

WELLINGTON TOWN COUNCIL MINUTES 5 JUNE 2023

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 5 JUNE 2023 AT 7.00PM

PRESENT: Councillor M Barr (Mayor)

Councillors Z Barr, S Booker, C Booth, A Govier, C Govier, M Lithgow, J Lloyd, M McGuffie, N Powell-Brace.

David Farrow (Town Clerk)

One member of the press and ten members of the public were in attendance.

51. TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed all those present.

52. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN

Apologies were received and accepted from Councillors K Canham and K Wheatley.

53. DECLARATIONS OF INTEREST

Councillor Thorne declared a personal interest in agenda item 16 as he was friends with people who worked at the establishments

Councillor Booker declared a personal interest in agenda item 16 as a relative worked at one of the establishments.

54. MINUTES

RESOLVED to approve the minutes of the Annual Town Council and Planning Meetings held on 3 May 2023 with the correction in minute 7 of the Annual Town Council meeting that Sergeant Dan O'Connor should read Sergeant Jon O'Connor

At this juncture it was **RESOLVED** to move agenda item 16 to agenda item 7 and to take Questions and Comments from members of the public at that point.

55. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

The report from Sergeant Jon O'Connor had been circulated prior to the meeting. Sergeant O'Connor was welcomed to his first meeting and his report was noted. In response to questions Sergeant O'Connor said that he would look in to concerns about speeding on the Exeter Road. He was also thanked for his team's rapid response to the incident on Roly Poly Green.

56. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Two members of the public spoke to raise concerns about the consultation being carried out by Abbeyfield in relation to the possible closure of Ivy House and The Old Vicarage. For clarity it was noted that the two establishments are not residential homes but supported living accommodation.

57. THE OLD VICARAGE AND IVY HOUSE RESIDENTIAL HOMES

Councillors expressed concern regarding the decision of Abbeyfield Homes to consult on the possible closure of Ivy House and The Old Vicarage and the process that it was following. After some discussion, it was **RESOLVED** that the Council should continue to work with Abbeyfield to find a solution but that if Abbeyfield decided that it could not continue to run the establishments and no other alternative came forward the Town Council should consider buying the buildings and managing the provision. The Town Clerk was asked to begin to look into this option.

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58. TO RECEIVE A PRESENTATION FROM THE HEADTEACHER OF COURT FIELDS SCHOOL

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

59. TO RECEIVE A REPORT FROM THE MAYOR

A report detailing the Mayors activities had been circulated prior to the meeting.

60. PROPOSAL TO ESTABLISH A MAYOR'S FUND

After some discussion, it was **RESOLVED** that further consideration was required and that the proposal should be considered by the Policy and Resources Committee at its next meeting.

61. TOWN SCARECROW COMPETITION

After some discussion, it was **RESOLVED** that there should be a Town Scarecrow Competition, but that more detailed work was needed and should be considered by the Policy and Resources Committee at its next meeting.

62. SOMERSET COUNTY AND UNITARY COUNCIL PROGRESS UPDATE

Councillor Govier provided an update noting that around 29 staff had been made redundant from Somerset Council as a result of the restructuring of senior management posts. He also reported that the road at Hilly Head was due to be resurfaced over the summer.

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

The Clerks report had been circulated with the agenda and was noted.

64. FINANCE COMMITTEE

The minutes of the meeting held on 16 May 2023 and relevant papers supporting its recommendation had been circulated with the agenda. Councillor Lithgow detailed the recommendations of the Committee and it was **RESOLVED**

- (i) That the Committee's Terms of Reference remain unchanged.
- (ii) That the Finance Committee meetings be held on the 2nd week of the month to precede either the Town Centre or Policy and Resources Committees. The time to be half an hour before the start of those meetings (approx. 5.30pm or 3.30pm).
- (iii) Year End Accounts & Audit
 - a. To note the Internal Auditors Report 2022/23 with the notes from officers.
 - b. To accept the AGAR sections 1 and 2
 - c. To accept the draft Summary of Funds Report.
 - d. To approve the Draft Notice of Exercise of Public Rights (attached), is approved the dates published being Monday 5 June to Friday 14 July. NB – the dates to be published are amended to Monday 12 June to Friday 21 July due to the date of the meeting where it will be approved.
- (iv) That a Grant of £3362.22 be awarded to the Whirlwinds Academy to support its Accessibility and Disability Project.

