

WELLINGTON TOWN COUNCIL

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

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

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

One member of the public
One member of the press

34 TO ELECT A CHAIRMAN FOR THE FORTH COMING YEAR
RESOLVED to elect Councillor S Booker as Chairman.

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

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

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

37 DECLARATIONS OF INTEREST
No declarations of interest.

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

39 TO REVIEW DATES AND TIMES OF MEETINGS
RESOLVED to recommend to Full Council on the Town Centre Committee meetings be held on the 2nd Tuesday of every other month. The timing will depend on the size of the agenda but will be approx. 6.00pm.

40 TOWN COUNCIL MASCOT

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

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

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

42 ANNUAL STREET FAIR 2023

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

43 RIFLES REGIMENT: FREEDOM OF THE TOWN 17 JUNE 2023

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

44 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

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

45 CHRISTMAS LIGHTING CONTRACT

This minute is confidential.

46 DATE OF NEXT MEETING: Tuesday 11th July 2023

The meeting ended at 8.05pm

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Councillor S Booker
Chair

WELLINGTON TOWN COUNCIL

Minutes of a meeting of the Wellington Town Centre Committee held in the Council Chamber, 28 Fore Street, Wellington on Thursday 25th May 2023 at 6.00pm

Present: Councillors S. Booker (Chair), M. Barr, C. Booth, C. Govier, M. Lithgow, and J. Lloyd
Non-Councillors S. Pringle-Kosikowski and M. Vincent

In Attendance: Alice Kendall – Deputy Clerk

The representative giving an updated presentation had advised the Deputy Clerk that he was running late so the Chairman postponed the start of the meeting until 6.15pm.

60 APOLOGIES

Apologies had been received from Councillors N. Powell-Brace, K. Wheatley and Non-Council member Zoe Old.

61 DECLARATIONS OF INTEREST

There were none.

62 MINUTES

RESOLVED to approve and sign the minutes of the Town Centre Committee meeting held on 16 May 2023.

63 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

No members of the public were present.

64 TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

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

65 CHRISTMAS LIGHTING CONTRACT

Several design options were reviewed, the consensus of the meeting was that the snowflake cross street be approved, with corresponding wall/column motifs for Fore Street and High Street. Angel motifs were selected for North Street and South Street. It was confirmed that all the tree lights will be multi coloured as well as multi coloured icicles for Rockwell Green. It was noted that the icicles included are slightly shorter than itemised in the tender document, this is to ensure the scheme comes in at budget.

It was **RESOLVED** to recommend to Full Council that the contract (with updated scheme) for hire and installation be awarded to Event Power Engineering. A final copy of the scheme and quotations will be circulated with that agenda.

The meeting ended at 6.55pm

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Councillor S Booker
Chair

AGENDA ITEM: 5

Wellington Town Council – Town Centre Committee Ideas List

A list of ideas and projects for our town sourced from throughout the local community. This is not a proposal, this is purely to help us see what changes local residents and businesses would like to be explored by the committee.

1. More bins in the rec & football club grounds.
2. Pedestrianisation of the High Street/Other Suitable Road.
3. Investment in children's play parks
4. More Water Fountains (Rec, Football Club, etc.)
5. Youth Hub/Club (King's Arms?)
6. Notice Board Space for Independent Local Business to advertise in the town centre.
7. Wellington Themed Mural
8. Ban Parking on Fore Street/High Street/South Street/North Street.
9. More Free Parking in Car Parks
10. More Events in the Park/Rec.
11. Trees on High Street/More Greenery in the town centre.
12. Permit Parking on North Street
13. Christmas/Winter Market in The Park/Rec/Other Green Space.
14. Organised Litter Picking/Community Service Events.
15. Re-Vamp the Pop-Up Shop.

Wellington Town Council

Pop Up Shop Update

For Town Centre Committee July 2023

Bookings

The shop is currently fully booked until the start of the Christmas period beginning 13th November. Applications and enquiries for the 6 weeks leading up to Christmas continue to be received and those received will be reviewed and dates allocated mid-August as per the policy.

The Mayor has asked to use the shop for fundraising in January and would like to utilise the whole month. January is normally a very quiet month for bookings. Free charitable bookings are usually limited to one week only and as per discussion at a previous meeting, **the Committee should approve the use of Council resources for Mayor's Fund raising.** It should be noted however, that if the repairs mentioned below are approved, it is estimated that two weeks will be required to carry out these jobs. January would be the best time to do this.

Refresh & Maintenance

Councillor Wheatley has raised several items which could be addressed at the shop to improve it. They are re-produced below with my comments and suggestions in purple. There is currently a budget line for repairs of £1,500. **The committee should consider how it wishes to proceed.**

There are some issues below which will require a formal letter to the landlords (repairs to ceiling in both back rooms) as well as an issue with water ingress in the right-hand window. Here there are further concerns as the water coming in is near to the electrics for the light fitting. I will be asking for a copy of the most recent electrical safety report from them, also. This window leak has been raised with the landlords informally several times before with little progress.

Further to the points below, I would also suggest that the Council pay for a deep clean every quarter. Although the users keep it clean and tidy by hoovering etc. there are other things that get overlooked such as cleaning the light fixtures etc. which get grimy over time. I have approached AIS cleaners for an estimate.

Any repairs would have to be scheduled for after Christmas so as not to disturb current bookings (see above point re Mayor's fundraising).

1. Should the town council undertake the work – especially interior – or ask Perrys as landlord to deal with specific issues?

Lease seems to imply that the Landlord is responsible for most works and decoration but perhaps a co-operative approach might be well received?

2. The toilet as a room is definitely shabby and unappealing although the plumbing seems to work fine. Suggest a full redecoration plus new fittings and floor paint. In terms of Point 1, I don't think it would be unreasonable to have the toilet brought up to a good standard by the landlord. They have a good sum of rent from WTC over the past three years.

