

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON TUESDAY 11 JULY 2023 AT 5.45 PM

PRESENT: Councillor M Lithgow (Chair),
Councillors M Barr, A Govier, M McGuffie and J Thorne

IN ATTENDANCE: Alice Kendall (Deputy Clerk/Deputy RFO)
Annette Kirk (Assets & Events Officer)
1 member of the press
1 member of the public

118 APOLOGIES

Apologies were received and accepted from Councillor Lloyd.

119 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.

120 PUBLIC PARTICIPATION

The member of public present did not wish to speak.

121 MINUTES

RESOLVED to approve and sign the minutes of the meeting held on 13 June 2023.

122 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 3 JULY 2023

RESOLVED to note and approve the bank reconciliation as presented.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 8 JUNE – 3 JULY 2023

RESOLVED to note and approve the expenditure as presented.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 8 JUNE – 3 JULY 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.

Councillor McGuffie raised concern that several lines are largely underspent and asked if each committee could receive a report of their associated budget lines at each meeting so they could review and monitor these lines. The consensus of the meeting was that the purpose of the Finance Committee is to carry out such review and that additional reports would be duplication of work. Any member of the Council is entitled to

come to the Finance committee if they had anything to raise relating to the accounting reports. The Deputy Clerk reminded those present that Councillors can also make direct contact should they have any questions.

123 GRANTS

(a) Summary of grants paid in the current year

The summary was noted.

124 Q1 RESERVE REVIEW

A report of current balances and transfers made was presented with the agenda and noted. The Deputy Clerk reminded Councillors that within the CIL reserve, there are monies earmarked to assist the Football Club in moving sites however it has been reported that this is now unlikely to happen. The Clerk will be reporting more information to the appropriate committee when more is known. It is understood that there is a time limit on the use of Section 106 funding for Junior pitches at Longforth Farm.

There being no further business, the meeting closed at 5.55 pm.

.....
Councillor Mark Lithgow
Chairman

Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFO

Name and Role (Clerk/RFO etc)

Date: 09/08/2023

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

| | | | |
|----------|---|------------|---------------------|
| A | Bank Reconciliation at 09/08/2023 | | |
| | Cash in Hand 01/04/2023 | | 993,335.85 |
| | ADD Receipts 01/04/2023 - 09/08/2023 | | 519,550.33 |
| | SUBTRACT Payments 01/04/2023 - 09/08/2023 | | 1,512,886.18 |
| | Cash in Hand 09/08/2023 (per Cash Book) | | 192,168.22 |
| B | 1,320,717.96 | | |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 09/08/2023 | 0.00 | |
| | Nationwide 01343556 09/08/2023 | 205,292.22 | |
| | Cambridge & Counties 15020773 09/08/2023 | 258,711.69 | |
| | The Cambridge Building Society CI 09/08/2023 | 200,799.46 | |
| | Lloyds Treasurers PC 87331468 09/08/2023 | 391.79 | |
| | Lloyds Deposit Account 07788306 09/08/2023 | 623,752.69 | |
| | Lloyds Current Account 2195145 09/08/2023 | 36,188.66 | |
| | | | 1,325,136.51 |
| | Less unrepresented payments | | 4,418.55 |
| | | | 1,320,717.96 |
| | Plus unrepresented receipts | | |
| | Adjusted Bank Balance | | 1,320,717.96 |
| | A = B Checks out OK | | |

