



WELLINGTON TOWN COUNCIL

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Terms of Reference for the Wellington Town Council Town Centre Committee

Name of Committee: The Wellington Town Centre Committee

Purpose: To review, report on, and make recommendations to the Council relating to matters within the Town Centre and issues faced by shops and businesses in Wellington; with an emphasis on vacant shops/commercial premises and challenges facing businesses already in operation.

Summary of Responsibilities

The Committee shall have delegated authority to; -

- To monitor, review and make recommendations on matters relating to street furniture, public facilities and other amenities in the town centre
- To monitor, review and make recommendations on the review of the annual Festive Lighting scheme
- To monitor, review and make recommendations on Town Council events
- To monitor, review and make recommendations on the operation of the Pop Up Shop
- To receive and monitor footfall data
- To act as the Council's delegated body to receive reports on and approve spending for the delivery of the Film Festival

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

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

Membership: Membership of the Committee will comprise elected Councillors and co-opted members of the public. It is intended that the members of the public co-opted onto the Committee will have some relevant experience or expertise relating to the matters under consideration by the Committee. At least one member shall be a representative of a local trading organisation (where one such group exists), and at least two members shall be independent traders within Wellington. The Committee will also elect to its membership, where possible, a County Councillor (who may be nominated by the County Authority).

The Committee shall comprise no more than 14 members and will include the current Mayor. There will be a maximum of 8 Councillors and 6 non-Councillor members. Council membership of the Committee will be agreed at the Council's Annual Meeting and non-Council members at the first meeting of the Committee after the Annual Meeting.

The co-opted non-Council members are invited to take part in discussions on an advisory basis as the Committee values their contributions and expertise. They do not have any voting rights.¹

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

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

If any co-opted member of the Committee resigns from the Committee at any time, the Committee as a whole shall vote on a replacement, who will then be approached by the most appropriate member of the Committee.

Delegated Authority to Authorise Payments

- The Committee has delegated authority from the Council to incur individual expenses relating to the Committee's core activities to a maximum of £3,000 (per item) from the relevant budget cost centres and codes contained therein. All items of expenditure will be reported at the next Council meeting.
- 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 and has no power whatsoever to implement any recommendations without express approval from the Council. Additionally, members will only have decision-making authority when voting at Full Council on issues presented by the Committee and relevant to the Committee's operational remit.
- Meetings of the Committee will be held at least six times a year in alternate months.
- The Committee will appoint a Chairman for the year ahead at its first meeting following the Annual Meeting of the Council. The Chairman must be a Councillor.
- If the Chairman is not able to attend a meeting another elected Member will undertake to act as Chairman for the duration of the meeting in question.
- All co-opted Members will be bound by the Council's Members' Code of Conduct while conducting Council activities.
- The Committee will make decisions by consensus demonstrated by a simple majority vote of those members of the Committee present at any meeting, each member having one vote.

¹ Local Government and Housing Act 1989 s13.

- In the case of a tied vote, the Committee's Chairman will cast the deciding vote.
- The Clerk or Assets and Event Officer will prepare and circulate 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.
- Whilst it is recognised that the following issues are of critical importance to Wellington, in order to make the best use of the time available (and mindful of the work which is already ongoing elsewhere in respect of these issues) the Committee will not consider or make recommendations on any issue directly relating to:
 - The provision of a railway station for Wellington;
 - The Northern Relief Road; and/or
 - The restoration of the Wellington Monument.
- One of the elected members of the Committee (usually the Chairman) will report to the Council at each monthly meeting as to the progress of its deliberations.
- Any amendments to these Terms of Reference may only be by formal resolution at a Full Council meeting.

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 21st March 2023 at 6.00pm

Present: Councillors J Lloyd (Chair), M Lithgow, M Barr (until minute 601), C. Booth, C Govier. K. Wheatley (until minute 594).
S Davis

In Attendance: Councillor J Thorne
Dave Farrow – Town Clerk
Alice Kendall – Deputy Clerk (until minute 594)
Annette Kirk – Assets & Events Officer

One member of the public
One member of the press

589 APOLOGIES

Apologies had been received from R. Coupe.

590 DECLARATIONS OF INTEREST

No declarations of interest.

591 MINUTES

RESOLVED to approve and sign the minutes of the Town Centre Committee meeting held on 17th January 2023.

