

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 17 APRIL 2023 AT 3.30 PM

PRESENT: Councillor M Lithgow (Mayor),
Councillors M Barr (from minute 632 a iv), A Govier (from minute 632 a iv), J Lloyd, M McGuffie, and J Thorne

IN ATTENDANCE: David Farrow (Town Clerk), Alice Kendall (Deputy Clerk/Deputy RFO)
1 member of the press
2 members of the public

628 APOLOGIES

No apologies had been received.

629 DECLARATIONS OF INTEREST

Councillors Lloyd and Govier have a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a former customer of the company.

Councillor Thorne has a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a personal friend of the company owner.

630 PUBLIC PARTICIPATION

The two members of the public present were representing the grant applicant and were available to answer questions if required.

631 MINUTES

RESOLVED to approve and sign the minutes of the meeting held 21 March 2023.

632 ACCOUNTING STATEMENTS

(a) 2022-23 Year

i. TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 31 MARCH 2023

RESOLVED to note approve the bank reconciliation as presented.

ii. TO NOTE AND APPROVE EXPENDITURE FOR 15 - 31 MARCH 2023

RESOLVED to note and approve the expenditure as presented.

iii. TO NOTE AND APPROVE INCOME RECEIVED FOR 15 - 31 MARCH 2023

RESOLVED to note and approve the income as presented.

At this juncture, Councillors Barr and Govier arrived at the meeting.

iv. TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2022-23 YEAR AS AT 31 MARCH 2023

RESOLVED to note and approve the budget report as presented.

(b) 2023-24 Year

i. TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 11 APRIL 2023

RESOLVED to note approve the bank reconciliation as presented.

ii. TO NOTE AND APPROVE EXPENDITURE FOR 1 – 11 APRIL 2023

RESOLVED to note and approve the expenditure as presented.

iii. TO NOTE AND APPROVE INCOME RECEIVED FOR 1 – 11 APRIL 2023

RESOLVED to note and approve the income as presented.

iv. TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2023-24 YEAR AS AT 11 APRIL 2023

RESOLVED to note and approve the budget report as presented.

633 GRANTS

(a) Applications

- i. Transition Town Wellington** – the organisation had applied for a £3,000 grant for leaflets, signage and tools. The application form and supporting documents was circulated by e-mail in advance of the meeting.

RESOLVED to award a grant of £3,000 from the Green Grants Budget.

There being no further business, the meeting closed at 3.45 pm.

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Councillor Mark Lithgow
Mayor



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.

Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFO Date: 9/5/2023
Name and Role (Clerk/RFO etc)

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

A	Bank Reconciliation at 09/05/2023		
	Cash in Hand 01/04/2023		993,335.85
	ADD Receipts 01/04/2023 - 09/05/2023		506,434.36
	SUBTRACT Payments 01/04/2023 - 09/05/2023		1,499,770.21
	Cash in Hand 09/05/2023 (per Cash Book)		65,169.01
B			1,434,601.20
	Cash in hand per Bank Statements		
	Petty Cash 09/05/2023	0.00	
	Nationwide 01343556 09/05/2023	203,850.16	
	Cambridge & Counties 15020773 09/05/2023	256,290.81	
	The Cambridge Building Society CI 09/05/2023	200,799.46	
	Lloyds Treasurers PC 87331468 09/05/2023	68.11	
	Lloyds Deposit Account 07788306 09/05/2023	744,259.14	
	Lloyds Current Account 2195145 09/05/2023	5,030.00	
			1,410,297.68
	Less unrepresented payments		6,818.30
			1,403,479.38
	Plus unrepresented receipts		31,121.82
	Adjusted Bank Balance		1,434,601.20
	A = B Checks out OK		

