



**WELLINGTON TOWN COUNCIL**  
**28 Fore Street, Wellington, Somerset TA21 8AQ**  
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**E-mail: [info@wellingtontowncouncil.co.uk](mailto:info@wellingtontowncouncil.co.uk)**

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

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting	<b>Council Meeting</b>
Time	7.00pm
Date	5 June 2023
Place	United Reformed Church Hall, Fore Street TA21 8AG

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

Yours faithfully

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

30 May 2023

## **1. WELCOME AND INTRODUCTIONS**

## **2. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN**

If you cannot attend, please send your apology and reason to the Town Clerk.

Councillors are reminded that failure to attend any Council meeting for 6 months, full council or committee/s, will result in them automatically ceasing to be a councillor irrespective of whether apologies are given.

## **3. DECLARATIONS OF INTEREST**

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

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

## **4. MINUTES**

To approve and sign the minutes of the Annual Town Council and Planning meetings held on 3 May 2023 (copies attached).

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

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

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

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

A report from Sergeant Jon O'Connor will be circulated in advance of the meeting.

## **7. TO RECEIVE A PRESENTATION FROM THE HEADTEACHER OF COURT FIELDS SCHOOL**

Mrs Polly Matthews, Head teacher, will attend the meeting to update the Council on the work of the school including the outcome of its recent Ofsted Inspection.

## **8. TO RECEIVE A REPORT FROM THE MAYOR**

## **9. PROPOSAL TO ESTABLISH A MAYOR'S FUND**

To consider a proposal to establish a Mayors Fund to enable each Mayor of the Town to raise funds during their term of office, if they wish to do so, to be distributed to their selected community groups or charities at the end of each Council year. Any fund-raising events requiring Town Council resources, staff or budget, to be subject to approval by the Full Council through the Town Centre Committee.

## **10. TOWN SCARECROW COMPETITION**

To consider a proposal by the Mayor for a town wide Scarecrow Competition over the school summer holidays. Entries to be registered through the Town Council office and Councillors to judge entries in their wards. Prizes to be donated personally by the Mayor.

**11. SOMERSET COUNTY AND UNTARY COUNCIL PROGRESS UPDATE**

Unitary Councillors to provide an update on any issues of interest to the Town Council and to consider any progress reports on Local Government Reorganisation.

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

A report from the Town Clerk is attached to the agenda.

**13. FINANCE COMMITTEE**

The minutes of the meeting held on 16 May 2023 and relevant papers supporting its recommendation are attached for information and consideration. Councillor Lithgow will provide an update at the meeting. The Committee **RECOMMENDS** the following:

- (i) That the Committee's Terms of Reference remain unchanged.
- (ii) That the Finance Committee meetings be held on the 2<sup>nd</sup> 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).
- (iii) Year End Accounts & Audit
  - a. That the Internal Auditors Report 2022/23 with the notes from officers is noted.
  - b. That the AGAR sections 1 and 2 are accepted
  - c. That the draft Summary of Funds Report is accepted.
  - d. That the Draft Notice of Exercise of Public Rights (attached), is approved the dates published being Monday 5 June to Friday 14 July. NB – the dates to be published are amended to Monday 12 June to Friday 21 July due to the date of the meeting where it will be approved.
- (iv) That a Grant of £3362.22 be awarded to the Whirlwinds Academy to support its Accessibility and Disability Project.

**14. TOWN CENTRE COMMITTEE**

The Minutes of the meeting held on 16 May 2023 are attached for information and consideration. Councillor Booker will provide an update at the meeting. The Committee **RECOMMENDS** the following:

- (i) That the Town Centre Committee meetings be held on the 2<sup>nd</sup> Tuesday of every other month. The timing will depend on the size of the agenda but will be approx. 6.00pm.

## **15. ENVIRONMENT AND HERITAGE COMMITTEE**

The minutes of the meetings held on 23 May 2023 and the background papers relating to the recommendations below are attached for information. Councillor M McGuffie will provide an update at the meeting. The Committee **RECOMMENDS** the following:

- (i) That no further changes be made to the Committee's terms of reference.
- (ii) That £5,000 be allocated from the Green Corridor Budget for the purchase and delivery of a storage container at the Community Farm Field for use by both the Town Council and Wellington Community Food.

The Council is asked to note the decisions taken by the Committee under its delegated powers to:

- (i) Commission Clarkson and Woods to carry out an Ecological Walkover Survey and Biodiversity Net Gain Assessment of the Green Corridor at a cost of £2,920.
- (ii) To replace the waste bin at the Tonedale Play Area with a larger bin.
- (iii) To refurbish the bench at the Tonedale Play Area and
- (iv) To install signage clearly showing that the area is owned and managed by the Town Council and that dogs are not allowed.

## **16. THE OLD VICARAGE AND IVY HOUSE RESIDENTIAL HOMES**

To consider the current consultation being undertaken by Abbeyfield Homes in relation to the potential closure of the two establishments.

## **17. LONGFORTH ROAD TOILETS**

To approve the appointment of a Project Team for insurance and reinstatement works and the development of initial Sketch Schemes. A paper is attached for consideration.

## **18. EMPLOYMENT OF COMMUNITY CONNECT CHAMPION**

To consider a request from Somerset Council for the Town Council to employ the local Community Connect Champion for the Wellington and Wiveliscombe area. A paper is attached for consideration.

## **19. NEW BENCHES**

The Council has received a request for the installation of a bench at Lodge Close. There are currently no benches in storage. On that basis, it is **RECOMMENDED** that the Council:

- (i) Purchase two new Lowther benches (black) c/w Brown Enviropol Slats to match other Town Centre Benches so we have one in stock for future use. A quotation from Glasdon Ltd in the sum of £1,412.76 is attached for approval.
- (ii) Approve the installation of a new bench, following a request received from a Lodge Close resident. The bench to be placed inside the entrance to Lodge Close from North Street. Location to be confirmed. Based on recent bench installations, cost will be in the region of £250-£300 for concrete base and fixing bolts.

## **20. WELLINGTON COMMUNITY CENTRE**

To receive an update following the AGM.

**21. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC**

The Council is asked to **RESOLVE** to exclude members of the press and public for agenda item 20, 21 and 22 in accordance with Public Bodies (Admission to Meetings) Act 1960 as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted. The basis of the request is that elements of the reports supporting the items contain commercially sensitive information and personal information.

**22. CHRISTMAS LIGHTS CONTRACT**

To consider the confidential minutes of the meeting held on 25 May 2023 (attached) to consider the appointment of contractors to provide and install the towns Christmas lights from 2023 for three years. The Committee's recommendations are set out in the attached paper.

**23. CROWN ESTATE LAND**

To consider the Town Council's position in relation to the Crown Estate Land in The Basins area of the town. A paper is attached for consideration.

**DECLARATIONS OF INTEREST**

**Members of Somerset County Council:**

Councillor Andrew Govier

Councillor Marcus Barr

Councillor Ross Henley