52 items were tested during this audit. Including the items tested during the Interim Internal Audit visit a total of 143 items have been checked during the financial year a further 53 items on the standard Checklist were checked and confirmed as being Not Applicable to your Council. There were no items unchecked at the year end.

Areas subject to audit were;

the payment system (Box B), risk and insurance (Box C), budget and precept setting and monitoring (Box D), income billing, collection and VAT (Box E), payroll (Box G), assets and investments (Box H), bank reconciliations (Box I), and accounting Statements (Box J).

Of the 52 items tested during this audit a Positive response was obtained in respect of 47 tests. There were 5 Negative responses identified, details of which are set out in the attached Year End Internal Audit Observations. A detailed breakdown of our audit testing and Responses is set out in the attached Year End Internal Audit Summary.

I can confirm that none of the Observations raised during the year will give rise to a Negative response in the year end Internal Audit Report.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read "K. Rose". The signature is written in a cursive, flowing style.

Kevin Rose ACMA
Director

Wellington Town Council
Financial Year 2022-23



IAC Audit and Consultancy Ltd

Audit date: 4 May 2023

Year End Internal Audit Observations

C *This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Council has undertaken necessary RoSPA inspections of play equipment	<i>RoSPA report for the Council's play area was not available at the date of the audit visit.</i>	The Council to review its arrangements for safety inspections of its play areas. The Council may need to consider appointing an third party to undertake the required inspections on its behalf.	Medium	Awaiting copy of sign off report following refurb at Tonedale - Chased with contractor.

D *The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Council has returned to IAC completed Internal Audit Observations spreadsheets from prior audit(s)	<i>The Council has not provided its response to the Internal Audit Observations from the previous audit and returned it to IAC.</i>	Council to provide its comments on the previous Internal Audit Observations.	Medium	Officers will ensure this is carried out once the report has been received by Council.

G *Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	The Council has published the details of Members Allowances paid in accordance with Regulation 15 (3) of Members Allowances Regulations 2003.	<i>The Council has published details of Members Allowances paid however the format of the published report of Members Allowances on the Councils website displays the net amount paid, after tax, rather than the gross amount.</i>	The Council to review the format of the published report to ensure that the gross amount paid to each Councillor is reported.	Medium	Report on the website should be gross of tax etc. This report has been updated.

H *Asset and investments registers were complete and accurate and properly maintained.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	Continuing existence of assets is checked on a regular basis (when was last check?)	<i>Continuing existence and condition of assets is not checked on a regular basis.</i>	The Council should put in place a process for the regular review and verification of its assets. Assets of a high value or which may be particularly vulnerable should be subject to verification at more frequent intervals.	Medium	Implementation of Asset Management software to aid in this item. Set up is currently ongoing.

I *Periodic bank account reconciliations were properly carried out during the year.*

No.	Audit Test	Observation	Recommendation	Priority	Comments
1	There are no unexplained balancing entries in any reconciliation (Year End)	<i>There are uncleared direct debits on the year end bank reconciliation. There are also other items appearing on the bank reconciliation that were not actually paid prior to the year end.</i>	<p>The Council to review the outstanding items on the bank reconciliation and clarify why they are outstanding. If necessary the Council should ensure that appropriating correcting entries are made to clear any items that appear on the reconciliation in error.</p> <p>The Council to note that Direct Debits should not appear as outstanding on a bank reconciliation (they should only be recorded when they have actually be paid through the bank.</p>	High	<p>A summary of the uncleared items is within the summary of funds report with supporting notes.</p> <p>Officers to monitor more closely at next year end.</p>
2	Bank statements are available to for all bank accounts as at 31st March.	<i>The statement supporting the balance held with the Cambridge Building Society is dated 31st December 2022. It is understood that the Cambridge only issue these statements on an annual basis.</i>	Council to note.	Low	

Annual Internal Audit Report 2022/23

Wellington (Somerset) Town Council

<https://www.wellingtontowncouncil.co.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

08/04/2022

01/11/2022

DD/MM/YYYY

Name of person who carried out the internal audit

Kevin Rose - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

05/05/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

The Clerk
Wellington Town Council (Somerset West & Taunton)
28 Fore Street
Wellington
Somerset
TA21 8AQ

05-May-23

Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2022/23, I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objectives F, K, L and O and we are required to explain why we have done this.

- *The reason for the Not Covered response for Objective F is that we understand that your Council does not maintain a Petty Cash.*
- *The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review for 2021/22 financial year.*
- *The reason for the Not Covered response for Objective L as your 'annual turnover' exceeds £25,000 and you are therefore not subject to the publication requirements of the Transparency Code.*
- *The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.*

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,



Kevin Rose ACMA
Director

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

WELLINGTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

WELLINGTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	591,830	779,740	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	353,354	413,677	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	232,064	418,127	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	122,787	161,185	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	274,722	448,169	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	779,740	1,002,190	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	768,430	993,336	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	122,468	241,704	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



WELLINGTON TOWN COUNCIL

INCOME AND EXPENDITURE ACCOUNT 2022 - 2023

SUMMARY OF FUNDS AS AT 31 MARCH 2023

INTRODUCTION

This report relates to the Council's financial accounts for the year ended 31 March 2023 and includes various explanatory notes.

The Council's accounts are prepared under Regulations 7 and 9 of the Audit and Accounts Regulations 2011.

The accounts published are subject to audit by the accountancy firm of PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD. The audit is expected to be completed by the end of August.

These accounts are presented in draft form to the Finance Committee in May and are expected to be approved by resolution at the Full Council meeting to be held on 5 June.

Statements and figures prepared by
Alice Kendall
Deputy Clerk/Deputy RFO

Reviewed and authorised by
David Farrow
Town Clerk and Responsible Financial Officer

Wellington Town Council,
28 Fore Street,
Wellington,
Somerset TA21 8AQ

Notes to the Income and Expenditure Account for the year ended 31 March 2023

1. Basis of Preparation

The Council's accounts are prepared using the Income and Expenditure format which takes the year-end position then adjustments are recorded annually so that income and costs include any amounts owed to or by the Council (known as Debtors and Creditors). The final (adjusted) accounting statements therefore reflect the financial situation if all sums payable and receivable for the financial year had been processed at year end. These figures are exclusive of VAT as the Council reclaims any VAT paid. Figures provided are rounded to whole numbers as required by the External Auditor.

2. Fixed Assets

The Council acquired a number of new assets during the year which were added to the Asset Register which was approved by Council. Some assets were also dissolved due to end of life replacements. Below is a summary of the totals for each category. A detailed copy of the register can be found on the Council's website.

Outdoor Property / Street Furniture	£61,648
Buildings	£10,002
Land	£55,001
Play	£102,646
Regalia	£3
Office Equipment & Furniture	£12,404
	£241,704

This figure is reported in box 9 of the AGAR¹.

3. Section 137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) grants local councils power to spend up to a maximum of an annual allowance per head of electorate on the register as of 1st April. Known as the 'power of last resort' S137 expenditure is permitted only where no other legal power exists. Proposed expenditure must be balanced against the benefits, which must be solely for parish residents, and agreement to fund costs via S137 must be by formal resolution. Expenditure must be expressly reported. The need to report this expenditure is superseded by the General Power of Competence, which the Council currently holds.

4. Overall Financial Reserves

The Council has an overall cash balance of £993,335.86 as of 31 March 2023. This operational reserve was considered when setting the 2023-24 budget, and subsequently the Precept. Given the level of reserve and the proposed spending for the forthcoming year, a decision was taken to issue a Precept that resulted in a 10% change on Council Tax demands. This was calculated using the Band D equivalent from the Tax Base Table provided by Somerset West & Taunton Council. The Precept does not cover all the proposed spending for the year which will result in a drawdown from general reserves.

Bank reconciliation as at 31 March 2022 is reported at Appendix A.

The unrepresented payments are reported at Appendix B.

¹ Annual Governance and Accountability Return
WTC/Audits/2022-23
9 May 2023

5. Leases

The Town Council has a rolling lease with Somerset Council to occupy several rooms at 28 Fore Street Wellington at a yearly combined rent of £4,000. The Town Council sub-lets two rooms to Wellington Museum and Local History Society.

The lease for the premises at 31 Fore Street, which is the Council's Pop-Up Shop, was renewed in October 2021 for 5 years with a break clause at 2 years. The annual rent is £6,000.