9 May 2023 (2023 - 2024)

Wellington Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
6	Hospitality	11/04/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.40		1.40
9	Audit Fees	11/04/2023		Lloyds Current Accour	Direct Debit	Data Protection Registration	ICO	X	35.00		35.00
10	Professional Fees	11/04/2023		Lloyds Current Accour	BACS	Health & Safety Advisor	WT Consultancy	S	125.00	25.00	150.00
7	Summer Street Fair	11/04/2023		Lloyds Current Accour	BACS	Street Entertainment	Fuse Performance	X	1,545.00		1,545.00
8	Sage Payroll & HR	11/04/2023		Lloyds Treasurers PC	Card	HR System	Sage HR	S	30.00	6.00	36.00
11	Additional Lights & Install	11/04/2023		Lloyds Current Accour	BACS	Tonedale Tree Socket	Enerveo	S	532.86	106.57	639.43
12	Riffles Event	11/04/2023		Lloyds Current Accour	BACS	Toilet hire	Event Hire Solutions Ltd	S	420.00	84.00	504.00
14	Stationery & Postage	12/04/2023		Lloyds Current Accour	BACS	Stationery/Stamps	Viking	S	125.96	17.69	143.65
13	Community Services & Priorit	12/04/2023		Lloyds Current Accour	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
16	Hospitality	13/04/2023		Lloyds Treasurers PC	Card	Refreshments	Co-op	X	12.30		12.30
15	Jubilee & Coronation	13/04/2023		Lloyds Current Accour	BACS	Banner Install	WGS Power & Lighting	S	1,230.00	246.00	1,476.00
17	Office Equipment	17/04/2023		Lloyds Current Accour	BACS	Desk Equipment	Viking	S	57.93	11.59	69.52
18	Green Corridor	17/04/2023		Lloyds Current Accour	BACS	Plans for Container	Andreas Hofmeyr	X	292.71		292.71
19	Town Centre Projects	17/04/2023		Lloyds Current Accour	BACS	Town Trail Printing	Somerset Sign & Print Co	E	100.00		100.00
20	Telephone & Broadband	18/04/2023		Lloyds Current Accour	Direct Debit	Telephone & Broadband	Chess	S	114.14	22.83	136.97
22	Deposits	18/04/2023		Lloyds Current Accour		Pop Up Shop	Churches Together	X	83.54		83.54
21	Internal Office Re-Decoratior	18/04/2023		Lloyds Current Accour	BACS	Odd Jobs	M J Fletcher Property Mainte	X	25.00		25.00
23	Photocopier	19/04/2023		Lloyds Current Accour	BACS	Printing & Photocopying	Konica Minolta	S	145.41	29.08	174.49
24	Photocopier	19/04/2023		Lloyds Current Accour	BACS	Photocopier Rental	Konica Minolta	S	158.73	31.75	190.48
27	Health & Wellbeing	19/04/2023		Lloyds Current Accour	BACS	SLA Payment	Reminiscence Learning	X	12,000.00		12,000.00
26	Health & Wellbeing	19/04/2023		Lloyds Current Accour	BACS	SLA Payment	Citizens Advice Taunton	X	5,000.00		5,000.00
25	Health & Wellbeing	19/04/2023		Lloyds Current Accour	BACS	SLA Payment	Wellington Community Coun	X	17,400.00		17,400.00
28	Jubilee & Coronation	20/04/2023		Lloyds Treasurers PC	BACS	Banner Printing	Printed Today	X	80.44		80.44
29	Sage Payroll & HR	21/04/2023		Lloyds Current Accour	Direct Debit	Payroll System	Sage	S	45.00	9.00	54.00
31	Salaries	21/04/2023		Lloyds Current Accour	BACS	Deductions - April	HMRC	X	3,922.70		3,922.70
30	Salaries	21/04/2023		Lloyds Current Accour	BACS	Superann - Apr	Somerset County Council	X	3,547.20		3,547.20
32	Salaries	21/04/2023		Lloyds Current Accour	BACS	Net Salaries	Various	X	9,848.71		9,848.71
33	Jubilee & Coronation	25/04/2023		Lloyds Treasurers PC	Card	Bunting	Kreative Bunting Ltd	S	112.95	22.59	135.54
34	Hospitality	27/04/2023		Lloyds Treasurers PC	Card	Refreshments	Co-op	X	19.95		19.95
35	Hospitality	02/05/2023		Lloyds Treasurers PC	Card	Coffee	Co-op	X	8.85		8.85
36	Community Services & Priorit	02/05/2023		Lloyds Current Accour	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
38	Jubilee & Coronation	02/05/2023		Lloyds Current Accour	BACS	Advertisement	Tindle Newspapers	S	216.72	43.34	260.06

