

**MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON TUESDAY 15 AUGUST 2023 AT 3.30 PM**

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

**IN ATTENDANCE:** David Farrow (Town Clerk)  
Alice Kendall (Deputy Clerk/Deputy RFO)  
1 member of the press  
2 members of the public

**172 APOLOGIES**

Apologies were received and accepted from Councillor M Barr.

**173 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.

**174 PUBLIC PARTICIPATION**

The members of the public present were representatives of grant/funding applicants and were available to answer questions where appropriate.

**175 MINUTES**

**RESOLVED** to approve and sign the minutes of the meeting held on 11 July 2023.

**176 ACCOUNTING STATEMENTS**

**(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 9 AUGUST 2023**

**RESOLVED** to note and approve the bank reconciliation as presented.

**(b) TO NOTE AND APPROVE EXPENDITURE FOR 4 JULY – 9 AUGUST 2023**

**RESOLVED** to note and approve the expenditure as presented.

**(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 4 JULY – 9 AUGUST 2023**

**RESOLVED** to note and approve the income as presented.

**(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET AT 9 AUGUST 2023**

**RESOLVED** to note and approve the budget report as presented.

**177 GRANTS**

**(a) Applications**

- i. **Wellington Rugby Club** – the club had applied for a grant of £2,000 towards the annual fireworks display. The application and supporting documents were circulated by e-mail in advance.

**RESOLVED** to suspend standing orders to allow the Club’s representative to answer questions.

**RESOLVED** to reinstate standing orders.

**RESOLVED** to award a grant of £2,000.

**178 COST OF LIVING FUNDING**

**RESOLVED** to recommend to Full Council that the unspent balance of the Cost of Living Fund (£30,200) be moved to an earmarked reserve for further use as required.

**179 FUNDING UPDATES AND FURTHER REQUESTS (COST OF LIVING)**

The following organisations received funding and have provided feedback in the attached correspondence. They are also requesting further assistance to continue their projects.

**(a) Wellington Baptist Church (£3,000)**

**RESOLVED** to suspend standing orders to allow a representative to speak and answer questions.

**RESOLVED** to re-instate standing orders.

**RESOLVED** to award £3,000 from the Cost of Living fund.

**(b) Court Fields School Breakfast Club (£2,792)**

**RESOLVED** to award £2,792 from the Cost of Living Fund.

**180 BANK SIGNATORIES**

**RESOLVED** to

- i. add Councillors C Govier and M McGuffie as signatories on the Lloyds accounts, and
- ii. add Councillors M Barr and C Govier as signatories to the accounts held with Cambridge and Counties, The Cambridge Building Society and Nationwide.

**181 DONATION FOR ALLOTMENT JUDGING**

**RESOLVED** to make a donation of £50 to Musgrove Leukaemia Group Somerset in the name of Allan Cavill as thanks for his help with judging the allotment competition.

**There being no further business, the meeting closed at 3.55 pm.**

.....  
**Councillor Mark Lithgow**  
**Chairman**

## Wellington Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 05/09/2023</b>		
	Cash in Hand 01/04/2023		993,335.85
	<b>ADD</b> Receipts 01/04/2023 - 05/09/2023		521,988.20
			1,515,324.05
	<b>SUBTRACT</b> Payments 01/04/2023 - 05/09/2023		263,509.91
<b>A</b>	<b>Cash in Hand 05/09/2023</b> (per Cash Book)		<b>1,251,814.14</b>
	Cash in hand per Bank Statements		
	Petty Cash 05/09/2023	0.00	
	Nationwide 01343556 05/09/2023	205,292.22	
	Cambridge & Counties 15020773 05/09/2023	259,624.83	
	The Cambridge Building Society CI 05/09/2023	200,799.46	
	Lloyds Treasurers PC 87331468 05/09/2023	247.10	
	Lloyds Deposit Account 07788306 05/09/2023	539,226.42	
	Lloyds Current Account 2195145 05/09/2023	92,047.06	
			<b>1,297,237.09</b>
	Less unrepresented payments		45,422.95
			1,251,814.14
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>1,251,814.14</b>
	<b>A = B Checks out OK</b>		