In January 2023 the Town Council entered in to a 150 year lease on a peppercorn rent with Somerset West and Taunton Council (now Somerset Council) for 64 acres of land linking Tonedale Mill to The Basins and then over to Rockwell Green and Hilly Head. This will contribute significantly to the delivery of the Council's Climate Change Strategy.

6. Income and Expenditure summary

Income

As of 31 March 2023, total income for the year (adjusted for debtors) amounted to £831,804, made up as follows:-

2022-23 Precept received	£413,677	AGAR Box 2
All other income	£418,127	AGAR Box 3
TOTAL INCOME	£831,804	

Expenditure

Expenditure for the 2022-23 financial year (adjusted for creditors) totalled £609,354. Staffing costs are split out on the AGAR form, and overall costs were made up as follows:-

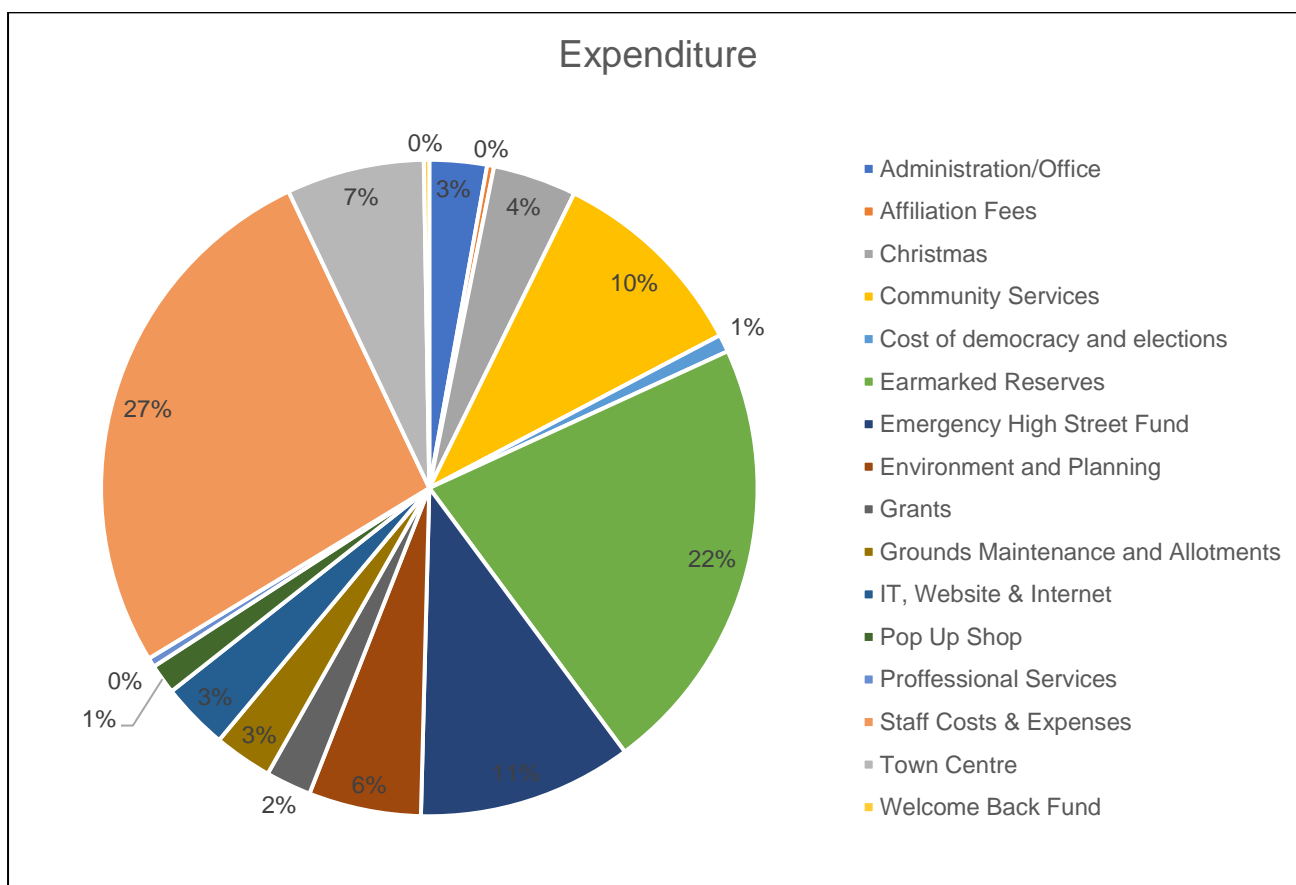
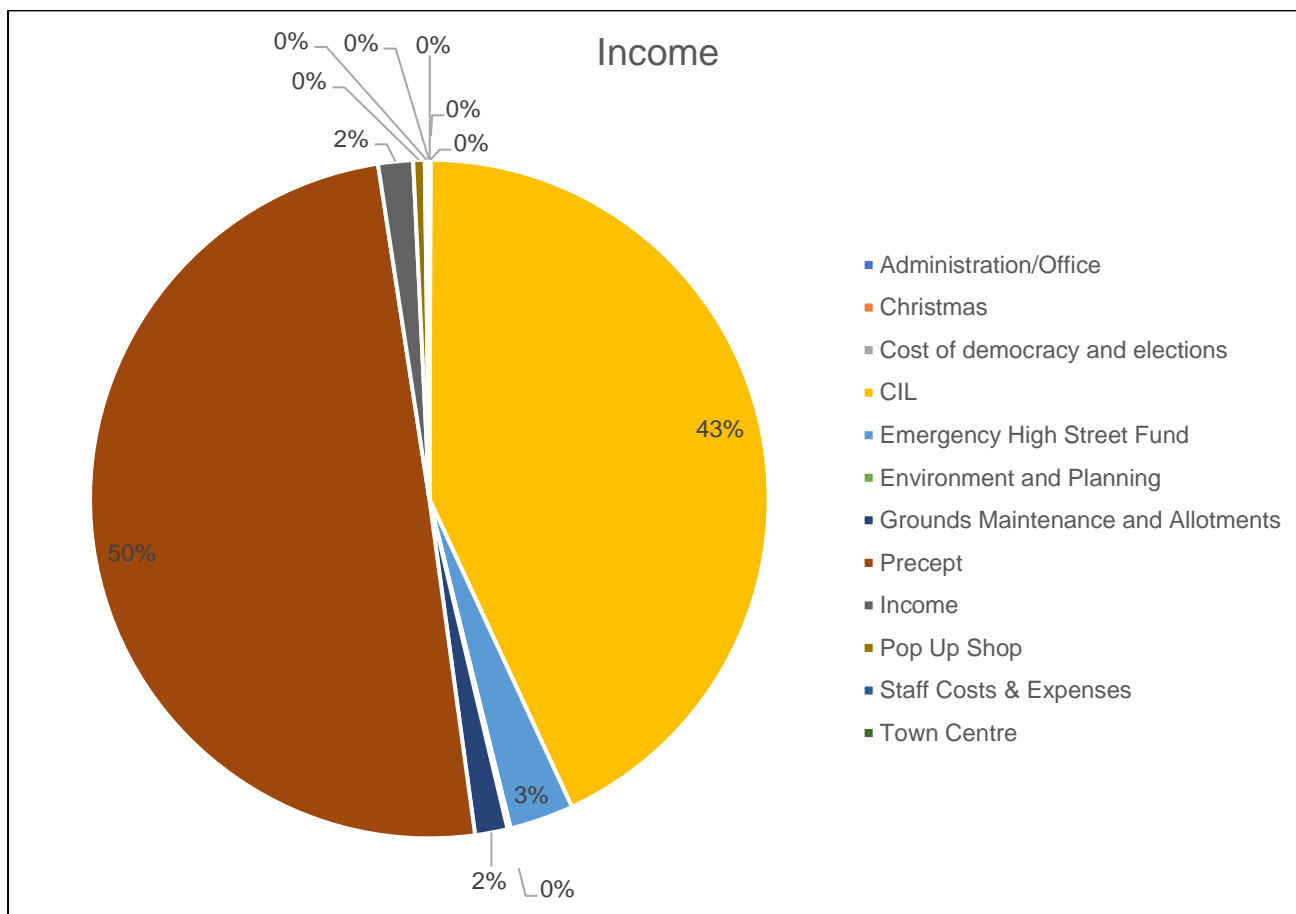
Staffing Costs	£161,185	AGAR Box 4
All Other Payments	£448,169	AGAR Box 6
TOTAL EXPENDITURE	£609,354	

The Income and Expenditure account is attached as Appendix C.