Wellington Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37	Land at Westford	02/05/2023		Lloyds Current Accour	BACS	Tree Works	Arboricare Ltd	S	880.00	176.00	1,056.00
43	Staff Travelling	03/05/2023		Lloyds Current Accour	BACS	Travelling Expenses	R HUNT	X	10.08		10.08
42	Office Cleaning & Maintenance	03/05/2023		Lloyds Current Accour	BACS	Office Cleaning	AIS Cleaners	S	88.00	17.60	105.60
41	Green Grants	03/05/2023		Lloyds Current Accour	BACS	Grant	Transition Town Wellington	X	3,000.00		3,000.00
40	Riffles Event	03/05/2023		Lloyds Treasurers PC	Card	Feather Flags	Instant Promotion (UK) Ltd	S	301.76	60.35	362.11
39	Green Corridor	03/05/2023		Lloyds Treasurers PC	Card	Padlock & Cable Ties	Screwfix	S	79.13	15.83	94.96
39	Town Centre Projects	03/05/2023		Lloyds Treasurers PC	Card	Padlock & Cable Ties	Screwfix	S	24.17	4.83	29.00
44	Hospitality	05/05/2023		Lloyds Treasurers PC	Card	Tea Bags	Co-op	X	4.25		4.25
47	Electricity	05/05/2023		Lloyds Current Accour	Direct Debit	Electricity for Offices	SSE	L	131.23	6.56	137.79
46	Stationery & Postage	05/05/2023		Lloyds Current Accour	BACS	Stationery	Viking	S	32.89	6.58	39.47
48	Office Cleaning & Maintenance	05/05/2023		Lloyds Treasurers PC	Card	Black Sacks	Buy & Save	S	1.91	0.38	2.29
45	Electricity for Street Light	05/05/2023		Lloyds Current Accour	BACS	electricity for Street Light	EDF Energy	L	183.04	9.15	192.19
49	Hospitality	09/05/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.40		1.40
50	Sage Payroll & HR	09/05/2023		Lloyds Treasurers PC	BACS	HR System	Sage HR	S	30.00	6.00	36.00
51	Rent	09/05/2023		Lloyds Current Accour	BACS	Pop Up Shop Rent	H T Perry & Son	X	500.00		500.00
Total									62,626.20	982.88	63,609.08

Wellington Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
3	Deposits	11/04/2023		Lloyds Current Accour		Pop Up Shop Rent	Crafting Friends	X	100.00		100.00
3	Rent	11/04/2023		Lloyds Current Accour		Pop Up Shop Rent	Crafting Friends	X	300.00		300.00
6	Coronation Deposits	11/04/2023		Lloyds Current Accour		Stall Fee	Wellington Petanque Club	X	30.00		30.00
7	Summer Street Fair	11/04/2023		Lloyds Current Accour		Stall Fee	Bluebell Gems	X	30.00		30.00
5	Summer Street Fair	11/04/2023		Lloyds Current Accour		Stall Fee	The Magic Fairy	X	30.00		30.00
4	Street Fair Refundable Depo	11/04/2023		Lloyds Current Accour		Stall Fee	Young Lives Versus Cancer	X	30.00		30.00
8	Deposits	12/04/2023		Lloyds Current Accour		Pop Up Shop	Kieran's Legacy	X	100.00		100.00
9	Rent	13/04/2023		Lloyds Current Accour		Pop Up Shop	Diane Goring	X	150.00		150.00
9	Deposits	13/04/2023		Lloyds Current Accour		Pop Up Shop	Diane Goring	X	100.00		100.00
11	Provision of Benches & Litter	17/04/2023		Lloyds Current Accour		Bench Plaques	Wellington Gardening Club	X	63.63		63.63
10	Coronation Deposits	17/04/2023		Lloyds Current Accour		Stall Fee	Wellington Croquet Club	X	30.00		30.00
12	Deposits	19/04/2023		Lloyds Current Accour		Pop Up Shop	Rotary Club of Wellington Dis	X	100.00		100.00
12	Rent	19/04/2023		Lloyds Current Accour		Pop Up Shop	Rotary Club of Wellington Dis	X	150.00		150.00
13	Precept	21/04/2023		Lloyds Deposit Accour		Precept	Somerset Council	X	466,332.00		466,332.00
15	Deposits	21/04/2023		Lloyds Current Accour		Pop Up Shop	Wellington Rotary Club	X	100.00		100.00
17	Deposits	21/04/2023		Lloyds Current Accour		Pop Up Shop	Prettybaby93	X	100.00		100.00
16	Coronation Deposits	21/04/2023		Lloyds Current Accour		Stall Fee	Somerset Skaters	X	30.00		30.00
14	Summer Street Fair	21/04/2023		Lloyds Current Accour		Stall Fee	Little Wax Wishes & Aromas	X	30.00		30.00
18	Coronation Deposits	21/04/2023		Lloyds Current Accour		Stall Fee	Somerset Red Arrows Majore	X	30.00		30.00
20	Summer Street Fair	24/04/2023		Lloyds Current Accour		Stall Fee	Richard Smith	X	60.00		60.00
19	Coronation Deposits	24/04/2023		Lloyds Current Accour		Stall Fee	Wellington Swords Fencing C	X	30.00		30.00
23	Rent	25/04/2023		Lloyds Current Accour		Pop-Up Shop	Kirslukey Craft	X	150.00		150.00
23	Deposits	25/04/2023		Lloyds Current Accour		Pop-Up Shop	Kirslukey Craft	X	100.00		100.00
21	C.I.L	25/04/2023		Lloyds Current Accour		CIL 1 & 2 43/20/0086	Somerset Council	X	31,121.82		31,121.82
24	Coronation Deposits	25/04/2023		Lloyds Current Accour		Stall Fee	MPU-19	X	30.00		30.00
22	Rent	25/04/2023		Lloyds Current Accour		Pop Up Shop	Fran Elliston & Une Lee	X	150.00		150.00
22	Deposits	25/04/2023		Lloyds Current Accour		Pop Up Shop	Fran Elliston & Une Lee	X	100.00		100.00
25	Bank Interest	05/05/2023		Nationwide 01343556		Interest	Nationwide	X	468.06		468.06
27	Deposits	05/05/2023		Lloyds Current Accour		Pop Up Shop	Prettybaby93	X	150.00		150.00
26	Summer Street Fair	05/05/2023		Lloyds Current Accour		Stall Fee	Farmhouse Pies and Pasties	X	30.00		30.00
30	Summer Street Fair	05/05/2023		Lloyds Current Accour		Stall Fee x2	Crafting Friends	X	60.00		60.00
28	Summer Street Fair	05/05/2023		Lloyds Current Accour		Stall Fee x2	Gallery 59	X	60.00		60.00
32	Summer Street Fair	05/05/2023		Lloyds Current Accour		Stall Fee	Wood Works	X	90.00		90.00