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65. TOWN CENTRE COMMITTEE

The Minutes of the meeting held on 16 May 2023 had been circulated with the agenda. Councillor Booker provided an update and it was **RESOLVED**..:

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

66. ENVIRONMENT AND HERITAGE COMMITTEE

The minutes of the meetings held on 23 May 2023 and the background papers relating to the recommendations were circulated with the agenda. Councillor M McGuffie detailed the recommendations made by the Committee and it was **RESOLVED**

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

The decisions taken by the Committee under its delegated powers were noted:

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

67. LONGFORTH ROAD TOILETS

A paper setting out proposed costs had been circulated with the agenda. The Council **RESOLVED** to agree payment to Ravenslade of £3,325 plus VAT for Section 1 works required for the settlement of the insurance claim and £1,275 plus VAT for Section 2 works to prepare sketches of options for the next stage of the process.

68. EMPLOYMENT OF COMMUNITY CONNECT CHAMPION

A paper had been circulated with the agenda. It was **RESOLVED** to appoint a Community Connect Champion for two days a week for a period of two years to be fully funded by Somerset Council noting that the £11,000 Town Council contribution to the cost of the Wellington Community One Team Coordinator would not be required for this period.

69. NEW BENCHES

It was **RESOLVED**

- (i) To purchase two new Lowther benches (black) c/w Brown Enviropol Slats to match other Town Centre Benches at a cost of £1,412.76 and.
- (ii) To approve the installation of a new bench inside the entrance to Lodge Close from North Street, final location to be confirmed, at a cost off £250-£300 for concrete base and fixing bolts.

70. WELLINGTON COMMUNITY CENTRE

This item had been placed on the agenda following reports that the centre may have to close if more volunteers did not come forward. Councillor Lithgow reported that volunteers had now come forward and the risk of closure had passed. It was **RESOLVED** that the Town Clerk should enter into

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discussions with Somerset Council about the trusteeship of the building been transferred to the Town Council from Somerset Council

71. TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

It was **RESOLVED** to exclude members of the press and public for agenda item 22 and 23 in accordance with Public Bodies (Admission to Meetings) Act 1960 as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted. The basis of the request is that elements of the reports supporting the items contain commercially sensitive information and personal information.

72. CHRISTMAS LIGHTS CONTRACT

The confidential minutes of the meeting held on 25 May 2023 and supporting papers had been circulated with the agenda. It was **RESOLVED** that:

- (a) The hire contract be awarded to Event Power Engineering at a cost of £10,000 per year for a period of three years.
- (b) The installation contract be awarded to Event Power Engineering at a cost of £9,000 per year for a period of three years.

73. CROWN ESTATE LAND

A confidential paper had been circulated with the agenda. After some discussion, it was **RESOLVED** to purchase the land contained in Tonedale Estate Title Number 1516 from the Crown Estate.

There being no other business the meeting closed at 8.55pm

STANDING DECLARATIONS OF INTEREST

Members of Somerset Council:

Councillor Andrew Govier
Councillor Marcus Barr
Councillor Ross Henley

Councillor Marcus Barr Mayor

MINUTES OF THE WELLINGTON TOWN COUNCIL PLANNING MEETING HELD AT UNITED REFORMED CHURCH HALL ON MONDAY 5 JUNE 2023 AT 6.00 PM

PRESENT: Councillors M Barr (Chair), C Booth, C. Govier, A. Govier, M Lithgow, J Lloyd, M McGuffie, and J Thorne.

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

One member of the press

046 APOLOGIES

Apologies were received from Councillors Z Barr, K Canham and K Wheatley.

047 DECLARATIONS OF INTEREST

There were none.

048 PUBLIC PARTICIPATION

No members of the public were present.

049 TO CONSIDER WHAT COMMENTS TO MAKE ON THE FOLLOWING APPLICATIONS THAT WILL BE DETERMINED BY SOMERSET COUNCIL

(a) Case Ref: 43/23/0045

Proposal: Application for Approval of Reserved Matters following Outline Application 43/06/0016 for the appearance, landscaping, layout and scale for the erection of an industrial building with ancillary parking and hardstanding at 30 Westpark 26, Chelston, Wellington

RESOLVED to recommend that this application be approved. Councillors did note that although emptying of the units would be carried out at the hire site, there may be possible issues with odour during cleaning and maintenance.

(b) Case Ref: 43/23/0048

Proposal: Erection of a two storey extension to the rear of 3 Parker Close, Wellington

RESOLVED to recommend that this application be approved.

(c) Case Ref: 43/23/0049/LB

Proposal: Demolition of party boundary wall to enable the demolition and rebuilding of library extension at 16 Fore Street, Wellington

RESOLVED to recommend that this application be approved.

(d) Case Ref: 43/23/0051

Proposal: Erection of a single storey extension to the rear and side of 30 Oakfield Park, Wellington (retention of part works already undertaken)

Councillor A Govier declared an interest in this application as he knows the applicant. He did not take part in discussions or voting.

RESOLVED to ask that the applicant re-visit the design following the representation made from the neighbours. Councillors agreed that the extension should follow the line of the side wall of the existing property so as not to be overbearing on the boundary.