7. Adjustments

Although the financial year ended on 31 March 2023, there were some payments due for services or activities within the financial year which were unpaid at the year end. Likewise, there was income generated during the year which was received after the year end. There were also a number of payments received in advance for activities relating to the 2022-23 year. These transactions are detailed in Appendix D as the Reconciliation Between Box 7 and 8 of the AGAR. Appendix E details the breakdown of these adjustments.

The yearend summary of expenditure against the budget net of these adjustments is attached at Appendix F. The charts below detail the spread of income and expenditure within the budget cost centres.



8. Petty Cash

Petty cash is no longer used in the office. The Clerk, Deputy Clerk and Assets & Events Officer have debit cards for purchases where required. These are linked to a specific account which holds a balance of £500.

9. Risk Assessment and Management

A risk management scheme was introduced in May 2020, its principles were followed throughout the year. The scheme document is re-presented to Council each year along with this report and year-end financial statements.

10. Explanation of variances

When comparing the previous and current year figures of Boxes 2-6 of the AGAR accounting statements, variances of 15% (+ or -) must be given an explanation. See below;

	Year Ending		Variance £	Variance %	Explanation Required?
	31 March 2021 £	31 March 2022 £			
1. Balances brought forward	591,830	779,740			No
2. (+) Precept or Rates and Levies	353,354	413,677	60,323	17	Yes
3. (+) Total other receipts	232,064	418,127	186,063	80	Yes
4. (-) Staff costs	122,787	161,185	38,398	31	Yes
5. (-) Loan interest/capital repayments	NIL	NIL	NIL	NIL	No
6. (-) All other payments	274,722	448,169	173,447	63	Yes
7. (=) Balances carried forward	779,740	1,002,190			N/A
8. Total value of cash and short term investments	768,430	993,336			N/A
9. Total fixed assets plus long term investments and assets	122,468	241,704	119,236	97	Yes
10. Total borrowings	NIL	NIL	NIL	NIL	No

It should be noted that the External Auditor requires explanations within a reasonable tolerance of the variance figure (£). Anything too detailed or not detailed enough results in queries being raised which can result in fees being issued.

Box 2 Precept

In 22/23, The Council proposed a much more ambitious budget for spending and projects with an overall increase of £151,083 on the previous year. The Council calculated an increase of the precept figure based on a set percentage increase of 15% on the 'Band D' figure. This allowed for a balance between increasing the Precept in line with inflation and also drawing from the Council existing general reserve.

There was also an increase of 95 points on the Tax Base as provided by the billing authority (Somerset West & Taunton). This is largely due to increased development within the Town.

21/22 Band D Amount = £66.91

+15% Increase = £76.95 (New Band D Amount)

21/22 Tax Base = 5,281.03

22/23 Tax Base = 5,376.16

Increase before tax base change = £53,003 (i.e. 15%)

Increase as a result of tax base change = £7,319

TOTAL increase = £60,323

Box 3 Total Other receipts

Description	Amount
Community Infrastructure Levy Payment (compared to last year)	£185,862

Box 4 Staff Costs

Description	Amount
Back Pay (updated NALC scales)	£3,367.00
Change In Roles	£8,816.00
Overtime	£3,743.00
New Staff Member	£2,079.00
Related increase Pension	£4,936.00
Related increase HMRC	£8,768.00
	£31,709.00

Box 6 All other payments

Description	Amount
CIL (Heritage)	£50,000.00
CIL (Tone Play)	£74,145.00
EHSF (compared to last year)	£19,334.00
New St Lights	£7,748.00
Jubilee & Coronation (compared to previous year)	£17,854.00
Carnival Contribution	£3,536.00
Total	£172,617.00

Box 9 Assets

Description	Amount
St Furniture	£41,106
Play Equipment	£84,145
IT Equipment	£4,377
St Furniture	-£2
Play	-£10,000
IT Equipment	-£390
Total	£119,236

Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFODate: 31/03/2023*Name and Role (Clerk/RFO etc)*Approved by: Date: 17/04/2023*Name and Role (RFO/Chair of Finance etc)*

Bank Reconciliation at 31/03/2023			
A	Cash in Hand 01/04/2022		768,429.95
	ADD		
	Receipts 01/04/2022 - 31/03/2023		884,712.75
			1,653,142.70
	SUBTRACT		
	Payments 01/04/2022 - 31/03/2023		659,806.85
	Cash in Hand 31/03/2023 (per Cash Book)		993,335.85
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2023	0.00	
	Nationwide 01343556 31/03/2023	202,899.59	
	Cambridge & Counties 15020773 31/03/2023	255,567.17	
	The Cambridge Building Society CI 31/03/2023	200,799.46	
	Lloyds Treasurers PC 87331468 31/03/2023	355.20	
	Lloyds Deposit Account 07788306 31/03/2023	315,149.12	
	Lloyds Current Account 2195145 31/03/2023	30,418.24	
			1,005,188.78
	Less unrepresented payments		11,882.93
			993,305.85
	Plus unrepresented receipts		30.00
	Adjusted Bank Balance		993,335.85
A = B Checks out OK			

Wellington Town Council
Uncashed payments\transfers out (All banks)
(Upto 31/03/2023)

Voucher	Date	Cheque No.	Description	Total	Bank
497	20/02/2023	Direct Debit	Telephone System	145.56	Lloyds Current Account 2
532	14/03/2023	Direct Debit	Calls outside plan	0.40	Lloyds Current Account 2
546	22/03/2023	Direct Debit	Telephone System	145.56	Lloyds Current Account 2
550	22/03/2023	BACS	Deductions - March	3,782.02	Lloyds Current Account 2
551	22/03/2023	BACS	Superann - March	3,569.91	Lloyds Current Account 2
574	30/03/2023	BACS	Insurance Premium	3,844.68	Lloyds Current Account 2
578	31/03/2023	BACS	Office Cleaning	96.00	Lloyds Current Account 2
579	31/03/2023	BACS	Job advert	298.80	Lloyds Current Account 2
Total-----				11,882.93	

Items in yellow were added to the system when the invoice was received but there was a delay in the Direct Debits being collected by SW Comms.

Items in green were entered into the system and were forward dated at the bank.

Items in pink were entered as the invoices were received before year end but they were not set up for payment at the bank. The Internal Auditor has issued a comment on this and officers will keep a closer check at the next year end.

Wellington Town Council
Income & Expenditure Account
01/04/2022 to 31/03/2023

(Last) Year Ended
31 Mar 2022

(Current) Year Ended
31 Mar 2023

Income

3,070.00	Grounds Maintenance and Allotment	12,878.00
126.10	Administration/Office running costs	316.41
358,230.89	Income	427,486.22
1,440.00	Welly Welcome Weekend	
5,313.74	Pop Up Shop	4,550.00
1,696.00	Christmas	250.00
23,550.00	Emergency High Street Fund	25,350.00
172,015.48	Earmarked Reserves	357,877.17
250.00	Community Services	52.73
120.00	Professional Services	
1,500.00	Staff Costs & Expenses	1,500.00
8,624.86	Welcome Back Fund	
9,481.00	Environment and Planning	1,262.00
	Town Centre	282.00
£585,418.07		£831,804.53

Expense

121,569.36	Staff Costs & Expenses	162,314.82
45,028.76	Emergency High Street Fund	64,362.17
57,323.00	Earmarked Reserves	132,145.00
38,489.12	Community Services	61,063.13
25,470.64	Environment and Planning	33,755.38
1,129.36	Grounds Maintenance and Allotment	17,495.86
37,544.56	Grants	13,681.42
9,775.09	Administration/Office running costs	17,231.40
5,067.53	Cost of democracy and elections	5,266.40
1,410.00	Welly Welcome Weekend	
3,363.00	Welcome Back Fund	1,630.00
9,331.11	Pop Up Shop	8,988.67
18,077.85	Christmas	25,043.47
15,468.15	IT, Website & Internet	20,160.70
2,055.02	Affiliation Fees	2,059.12
6,406.25	Professional Services	2,803.00
	Town Centre	41,354.08
£397,508.80		£609,354.62

General Fund

591,830.48	Balance at 01 Apr 2022	528,704.15
585,418.07	ADD Total Income	831,804.53
1,177,248.55		1,360,508.68
397,508.80	DEDUCT Total Expenditure	609,354.62
779,739.75		751,154.06
251,035.60	DEDUCT Reserves Balance	336,811.50
£528,704.15	Balance at 31 Mar 2023	£414,342.56