Wellington Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
33	Summer Street Fair	05/05/2023		Lloyds Current Accour		Stall Fee	SB Bakes	X	30.00		30.00
31	Coronation Deposits	05/05/2023		Lloyds Current Accour		Stall Fee	Wellington Squash and Racq	X	30.00		30.00
29	Summer Street Fair	05/05/2023		Lloyds Current Accour		Stall Fee x2	Crosses Ice Cream	X	60.00		60.00
35	Bank Interest	09/05/2023		Lloyds Deposit Accour		Interest	Lloyds Bank	X	210.96		210.96
36	Bank Interest	09/05/2023		Cambridge & Counties		Interest	Cambridge & Counties	X	723.64		723.64
34	Street Fair Refundable Depo	09/05/2023		Lloyds Current Accour		Stall Fee	Wellington Counselling CIC	X	30.00		30.00
Total									501,520.11		501,520.11

Wellington Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

9 May 2023 (2023 - 2024)

Administration/Office running

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00		-250.00	4,000.00		4,000.00	3,750.00 (88%)
27	Photocopier				1,000.00	304.14	695.86	695.86 (69%)
28	Electricity				2,000.00	131.23	1,868.77	1,868.77 (93%)
32	Office Equipment				350.00	57.93	292.07	292.07 (83%)
34	Insurances				3,500.00		3,500.00	3,500.00 (100%)
35	Stationery & Postage				1,250.00	158.85	1,091.15	1,091.15 (87%)
36	Audit Fees				2,250.00	35.00	2,215.00	2,215.00 (98%)
37	Office Cleaning & Maintenance				2,000.00	89.91	1,910.09	1,910.09 (95%)
40	Hire of Hall				1,100.00	235.00	865.00	865.00 (78%)
143	Internal Office Re-Decoration				3,000.00	25.00	2,975.00	2,975.00 (99%)
SUB TOTAL		250.00		-250.00	20,450.00	1,037.06	19,412.94	19,162.94 (92%)

Affiliation Fees

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	SALC				1,910.00		1,910.00	1,910.00 (100%)
99	SLCC				300.00		300.00	300.00 (100%)
100	CCS				100.00		100.00	100.00 (100%)
SUB TOTAL					2,310.00		2,310.00	2,310.00 (100%)