9 August 2023 (2023 - 2024)

Wellington Town Council

PAYMENTS LIST

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------|------------------------------|------------|--------|------------------------|--------------|-------------------------------|----------------------------|----------|----------|--------|----------|
| 182 | Community Services & Priorit | 04/07/2023 | | Lloyds Current Accour | BACS | War Grave Flowers | Bloomin Lovely | S | 60.42 | 12.08 | 72.50 |
| 183 | Rent | 04/07/2023 | | Lloyds Current Accour | BACS | Pop Up Shop Rent | H T Perry & Son | X | 500.00 | | 500.00 |
| 184 | Office Equipment | 06/07/2023 | | Lloyds Treasurers PC i | Card | Extension Lead | H T Perry & Son | S | 11.66 | 2.33 | 13.99 |
| 185 | Tone Play Area | 06/07/2023 | | Lloyds Current Accour | BACS | Waste Coll. , Grass Cut & Emp | Somerset Council | S | 513.64 | 102.73 | 616.37 |
| 185 | Summer Street Fair | 06/07/2023 | | Lloyds Current Accour | BACS | Waste Coll. , Grass Cut & Emp | Somerset Council | S | 60.00 | 12.00 | 72.00 |
| 185 | Riffles Event | 06/07/2023 | | Lloyds Current Accour | BACS | Waste Coll. , Grass Cut & Emp | Somerset Council | S | 60.00 | 12.00 | 72.00 |
| 186 | Office Equipment | 06/07/2023 | | Lloyds Treasurers PC i | Card | Key Cutting | Wellington Cobler | X | 8.00 | | 8.00 |
| 185 | Emptying Dog Bins | 06/07/2023 | | Lloyds Current Accour | BACS | Waste Coll. , Grass Cut & Emp | Somerset Council | S | 1,905.80 | 381.16 | 2,286.96 |
| 188 | Tone Play Area | 07/07/2023 | | Lloyds Current Accour | BACS | Park Signage | Somerset Sign & Print Co | S | 122.00 | 24.40 | 146.40 |
| 187 | Stationery & Postage | 07/07/2023 | | Lloyds Current Accour | BACS | Batteries | Co-op | X | 9.90 | | 9.90 |
| 190 | Stationery & Postage | 10/07/2023 | | Lloyds Current Accour | BACS | Stationery | Viking | S | 66.17 | 13.23 | 79.40 |
| 191 | Sage Payroll & HR | 10/07/2023 | | Lloyds Treasurers PC i | Card | HR System | Sage HR | S | 36.00 | 7.20 | 43.20 |
| 192 | Riffles Event | 10/07/2023 | | Lloyds Current Accour | BACS | First Aid | St John Ambulance | S | 316.80 | 63.36 | 380.16 |
| 189 | Emergency High Street Fund | 10/07/2023 | | Lloyds Current Accour | BACS | Fingerpost Amendment | Fitzpatrick Woolmer | S | 90.00 | 18.00 | 108.00 |
| 195 | Photocopier | 10/07/2023 | | Lloyds Current Accour | BACS | Printing & Photocopying | Konica Minolta | S | 131.24 | 26.25 | 157.49 |
| 194 | Hospitality | 10/07/2023 | | Lloyds Treasurers PC i | Card | Milk | Co-op | X | 1.40 | | 1.40 |
| 193 | Telephone System | 10/07/2023 | | Lloyds Current Accour | Direct Debit | Telephone System | SW Comms | S | 121.30 | 24.26 | 145.56 |
| 196 | Stationery & Postage | 11/07/2023 | | Lloyds Current Accour | BACS | Envelopes & Postage | Viking | S | 88.94 | 6.29 | 95.23 |
| 197 | Green Corridor | 13/07/2023 | | Lloyds Current Accour | | Tree removal | Chris Groves Associates | S | 1,280.00 | 256.00 | 1,536.00 |
| 200 | Photocopier | 19/07/2023 | | Lloyds Current Accour | BACS | Photocopier Rental | Konica Minolta | S | 158.73 | 31.75 | 190.48 |
| 207 | Stationery & Postage | 19/07/2023 | | Lloyds Current Accour | BACS | Stationery/Stamps | Viking | S | 115.44 | 12.09 | 127.53 |
| 204 | Riffles Event | 19/07/2023 | | Lloyds Current Accour | BACS | Banner Install | WGS Power & Lighting | S | 790.00 | 158.00 | 948.00 |
| 198 | Hospitality | 19/07/2023 | | Lloyds Treasurers PC i | Card | Milk | Co-op | X | 1.35 | | 1.35 |
| 199 | Riffles Event | 19/07/2023 | | Lloyds Treasurers PC i | Card | Scroll Frame | Buy & Save | S | 6.24 | 1.25 | 7.49 |
| 206 | Town Centre Projects | 19/07/2023 | | Lloyds Current Accour | BACS | Planter Maintenance | Create Landscaping Ltd | S | 124.00 | 24.80 | 148.80 |
| 205 | Allotments | 19/07/2023 | | Lloyds Current Accour | BACS | Allotments | Create Landscaping Ltd | S | 250.00 | 50.00 | 300.00 |
| 202 | Summer Street Fair | 19/07/2023 | | Lloyds Current Accour | BACS | Traffic Management | Bridgwater Guy Fawkes Carn | S | 1,400.00 | 280.00 | 1,680.00 |
| 203 | Riffles Event | 19/07/2023 | | Lloyds Current Accour | BACS | Traffic Management | Bridgwater Guy Fawkes Carn | S | 250.00 | 50.00 | 300.00 |
| 208 | Telephone System | 19/07/2023 | | Lloyds Current Accour | Direct Debit | Telephone System | SW Comms | S | 157.25 | 31.45 | 188.70 |
| 201 | Electricity | 19/07/2023 | | Lloyds Current Accour | Direct Debit | Electricity for Offices | Engie | L | 266.81 | 13.34 | 280.15 |
| 209 | Telephone & Broadband | 19/07/2023 | | Lloyds Current Accour | Direct Debit | Telephone & Broadband | Chess | S | 114.14 | 22.83 | 136.97 |
| 210 | Staff Recruitment | 19/07/2023 | | Lloyds Current Accour | BACS | Job Advert (Community Warde | Tindle Newspapers | S | 275.00 | 55.00 | 330.00 |