592 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

No Questions and Comments from the Public

At this juncture, it was resolved to move forward agenda item 10 (Christmas Lights)

593. CHRISTMAS LIGHTS

A new hire and installation contracts report was circulated to the Committee.
Decisions made as follows:

- a) The Committee approved the additions as set out in schedule and highlighted in green.
- b) The Committee agreed to move the icicle lights from Claire's Hairdressers (now closed) to the Nook & Cranny in North Street.
- c) Rockwell Green Christmas Tree – The Committee asked for the Deputy Clerk to look at an alternative location, as it would be better to have it on the Exeter Road approaching Rockwell Green.

- d) The Committee agreed to keep the existing icicles on the Conservative Club and to not install a motif bracket.

RESOLVED to give delegated spending authority to Officers (in conjunction with the Chairman) to enable installation of infrastructure where required as detailed in item 3. This to be in line with ToR with a £3,000 limit for each item of expenditure.

- e) The Committee approved a white and gold colour theme in the town and coloured lights in Rockwell Green for the tender pack.
- f) The Committee approved the Tender Packs for both the lighting and installation contract.
- g) The Committee to advise the Deputy Clerk of their availability between the 15th – 26th May, so that a date and time for a special meeting can be set, to receive presentations from shortlisted contractors and to make a recommendation to Full Council on the award of contract.
- h) The Committee agreed to look at festoons for Cornhill with the item covering the lantern and its re-instatement.

At this juncture, Councillor K Wheatley and the Deputy Clerk gave their apologies and left the meeting. Councillor J Thorne joined the meeting.

594 TOWN CENTRE COMMITTEE MEMBERS

The Committee discussed the need for more representation from Town Centre Businesses. Councillor Thorne raised concerns about increasing the number of non-councillor members on the Committee and the control of spending. Councillor Thorne asked that the Town Centre Committee is repurposed to an Economic Development Committee, option of having sub-committees for Business Members to fill the gap.

RESOLVED to take the Terms of Reference amendment to the Annual Meeting to increase the number of non- councillors from 4 to 6 members. The Committee members total to increase to 14. To approve the Terms of Reference amendment at the Annual Council meeting on 3rd May 2023. The Committee will look at the purpose of the Town Centre Committee and to incorporate economic development with more Town Centre business engagement.

595 POP UP SHOP

- The Committee were very pleased to see the number of bookings in the calendar.
- Taunton impressed with the success of our Pop-Up Shop and now looking at replicating the project in their town centre.
- The Committee would look at freshening up the Pop-Up Shop, as it is starting to look tired.

596 KING'S CORONATION CELEBRATIONS

Assets and Events Officer gave an update to the Committee.

- Commemorative Coins Ordered and delivery expected 3 to 4 weeks. Need to contact the schools to secure a date for the Mayor to present the coins.
- Spring Fayre and Family Fun Day moving forward.
 - Lamp post banners will be erected first week of April.
 - Street Banners will be erected first week of April.
 - Fuse Performance Ltd Entertainers booked for Spring Fayre to include: Bunting Circus Tent, Tight Rope Walker and Fire Juggler.
 - Double page advert in “The Edge” publication for April/May.
 - Event Leaflet – 750 copies will be dropped into town centre businesses
 - Hire of “Speed Ring” Pump Track for Family Fun Day
 - Invited local sports clubs to put on activities at the Family Fun Day
 - Firework Display by Firestorm, Taunton Booked

597 ANNUAL STREET FAIR 2023:

Assets & Events Office gave an update:

- 20 Stalls confirmed to date.
- 8 Music acts
- Traffic Management/Road Closure application had been submitted to SWT

We have received a good amount of interest for the Street Fair with a total of 60 stalls expected.

598 RIFLES REGIMENT: FREEDOM OF THE TOWN 17TH JUNE 2023

Assets & Events Officer gave an update on the event:

- Request from the Event Planning Officers at Avon & Somerset Police to hold a meeting with the Town Council, Military, Traffic Management Company to go through the security recommendations from the Safety Advisory Group.
- Control Room will be at Wellington Scout Hall.
- First Aiders will be located at Wellington Scout Hall
- Pre-event Gathering – United Reformed Church Hall from 1pm. 1.45pm VIPs, dignitaries and other guests to make their way to the front of the Council Office for the “Freedom of the Town” presentation of the Scroll and Silver Bugle
- Reception to be held in the Sunken Garden at Wellington School for VIPs, Dignitaries and other guests. This will include the cutting of the Cake by the youngest soldier and Mayor. Buglers to play at reception. The Rifles Servicemen to retreat to the Prep School for their refreshments. Cadets to have cake and drinks in the Great Hall.
- Wet weather contingencies in place.
- Town Council commissioned Ken Bird, Around Wellington to be the media contact with The Rifles Engagement Team for all media and social media editorials, posts etc.
- Sean Pringle-Kosikowsky to pull together material about the history of The Rifles for the 6-page program.