Allotments

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Allotments	2,716.00		-2,716.00	4,716.00		4,716.00	2,000.00 (26%)
92	Longforth Allotment				10,000.00		10,000.00	10,000.00 (100%)
148	Allotment Deposits							(N/A)
SUB TOTAL		2,716.00		-2,716.00	14,716.00		14,716.00	12,000.00 (68%)

Christmas

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Hire of Lights				10,000.00		10,000.00	10,000.00 (100%)
115	Lights Install				10,000.00		10,000.00	10,000.00 (100%)
116	Switch on Event				10,000.00		10,000.00	10,000.00 (100%)
123	Stall Deposits							(N/A)
136	Electricity				500.00		500.00	500.00 (100%)
137	Additional Lights & Install					532.86	-532.86	-532.86 (N/A)
SUB TOTAL					30,500.00	532.86	29,967.14	29,967.14 (98%)

Wellington Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

9 May 2023 (2023 - 2024)

Community Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Wellington One				11,000.00		11,000.00	11,000.00 (100%)
58	Community Safety				2,000.00		2,000.00	2,000.00 (100%)
59	Promotion of Wellington				5,000.00		5,000.00	5,000.00 (100%)
60	Community Services & Priorities				5,000.00	120.84	4,879.16	4,879.16 (97%)
61	Health & Wellbeing				33,000.00	34,400.00	-1,400.00	-1,400.00 (-4%)
62	Museum Lease							(N/A)
64	Community Warden				17,160.00		17,160.00	17,160.00 (100%)
66	Other Payments				300.00	35.00	265.00	265.00 (88%)
139	Cost of Living Crisis							(N/A)
SUB TOTAL					73,460.00	34,555.84	38,904.16	38,904.16 (52%)

Cost of democracy and electic

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Mayors Allowance				550.50		550.50	550.50 (100%)
21	Councillors Allowance				5,250.00		5,250.00	5,250.00 (100%)
22	Members Training				500.00		500.00	500.00 (100%)
23	Members Travelling				600.00		600.00	600.00 (100%)
24	Hospitality				1,000.00	48.15	951.85	951.85 (95%)
89	Deputy Mayor's Expenses				200.00		200.00	200.00 (100%)
SUB TOTAL					8,100.50	48.15	8,052.35	8,052.35 (99%)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
25	Elections				1,500.00		1,500.00	1,500.00 (100%)
67	Youth Services							(N/A)
71	C.I.L		31,121.82	31,121.82				31,121.82 (N/A)
73	Film Festival				4,000.00		4,000.00	4,000.00 (100%)
75	Railway Station							(N/A)
76	Capital Projects							(N/A)
77	Playing Pitch Strategy							(N/A)
95	Office Furniture Replacement							(N/A)
96	Post Office Provision							(N/A)
97	Cades Farm Community Hall							(N/A)
SUB TOTAL			31,121.82	31,121.82	5,500.00		5,500.00	36,621.82 (665%)

Emergency High Street Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	Emergency High Street Fund							(N/A)
79	Electrical Infrastructure Work							(N/A)

Wellington Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

9 May 2023 (2023 - 2024)

80 Related Staffing Costs	(N/A)
81 Christmas Entertainment 2020	(N/A)
82 Street Furniture	(N/A)
83 Maps & Signage	(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	(N/A)

SUB TOTAL

(N/A)

Environment and Planning

Receipts

Payments

Net Position

Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Footpaths PRoW Maintenance				500.00		500.00	500.00 (100%)
47	Grasscutting				3,740.00		3,740.00	3,740.00 (100%)
48	Weedkilling				1,215.00		1,215.00	1,215.00 (100%)
49	Emptying Dog Bins				11,500.00		11,500.00	11,500.00 (100%)
50	Provision of Benches & Litter/Do		63.63	63.63	2,500.00		2,500.00	2,563.63 (102%)
51	Planning Administration				1,500.00		1,500.00	1,500.00 (100%)
52	Environmental Improvements				18,000.00		18,000.00	18,000.00 (100%)
113	Electricity for Street Light				850.00	183.04	666.96	666.96 (78%)
129	Additional Street Lighting							(N/A)
130	Land at Westford				5,000.00	880.00	4,120.00	4,120.00 (82%)
131	Green Corridor				20,000.00	371.84	19,628.16	19,628.16 (98%)
SUB TOTAL			63.63	63.63	64,805.00	1,434.88	63,370.12	63,433.75 (97%)