Reserves:

Earmarked Reserve Balance £587847.10

Wellington Town Council
Reconciliation between Box 7 and Box 8

31/03/2023

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		1,002,189.66
Debtors	482.51	
Prepayments	5,670.63	
Stocks and Stores		
VAT Recoverable	4,431.74	
TOTAL DEDUCTIONS		10,584.88
Creditors	1,011.07	
Receipts in Advance	720.00	
Doubtful Debts		
TOTAL ADDITIONS		1,731.07
Box 8 - Total cash and short term investments		993,335.85

Wellington Town Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2023

Creditors - Increase Expenditure

Printing & Copying to 31/3/23
 March Phone Bill
 URC Hall Hire Jan - March
 Tonedale Tree Switch

Code

Photocopier	129.07
Telephone & Broadband	114.14
Hire of Hall	235.00
Additional Lights & Install	532.86
	£1,011.07

Prepayments - Decrease Expenditure

Office Rent 1 Apr - 30 Jun
 April paid in advance
 Insurance 1 Apr '23 - 31 March '24
 Trading Permit (June '23)
 Cert., Hall Hire, & Leaflets (May '23)

Code

Office Rent	1,000.00
IT Support & Email Hosting	340.00
Insurances	3,789.68
Summer Street Fair	70.00
Riffles Event	470.95
	£5,670.63

Debtors - Increase Income

Nationwide March Interest

Code

Bank Interest	482.51
	£482.51

Receipts in Advance - Decrease Income

Stall Fees St. Fair (June '23)
 Stall Fees St. Fair (June '23)

Code

Summer Street Fair	450.00
Street Fair Refundable Depo:	270.00
	£720.00

Wellington Town Council
Summary of Income & Expenditure 2022 - 2023
All Cost Centres and Codes (Between 01/04/2022 and 31/03/2023)

Administration/Office running

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00	250.00		4,000.00	5,100.59	-1,100.59	-1,100.59 (-25%)
27	Photocopier		66.41	66.41	1,000.00	949.07	50.93	117.34 (11%)
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	2,510.26	239.74	239.74 (8%)
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	1,549.37	950.63	950.63 (38%)
40	Hire of Hall				1,740.00	1,236.00	504.00	504.00 (28%)
SUB TOTAL		250.00	316.41	66.41	17,290.00	17,231.40	58.60	125.01 (8%)

Affiliation Fees

Code	Title	Income			Expenditure			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 (6%)

Christmas

Code	Title	Income			Expenditure			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	5,980.59	-980.59	-730.59 (-14%)
SUB TOTAL			250.00	250.00	30,700.00	25,043.47	5,656.53	5,906.53 (N/A)

Community Services

Code	Title	Income			Expenditure			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	2,333.86	2,666.14	2,666.14 (53%)
61	Health & Wellbeing				30,000.00	29,082.00	918.00	918.00 (3%)
62	Museum Lease					250.00	-250.00	-250.00 (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	182.73	117.27	170.00 (56%)
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	61,063.13	44,741.87	44,794.60 (N/A)

Wellington Town Council
Summary of Income & Expenditure 2022 - 2023
All Cost Centres and Codes (Between 01/04/2022 and 31/03/2023)

Cost of democracy and electic

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Mayors Allowance				500.00	500.00		(0%)
21	Councillors Allowance				4,200.00	4,200.00		(0%)
22	Members Training				500.00	165.00	335.00	335.00 (67%)
23	Members Travelling				600.00	42.20	557.80	557.80 (92%)
24	Hospitality				1,000.00	159.20	840.80	840.80 (84%)
25	Elections				1,000.00		1,000.00	1,000.00 (100%)
89	Deputy Mayor's Allowance				200.00	200.00		(0%)
SUB TOTAL					8,000.00	5,266.40	2,733.60	2,733.60 (92%)

Earmarked Reserves

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
67	Youth Services				26,000.00		26,000.00	26,000.00 (100%)
71	C.I.L		357,877.17	357,877.17	210,373.97	124,145.00	86,228.97	444,106.14 (211%)
73	Film Festival				8,000.00	8,000.00		(0%)
75	Railway Station				15,000.00		15,000.00	15,000.00 (100%)
76	Capital Projects				50,000.00		50,000.00	50,000.00 (100%)
77	Playing Pitch Strategy				9,000.00		9,000.00	9,000.00 (100%)
95	Office Furniture Replacement				3,000.00		3,000.00	3,000.00 (100%)
96	Post Office Provision				2,500.00		2,500.00	2,500.00 (100%)
97	Cades Farm Community Hall				7,000.00		7,000.00	7,000.00 (100%)
SUB TOTAL			357,877.17	357,877.17	330,873.97	132,145.00	198,728.97	556,606.14 (211%)

Emergency High Street Fund

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	Emergency High Street Fund		25,350.00	25,350.00		62,861.17	-62,861.17	-37,511.17 (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)
SUB TOTAL			25,350.00	25,350.00		64,362.17	-64,362.17	-39,012.17 (N/A)

Environment and Planning

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
47	Grasscutting				3,740.00		3,740.00	3,740.00 (100%)

Wellington Town Council
Summary of Income & Expenditure 2022 - 2023
All Cost Centres and Codes (Between 01/04/2022 and 31/03/2023)

48 Weedkilling			1,215.00		1,215.00	1,215.00 (100%)
49 Emptying Dog Bins			8,112.00	6,926.40	1,185.60	1,185.60 (14%)
50 Provision of Benches & Litter/Dog	1,262.00	1,262.00	2,500.00	3,403.35	-903.35	358.65 (14%)
51 Planning Administration			2,160.00	1,500.00	660.00	660.00 (30%)
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	8,055.97	11,944.03	11,944.03 (59%)
SUB TOTAL	1,262.00	1,262.00	64,677.00	33,755.38	30,921.62	32,183.62 (-82%)

Grants

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00	13,681.42	1,318.58	1,318.58 (8%)
SUB TOTAL					15,000.00	13,681.42	1,318.58	1,318.58 (8%)

Grounds Maintenance and Allotments

Code	Title	Income			Expenditure			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	13,626.78	-12,626.78	-2,626.78 (-262%)
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	17,495.86	-3,995.86	6,412.14 (66%)

Income

Code	Title	Income			Expenditure			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	10,059.22	8,059.22				8,059.22 (402%)
3	Parish Grants	2,275.00	2,275.00					(0%)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00	1,475.00	475.00				475.00 (47%)
SUB TOTAL		5,275.00	427,486.22	422,211.22				422,211.22 (N/A)

IT, Website & Internet

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				2,690.00	2,234.86	455.14	455.14 (16%)
30	IT Equipment				1,200.00	1,459.47	-259.47	-259.47 (-21%)
31	IT Support & Email Hosting				4,250.00	4,259.74	-9.74	-9.74 (-0%)
94	IT for New Staff				1,500.00	2,018.43	-518.43	-518.43 (-34%)
101	Telephone System				2,000.00	1,374.30	625.70	625.70 (31%)
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%)

Wellington Town Council
Summary of Income & Expenditure 2022 - 2023
All Cost Centres and Codes (Between 01/04/2022 and 31/03/2023)

107 Scribe Accounting System	1,500.00	1,500.00		(0%)
108 Sage Payroll & HR	870.00	814.00	56.00	56.00 (6%)
132 Councillor Tablets	2,500.00	3,744.80	-1,244.80	-1,244.80 (-49%)

SUB TOTAL

19,035.00 20,160.70 -1,125.70 -1,125.70 (6%)

Pop Up Shop

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	5,850.00	4,550.00	-1,300.00	6,000.00	6,941.58	-941.58	-2,241.58 (-18%)
118	Overheads				3,000.00	2,020.32	979.68	979.68 (32%)
119	Repairs				1,500.00	26.77	1,473.23	1,473.23 (98%)
SUB TOTAL		5,850.00	4,550.00	-1,300.00	10,500.00	8,988.67	1,511.33	211.33 (98%)

Professional Services

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Professional Fees				6,000.00	2,803.00	3,197.00	3,197.00 (53%)
SUB TOTAL					6,000.00	2,803.00	3,197.00	3,197.00 (53%)

Staff Costs & Expenses

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				179,096.00	161,185.23	17,910.77	17,910.77 (10%)
17	Staff Training				500.00	210.00	290.00	290.00 (58%)
18	Staff Travelling				200.00	31.59	168.41	168.41 (84%)
19	Staff Recruitment		1,500.00	1,500.00	1,500.00	888.00	612.00	2,112.00 (140%)
87	Home Working Allowances				600.00		600.00	600.00 (100%)
SUB TOTAL			1,500.00	1,500.00	181,896.00	162,314.82	19,581.18	21,081.18 (84%)