Wellington Town Council

PAYMENTS LIST

| Voucher | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|---------------------------------|------------|--------|-----------------------|--------------|---------------------------------|-----------------------------------|----------|------------------|-----------------|------------------|
| 211 | Sage Payroll & HR | 19/07/2023 | | Lloyds Current Accour | Direct Debit | Payroll System | Sage HR | S | 45.00 | 9.00 | 54.00 |
| 213 | Office Cleaning & Maintenance | 21/07/2023 | | Lloyds Current Accour | BACS | Office Cleaning | AIS Cleaners | S | 88.00 | 17.60 | 105.60 |
| 216 | Provision of Benches & Litter | 21/07/2023 | | Lloyds Current Accour | | Benches | Glasdon | S | 1,412.76 | 282.55 | 1,695.31 |
| 218 | Salaries | 21/07/2023 | | Lloyds Current Accour | BACS | Deductions - July | HMRC | X | 4,242.54 | | 4,242.54 |
| 217 | Salaries | 21/07/2023 | | Lloyds Current Accour | BACS | Superann - July | Somerset County Council | X | 4,285.65 | | 4,285.65 |
| 219 | Salaries | 21/07/2023 | | Lloyds Current Accour | BACS | Net Salaries | Various | X | 11,234.32 | | 11,234.32 |
| 212 | Hospitality | 21/07/2023 | | Lloyds Treasurers PC | Card | Squash | Co-op | X | 1.75 | | 1.75 |
| 215 | Additional Lights & Install | 21/07/2023 | | Lloyds Treasurers PC | Card | Land Registry Search | HM Land Registry | X | 6.00 | | 6.00 |
| 214 | Street Furniture | 21/07/2023 | | Lloyds Current Accour | BACS | Additional Finger for Sign Post | M J Fletcher Property Maintenance | X | 70.00 | | 70.00 |
| 220 | Office Equipment | 21/07/2023 | | Lloyds Current Accour | BACS | ID Cards | The JKB Ltd | S | 120.48 | 24.10 | 144.58 |
| 221 | Riffles Event | 24/07/2023 | | Lloyds Current Accour | BACS | Riffles Video | George Pocock | X | 200.00 | | 200.00 |
| 222 | Telephone & Broadband | 27/07/2023 | | Lloyds Current Accour | BACS | Mobile Contracts & 5g Router | MTMIT | S | 1,140.00 | 228.00 | 1,368.00 |
| 224 | Telephone & Broadband | 27/07/2023 | | Lloyds Current Accour | BACS | iPad Sim & 1 month 365 | MTMIT | S | 240.00 | 48.00 | 288.00 |
| 223 | IT Support & Email Hosting | 27/07/2023 | | Lloyds Current Accour | BACS | IT Support & e-mail | MTMIT | S | 340.00 | 68.00 | 408.00 |
| 224 | Office 365 | 27/07/2023 | | Lloyds Current Accour | BACS | iPad Sim & 1 month 365 | MTMIT | S | 4.50 | 0.90 | 5.40 |
| 226 | Hospitality | 31/07/2023 | | Lloyds Treasurers PC | BACS | Milk | Co-op | X | 1.35 | | 1.35 |
| 228 | Overheads | 31/07/2023 | | Lloyds Current Accour | Direct Debit | Bill Adjustment | SSE | L | 1.85 | 0.09 | 1.94 |
| 225 | Community Services & Priorities | 31/07/2023 | | Lloyds Treasurers PC | Card | Trophies | Wellington Cobler | X | 159.80 | | 159.80 |
| 227 | Office Equipment | 31/07/2023 | | Lloyds Treasurers PC | Card | Storage | B&M Retail Ltd | S | 36.67 | 7.33 | 44.00 |
| 229 | Community Services & Priorities | 01/08/2023 | | Lloyds Current Accour | BACS | War Grave Flowers | Bloomin Lovely | S | 60.42 | 12.08 | 72.50 |
| 230 | Longforth Rd Toilet Refurb | 01/08/2023 | | Lloyds Current Accour | BACS | Project Management Installation | Ravenslade | S | 630.00 | 126.00 | 756.00 |
| 232 | Provision of Benches & Litter | 02/08/2023 | | Lloyds Current Accour | | Street Furniture Install | M J Fletcher Property Maintenance | Z | 192.00 | | 192.00 |
| 232 | Provision of Benches & Litter | 02/08/2023 | | Lloyds Current Accour | | Street Furniture Install | M J Fletcher Property Maintenance | Z | 50.00 | | 50.00 |
| 231 | Professional Fees | 02/08/2023 | | Lloyds Current Accour | BACS | Health & Safety Advisor | WT Consultancy | S | 125.00 | 25.00 | 150.00 |
| 234 | Electricity for Street Light | 07/08/2023 | | Lloyds Current Accour | BACS | electricity for Street Light | EDF Energy | L | 189.63 | 9.48 | 199.11 |
| 235 | Rent | 07/08/2023 | | Lloyds Current Accour | BACS | Pop Up Shop Rent | H T Perry & Son | X | 500.00 | | 500.00 |
| 233 | Hospitality | 07/08/2023 | | Lloyds Treasurers PC | Card | Milk | Co-op | X | 1.35 | | 1.35 |
| 236 | Community Services & Priorities | 08/08/2023 | | Lloyds Treasurers PC | Card | Trophy Engraving | Wellington Cobler | X | 37.50 | | 37.50 |
| Total | | | | | | | | | 34,708.80 | 2,549.93 | 37,258.73 |