(e) Case Ref: 43/23/0052/CMA

Proposal: Application to determine if Prior Approval is required for a change of use and conversion from commercial, business and service use (Class E) into 1 No. dwelling (Class C3) at 13 Clifford Terrace, Wellington

RESOLVED to recommend that this application be approved.

(f) Case Ref: 43/23/0053/A

Display of 1 No. internally illuminated EV totem pole sign at Wellington Service Station, ATM Site, Westpark, Wellington

RESOLVED to recommend that this application be refused. The proposal is overbearing on a site which already carries many large signage items. Policy D2 of the Taunton Deane Adopted Site Allocations and Development Management Plan – December 2016 is applicable as any additional signage will harm the visual quality of the route into Wellington on the A38.

(g) Case Ref: 43/23/0054

Proposal: Erection of a two storey extension to the side of 26 Alexandra Road, Wellington (resubmission and amended scheme of 43/22/0044)

RESOLVED to recommend that this application be approved.

(h) Case Ref: 43/23/0055

Proposal: Change of use of outbuilding and garden to a dog grooming service at 66 Oaken Ground, Wellington

RESOLVED to recommend that this application be approved.

050 SOMERSET COUNCIL - PLANNING DECISIONS FOR INFORMATION ONLY:

Application Number	Proposal	Address	WTC Recommendation Or Comments	Somerset Council Decision
43/23/0004	Erection of a single storey extension to the side (resubmission of 43/21/0130)	71 Pear Tree Way, Wellington	None	Approved
43/23/0018	Change of use and conversion of warehouse, with erection of a two storey extension, into 5 No. dwellings	38 North Street, Wellington	Refusal	Withdrawn
43/23/0032	Erection of a single storey extension to the side	25 John Grinter Way, Wellington	Approval	Approved
43/23/0041/CG	Application to determine if Prior Approval is required	26 Fore Street, Wellington	Prior Approval not be required	Prior Approval Approved

	for a proposed change of use from commercial, business and service (Use Class E) to mixed use including 1 No. flat (Use Class C3)			
43/22/0079	Erection of warehouse with associated parking	Ryelands Business Park, Bagley Road, Wellington	Approval in principle	Approved
43/23/0016 43/23/0017/LB	Erection of 26 No. dwellings, demolition of buildings with alterations and conversion of Grade II listed building into 3 No. dwellings	The Court, Courtland Road, Wellington	Refusal	Withdrawn
43/23/0018	Change of use and conversion of warehouse, with erection of a two storey extension, into 5 No. dwellings	38 North Street, Wellington	Refusal	Withdrawn
43/23/0050/AGN	Application for prior notification for the siting of a shipping container for storage of equipment and erection of compost toilet shed for the community farm	Land south west of Wellington Sports Centre and south east of the Basins Allotments, Wellington	N/A	Prior Approval Approved

The meeting closed at 6.25 pm

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Councillor Marcus Barr
Mayor

Initial



REPORT OF THE TOWN CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE TOWN COUNCIL 3 JULY 2023

1. Introduction

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

2. Council Work Plan

- The Rifles Freedom/Armed Forces Day – a spectacular success! There will be a more formal review at the next meeting of the Town Centre Committee but I am sure all agree that it was a superb day. Thanks to all who were involved in making it so but in particular our Assets and Events Officer whose drive and eye for and attention to detail made all the difference.
- Banking Hub – I remain in contact with the Project Manager for Cash Access UK which is in the process of developing information pamphlets for the community. Councillors will have seen the exchange of emails in relation to the closure date advertised on the branch door.
- Discussions are ongoing regarding the Longforth Farm allotment site. A site visit is being planned to enable us to determine what work needs to be done in relation to fencing, gateways, parking space, access tracks and site preparation. Once this is costed out we will bring a paper to the Council to see if it still wishes to proceed with the transfer of the land to the Town Council.
- Community Connect Champion Role – following the decision of the Council at it's last meeting it has been confirmed that Pete Joint will be joining the Council for two days a week from the 1 July 2023.
- Councillors A Govier, J Lloyd and J Thorne and the Town Clerk met with Fi Mahoney to discuss Reminiscence Learning's accommodation needs.
- The Ivy House and Old Vicarage Working Group are having an online meeting with the Chief Executive of Abbeyfield on the 29 June at 11am.
- The Community Farm continues to develop – the storage container for which funding was agreed at the last meeting has been delivered and installed. We are still working through a number of planning issues in relation to installing the container in Fox's Field
- The diseased Ash trees have been removed from the allotment boundary.

3. Health and Safety

There was an unfortunate incident in Fox's Field on the afternoon of Friday 23 June when a young person broke their leg jumping into the river. I have subsequently spoken to the father of the young person and passed on the Council's best wishes. He was clear that it was an unfortunate incident with no-one to blame. The Environment and Heritage Committee will be reviewing health and safety in the Green Corridor at its next meeting. The Council's Health and Safety advisers have also been informed of the incident.