Grants

Receipts

Payments

Net Position

Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00		15,000.00	15,000.00 (100%)
152	Green Grants				10,000.00	3,000.00	7,000.00	7,000.00 (70%)
SUB TOTAL					25,000.00	3,000.00	22,000.00	22,000.00 (88%)

Income

Receipts

Payments

Net Position

Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept		466,332.00	466,332.00				466,332.00 (N/A)
2	Bank Interest	8,000.00	1,885.17	-6,114.83				-6,114.83 (-76%)
3	Parish Grants	2,275.00		-2,275.00				-2,275.00 (-100%)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00		-1,000.00				-1,000.00 (-100%)

Wellington Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

9 May 2023 (2023 - 2024)

SUB TOTAL	11,275.00	468,217.17	456,942.17	456,942.17 (4052%)
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IT, Website & Internet

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				2,160.00	114.14	2,045.86	2,045.86 (94%)
30	IT Equipment				1,200.00		1,200.00	1,200.00 (100%)
31	IT Support & Email Hosting				4,250.00		4,250.00	4,250.00 (100%)
94	IT for New Staff				1,500.00		1,500.00	1,500.00 (100%)
101	Telephone System				2,000.00		2,000.00	2,000.00 (100%)
103	Security Software				200.00		200.00	200.00 (100%)
104	Office 365				2,300.00		2,300.00	2,300.00 (100%)
105	Parish Online				450.00		450.00	450.00 (100%)
106	Zoom				120.00		120.00	120.00 (100%)
107	Scribe Accounting System				1,800.00		1,800.00	1,800.00 (100%)
108	Sage Payroll & HR				1,000.00	105.00	895.00	895.00 (89%)
132	Councillor Tablets				250.00		250.00	250.00 (100%)
144	Inspection Applications				2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL					19,230.00	219.14	19,010.86	19,010.86 (98%)

Play Areas

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Tone Play Area				5,000.00		5,000.00	5,000.00 (100%)
145	Weavers Reach Play Area				5,000.00		5,000.00	5,000.00 (100%)
146	Annual Play Inspections				500.00		500.00	500.00 (100%)
SUB TOTAL					10,500.00		10,500.00	10,500.00 (100%)

Pop Up Shop

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	4,900.00	900.00	-4,000.00	6,000.00	500.00	5,500.00	1,500.00 (13%)
118	Overheads				3,500.00	785.92	2,714.08	2,714.08 (77%)
119	Repairs				1,500.00		1,500.00	1,500.00 (100%)
149	Deposits		950.00	950.00		583.54	-583.54	366.46 (N/A)
SUB TOTAL		4,900.00	1,850.00	-3,050.00	11,000.00	1,869.46	9,130.54	6,080.54 (38%)

Professional Services

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Professional Fees					125.00	-125.00	-125.00 (N/A)
SUB TOTAL						125.00	-125.00	-125.00 (N/A)

Wellington Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

9 May 2023 (2023 - 2024)

Staff Costs & Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				262,842.59	17,318.61	245,523.98	245,523.98 (93%)
17	Staff Training				1,000.00		1,000.00	1,000.00 (100%)
18	Staff Travelling				200.00	14.09	185.91	185.91 (92%)
19	Staff Recruitment				1,500.00		1,500.00	1,500.00 (100%)
87	Home Working Allowances				600.00		600.00	600.00 (100%)
SUB TOTAL					266,142.59	17,332.70	248,809.89	248,809.89 (93%)

Town Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				10,000.00		10,000.00	10,000.00 (100%)
127	Coronation Deposits		210.00	210.00				210.00 (N/A)
128	Jubilee & Coronation					1,640.11	-1,640.11	-1,640.11 (N/A)
133	Longforth Rd Toilet Refurb				10,000.00		10,000.00	10,000.00 (100%)
134	Co-Working Space				30,000.00		30,000.00	30,000.00 (100%)
135	Town Centre Projects				20,000.00	124.17	19,875.83	19,875.83 (99%)
138	Carnival				1,000.00		1,000.00	1,000.00 (100%)
140	Summer Street Fair	1,050.00	480.00	-570.00	6,050.00	1,545.00	4,505.00	3,935.00 (55%)
141	Street Fair Refundable Deposits		60.00	60.00				60.00 (N/A)
142	Riffles Event				2,500.00	721.76	1,778.24	1,778.24 (71%)
147	Remembrance & AFD				1,000.00		1,000.00	1,000.00 (100%)
150	AFD Stalls							(N/A)
151	AFD Refundable Stalls							(N/A)
SUB TOTAL		1,050.00	750.00	-300.00	80,550.00	4,031.04	76,518.96	76,218.96 (93%)

Summary

NET TOTAL	20,191.00	502,002.62	481,811.62	632,264.09	64,186.13	568,077.96	1,049,889.58 (160%)
V.A.T.		4,431.74			982.88		
GROSS TOTAL		506,434.36			65,169.01		



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'.