Town Centre

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				20,017.00	5,995.80	14,021.20	14,021.20 (70%)
127	Jubilee Stall Deposits		-48.00	-48.00				-48.00 (N/A)
128	Jubilee & Coronation		330.00	330.00	25,000.00	25,974.08	-974.08	-644.08 (-2%)
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	5,098.20	14,901.80	14,901.80 (74%)
138	Carnival				5,000.00	3,536.00	1,464.00	1,464.00 (29%)
140	Summer Street Fair							(N/A)
141	Street Fair Refundable Deposits							(N/A)
142	Raffles Event							(N/A)
SUB TOTAL			282.00	282.00	110,017.00	41,354.08	68,662.92	68,944.92 (N/A)

Wellington Town Council
Summary of Income & Expenditure 2022 - 2023
All Cost Centres and Codes (Between 01/04/2022 and 31/03/2023)

Welcome Back Fund

Code	Title	Income			Expenditure			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)
Restated								(N/A)
NET TOTAL		13,845.00	831,804.53	817,959.53	915,603.97	609,354.62	306,249.35	1,124,208.88 (120%)
V.A.T.			53,596.48			54,123.56		
GROSS TOTAL			885,401.01			663,478.18		

Smaller authority name: **Wellington Town Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement Friday 9 June (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</p> <p>(b) Alice Kendall – Deputy Clerk/Deputy RFO 28 Fore Street, Wellington, TA21 8AQ 01823 662855 alice@wellingtontowncouncil.co.uk</p> <p>commencing on (c) <u>Monday 12 June 2023</u></p> <p>and ending on (d) <u>Friday 21 July 2023</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> The opportunity to question the appointed auditor about the accounting records; and The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com</p> <p>5. This announcement is made by (e) David Farrow – Town Clerk/RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

WELLINGTON TOWN COUNCIL

Minutes of a meeting of the Wellington Town Centre Committee held at the United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Tuesday 16th May 2023 at 6.00pm

Present: Councillors S. Booker (Chair), M. Barr, C. Booth, C. Govier, M. Lithgow, and J. Lloyd
Non-Councillors Z. Old, M. Vincent (co-opted at minute 35)

In Attendance:

Dave Farrow – Town Clerk
Alice Kendall – Deputy Clerk
Annette Kirk – Assets & Events Officer

One member of the public
One member of the press

34 TO ELECT A CHAIRMAN FOR THE FORTH COMING YEAR

RESOLVED to elect Councillor S Booker as Chairman.

35 CO-OPTION OF NON-COUNCIL MEMBERS TO THE COMMITTEE

RESOLVED to co-opt Sean Pringle-Kosikowsky, Sharon Davis, Zoe Old and Marion Vincent to the committee.

36 APOLOGIES

Apologies had been received from Councillors N. Powell-Brace and K. Wheatley.

37 DECLARATIONS OF INTEREST

No declarations of interest.

38 MINUTES

RESOLVED to approve and sign the minutes of the Town Centre Committee meeting held on 21st March 2023.

39 TO REVIEW DATES AND TIMES OF MEETINGS

RESOLVED to recommend to Full Council on the Town Centre Committee meetings be held on the 2nd Tuesday of every other month. The timing will depend on the size of the agenda but will be approx. 6.00pm.

40 TOWN COUNCIL MASCOT

RESOLVED not to have a Town Council mascot following public consultation and survey.

41 KING'S CORONATION CELEBRATIONS – Sunday 7th May 2023

- The Committee were extremely pleased how successful both the Spring Fayre and Family Fun Day were. Only positive feedback received.
- Thank you to Wellington Rugby Club for hosting the Family Fun Day and Firework Display. Concerns were raised why the firework display start earlier than the advertised time; this should not have happened.
- The Committee would like to say a huge thank you to the Council Officers for all their hard work and commitment.
- Councillor M. Lithgow did ask that we consider silent firework displays in future.

42 ANNUAL STREET FAIR 2023

The Assets & Events Officer reported that interest was exceptionally good and on receipt of all stall fees, we will have a total of 67 stalls. We have also set up a reserve list. We have musical entertainment from local community groups. We are also approaching community groups and sport clubs asking them to come forward to volunteers to help manage the event.

43 RIFLES REGIMENT: FREEDOM OF THE TOWN 17 JUNE 2023

1. Assets and Events Officer gave an update to the Committee on the Working Group meeting on 9th May 2023.
2. **RESOLVED** to approve the costs on block for the following expenditure:
 - a. Somerset Council – Traffic Order - £650.00
 - b. Weston Recovery Truck Service - £750.00
 - c. Steve Hawker PA System for The Rifles Parade and Armed Forces Celebration - £310.00
 - d. Hire of United Reform Church Hall - £35.00
 - e. Hire of Scout Hall - £30.00
 - f. First Aid Cover by St. John's Ambulance £442.40
 - g. WGS Electricals to put up and take down street banners - £790.00.
 - h. Interiors & Flowers Quotation - £875.00 to decorate canopy, 2 x pillars and Dais. Quotation Circulated prior to meeting.
 - i. Carly Press Quotation – £1413.00 for 8500 copies of the Rifles Regiment Programme to be inserted in Wellington Town Centre Guide and delivered. 500 copies to be held back to give to town centre businesses to distribute.
 - j. Event Hire Solutions Ltd: Hire of 4 x Portaloos - £420.00
 - k. Somerset Council – Free Parking - £928.00
 - l. Crown 1776 Re-enactment Group - £300.00

44 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

It was **RESOLVED** that the public and press be excluded from the meeting under section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

45 CHRISTMAS LIGHTING CONTRACT

Two scheme hire presentations were put to the Committee. The Committee then reviewed the summarised tenders for hire and installation.

After some discussion, it was **RESOLVED** to take up further information with the firm from the second submission/presentation including looking at further design options and obtaining a testimonial from another of their clients. An additional meeting will be held in the following week to further discuss the options and costings with a view to making a final recommendation to the June Full Council meeting.

46 DATE OF NEXT MEETING: Tuesday 11th July 2023

The meeting ended at 8.05pm

.....
Councillor S Booker
Chair

MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT AND HERITAGE COMMITTEE HELD AT UNITED REFORMED CHURCH HALL ON TUESDAY 23 MAY 2023 AT 4.00 PM

Present: Councillor M McGuffie (Chairman)
Councillors C Booth, K Canham, C Govier and M Lithgow

In attendance: David Farrow (Town Clerk)
Councillor J Thorne
Amy Kemmish, Project Manager Heritage at Risk Somerset Council (for agenda item 6)
Steve Saunders Footpath Volunteer Coordinator (for Agenda Item 7)
Adam Lockyer, Wellington Community Food (for agenda items 10(b) and 11)
1 Member of the press

47 ELECTION OF CHAIRMAN FOR THE COMING YEAR

Councillor M McGuffie was elected as Chairman for the coming year

48 APOLOGIES

Apologies were received from Councillors M Barr and K Wheatley.

49 DECLARATIONS OF INTEREST

There were none.

50 HERITAGE UPDATE

A report from Amy Kemmish had been circulated with the agenda.

In response to a question regarding the Notice served on the Teare's building she advised that there were a range of options open to the Council should it not be complied with within the twelve week period.