4. Social Media

In the 28 days from 30th May 2023 – 26th June 2023 we have seen a huge spike in our social media activity. This is owed largely to the Street Fair on 3rd June and The Rifles Freedom Parade on 17th June. In this time, our Facebook page has reached 30,248 people and our Instagram

reached 1,550 people, increases of 75% and 136% respectively in comparison to the previous 28 days. We received 39 new Facebook followers and 16 new Instagram followers.

Our five most liked posts in the past 28 days are listed below. It is worth noting that the numbers 4 and 5 are from Instagram posts, this is thanks to the posts being shared by The Rifles Regiment:

1. Announcement of Hurricane flypast – Reach: 10,217 Likes/Reactions: 125
2. “We can’t quite believe it, the Street Fair is this Saturday!” – Reach: 7,329 Likes/Reactions: 109
3. “Come on down and have fun at the Street Fair” – Reach: 4,120 Likes/Reactions: 74
4. Rifles Freedom promotion meaning of Freedom and reasons – Reach: 645 Likes/Reactions: 63
5. Captain Max Savage post – Reach: 702 Likes/Reactions: 50

Our social media will likely see a decline in activity over the summer as we do not have any more large events. We do however hope that the Scarecrow Competition, which we will begin promoting in the next week or two, will generate a lot of interest.

5. Monthly Bank Reconciliation

Attached as an Appendix.

6. July Meetings/Events

Date	Time	Event	Location	Who Involved
5 July 2023	7.00pm	Samaritans of Taunton AGM	Trull Church Community Centre	Mayor
6 July 2023	7.00pm	LCN Meeting	Wiveliscombe Community Centre	Cllr C Govier and Town Clerk (Cllrs M Barr, A Govier and R Henley will be attending as Unitary Councillors)
11 July 2023	3.30pm	Finance Committee	URC Hall	Committee Members
11 July 2023	6.00pm	Town Centre Committee	URC Hall	Committee members
12 July 2023	10.30	Somerset Council Clerks Briefing	Virtual	Town Clerk
12 July 2023	7.30pm	Green Corridor Advisory Group	Council Chamber	Cllrs McGuffie and C Govier, Town Clerk
17 July 2023	All Day	Britain in Bloom Judging Day	Various	Cllr J Lloyd and Assets and Events Officer
17 July 2023	11.30am	Longforth Toilet Block Project Meeting	Council Chamber	Officers
21 July 2023	All Day	Allotment Competition Judging	The Basins Allotments	Cllr J Lloyd and Assets and Events Officer

21 July 2023	1.00pm	Metro Board Meeting	Virtual	Mayor/Town Clerk
26 July 2023	10.30am	Somerset Council Clerks Briefing	Virtual	Town Clerk

Dave Farrow
Town Clerk
27 June 2023

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFO Date: 27/06/2023
Name and Role (Clerk/RFO etc)

	Bank Reconciliation at 27/06/2023 Cash in Hand 01/04/2023 ADD Receipts 01/04/2023 - 27/06/2023 SUBTRACT Payments 01/04/2023 - 27/06/2023		993,335.85 510,118.89 1,503,454.74 147,738.99
A	Cash in Hand 27/06/2023 (per Cash Book)		1,355,715.75
	Cash in hand per Bank Statements Petty Cash 27/06/2023 0.00 Nationwide 01343556 27/06/2023 204,334.93 Cambridge & Counties 15020773 27/06/2023 257,067.87 The Cambridge Building Society Cl 27/06/2023 200,799.46 Lloyds Treasurers PC 87331468 27/06/2023 200.93 Lloyds Deposit Account 07788306 27/06/2023 673,281.97 Lloyds Current Account 2195145 27/06/2023 38,239.29 Less unrepresented payments Plus unrepresented receipts		 1,373,924.45 18,208.70 1,355,715.75
B	Adjusted Bank Balance		1,355,715.75
	A = B Checks out OK		

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON TUESDAY 13 JUNE 2023 AT 3.00 PM

PRESENT: Councillor M Lithgow (Chair),
Councillors M Barr, J Lloyd and J Thorne
IN ATTENDANCE: Alice Kendall (Deputy Clerk/Deputy RFO)
1 member of the press
3 members of the public

74 APOLOGIES

Apologies were received from Councillor McGuffie.

75 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.

76 PUBLIC PARTICIPATION

The members of the public present were representatives from the groups with grant applications and answered questions at the appropriate items.

77 MINUTES

RESOLVED to approve and sign the minutes of the meeting held 4 May 2023.