9 August 2023 (2023 - 2024)

Wellington Town Council
RECEIPTS LIST

| Voucher | Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|-----------------|------------|--------|-----------------------|------------|----------------------|------------------------------|----------|-----------------|-----|-----------------|
| 80 | Riffles Event | 06/07/2023 | | Lloyds Current Accour | | Charity Collection | Various | X | 8.45 | | 8.45 |
| 81 | Riffles Event | 06/07/2023 | | Lloyds Current Accour | | error duplicate line | Various | X | | | |
| 83 | Photocopier | 07/07/2023 | | Lloyds Current Accour | | Photocopying | Wellington Museum | X | 33.37 | | 33.37 |
| 82 | Bank Interest | 07/07/2023 | | Nationwide 01343556 | | Interest | Nationwide | X | 470.25 | | 470.25 |
| 84 | Deposits | 13/07/2023 | | Lloyds Current Accour | | Pop Up Shop | Deanna Cranmer | X | 100.00 | | 100.00 |
| 84 | Rent | 13/07/2023 | | Lloyds Current Accour | | Pop Up Shop | Deanna Cranmer | X | 300.00 | | 300.00 |
| 86 | Office Rent | 21/07/2023 | | Lloyds Current Accour | | Museum Rent | Wellington Museum | X | 62.50 | | 62.50 |
| 85 | Deposits | 21/07/2023 | | Lloyds Current Accour | | Pop Up Shop | Courtfields School (60) | X | 100.00 | | 100.00 |
| 87 | Deposits | 27/07/2023 | | Lloyds Current Accour | | Pop Up Shop | Christina Gross | X | 100.00 | | 100.00 |
| 87 | Rent | 27/07/2023 | | Lloyds Current Accour | | Pop Up Shop | Christina Gross | X | 150.00 | | 150.00 |
| 88 | Deposits | 27/07/2023 | | Lloyds Current Accour | | Pop Up Shop | Crafting Friends | X | 100.00 | | 100.00 |
| 90 | Bank Interest | 31/07/2023 | | Lloyds Deposit Accour | | Interest | Lloyds Bank | X | 470.72 | | 470.72 |
| 89 | Allotments | 31/07/2023 | | Lloyds Current Accour | | Allotment Rent | Various | X | 28.00 | | 28.00 |
| 91 | Bank Interest | 01/08/2023 | | Cambridge & Counties | | Interest | Cambridge & Counties | X | 864.80 | | 864.80 |
| 92 | Deposits | 01/08/2023 | | Lloyds Current Accour | | Pop Up Shop | Wellington & District Camera | X | 100.00 | | 100.00 |
| 93 | Bank Interest | 07/08/2023 | | Nationwide 01343556 | | Interest | Nationwide | X | 487.04 | | 487.04 |
| 94 | Rents - Various | 07/08/2023 | | Lloyds Current Accour | | Promotional Space | Eat Festival | X | 50.00 | | 50.00 |
| 95 | Deposits | 07/08/2023 | | Lloyds Current Accour | | Pop Up Shop | Tracey Kaya | X | 100.00 | | 100.00 |
| Total | | | | | | | | | 3,525.13 | | 3,525.13 |

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

Administration/Office running

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|-------------------------------|----------|--------|----------|-----------|----------|-----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 26 | Office Rent | 250.00 | 62.50 | -187.50 | 4,000.00 | | 4,000.00 | 3,812.50 (89%) |
| 27 | Photocopier | | 33.37 | 33.37 | 1,000.00 | 594.11 | 405.89 | 439.26 (43%) |
| 28 | Electricity | | | | 2,000.00 | 829.34 | 1,170.66 | 1,170.66 (58%) |
| 32 | Office Equipment | | | | 350.00 | 270.16 | 79.84 | 79.84 (22%) |
| 34 | Insurances | | | | 3,500.00 | | 3,500.00 | 3,500.00 (100%) |
| 35 | Stationery & Postage | | | | 1,250.00 | 528.69 | 721.31 | 721.31 (57%) |
| 36 | Audit Fees | | | | 2,250.00 | 430.00 | 1,820.00 | 1,820.00 (80%) |
| 37 | Office Cleaning & Maintenance | | | | 2,000.00 | 382.16 | 1,617.84 | 1,617.84 (80%) |
| 40 | Hire of Hall | | | | 1,100.00 | 570.00 | 530.00 | 530.00 (48%) |
| 54 | Professional Fees | | | | | 3,345.00 | -3,345.00 | -3,345.00 (N/A) |
| 143 | Internal Office Re-Decoration | | | | 3,000.00 | 25.00 | 2,975.00 | 2,975.00 (99%) |
| SUB TOTAL | | 250.00 | 95.87 | -154.13 | 20,450.00 | 6,974.46 | 13,475.54 | 13,321.41 (64%) |

Affiliation Fees

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|-------|----------|--------|----------|----------|--------|----------|----------------------|
| | | 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

