



WELLINGTON TOWN COUNCIL
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**Members of the Public and the Press are invited to attend all Council Meetings
(Public Bodies (Admission to Meetings) Act 1960)**

Dear Councillors,

You are hereby summoned to attend the following meeting:

Meeting	Council Meeting
Time	7.00pm
Date	4 September 2023
Place	United Reformed Church Hall, Fore Street TA21 8AG

Councillors will be discussing all the items listed on the attached Agenda and minutes will be available online after the meeting.

Yours faithfully

David Farrow
Town Clerk
01823 662855
info@wellingtontowncouncil.co.uk

29 August 2023

1. WELCOME AND INTRODUCTIONS

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

If you cannot attend, please send your apology and reason to the Town Clerk.

Councillors are reminded that failure to attend any Council meeting for 6 months, full council or committee/s, will result in them automatically ceasing to be a councillor irrespective of whether apologies are given.

3. DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations)

Standing declarations made by Councillors are set out at the end of the agenda.

4. MINUTES

To approve and sign the minutes of the Town Council and Planning meetings held on 7 August 2023 (copies attached).

5. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Public Attendance: For those members of the public who wish to ask a question or make a statement a three-minute time limit applies to each speaker.

N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119

6. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

A report from Sergeant Jon O'Connor will be circulated in advance of the meeting.

7. TO RECEIVE A REPORT FROM THE MAYOR

8. SOMERSET COUNCIL/ LOCAL COMMUNITY NETWORK (LCN) UPDATE

Somerset Council Councillors, Councillor Catherine Govier and the Town Clerk to provide an update on any issues of interest to the Town Council.

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

A report from the Town Clerk is attached to the agenda.

10. FINANCE COMMITTEE

The draft minutes of the meeting held on 15 August 2023 are attached for information and consideration. Councillor Lithgow will provide an update at the meeting. The Committee resolved to make the following **RECOMMENDATION** to the Council

- (i) That the unspent balance of the Cost of Living Fund (£30,200) be moved to an earmarked reserve for further use as required

The Council is asked to note the following decisions taken under the Committees delegated powers:

- (i) To award a grant of £2,000 to Wellington Rugby Club as a contribution to the running of its Annual Firework Display.
- (ii) to award £3,000 to the Wellington Baptist Church from the Cost of Living budget to support the continued delivery of the Warm Space at the church.
- (iii) To award Court Fields School £2,792 from the Cost of Living Budget to enable it to continue to provide a Breakfast Club for all pupils.
- (iv) To make a donation of £50 to the Musgrove Leukaemia Group on behalf of Allan Cavill as thanks for his help with the Allotment Competition.

11. POLICY AND RESOURCES COMMITTEE

The draft Minutes of the meeting held on 15 August 2023 and relevant supporting papers relating to the recommendations below are attached for information and consideration. Councillor C Govier will provide an update at the meeting. The Committee **RESOLVED** to make the following recommendations to the Council

- (i) That the Town Council should consider how to mark the 50th anniversary of its formation in April 2024 and that the Town Centre Committee should have oversight of the arrangements.
- (ii) That the Draft Dignity at Work Policy should be adopted by the Council
- (iii) That the Draft Councillor-Officer Protocol should be adopted by the Council
- (iv) That the reasonable costs of travel for one Council representative to attend the twinning visit for the 26 – 30th October 2023 should be met by the Council. It was noted that the Mayor should represent the Council. If the Mayor was unavailable, then the Deputy Mayor should attend and if they are unavailable then a volunteer should be sought from other Council members.
- (v) That the principle set out in the previous resolution should be applied to any future invitation for Civic visits from twinning towns.
- (vi) That the Town Council takes on responsibility for the costs of running and maintaining the clocks on the old Town Hall from Somerset Council. The annual costs are estimated at £250pa for an annual service and £200pa for electricity costs.