78 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 7 JUNE 2023

RESOLVED to note approve the bank reconciliation as presented.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 10 MAY – 7 JUNE 2023

RESOLVED to note and approve the expenditure as presented.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 10 MAY – 7 JUNE 2023

RESOLVED to note and approve the income as presented.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET AT 7 JUNE 2023

RESOLVED to note and approve the budget report as presented.

79 GRANTS

(a) Applications

- i. **Rockwell Green War Memorial Institute** – the club applied for a grant of £3,000 towards fire safety works. The application form and supporting documents were circulated by e-mail in advance of the meeting.

RESOLVED to award a £3,000 grant to the Rockwell Green War Memorial Institute.

- ii. **Wellington Carnival** - the group applied for a grant of £2,350 for items as detailed. The application form and supporting documents were circulated by e-mail in advance of the meeting.

RESOLVED to approve expenditure of £2,350. There is a £1,000 budget allocated for the Carnival, the remainder to come from the Promotion of Wellington line. As per last year, invoices will be made out to the Council for direct payment.

- iii. **Skintight Samba** – an application for £500 was received for new instruments for the band. The application form and supporting documents were circulated by e-mail in advance of the meeting.

RESOLVED to award a £500 grant to Skintight Samba.

(b) **Summary of grants paid in the current year**

The summary was noted.

There being no further business, the meeting closed at 3.20 pm.

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Councillor Mark Lithgow
Chairman

WELLINGTON TOWN COUNCIL

MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON 20 JUNE 2023 AT 4.00pm

Present: Councillors M Barr, K Canham, C Govier, A Govier, M Lithgow, J Lloyd, M McGuffie, J Thorne and K Wheatley.

One member of the press was in attendance.

80. To Elect a Chair for the Coming Year

The Committee **RESOLVED** to appoint Councillor C Govier as Chair of the Committee for the coming year.

81. To Receive Apologies for Absence and to Approve the Reasons Given

No apologies had been received

82. To Receive Any Declarations of Interest

Councillor J Thorne declared a personal interest in agenda item 13 as he knows people employed by Abbeyfield working at Ivy House.

83. Minutes

The Committee **RESOLVED** to approve and sign the minutes of the Policy and Resources Committee Meeting held on 17 April 2023.

84. Questions and Comments from Members of the Public

There were no members of the public in attendance.

85. Terms of Reference

The Committee **RESOLVED** to recommend to the Full Council that no changes were required to the Committee's Terms of Reference with the exception that the organisation chart needed to be updated.

86. To Agree Dates for Committee Meetings for the Coming Year

The Committee **RESOLVED** that it would meet the 2nd Tuesday of alternate months, starting at 4.00pm with the next meeting to be held on the 8 August 2023.

87. Town Council Forward Plan

After some discussion the Committee **RESOLVED** to recommend to Full Council that an informal planning session should be convened to allow councillors to discuss priorities for the remainder of the Council mapped against the Council's vision and taking into consideration the findings of the recent Community Review.

88. Longforth Farm Toilet Block – Project Plan

Copies of the Project Plan and Risk Register had been circulated with the agenda and were noted. The Town Clerk reported that officers were meeting monthly with Ravenslade to monitor progress and that this would be a standing item on future Policy and Resources Committee agendas.

Concern was raised regarding the target completion date of January 2025 and the Town Clerk stated that it was still the very early days of the project and it was hoped that it would be possible to bring that date back but at this time that is what was expected.

89. Basins – Rockwell Green Footpath

The Town Clerk explained that he had been in discussions with a member of the Somerset Council Footpaths Team in relation to making the footpath between The Basins and Rockwell Green more accessible by changing the gate arrangements at either end and by installing ramps on the wooden bridge.

He had been hoping to be able to present a proposal for the gate arrangements but had not received the information required. Somerset Council had however agreed to install a ramp at and replace the sides of the wooden bridge. Somerset Council had asked for a financial contribution towards the work and the Committee **RESOLVED** to authorise the Town Clerk to agree up to £500 as a contribution.

90. Public Open Spaces on New Developments

After some discussion the Committee **RESOLVED** to recommend to Full Council that in principle the Town Council should seek to take on responsibility for the management of any public open spaces on new developments in the town.

91. The Kings Arms

A paper had been circulated with the agenda providing an update on the project. The Committee **RESOLVED** to recommend to Full Council that the Council funds the premises costs of annual rent of £10,000 and utility costs of £8,000 initially for a two year period from April 2024.

92. Future of Allotments Committee

A paper had been circulated with the agenda and Councillor J Lloyd introduced the item to the Committee. The Committee **RESOLVED** to recommend to the Full Council that an Allotment Advisory Board is created, on the basis set out in the report, to replace the Allotments Committee to have oversight of the Basins Allotments. It would report to the Environment and Heritage Committee.