Agree – there was a burst pipe in the very cold weather last winter which they rectified and have now clad in foam insulation. The room in general gets very cold in winter so new, nicer sanitary items would probably much improve the situation.

3. The store room to left rear is shabby but perfectly usable.

Ceiling is in a poor state (pictures below) because in wet weather there are leaks so it's not fully usable in the winter for fear of damage to goods – this also applies to the roof in the hall to the toilet. This to be included in a letter to the Landlord. There is a drain in the floor (I assume a leftover from when it was a fishmonger) and it can sometimes get smelly, this to be added to the letter as it has been mentioned to them before.

4. Interior of shop, the tiled walls still look fine but the planking needs repainting. Flooring is a bit tired, perhaps C & C could be persuaded to renew it on a pro bono basis.

Lick of paint would certainly brighten it up and could be done fairly inexpensively. Definitely worth approaching C&C re carpet, even if we pay for fitting and they donate carpet (or vice versa).

5. Shopfront, see image 1. I'd suggest clearing the windows of the arrow vinyls to give better visibility of interior. Paint the copper window surrounds white to liven things up. Black panels at ground level need repainting. The façade banner could be re-designed and improved perhaps but the three words Local, Independent, Sustainable still look good.

Agreed – arrows need removing, users often complain that passersby can't properly see their window displays. Asked Dan at Somerset Sign & Print for an initial estimate on removing arrows and renew main fascia signage.

The glass surrounds are brass and would probably not take paint very well. In the past, Councillor Lithgow has cleaned these with Brasso.

1 Shop Front



2 Store Room Ceiling



3 Wall by door to toilet



4 Ceiling / roof in corridor to toilet



5 Ceiling of RH Window



6 Ceiling of LH window



WELLINGTON STREET FAIR - SATURDAY 3RD JUNE 2023**Expenditure Report**

	Projected Costs		Cost	
Performers/Entertainment	£	1,500.00	£	1,545.00
Steve Hawker PA System & Generator	£	400.00	£	400.00
Artwork for Posters and Social Media Total Cost for 3 events £200.00	£	400.00	£	66.66
St Johns Ambulance	£	500.00	£	211.20
Wellington Weekly adverts - half page 26th May & Digital homepage	£	500.00	£	285.72
Artwork Design for Lamp post Banners	£	100.00	£	25.00
Bay Media Lamp Post Banners	£	1,100.00	£	624.75
4 x Street Banners - Carly Press	£	1,100.00	£	515.00
Traffic Management/Road Closure	£	1,400.00	£	1,400.00
Put up/take down Banners	£	1,500.00	£	395.00
SWT Trading Permit	£	70.00	£	70.00
Event Refreshments - Marshals	£	38.70	£	38.70
Free Parking - Somerset Council	£	928.00	£	928.00
TOTAL	£	9,536.70	£	6,505.03
Income received from 47 Traders @ £30 per stall	£	1,410.00		
19 Refundable deposits to Charities, Community Groups, Schools	£	570.00		

EHSF

Wait invoice from Bridgwater Guy Fawkes Ltd

Wait invoice from WGS to take down banners down

Expenditure Report

Saturday 17th June 2023 - The Rifles-Freedom of the Town & Armed Forces Day Celebration

	Projected Costs		Actual Cost		
SCC - Traffic Order	£	650.00	£	650.00	
Recovery Truck Standby	£	900.00	£	450.00	Weston Recovery to send final invoice
Steve Hawker PA System - The Rifles	£	100.00	£	85.00	
Steve Hawker PA System - AFD Rec Ground	£	250.00	£	225.00	
Hire of URC Hall	£	50.00	£	35.00	
Hire of Scout Hall - First Aid Treatment Room During Parade	£	60.00	£	30.00	
Reception £7.50 per head - 70.00 guests (troops & dignitaries)	£	1,500.00	£	525.00	Wellington School to send invoice
Freedom Scroll Design and Artwork	£	400.00	£	294.95	
Freedom Scroll Frame	£	70.00	£	70.00	
Poster Design Work	£	66.66	£	66.66	
Lamp Post Banner Design Artwork	£	25.00	£	25.00	
Event Programmes A5 4/6 pages -8500 copies	£	1,413.00	£	1,413.00	
Artwork Design for Event Programme	£	200.00	£	200.00	
St Johns Ambulance	£	500.00	£	442.40	
Wellington Weekly adverts - Double Page	£	500.00	£	869.00	
Town Guide - one page	£	150.00	£	150.00	
Lamp Post Banners	£	1,100.00	£	624.75	
4 x Street Banners	£	600.00	£	515.00	
Put up/take down Banners	£	1,500.00	£	395.00	WGS to send invoice to take down
Put up and Take Down Bunting in Town Centre to cover 3 events £362.50	£	500.00	£	120.83	
Re-enactment Groups	£	1,200.00	£	300.00	
Free Car Parking	£	1,000.00	£	928.00	
Hire of Portaloos - Recreation Ground	£	600.00	£	420.00	
Interior & Flowers	£	875.00	£	875.00	
Printed Guest Passes	£	236.00	£	168.60	
The Rifles Regiment - 2 Feather Flags	£	350.00	£	301.76	
Sundries	£	100.00	£	89.47	
Material for Dais	£	50.00	£	35.96	
Hire of Flatbed Truck & Van for HVM Barriers	£	250.00	£	250.00	BGFC Ltd to send invoice
Video/Slide Show of The Rifles Parade	£	200.00	£	200.00	George Pocock to send invoice on completion of video/slideshow
TOTAL	£	15,395.66	£	10,755.38	

Note: Bridgwater Guy Fawkes Carnival Ltd did not charge for the Traffic Management