- Armed Forces Day Celebration on the Recreation Ground. Contacting military groups to attend.

599 EMERGENCY TOWN CENTRE RECOVERY FUND

RESOLVED to approve under delegated powers to approve quotations for Living Display Trays, Hanging Rails & Water Container £4933.69 plus VAT £986.74 = £5920.43 and Create Landscaping Ltd for the installation and planting of Living Display Trays - £2723.79 plus VAT £544.75 = £3268.54, with the Emergency High Street Recovery Fund covering the costs.

RESOLVED under delegated powers to approve the expenditure from the Emergency High Street Recovery Fund for the following:

- a) Fingerpost Arm – Corner of South Street/Fore Street. Additional arm for “Park & Memorial” – FWDP Quotation £776.00 plus VAT. Excludes fitting.
- b) Street Banners for Events:
 - i. 8 x King Charles III Coronation Celebration – 7th May 2023. Quotation £980.00 plus VAT.
 - ii. 4 x The Rifles – Freedom of the Town & Armed Forces Day Celebration – 17th June 2023 – Quotation £515.00 plus VAT
 - iii. 4 x Wellington Street Fair – 3rd June 2023 – Quotation £515.00 plus VAT.
- c) Town Notice Boards Purchased – Full Council approved expenditure on 5th December 2022:
 - i. Green Barnes Notice Board for Rockwell Green. Cost: £1300.00 plus VAT. Abacus Construction Installation Cost: £490.00 plus VAT
 - ii. Green Barnes Notice Board for The Priory. Cost: £1300.00 plus VAT. Abacus Construction Installation Cost: £490.00 plus VAT
 - iii. Green Barnes Notice Board for Tonedale. Cost: £1300.00 plus VAT. Abacus Construction Installation Cost: £490.00 plus VAT

600 CORNHILL – VICTORIAN LANTERN

The Committee were very pleased to be in receipt of the lantern. Concerns were raised over public safety, and the unsafe condition of 3 Fore Street - Former Children’s Hospice Charity Shop. The Committee felt the archway in its current condition would not be able to hold the weight of the lantern, therefore an alternative location may need to be considered. Council Officers to raise these concerns with Somerset West & Taunton District Council Property Enforcement Officer.

The Assets & Events Officer to obtain quotations to get the lantern refurbished. To look at alternative locations where we could hang the lantern safely. The aim being that the lantern will be in place and working for the Christmas Lights Switch on event.

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

601 TOWN COUNCIL MASCOT

A public survey report up to 21st March 2023 was given to Committee Members. The survey closes on 6th April 2023. The decision to be announced at the next Town Centre Committee meeting.

602 WELLINGTON FOOTFALL REPORTS

Monthly footfall reports for January and February 2023 were circulated prior to the meeting, for information. We saw a 6% footfall increase continue compared to the previous month.

603 DATE OF NEXT MEETING: To be confirmed.

The meeting ended at 7.25pm

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Councillor Janet Lloyd
Chair