93. Ivy House and The Old Vicarage

The Committee **RESOLVED**:

- (i) To recommend to Full Council that a Working Group be established consisting of Councillors J Lloyd, A Govier and J Thorne to work with the Town Clerk to undertake the Council's due diligence work in relation to the possibility of the Town Council taking on the ownership and management of Ivy House and The Old Vicarage with a view to making a recommendation to the Full Council at an appropriate time and
- (ii) That to facilitate that work the Town Clerk should sign the Non-Disclosure Agreement with Abbeyfield on behalf of the Town Council.

94. Subsidised Public Transport

Councillor McGuffie's proposal had been detailed on the agenda.

After some discussion the Committee **RESOLVED** to recommend to Full Council that it should explore with stakeholders any options to reduce the cost of buses to Taunton for

residents and increase their use. This will provide environmental and social benefits and the Council's ambition would be for free off-peak travel at least one day a week.

95. Community Transport

The Committee **RESOLVED** to recommend to Full Council that it explores establishing a community transport service in the town to support those parts of the town without access to public transport.

96. Scarecrow Competition

Following the decision of the Full Council to agree a town wide Scarecrow Competition to committee **RESOLVED** that:

- (i) The competition will be based around the five wards of the town with a winner in each ward being selected by the local Councillors for that ward.
- (ii) The five winners would then be judged by a panel of Councillors to select an overall winner for the town.
- (iii) Each ward winner will receive a prize of a £25 voucher from a local shop with the overall winner being given an extra £25 voucher.
- (iv) Judging will take place over the August Bank Holiday weekend with scarecrows being put out for display from the 21 August 2023.

97. Mayors/Council Charity Fund

It was agreed that the Town Clerk would work with the Mayor to provide a more detailed proposal.

98. Banking Hub Update

The Town Clerk reported that he was in regular contact with Cash Access UK in relation to establishing a hub in the town. To date it had not yet identified any suitable premises.

He also reported that he had written to the Chief Executive of Lloyds Bank seeking reassurances that the branch would not be closing on the 13 September, as posted on the branch door, as it had given a commitment at the time the closure was announced to remain open until a hub was established or until the 29 March 2024 whichever was the earlier. Given that Cash Access UK say that it takes at least a year to establish a hub the hub will not be in place by the 13 September.

He reported that he had received a response from Lloyds reaffirming the commitment set out above. He had replied asking that the sign on the branch door stating that the branch will be closing on the 13 September 2023 be removed as it was not accurate.

There being no further business the meeting closed at 6.30pm

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Councillor Catherine Govier
Chairman



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

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E-mail: info@wellingtontowncouncil.co.uk

Terms of Reference for the Wellington Town Council Policy and Resources Committee

Name of Committee: The Policy and Resources Committee

Purpose

To review, report on, and make recommendations to the Council on issues concerning overarching Council policies, procedures and processes (e.g., Standing Orders, schemes of delegation, any new policies and procedures that may be required not within the remit of another Council committee) as well as employment, staffing, training, communications, office facilities and other Council resources outside the remit of other Committees. The Committee will consider and make recommendations in relation to the role of the Council in the context of local government reorganisation in Somerset.

Summary of Responsibilities

The Policy and Resources Committee shall have delegated authority to: -

- Ensure that overarching Council strategy and policies and processes (e.g., Standing Orders, Scheme of Delegation, etc that are not covered by other Committees) are regularly reviewed to ensure they are fit for purpose and where necessary recommendations are made to full Council for changes to or adoption of new policies/processes.
- To make recommendations to Council on the future development and acquisition of services and assets.
- Review and make recommendations on the Council's staffing structure.
- Oversee all staffing issues, including terms of employment.
- Draw up and implement a Training and Development programme for Councillors and staff.
- Review and make recommendations concerning the Council's office premises and facilities.
- Review and make recommendations on the Council's IT provision and office equipment.
- Oversee and make recommendations concerning the Council's Public Relations and Communications.

- Propose new ways of working to enhance outcomes for town residents.
- Act as nominal line-manager of the Clerk and/or Proper Officer, including completing an Annual appraisal.
- Oversee day-to-day management of Council resources and make recommendations thereon.
- Agree expenditure to a specified limit on staffing or resourcing items (see below)
- Regularly and strategically review all of the above to ensure Council practices reflect the changing external environment, and the Council's needs.

Staffing Structure

The current structure of the Council's staff is set out at Appendix 1.

Status

The Policy and Resources Committee is a fully constituted Committee. It has elected membership however all Councillors are able to attend any meetings of the Committee.

Reporting

After each meeting of the Committee, a summary of matters considered will be tabled for discussion and consideration at the subsequent Council meeting.

Membership

The Committee will comprise 7 Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise. Membership shall always include the Mayor, who will act as the nominal line-manager for the Clerk and/or Proper Officer, unless other arrangements are agreed by full Council. Notwithstanding the delegated arrangement for line-management, the Council collectively remain the line-manager of the Clerk and/or Proper Officer, and the Employer for all staff.