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|---------------------|----------|--------|-----------|-----------|--------|-----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 44 | Allotments | 2,716.00 | 41.00 | -2,675.00 | 4,716.00 | 305.00 | 4,411.00 | 1,736.00 (23%) |
| 92 | Longforth Allotment | | | | 10,000.00 | | 10,000.00 | 10,000.00 (100%) |
| 148 | Allotment Deposits | | 50.00 | 50.00 | | | | 50.00 (N/A) |
| SUB TOTAL | | 2,716.00 | 91.00 | -2,625.00 | 14,716.00 | 305.00 | 14,411.00 | 11,786.00 (67%) |

Christmas

| Code | Title | Receipts | | | Payments | | | Net Position |
|-----------|-----------------------------|----------|--------|----------|-----------|--------|-----------|----------------------|
| | | 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 | | | | | 538.86 | -538.86 | -538.86 (N/A) |
| SUB TOTAL | | | | | 30,500.00 | 538.86 | 29,961.14 | 29,961.14 (98%) |

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

9 August 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 | 499.40 | 4,500.60 | 4,500.60 (90%) |
| 61 | Health & Wellbeing | | | | 33,000.00 | 34,612.50 | -1,612.50 | -1,612.50 (-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) |
| 153 | Charity Fundraising | | 162.00 | 162.00 | | | | 162.00 (N/A) |
| SUB TOTAL | | | 162.00 | 162.00 | 73,460.00 | 35,146.90 | 38,313.10 | 38,475.10 (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 | 3,968.60 | 1,281.40 | 1,281.40 (24%) |
| 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 | 77.30 | 922.70 | 922.70 (92%) |
| 89 | Deputy Mayor's Expenses | | | | 200.00 | | 200.00 | 200.00 (100%) |
| SUB TOTAL | | | | | 8,100.50 | 4,045.90 | 4,054.60 | 4,054.60 (50%) |

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 | | | | | 345.00 | -345.00 | -345.00 (N/A) |
| 96 | Post Office Provision | | | | | | | (N/A) |
| 97 | Cades Farm Community Hall | | | | | 100.00 | -100.00 | -100.00 (N/A) |
| SUB TOTAL | | | 31,121.82 | 31,121.82 | 5,500.00 | 445.00 | 5,055.00 | 36,176.82 (657%) |

Emergency High Street Fund

| Code | Title | Receipts | | | Payments | | | Net Position |
|------|----------------------------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 78 | Emergency High Street Fund | | | | | 90.00 | -90.00 | -90.00 (N/A) |

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

9 August 2023 (2023 - 2024)

| | | | | | | | |
|------------------|--------------------------------|--|--|---------------|----------------|----------------|--------------|
| 79 | Electrical Infrastructure Work | | | | | | (N/A) |
| 80 | Related Staffing Costs | | | | | | (N/A) |
| 81 | Christmas Entertainment 2020 | | | | | | (N/A) |
| 82 | Street Furniture | | | 70.00 | -70.00 | -70.00 | (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 | | | | 160.00 | -160.00 | -160.00 | (N/A) |

Environment and Planning

| Code | Title | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|------------------|----------------------------------|----------|--------------|--------------|------------------|------------------|------------------|--------------------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| 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 | 1,905.80 | 9,594.20 | 9,594.20 (83%) |
| 50 | Provision of Benches & Litter/Do | | 63.63 | 63.63 | 2,500.00 | 1,724.76 | 775.24 | 838.87 (33%) |
| 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 | 372.67 | 477.33 | 477.33 (56%) |
| 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 | 8,664.90 | 11,335.10 | 11,335.10 (56%) |
| SUB TOTAL | | | 63.63 | 63.63 | 64,805.00 | 13,548.13 | 51,256.87 | 51,320.50 (79%) |

Grants

| Code | Title | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|------------------|--------------|----------|--------|----------|------------------|-----------------|------------------|--------------------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| 41 | Grants | | | | 15,000.00 | 6,862.22 | 8,137.78 | 8,137.78 (54%) |
| 152 | Green Grants | | | | 10,000.00 | 3,000.00 | 7,000.00 | 7,000.00 (70%) |
| SUB TOTAL | | | | | 25,000.00 | 9,862.22 | 15,137.78 | 15,137.78 (60%) |

Income

| Code | Title | Receipts | | | Payments | | | Net Position +/- Under/over spend |
|------|-----------------|----------|------------|------------|----------|--------|----------|--------------------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | |
| 1 | Precept | | 466,332.00 | 466,332.00 | | | | 466,332.00 (N/A) |
| 2 | Bank Interest | 8,000.00 | 6,986.53 | -1,013.47 | | | | -1,013.47 (-12%) |
| 3 | Parish Grants | 2,275.00 | | -2,275.00 | | | | -2,275.00 (-100%) |
| 5 | VAT Refund | | | | | | | (N/A) |
| 6 | Rents - Various | 1,000.00 | 50.00 | -950.00 | | | | -950.00 (-95%) |

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

9 August 2023 (2023 - 2024)

| | | | | |
|------------------|------------------|-------------------|-------------------|---------------------------|
| SUB TOTAL | 11,275.00 | 473,368.53 | 462,093.53 | 462,093.53 (4098%) |
|------------------|------------------|-------------------|-------------------|---------------------------|