The Council is asked to note the following decisions taken under the Committees delegated powers:

- (i) given the safety aspects and time constraints, the list of approved contractors provided by Ravenslade (Arque Ltd, Mercury Construction and Lancer Scott) be used for quotations for the required demolition work at Longforth Road Toilet Block rather than closed tendering procurement as per Financial Regulation 18c, if the estimated amount is likely to be over £25,000. It was also asked that a local contractor be approached to bid for the work.

- (ii) to accept the quote of £754.75 from Halpin Robbins for the Bat and Nesting Bird - Preliminary Ecological Appraisal at Longforth Road Toilet Block.

12. EXTRAORDINARY TOWN CENTRE COMMITTEE MEETING

The minutes of the meeting held on the 23 August 2023 are attached for information and Councillor M Lithgow will provide an update. The Council is asked to note the following decisions taken under the Committee's delegated powers:

Wellington Town Carnival

- (i) That Council Officers obtain three quotations for a light buffet for the Mayor's Reception.
- (ii) To approve a budget of £500.00 for Council Officers to spend on a light buffet and drinks for Mayor's Reception.
- (iii) Not to hire a viewing stage for the Mayor's Reception but to cordon off an area and erect gazebos and chairs for guests to use. Location to be decided.

Christmas Expenditure

- (i) To only have street entertainment for the Switch On Event (not additional Saturdays) and to remove from the proposal the hire of a ride, snow globe and grotto. Also, to try and wrap a window in a Christmas theme.
- (ii) To approve a budget of £10,500 for Christmas Entertainment

Rockwell Green Christmas Tree

- (i) To agree the new location of the Christmas Tree at The Well Christian Centre. Subject to final and formal agreement.

13. WELLESLEY HOSPITAL SECURITY INCIDENT

To discuss the incident that took place in the town centre on the 11 August 2023 and to consider any response received from the Wellesley Hospital to the letter from the Town Clerk which is attached to the agenda.

14. DEVELOPMENT OF JUNIOR SPORTS PITCHES

To consider the attached report proposing that priority is given to developing junior sports pitches on a site at Longforth Farm.

15. WELLINGTON COMMUNITY FOOD

- (i) **Request for Variation to Underlease**
To consider a request from Wellington Community Food to expand its trial land allocation in the Green Corridor. A paper is attached for consideration.
- (ii) **Application for Countryside Stewardship Grant**
To consider a request from Wellington Community Food to support its application for grants from the Country Stewardship Fund to support hedge planting, educational provision and environmental management. A paper is attached for consideration.

16. SITE FOR NEW BENCH

To consider a proposal to site a bench on the Wellington Playing Field on an existing concrete base. Somerset Council and Wellington Cricket Club have no objections. The Council currently has one bench in stock. Paper attached showing the proposed location.

17. STORAGE FOR COMMUNITY WARDEN

To consider proposals for storing equipment, clothing and materials for the Community Warden. A paper containing additional information and a recommendation is attached.

18. TO CONSIDER RESOLVING TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

To resolve: that under section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 that the public and press be excluded from the meeting. The reason for this is that items 19 and 20 refer to matters which are commercially sensitive and confidential.

19. TOWN COUNCIL ACCOMODATION

To consider the confidential minute from the Policy and Resources Committee meeting held on the 15 August 2023 and the supporting confidential paper. The recommendations of the Committee are set out in the confidential minute.

20. TO AWARD THE CONTRACT FOR THE DEMOLITION OF THE FRONT PART OF THE LONGFORTH ROAD TOILET BLOCK

Following the advice of the Structural Engineer and the Town Council's appointed Project Manager, quotes have been sought for the demolition of the front part of the Longforth Road Toilet Block. A summary of bids received along with a recommendation from our Project Manager will be circulated in advance of the meeting. The Council is asked to **RESOLVE** which company should be awarded the contract to undertake the work.

DECLARATIONS OF INTEREST

Members of Somerset County Council:

Councillor Andrew Govier

Councillor Marcus Barr

Councillor Ross Henley