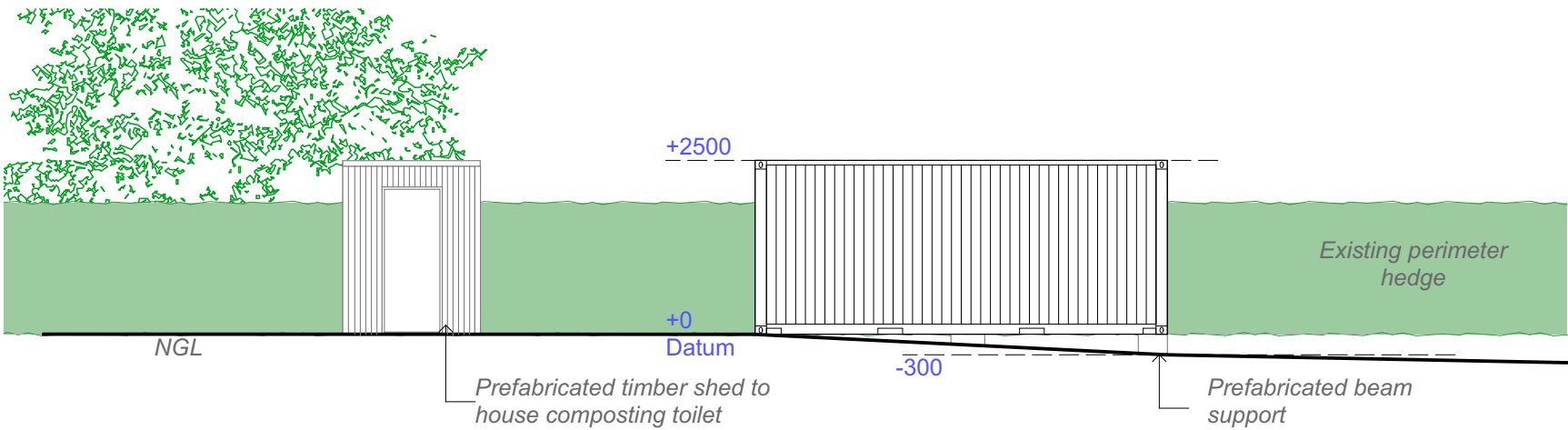
The Town Clerk was asked to explore options for involving Building Control if there was a possibility that the Teare's building was unsafe

51 FOOTPATH UPDATE

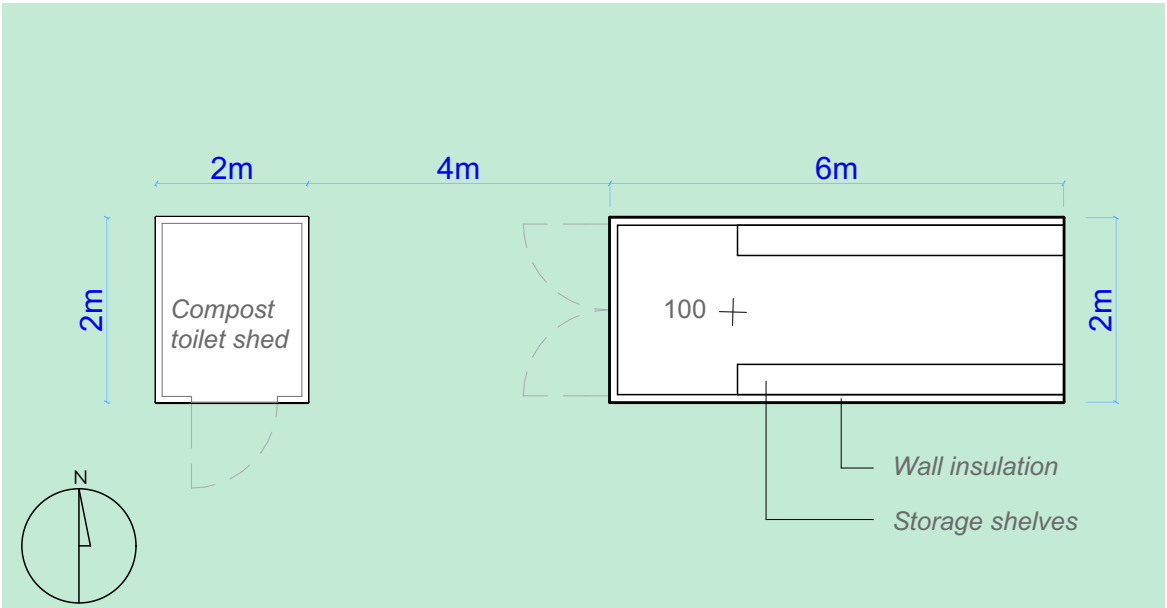
Steve Saunders provided a verbal update.

In response to points raised The Town Clerk said that he had received a communication from Network Rail explaining why the Westford Crossing was still not open which he read out to the meeting. He agreed to forward it to Steve Saunders.

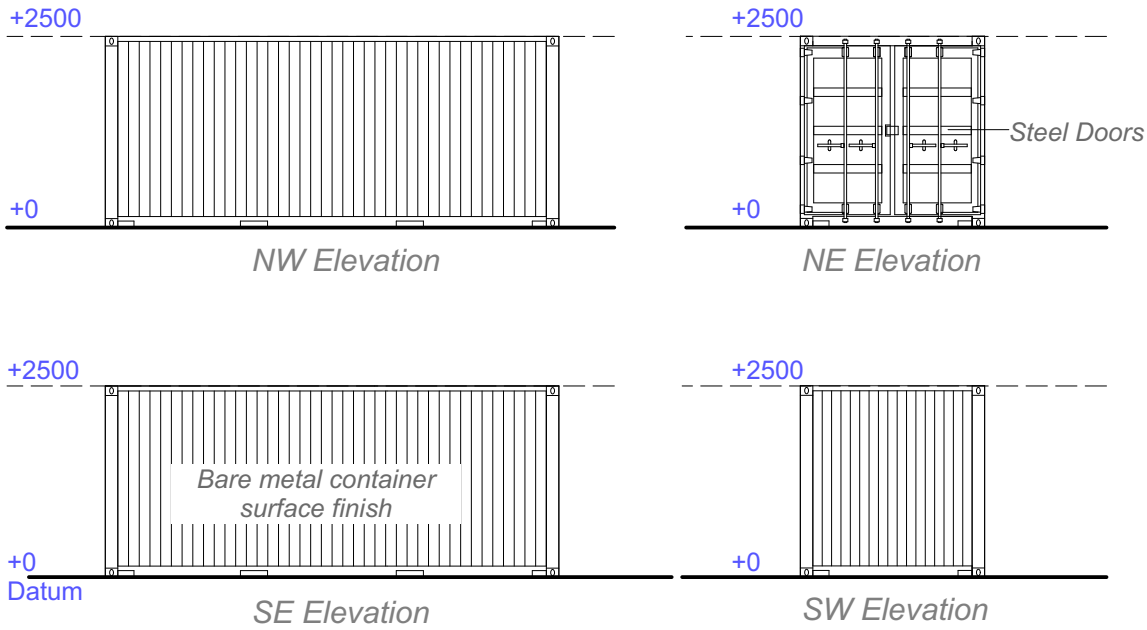
The Town Clerk also said that he was in discussion with the Footpath Team from Somerset Council about making the footpath between Rockwell Green and The Basins more accessible for wheelchairs etc by changing the gates at either end and installing a ramp at the bridge. Somerset Council were preparing proposals which he would bring back to the Council for consideration.