IT, Website & Internet

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|----------------------------|----------|--------|----------|------------------|-----------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 29 | Telephone & Broadband | | | | 2,160.00 | 1,836.56 | 323.44 | 323.44 (14%) |
| 30 | IT Equipment | | | | 1,200.00 | 743.99 | 456.01 | 456.01 (38%) |
| 31 | IT Support & Email Hosting | | | | 4,250.00 | 1,409.00 | 2,841.00 | 2,841.00 (66%) |
| 94 | IT for New Staff | | | | 1,500.00 | 1,186.81 | 313.19 | 313.19 (20%) |
| 101 | Telephone System | | | | 2,000.00 | 593.05 | 1,406.95 | 1,406.95 (70%) |
| 103 | Security Software | | | | 200.00 | 372.00 | -172.00 | -172.00 (-86%) |
| 104 | Office 365 | | | | 2,300.00 | 4.50 | 2,295.50 | 2,295.50 (99%) |
| 105 | Parish Online | | | | 450.00 | | 450.00 | 450.00 (100%) |
| 106 | Zoom | | | | 120.00 | 119.90 | 0.10 | 0.10 (0%) |
| 107 | Scribe Accounting System | | | | 1,800.00 | | 1,800.00 | 1,800.00 (100%) |
| 108 | Sage Payroll & HR | | | | 1,000.00 | 306.00 | 694.00 | 694.00 (69%) |
| 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 | 6,571.81 | 12,658.19 | 12,658.19 (65%) |

Play Areas

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-------------------------|----------|--------|----------|------------------|-----------------|-----------------|-----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 45 | Tone Play Area | | | | 5,000.00 | 1,085.64 | 3,914.36 | 3,914.36 (78%) |
| 145 | Weavers Reach Play Area | | | | 5,000.00 | 150.00 | 4,850.00 | 4,850.00 (97%) |
| 146 | Annual Play Inspections | | | | 500.00 | | 500.00 | 500.00 (100%) |
| SUB TOTAL | | | | | 10,500.00 | 1,235.64 | 9,264.36 | 9,264.36 (88%) |

Pop Up Shop

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-----------|-----------------|-----------------|------------------|------------------|-----------------|-----------------|-----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 117 | Rent | 4,900.00 | 1,800.00 | -3,100.00 | 6,000.00 | 2,000.00 | 4,000.00 | 900.00 (8%) |
| 118 | Overheads | | | | 3,500.00 | 1,187.70 | 2,312.30 | 2,312.30 (66%) |
| 119 | Repairs | | | | 1,500.00 | 8.74 | 1,491.26 | 1,491.26 (99%) |
| 149 | Deposits | | 1,750.00 | 1,750.00 | | 672.93 | -672.93 | 1,077.07 (N/A) |
| SUB TOTAL | | 4,900.00 | 3,550.00 | -1,350.00 | 11,000.00 | 3,869.37 | 7,130.63 | 5,780.63 (36%) |

Staff Costs & Expenses

| Code | Title | Receipts | | | Payments | | | Net Position |
|------|-------------------|----------|--------|----------|------------|-----------|------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 16 | Salaries | | | | 262,842.59 | 75,060.73 | 187,781.86 | 187,781.86 (71%) |
| 17 | Staff Training | | | | 1,000.00 | | 1,000.00 | 1,000.00 (100%) |
| 18 | Staff Travelling | | | | 200.00 | 75.66 | 124.34 | 124.34 (62%) |
| 19 | Staff Recruitment | | | | 1,500.00 | 275.00 | 1,225.00 | 1,225.00 (81%) |

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

9 August 2023 (2023 - 2024)

| | | | | |
|----------------------------|--|-------------------|-------------------|-------------------|
| 87 Home Working Allowances | | 600.00 | 600.00 | 600.00 (100%) |
| SUB TOTAL | | 266,142.59 | 75,411.39 | 190,731.20 |
| | | | 190,731.20 | (71%) |

Town Centre

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------------------------|-----------------|---------------|----------------|------------------|------------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 53 | Longforth Road Toilets | | | | 10,000.00 | 306.11 | 9,693.89 | 9,693.89 (96%) |
| 127 | Coronation Deposits | | -120.00 | -120.00 | | 40.00 | -40.00 | -160.00 (N/A) |
| 128 | Jubilee & Coronation | | | | | 5,266.28 | -5,266.28 | -5,266.28 (N/A) |
| 133 | Longforth Rd Toilet Refurb | | | | 10,000.00 | 4,692.50 | 5,307.50 | 5,307.50 (53%) |
| 134 | Co-Working Space | | | | 30,000.00 | | 30,000.00 | 30,000.00 (100%) |
| 135 | Town Centre Projects | | | | 20,000.00 | 263.23 | 19,736.77 | 19,736.77 (98%) |
| 138 | Carnival | | | | 1,000.00 | | 1,000.00 | 1,000.00 (100%) |
| 140 | Summer Street Fair | 1,050.00 | 960.00 | -90.00 | 6,050.00 | 5,888.37 | 161.63 | 71.63 (1%) |
| 141 | Street Fair Refundable Deposits | | -210.00 | -210.00 | | | | -210.00 (N/A) |
| 142 | Riffles Event | | 8.45 | 8.45 | 2,500.00 | 8,103.08 | -5,603.08 | -5,594.63 (-223%) |
| 147 | Remembrance & AFD | | | | 1,000.00 | 463.25 | 536.75 | 536.75 (53%) |
| 150 | AFD Stalls | | 90.00 | 90.00 | | | | 90.00 (N/A) |
| 151 | AFD Refundable Stalls | | 30.00 | 30.00 | | | | 30.00 (N/A) |
| SUB TOTAL | | 1,050.00 | 758.45 | -291.55 | 80,550.00 | 25,022.82 | 55,527.18 | 55,235.63 (67%) |