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.

Operation of the Committee

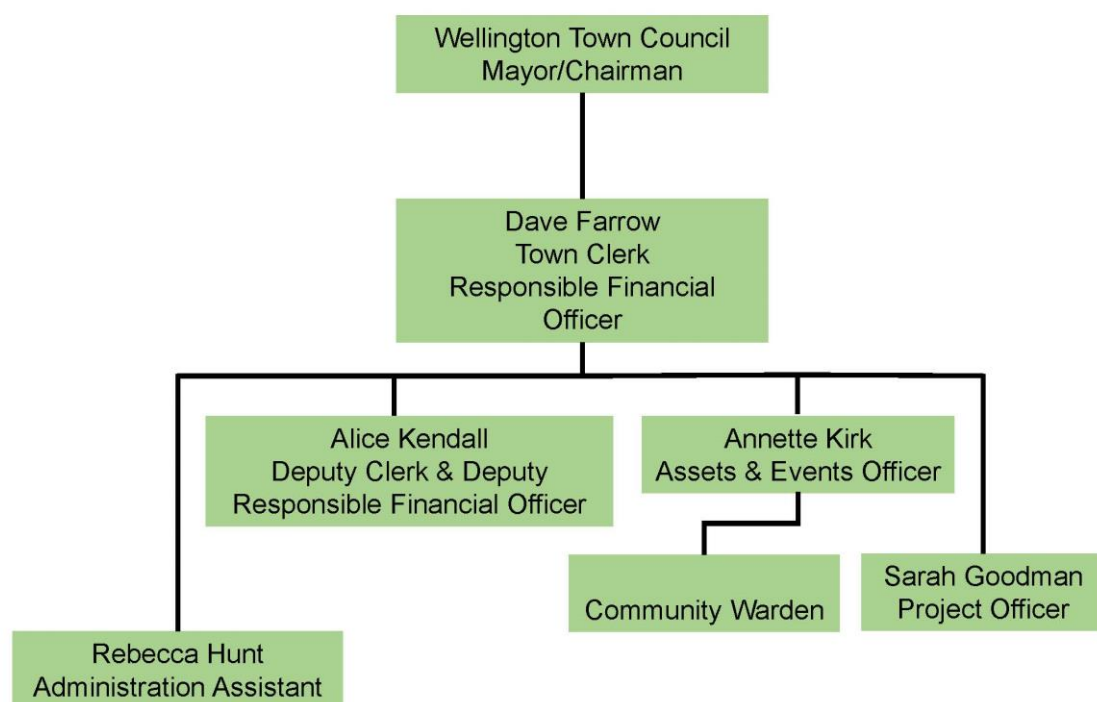
- The Committee has power to operate only as set out in these Terms of Reference. Unless relating to decisions regarding expenditure where the delegated authority to incur expenditure has been granted, members will only have decision-making authority when voting at full Council on issues presented by Committee and relevant to its operational remit.
- Meetings of the Committee will be held at least four times a year, as and when designated by the Chairman, and subject to availability.
- For the meeting to be quorate no fewer than 3 councillors need to be in attendance.
- 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 another Member shall be elected to act as Chairman for the duration of the meeting in question.
- 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 Chairman will cast the deciding vote.
- The Clerk or Deputy Clerk will prepare and circulate to Councillors an agenda by email or paper if requested for each meeting, at least three working days prior to 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.

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 (IT, training etc). **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 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.
- Any amendments to these Terms of Reference may only be by formal resolution at a full Council meeting.

Appendix 1



POLICY AND RESOURCES COMMITTEE
20 JUNE 2023

Update on the Kings Arms Project

1. Introduction

- 1.1 The purpose of this paper is to provide an update on progress n the Kings Arms Community Space Project and seek the committee's views on recommending to the Council that if needed it provides financial support to the centre initially for its first two years of operation whilst it becomes established.

2. Background

2.1 The background to the development of the Kings Arms Community Hub was set out in a report to the April 2023 meeting of the Town Council where it was agreed that the Town Council would take the lead in the project managing the development of the hub.

2.2 Since then work has been ongoing to develop outline plans for the layout of the ground floor to include private interview rooms and a kitchen area and to map the activities that could be delivered through the hub.

2.3 We have identified the work that will be undertaken and funded by Falcon Housing, either through their own funding or via grant applications, to make the space habitable and are beginning to draw together a specification setting out what needs to be done over and above that to create the hub e.g. the provision of a kitchen and how that could be delivered through sponsorship, donations of time, equipment and materials, grant applications etc.

2.4 To date Somerset Council has provided funding of £10,000 to contribute towards the cost of developing the hub with a further £15,000 due later this financial year.