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)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Name of person who carried out the internal audit

08/04/2022

01/11/2022

DD/MM/YYYY

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:

ENTER NAME OF AUTHORITY

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	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***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

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward			<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			<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			<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			<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			<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			<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			<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			<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			<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			<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:-

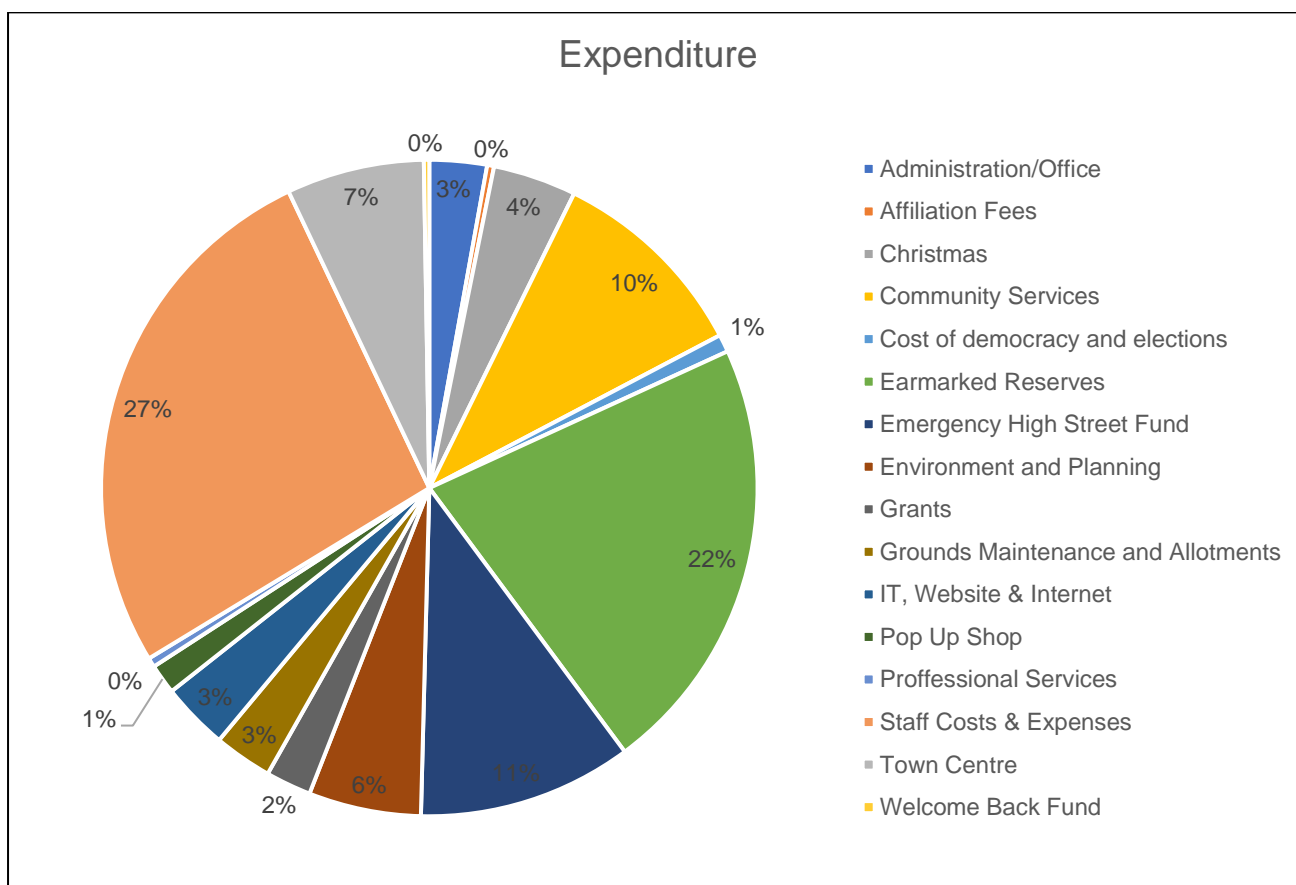
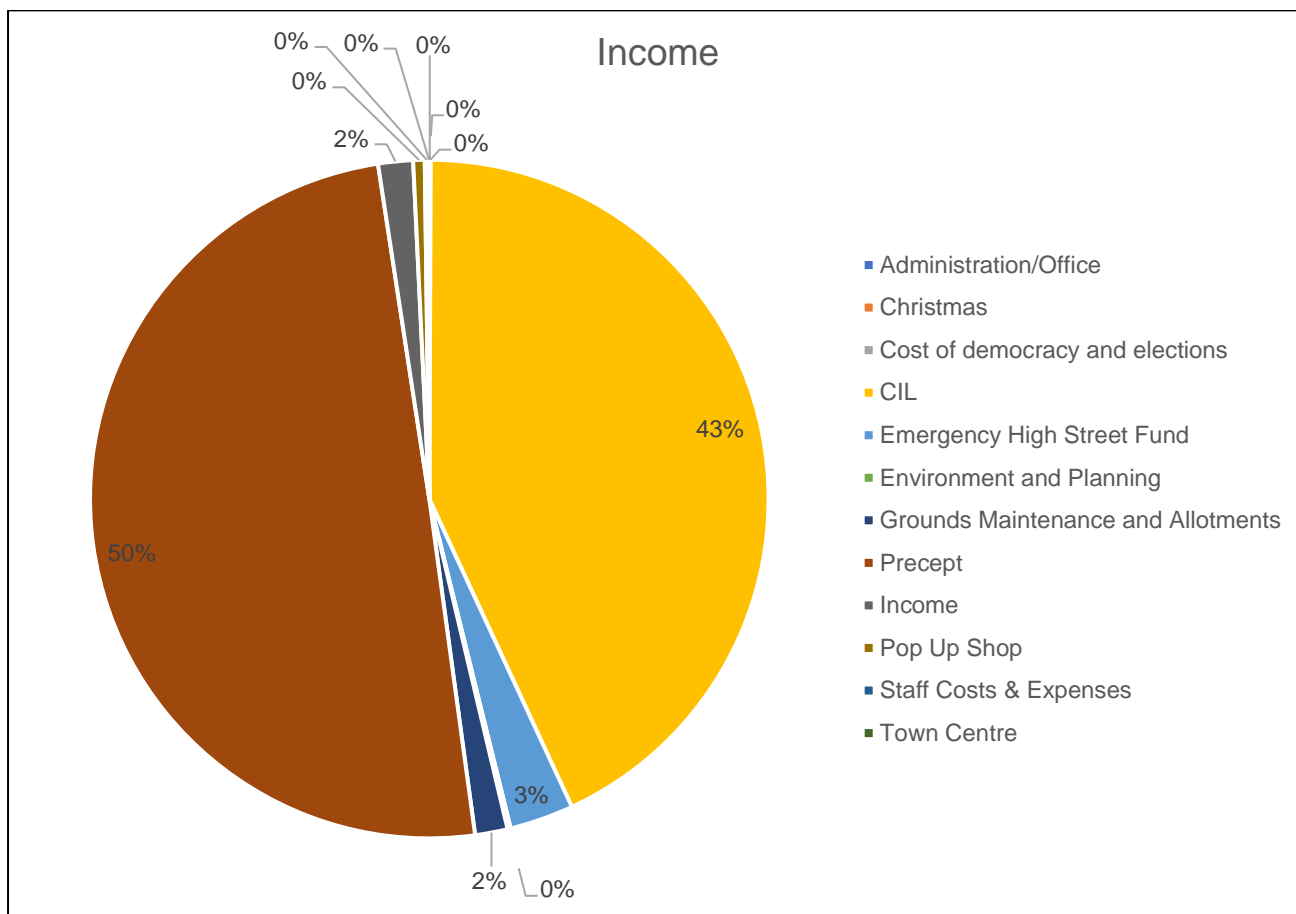
Staffing Costs	£161,185	AGAR Box 4
All Other Payments	£448,169	AGAR Box 6
TOTAL EXPENDITURE	£609,354	

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 2 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 5 June 2023</u></p> <p>and ending on (d) <u>Friday 14 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>