Summary

| | | | | | | | |
|--------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------------|
| NET TOTAL | 20,191.00 | 509,211.30 | 489,020.30 | 632,264.09 | 183,137.50 | 449,126.59 | 938,146.89 (143%) |
| V.A.T. | | 10,339.03 | | | 9,030.72 | | |
| GROSS TOTAL | | 519,550.33 | | | 192,168.22 | | |

Wellington Warm Place

(Wellington Warm Place Refuge)

Report to Town Councillors (edited from original)

It's been over a year since the idea of a Warm Place Refuge came to mind, and with the assistance of Dave Farrow and other Town Councillors, and the generosity of Town Council finance, we were able to swiftly move and be in place for a launch of mid-October 2022. The initial grant was welcome, and since then we have received a minor grant from Somerset Cost of Living Fund, and Waitrose awarded us £500 from their community fund. In addition, there were numerous generous personal donations in the initial phase of the project, but these have largely reduced significantly now.

It has been an extraordinary period, where volunteers from both church and local community have come together to make this a very worthwhile project.

We never turn away anyone nor do we judge what we see. That means that we have seen all kind of folk from all kinds of backgrounds come in. Financially there have been some very generous giving, both from the church and from the community, either in money or practical and tangible donations.

As I write this report, we find ourselves in Summer Mode: 11.30am to 2pm and providing lunch, on contrast to the Winter Mode: 9.30am to 7pm and providing lunch and supper. The former has provided some way to providing rest and stability to the very weary teams as the winter mode is "full on." And it is to the latter that we are now beginning to set our minds to, as we prepare for the longer day through to March 24. The summer mode excluded those who were unable to help on team only in the evenings, and we are hoping that we will see these folk return to the ranks as we switch back to the winter mode.

In all, we have run not less than 9 teams working on rotas, and they have worked smoothly and with great unity together for the purpose of making this project work. That's probably in the region of around 60 different people. The completion of a year has brought experience and maturity to the function of our teams, and it is a delight to see everyone just getting on with what needs to be done with little or no prompting. And it thrills our hearts to see the relationship building from our teams with those who come in, many of whom are known by the first name and who have shared their stories and challenges. The provision of activities has been a big part of that: from basic colouring to occasional crafts. Some folk clearly never having such opportunities and finding these to be therapeutic and helpful to their mental health.

In truth we are seeing a spread of people from all kinds of backgrounds. A good percentage are just lonely and disconnected from friends or family. Yet some are distinctly economically challenged and in the months of June and July, the number of food bank vouchers we have issued has dramatically increased. This is a problem, because the Taunton and Wellington Trussel food bank place a maximum limit on how many vouchers an individual can have. The number is not that high (between 10 and 15 I think) and some are frankly long term on benefits and long term unemployed. So as a church, we are now looking at building a second phase food supply for those who will need this – and there are some, and there will be more, the signs are already apparent! And of course, as in many parts of society, the ongoing aftereffects of Covid and its social and economic damage never

seem to go away. The same people come each week and then each week there are additions. We are serving between 35 and 45 meals each week in summer mode. That number is increasing almost by the week. And yes, we are also seeing some who are struggling with mental health issues and have nowhere else to go. The personal stories from those who attend are often heart wrenching. When I sat down to think about the loneliness issue, I discovered that there was a government interest in this. Did you know that there is a government minister for loneliness and a government department for the same with policy aims? Look it up and read it. It makes for a shocking read.

The Summer mode of the Warm Place is a lighter version of the winter one. Where the latter ran from 9.30am to 7pm and provided 2 meals – lunch and supper, the former runs from 11.30am to 2pm and just lunch.

Our entire day is given over to this project and some of the cooks spend the day before preparing. In Winter mode, the turn around for the two catering teams is very tight as one clears up and the other seeks to commence preparation for an evening meal.

Each week we send round a basket of essentials which folk can choose one item from – deodorant, body wash, soap, toothbrushes and toothpaste etc – the basket is emptied every week.

The Warm Place is costing us £500/month to fund, and our charitable donations have dried up, so that essentially we are funding that £500 completely from our own church funds.