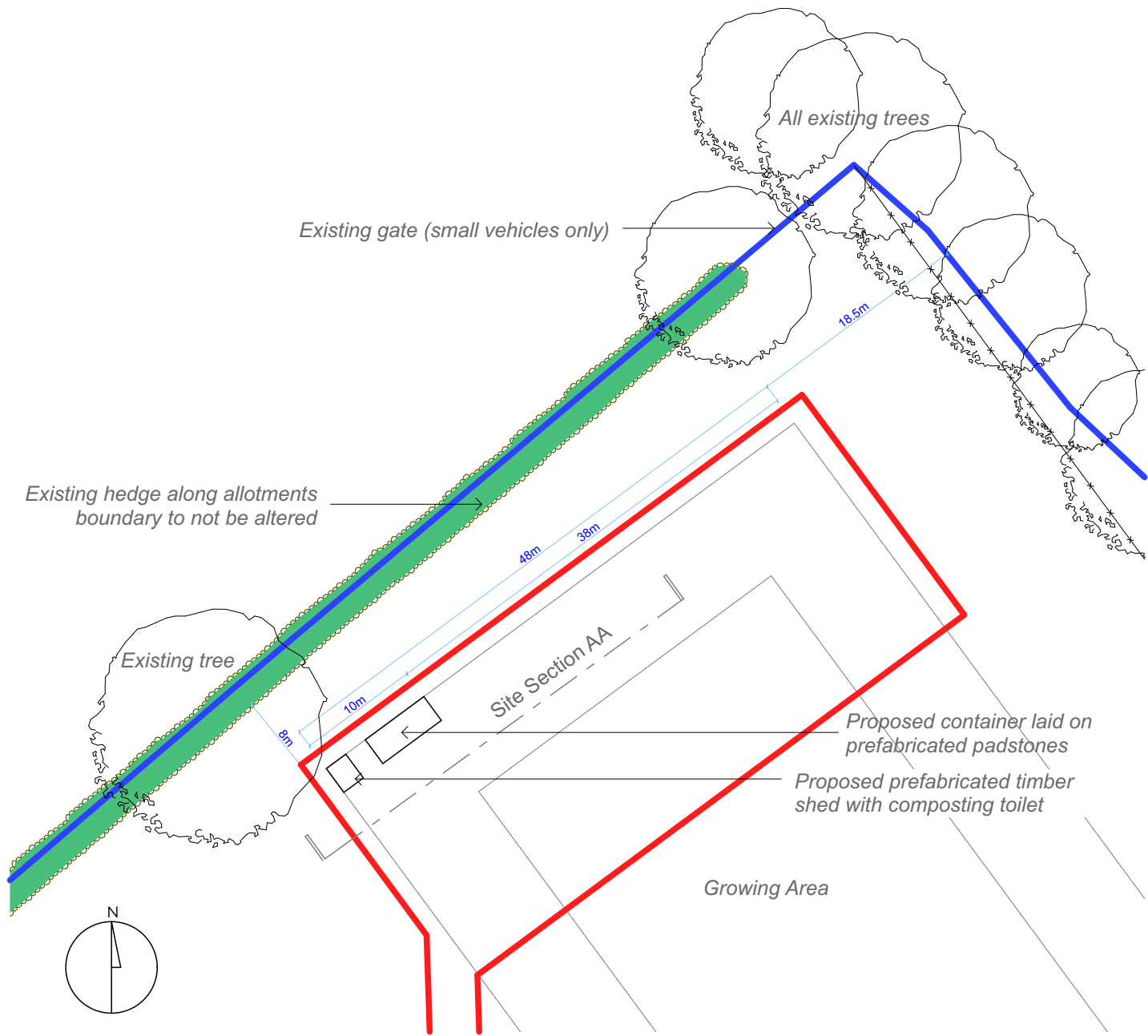
Proposed Site Section AA 1:100



Proposed Floor Plan 1:100



Proposed Elevations 1:100



Proposed Site Plan 1:500

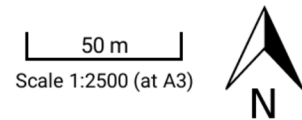


Compost toilet shed example

PROJECT NAME: Proposed container shed on land at grid reference ST 12958 20736		
SITE ADDRESS: Wellington Community Food Wellington Somerset TA21 8LL		
DRAWING NAME: Proposed Drawings	DRAWING NO: 101	
SCALE: VAR	DRAWN BY: AH	DATE: 27/04/2023



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PROJECT NAME:
Proposed container shed on land at
grid reference ST 12958 20736

SITE ADDRESS:
Wellington Community Food
Wellington
Somerset
TA21 8LL

DRAWING NAME:
Location Plan

DRAWING NO:
001

SCALE:
1:2500

DRAWN BY:
AH

DATE:
28/03/2023

52 TERMS OF REFERENCE

The Committee **RESOLVED** to recommend to the Full Council that as the Terms of reference had been reviewed in April 2023 no further changes were required and that they should be adopted unchanged.

53 CROWN ESTATE LAND

The Town Clerk advised that he had spoken to both The Environment Agency and Wessex water and both agencies had said that the culvert which appeared liked to the Crown Estate Land on Linden Drive was not their responsibility. He had ascertained that the culvert did have a Somerset Council Asset number which suggested responsibility for maintenance/repair may sit with it. He was waiting for a response to confirm that.

He also advised that other issues had come to light in the last few days which meant that the Town Council would want to review its position irrespective of the position on the culvert and that it would be an agenda item for the Full Council meeting on the 5 June.

54 GREEN CORRIDOR LAND

(a) The notes from Advisory Board Meeting held on 10 May 2023 were noted.

(b) The Committee considered quotes for carrying out Biodiversity Audits on the Green Corridor Land and **RESOLVED:**

a. That it would not pursue a Soil Carbon Assessment at this stage and

b. That it would accept the quote from Clarkson and Woods to carry out an Ecological Walkover Survey and Biodiversity Net Gain Assessment at a cost of £2,920. As the value of the work is below £3,000 the Committee is able to accept this quote on behalf of the Council under its delegated powers

(c) The Committee consider a request from a local resident to purchase part of Linden Meadow to create a turning circle. This was because of the risks associated with having to reverse out of the and on to Linden Hill and the risk to walkers coming down the lane when reversing especially when it was dark.

The Committee did not support the request on the basis (a) that the field was purchased to protect the habitat and prevent development and the request was not consistent with that (b) that the amount of land being requested was excessive and (c) that the resident should explore options for creating space for turning on their own land.

55 PURCHASE OF STORAGE CONTAINER FOR COMMUNITY FARM FIELD

After some consideration the committee **RESOLVED** to recommend to the Full Council that £5,000 be allocated to purchase a storage container on the Community Farm field for use by both the Town Council and Wellington Community Food.

56 PROPOSAL FOR WORK ON THE FORMER GAY CLOSE PLAY AREA

The Committee considered ideas submitted by Councillor C Booth for improvements to the Gay Close play area.

The Committee asked the Town Clerk to seek quotes for the proposed work and report back to the next meeting of the Committee.

57 TONEDALE PLAY AREA

After some discussion the Committee **RESOLVED**

- (a) That officers do further work to determine options and costs for surfaces for the footpath from Milverton Road to the play area to report back to the Committee.
- (b) That officers proceed with replacing the existing bin with a larger covered bin.
- (c) That officers proceed with refurbishing the bench.
- (d) That signage is installed clearly showing that the area is owned and managed by the Town Council and that dogs are not allowed.
- (e) That contact is made with the artist who installed the mural on Tonedale Bridge in relation to having artwork on the backs of the garages backing on to the play area;
- (f) That officers seek advice about appropriate planting for the wetter areas of the play and report back to the next meeting.

58 CARBON POLICY REVIEW

A paper had been circulated prior to the meeting setting out a range of activities that had been identified that would support the delivery of the Town's Carbon Neutral Strategy. The Town clerk reported that the intention would be to work these up into a more detailed action plan.

The Committee members present identified some key areas as being the development of community transport options for those parts of the town that don't have easy access to public transport, increasing the number of secure bike racks in the town centre to encourage more bike use, implementing the Tree Planting Strategy and exploring whether public transport to Taunton could be better subsidised.

59 LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN UPDATE

The Town Clerk advised that the Wellington Wheelers had been asked to do some more work to identify what they considered to be ideal solutions for creating safe cycle routes in the town to be completed by the end of May.

The Town Clerk also said that he would circulate details of a new proposal for a Wellington – Taunton Cycle route following the route of the Grand Western Canal.

There being no further business, the meeting closed at 6.00 pm

.....
Councillor M McGuffie
Chairman

RAVENSLADE

Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

FAO Annette Kirk -Assets and Event Officer

30th May 2023

Our Ref: RS 2076

Dear Madam

Re: Ravenslade Appointment- Insurance Claim/Refurbishment Works at Public Toilet Block Longford Road, Wellington.

Further to your recent meeting with Dan Farthing on 22nd May, we are pleased to offer the follow service and fee proposal.

In respect to the **Section 1 works** [being the works required for the settlement of the insurance claim]. This proposal includes Structural and Architectural input and will be a 'like for like' with no further betterment of the accident damaged elements to bring the toilet block back into repair for the purposes of an insurance claim, scheduled as follows. NB 1.1-1.3 inclusive are as per the WTC information pack.

1.0 Carry out a Site survey (intrusive opening-up to be undertaken by others to establish the existing construction of the building). Draw up CAD version of Existing Floor Plan.

1.1. Based on the structural report, prepare a specification for works required to bring the building back to its former state.

1.2. Approach three contractors to provide a quote based using the prepared specification.

1.3. Report pricings/outcomes back to Council Officers who will then liaise with the Insurance loss adjusters to finalise the claim.

1.4 Identify any further temporary works required to ensure structural safety and integrity to facilitate surveys.

Ravenslade will project manage the overall process and act as the Principal Designer as required under the CDM Regulations.

For the lump sum of £3,325 +vat, inclusive of disbursements.

In respect to the **Section 2 works**, it was discussed that a more defined client brief was required and therefore we propose preparing options for approval so that the scheme can better proceed to RIBA Stage 3.

2.0 Prepare max 4 no. sketches showing possible options of proposed layout for consideration. Options will be based on the refurbishment of existing footprint.

Ravenslade will project manage the overall process and act as the Principal Designer as required under the CDM Regulations.