2.5 As reported to the Town Council the intention is to establish a suitable organisation vehicle to deliver and run the hub and discussions will be taking place with SPARK Somerset about what the most appropriate arrangement would be. One option is to utilise the Wellington Community Support Services which managed the Youth Centre.

2.6 Once established the organisation will be able to apply for grants and other funding to deliver services and hopefully fund staffing. However it is likely that in many cases some match funding, or contribution in kind, will be required to demonstrate commitment .

2.7 On that basis the suggestion is that the Town Council consider underwriting the premises costs of the hub initially for the first two years of its operation, likely to start April 2024, whilst the organisation establishes itself and secures funding.

2.8 The annual rent that will be charged by Falcon Housing is £10,000 which covers its costs and the estimated utility costs are £8,000 per year.

3. Consideration

3.1 the Committee is asked to

(a) note the progress that is being made on the project

(b) consider recommending to the Town Council that the Council funds the premises costs of annual rent of £10,000 and utility costs of £8,000 initially for a two year period from April 2024.

Dave Farrow – Town Clerk
 June 2023

POLICY AND RESOURCES COMMITTEE
20 JUNE 2023

Future Oversight of Allotments

1. Introduction

- 1.1 The purpose of this paper is to set out a proposal for future arrangements for the Council's oversight of The Basin's Allotments.

2. Background

- 2.1 Currently the Council has an Allotments Committee consisting of six councillors which under its terms of reference meets four times a year.
- 2.2 The last meeting was cancelled as it was not quorate and according to the Chair of the committee attendance is often low and not all members engage with the inspection process.
- 2.3 In other parishes allotments are managed and run to varying degrees by Tenant Associations made up of allotment holders.
- 2.4 Given the concerns regarding councillor engagement with the allotments it is suggested that in place of the Committee we form an Allotment Advisory Board of six members that will consist of two councillors and four allotment holders (numbers can be varied) supported by a Town Council Officer. The Advisory Board would report and make recommendations to the Environment and Heritage Committee.
- 2.5 Alternatively we could create an Allotments Sub Committee but that would have the same issues as the current committee in terms of attendance and commitment and a Working Group wouldn't be appropriate as those generally work on a task and finish basis.
- 2.6 Establishing an Advisory Board would also be a way of testing the water for the development of a Tenant Association which in time could take on more responsibility for the management and oversight of the allotments.

3. Consideration

- 3.1 The Committee is asked to consider whether it wishes to recommend to the Full Council that an Allotment Advisory Board is created, on the basis set out in this report, to replace the Allotments Committee and have oversight of the Basins Allotments reporting to the Environment and Heritage Committee.

Dave Farrow
Town Clerk
June 2023

**WELLINGTON TOWN COUNCIL MEETING
3 JULY 2023**

Proposal to Lease Land to Facilitate Building Works at the Longforth Road Toilet Block

1. Introduction

- 1.1 The purpose of this paper is to set out a proposal to lease land adjacent to the Longforth Road toilet block to enable a builder's compound to be set up when building work is taking place at the block.

2. Background

- 2.1 The Council has commissioned Ravenslade to project manage the work required to bring the Longforth Road toilet block back in to use following the accident in December 2022. It has produced a Project Plan and Risk Register which will be presented to the Policy and Resources Committee as a standing item on its agenda until the project is complete.
- 2.2 One of the risks identified is that there is insufficient area around the block to create a builder's compound to store materials and create welfare facilities for those working on the site¹.
- 2.3 There are few options available to set up a compound. Consideration has been given to establishing one behind the Council offices, but it is felt to be too far from the site.
- 2.4 The most appropriate option is to consider leasing the area of land adjacent to the block which is currently being advertised as available to let (map attached as Appendix 1). Initial approaches have been made to the agent who has said that the cost would be £4,000 per annum.
- 2.5 It can be seen from the map that there are two pieces of land either side of this main area. One is owned by a private individual the other by Asda. Ideally it would be best if all that area of land could be used for the compound.

3. Consideration

- 3.1 The Council is asked to consider the following:
- 3.1.1 Given that at present the project is scheduled not to be completed until January 2025 that the Council seek to lease the land for two years from as a date as soon as possible to allow flexibility for any work to start and to allow for any unforeseen issues that may result in the building work taking longer than expected.
- 3.1.2 If agreed, that the Town Clerk is delegated to enter into discussions with the agent and sign a lease on behalf of the Town Council.
- 3.1.3 That the private individual and Asda are approached to see if the other two areas of land could be leased for the same period of time and if so, delegate the Town Clerk to agree the terms and sign the lease on behalf of the Town Council.

Dave Farrow
Town Clerk
July 2023

¹ Under Schedule 2 of the Construction (Design and Management) Regulations 2015 it is the client's responsibility to ensure that welfare facilities are available for contractors working on site.