These costs are entirely food related and no other expenditure is reflected in them. From our calculations, there is small difference in the monthly costs between winter and summer. For the six months of winter we averaged approximately £640.00 per month and in the 3 months of summer reported we averaged £489.00 per month. Obviously, there has been a marked increase in food costs, as we all know, this is down to the increased numbers we are seeing come to the summer lunch.

As we head towards winter mode (with the serving of 2 meals per day) and with only a partial decrease in inflation, our monthly costs are likely to stay on or above the £500/month, potentially £550/month

We therefore have recognised that new funding is now needed. We would welcome at this point further financial input from Wellington Town Council.

If we could obtain further funding from the council of say £250/month over 12 months, then this would certainly give us just under half of what our costs are likely to be, and the church – together with any other funding we can secure from elsewhere, will seek to make up the remainder.

First, to say a big thank you to all the team members who have gone beyond the point of sacrifice to use their efforts in the Warm Place. It really is a long day in the winter mode, and the majority of the team go home exhausted and find the next day that they are wiped out energy wise. It is a big undertaking.

Second, we recognise the efforts of the Resourcing Team who carry out the weekly purchasing of food and who carry the bags into the church kitchen and make sure its all in the right place ready to roll.

Third, to recognise the efforts of all those who make the site ready to go for every Thursday, whether that be cleaning, or stocking or repairing.

Fourthly, to say a big thank you to the Activities Team who have amazingly provided puzzles, art and craft, colouring and even making Christmas decorations. It's a reflection of our society today that people who live on their own seem to just not do much of these kinds of activities and feel the benefit of doing so at Warm Place.

Fifthly, to thank everyone who has given items for the basket for the Practical Support Team, and this is a really valuable and well used resource as some folks are just unable to afford toothpaste, deodorant, shampoo and some of the luxuries of life that we may take for granted.

You may have noticed that we have changed or updated the name from "Refuge" to "Warm Place" and that is intentional. We have found that "Refuge" provided in peoples minds a negative connotation where it was suggestive that it was just homeless people we were serving. That has never been the case. The focus has always been towards those who through the economic crisis may have a home, a job even and maybe an income, but were being pushed into economic crisis by the hike of utility costs and inflationary hikes on their weekly shopping. So, we are now calling "Refuge" "Warm Place" instead!

There have been some very interesting conversations and experiences: I think of Oscar, who has an amazing musical ability and just started to play the piano in the small hall. I think of another individual who struggled to come inside because of his fears, and who was homeless and was allegedly told by the Police to commit a crime, so at least they could arrest him and provide him with a cell and some food.

But in my memory will forever be the Christmas meal where we had not less than 60 people and sang carols. I cannot put into words what that felt like.

Practically, front of house, we have to be sharp eyed all the time in terms of Safeguarding and who is where in the hall and what they are up to. This goes up a notch when children are brought along by parents. The challenge of a dividing wall between small and large hall makes this not an easy task, and as we welcome anybody and never turn away anyone, we never know the background of anyone who comes in.

In addition, we are forever conscious that our toilets are significantly sub-standard and unacceptable in the modern age that rightly demands privacy and safety, and we have actively instructed an architect to suggest ways forward. That will cost us probably not less than £15,000.00. We do not have funding for this either.

My thanks to you all for making this all happen. I am in awe and humbled at how much has been achieved. The immensity of what we are doing is at times exhausting to contemplate. Even if we wanted to stop "The Warm Place" now – and we don't – I don't think we could – it is too popular and it is well used.

Rev Sam Griffiths

Wellington Baptist Church





Court Fields School

Agenda item 8b

Achieve | Belong | Participate

Mantle Street
WELLINGTON
Somerset
TA21 8SW



Tel: 01823 664201
schooloffice@courtfields.net
www.courtfields.net
<https://twitter.com/CourtFieldsSch>

Headteacher: Mrs P Matthews

CEO: Mrs S Watson

2nd August 2023

Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

Dear Sir/Madam

Court Fields School launched a breakfast club in 2022, to provide an opportunity for students to receive a free breakfast each day before school. This was set up to support families that may be struggling financially, and we know that this provision has had a positive impact for many students.

The school signed up for the National School Breakfast Programme, which supplies bagels and cereals and subsidises 75% of the costs. Although this was originally for a fixed term, we are delighted they have extended the programme and we are keen to continue with this as we can see the benefits of the provision. The school funds 25%, which equated to £485 in the previous year. We also supply the milk, spread and toppings for the bagels, at an estimate of £425.

During the year, the school has served over 9,000 breakfasts, with an approximate 25% of the meals being taken by our most vulnerable students.

Thanks to the support of Wellington Town Council in funding an additional hour per day for a member of our catering team, we have been able to have a dedicated breakfast staff member, who prepares, serves and greets the students each day. We have also deployed a member of pastoral staff to support students and supervise the club.

To be able to continue to offer and grow the provision, we are seeking funding for one hour per day of a member of the catering team. The total annual cost of this is £2,792.

I would be grateful if we could count on your continued support for this initiative, as it has a positive impact on so many families.

Yours faithfully

Sally Taylor
Business Manager