For the lump sum of £1,275 +vat, inclusive of disbursements.

Endeavour House, Pynes Hill, Rydon Lane, Exeter, EX2 5WH

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RAVENSLADE

We anticipate that the above services will be a variation to the current appointment with adjustment made to the overall fee accordingly which in this case would increase the current overall fee to £17,305 +vat/disbursements [from £13,700] allowing a credit for items 1.1-1.3 inclusive in Section 1 that are already contained within the original scope of services.

Works undertaken to date are excluded from this proposal and these tasks will be scheduled out for the purposes of agreeing an interim fee application to be submitted after the end of May 2023 as part of the current fee arrangement.

Yours sincerely



Paul Bennett MRICS
Director
For and on behalf of Ravenslade Limited

☎: 01392 367979

📞: 0785 7887973

✉: pbennett@ravenslade.co.uk

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Proposal for the Employment of the Connect Somerset Area Champion for Wellington and Wiveliscombe

1. Introduction

- 1.1 This paper sets out an request that has been made by Somerset Council for the Town Council to employ a Connect Somerset Area Champion post to cover the Wellington and Wiveliscombe area.

2. Background

- 2.1 Somerset Council is developing its early help offer based around a series of hubs around the County. The role of the hubs is to draw together all agencies and groups in an area that provide support to vulnerable children, young people, families and the elderly so that issues can be identified and addressed early hopefully heading off the need for referrals to specialist services which are (a) stretched in terms of capacity and (b) expensive.
- 2.2 Somerset Council want the hubs and the work carried out through them to be managed and coordinated locally through the communities they support as it recognises that those closest to the issues understand them better and are better able to react and refine support being provided. These roles will be called Connect Somerset Area Champions. A summary of the role is attached as an appendix to this paper.
- 2.3 The Kings Arms Community space has been identified by Somerset Council as a good location for the hub in Wellington.
- 2.4 The proposed model builds on that already in place in the town delivered through the Wellington Community One Team with the exception that the proposed model is more strategic also has a focus on the elderly and not just children, young people and families.
- 2.5 Somerset Council has said that the role would be fully funded for a period of two years starting April 2023.
- 2.6 The Town Clerk was approached by Somerset Council Officers to establish if the Town Council would be willing to host the the Area Champion role given the positive work that is already taking place in the town not just through the Wellington One Team but also more generally in terms of the amount of community engagement in early help activities.
- 2.7 The suggestion has been made that as the role is similar to that of the Wellington One Team Coordinator currently filled by Peter Joint that he would be best placed to take on this role.
- 2.8 Currently, Peter also undertakes a wider role for Somerset Council which he would relinquish to take up the role of Area Champion alongside his role as Wellington One Coordinator

3. Proposal

- 3.1 The suggestion from Somerset Council is that Peter is employed by the Town Council to undertake the role of Champion for two days a week for a period of two years. He would remain employed by Somerset Council for the remaining three days a week in which time he would undertake the Wellington One Team Coordinator role. The costs of employing Peter for the two days a week would be met by Somerset Council through a grant to the Town Council.
- 3.2 As the Wellington One Team Coordinator role would be reduced to three days a week Somerset Council would not be asking for the £11,000 per annum contribution that the Town Council currently makes to that role
- 3.3 The role would cover both Wellington and Wiveliscombe. The Town Council at Wiveliscombe has been consulted about this proposal
- 3.4 Line management of the two days a week would be carried out by the Town Clerk who would also oversee the roles delivery in Wellington with Wiveliscombe providing a link for work in their town. Officers of Somerset Council would oversee the effectiveness and impact of the work as Champion.
- 3.5 The cost to the Town Council in hosting the role would relate to the time of existing staff time in administering the employment e.g. payroll and tie of the Town Clerk in managing the role. It is anticipated that equipment such as lap top and phone would be provided through Peter's existing employment and would simply require a Wellington Town Council email address to be set up.
- 3.6 The proposal offers an opportunity for the Town Council to be at the forefront for coordinating early help services in the town and has the potential to develop further if the model is successful giving the Town Council a greater say in how services are delivered.
- 3.7 If at the end of the tow year funding period there is no further funding from Somerset Council the Town Council will be able to decide whether to continue to fund the role itself, along with Wiveliscombe Town Council, or not. There will be no employment liabilities on the Town Council should the funding not continue beyond two years.

Dave Farrow
Town Clerk

About Connect Somerset's Area Champions

Connect Somerset Area Champions will have a pivotal role in championing community early help and prevention work in a geographic area to improve the lives of children and young people, families, vulnerable adults, older people and other residents.

Area Champions will provide focused capacity in each local area to join up public services and connect to the voluntary, community, faith and social enterprise (VCFSE) sectors, improving the efficiency of how services work together. This means service delivery will be more sustainable as the Area Champions influence local culture, practice, process and the allocation of resources.

The Area Champion will be a visible figure in each local area, networking with universal services, VCFSE groups and public services together to improve how we wrap support around residents and families.

The role will support re-orientating public services around a community-led model by working directly with senior leaders from the NHS, Education and Somerset Council, among others, to improve Council and partner service delivery and results for residents.

A grant will be paid to hosting organisations to compensate fully for each Area Champion, including salary and other actual employment costs.



Area Champion

Role Description



Championing community early help and prevention work in a geographic area, initially focused on support linked to maintaining children in their school environment – to improve the outcomes of children and young people, families, vulnerable adults, older people and other residents.

Area Champions join up public sector delivery and connect to the VCFSE sectors. Improving the efficiency of how services work together so delivery will be more sustainable, by influencing the local culture, practice, process and resource allocation.

To be a visible figure in the local area. Working with schools and early years settings, networking VCFSE groups, universal services and public services together to improve how we wrap support around residents and families.

To re-orientate family early support around a community-led model by working with Senior Leadership from the ICS partnership, the Connect Somerset Steering Group, Local Community Network, Primary Care Network and the Connect Somerset Programme Manager – among others – to improve service delivery and outcomes.

To share learning from your geographic area and connections with others so we're continuing to improve the overall Connect Somerset model.

To seek opportunities to bring wider investment into the area through bid opportunities or partnerships with local businesses.

To meet the local and country-wide aims, objectives and service delivery outcomes.

Area Champion tasks may include

1. Influence and lead the connections between universal and public services and VCFSE groups identified in the designated geographical area to improve outcomes for children, families and residents.
2. Identify local gaps, barriers and issues that are holding back early help and escalate (e.g. data flow, process, geographic issues, service gaps, emerging needs).
3. Coordinate the Team Around the School model. If required, Area Champions may also occasionally chair Team Around the School meetings.
4. Depending on the skills and experience of Area Champions, line manage a small number of local professionals.
5. Ensure appropriate case panels, discussion and information exchange between local early help professionals to ensure the best use of local resources so services 'wrap around' children, families and residents.
6. Provide regular reporting to boards as requested.
7. Manage grant approvals for the area.
8. Ensure the local workforce has access to relevant child level and strategic information to enable them to fulfil their roles.
9. Alongside the Connect Somerset Steering Group, participate in the recruitment of early help professionals where appropriate and help to influence the local induction process for new workers.
10. Alongside partner managers, other Area Champions and the Connect Somerset Programme Manager, assist with the identification of training needs and organise and deliver appropriate workforce development both in the geographical area and across all areas as required.
11. Where required act as the lead for short or long-term discrete projects, agreed with the Connect Somerset Steering Group, across the County or in individual localities.
12. Alongside the Connect Somerset Programme Manager, other Area Champions and partners, ensure appropriate allocation of workload across the system.
13. Assist in the development of appropriate reporting mechanisms and monitoring and evaluation tools.
14. Ensure that reporting deadlines and quantity and quality of reporting information is maintained and submitted in strict accordance with requirements.
15. Contribute to the production of publicity and promotional material for Connect Somerset adhering to sign-off and purchasing protocols.
16. Alongside the Connect Somerset Programme Manager and other partners, assist in identifying sustainable funding opportunities.
17. Across the workforce, identify gaps in service delivery and local assets in communities, working with professionals, Local Community Networks and engagement staff to enable community solutions.
18. Other functions as requested that are compatible with local influencing, leadership and outcome improvement for residents and families.

Ms Annette Kirk
 Wellington Town Council
 28 Fore Street
 Wellington
 Somerset
 TA21 8AQ

Account Code: 590100775

30/05/2023
EQ70086784


Email: nichola.pope@glasdon-uk.co.uk



WhatsApp: 01253 600410



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