Mascot Consultation

257
Responses

01:13
Average time to complete

Closed
Status

1. Would you like to see a town centre mascot?

Yes	74
No	183



2. Do you think that this is a good use of public money?

Yes	63
No	194



3. If a mascot is created, are you happy with it being a fox?

Yes	123
No	134



4. Please let us know if you have any more thoughts on Wellington having a mascot:

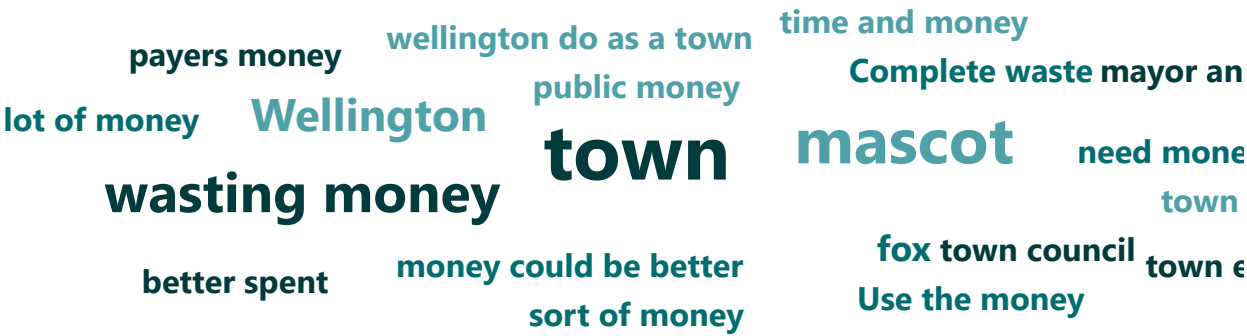
136
Responses

Latest Responses

- "This is not a priority spend. A mascot would be fine if there was plen...
- " waste of money sorry but there other this should be spent on "
- "While a town mascot is a lovely idea, I really feel the money would ...

🔄 Update

39 respondents (30%) answered **town** for this question.



KING'S CORONATION CELEBRATIONS - WEEKEND 6TH & 7TH MAY 2023**Sunday 7th May 2023 - Friends of Wellington Park Spring Fayre and Family Fun Day at Wellington Rugby Club**

	Projected Costs		Cost	
Performers/Entertainment	£	1,500.00	£	1,725.00
Poster Design	£	400.00	£	66.66
Lamp Post Banner				
Design	£	25.00	£	25.00
Event Leaflets 750	£	300.00	£	146.00
Wellington Weekly				
adverts - half page x 1	£	500.00	£	216.62
Edge Advert	£	200.00	£	200.00
Lamp Post Banners	£	1,100.00	£	1,249.50
8 x Street Banners	£	1,100.00	£	980.00
Put up/take down				
Banners	£	1,500.00	£	1,230.00
Commemorative Coins	£	5,000.00	£	4,832.00
Fireworks Display -				
Rugby Club	£	3,000.00	£	3,000.00
Erect Bunting Town				
Centre	£	500.00		await invoice
Deluxe 45ft Inflatable				
Course & Giant				
Connect 4 - Activity +				
generator	£	360.00	£	410.00
Pump Track, Bikes,				
helmets & Staff	£	2,000.00	£	2,029.70
A Board Notices	£	40.00	£	40.00
3 x Town Centre Event				
Banners	£	81.00	£	80.44
PA System	£	150.00	£	150.00
Union Jack Bunting			£	112.95
TOTAL	£	17,756.00	£	16,493.87

Town Centre Committee Agenda item 11.2(h)

Flowers & Interiors, Wellington – Photographs to accompany quotation:

OPTION 1 -EXAMPLE:



OPTION 2 – EXAMPLE:



AGENDA 11.2(h)



FLORAL INSTALLATION

ARCH and PILLARS

To create a floral arch over the entrance to the Council Offices using faux flowers and foliages. The colours will be in reds, greens and yellows to represent the colours of The Rifles and the Town Council.

Suggested flowers to use would be

Green Viburnum

Red spray rose

Red camellia spray

Yellow spray daisy

Tintagel wild berry (yellow)

Eucalyptus and variegated ivy

The flowers will sit along the canopy and we will install 2 foliage garlands down each pillar.

The floral stems will be left as long as possible in order to be able to reuse.

Canopy of foliage and flowers 7ft long	£300.00
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Foliage garlands x2 to spiral down each 8ft pillar	£350.00
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Total	£650.00
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DAIS/PLATFORM

Option 1

Floral arrangements x5 to co-ordinate with the floral arch	£45.00 each
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Option 2

Box balls in pots x5 which could be wrapped in hessian and tied with a black ribbon	£30.00 each
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PAYMENT & CONFIRMATION

All prices include VAT.

Payments by bank transfer. Please use your names as a reference.

TSB - Sort code: 77-68-05 / Account number: 00024149

SUBSTITUTIONS

Whilst we always do our very best to ensure that your wedding flowers include the blooms in the quote, sometimes there is the unavoidable situation of unavailability. This could be due to the weather, supply or any number of external factors which are out of our control. We always aim to inform you of substitutions as soon as possible and will replace the unavailable blooms with those which are similar.