5 September 2023 (2023 - 2024)

**Wellington Town Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
238	Riffles Event	10/08/2023		Lloyds Treasurers PC	Card	Postage	Post Office Ltd	X	6.69		6.69
242	Overheads	11/08/2023		Lloyds Current Accour	Direct Debit	electricity for Pop-Up Shop	SSE	L	141.55	7.07	148.62
239	Deposits	11/08/2023		Lloyds Current Accour	BACS	Pop Up Shop	Prettybaby93	X	94.29		94.29
241	Deposits	11/08/2023		Lloyds Current Accour	BACS	Pop Up Shop	Fran Elliston & Une Lee	X	88.41		88.41
240	Deposits	11/08/2023		Lloyds Current Accour	BACS	Pop Up Shop	Deanna Cranmer	X	77.31		77.31
246	Staff Travelling	14/08/2023		Lloyds Current Accour	BACS	Staff travel	R HUNT	X	12.03		12.03
247	Staff Travelling	14/08/2023		Lloyds Current Accour	BACS	Staff travel	Miss A Kendall	X	10.35		10.35
248	Telephone & Broadband	14/08/2023		Lloyds Current Accour	Direct Debit	Telephone & Broadband	Chess	S	124.13	24.83	148.96
243	Hospitality	14/08/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
245	Sage Payroll & HR	14/08/2023		Lloyds Treasurers PC	Card	HR System	Sage HR	S	36.00	7.20	43.20
244	Carnival	14/08/2023		Lloyds Current Accour	BACS	Comic Class Sponsorship	Wellington Carnival Committe	X	400.00		400.00
250	Footpaths PRoW Maintenanc	15/08/2023		Lloyds Treasurers PC	Card	Welly walking Website	123 Reg	S	33.98	6.80	40.78
249	Telephone System	15/08/2023		Lloyds Current Accour	Direct Debit	Telephone System	SW Comms	S	197.25	39.45	236.70
251	Longforth Road Toilets	16/08/2023		Lloyds Current Accour	BACS	Longforth Road Toilets - Acro	M J Fletcher Property Mainte	X	220.00		220.00
252	Deposits	16/08/2023		Lloyds Current Accour	BACS	Pop Up Shop	Diane Goring	X	85.96		85.96
254	Hospitality	22/08/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
255	Electricity	22/08/2023		Lloyds Current Accour	Direct Debit	Electricity for Offices	Engie	L	304.03	15.20	319.23
258	Office Cleaning & Maintenanc	22/08/2023		Lloyds Current Accour	BACS	Office Cleaning	AIS Cleaners	S	88.00	17.60	105.60
263	Office Equipment	22/08/2023		Lloyds Treasurers PC	Card	Power Lead	Amazon	S	15.58	3.12	18.70
253	Repairs	22/08/2023		Lloyds Treasurers PC	Card	Air Freshener	Buy & Save	S	0.82	0.17	0.99
256	Green Corridor	22/08/2023		Lloyds Current Accour	BACS	Mower	Paul Prettlejohn	S	2,741.67	548.33	3,290.00
261	Salaries	22/08/2023		Lloyds Current Accour	BACS	Deductions - August	HMRC	X	4,419.44		4,419.44
260	Salaries	22/08/2023		Lloyds Current Accour	BACS	Superann - Aug	Somerset County Council	X	4,231.73		4,231.73
262	Salaries	22/08/2023		Lloyds Current Accour	BACS	Net Salaries	Various	X	10,820.55		10,820.55
257	Deposits	22/08/2023		Lloyds Current Accour		Pop Up Shop	Wellington & District Camera	X	86.45		86.45
259	Allotment Deposits	22/08/2023		Lloyds Current Accour	BACS	Deposit Refund	Katherine Gillard (Plot 84)	X	50.00		50.00
265	Stationery & Postage	23/08/2023		Lloyds Current Accour	BACS	Stationery	Viking	S	34.44	6.89	41.33
265	Office Cleaning & Maintenanc	23/08/2023		Lloyds Current Accour	BACS	Stationery	Viking	S	39.49	7.90	47.39
264	Sage Payroll & HR	23/08/2023		Lloyds Current Accour	Direct Debit	Payroll System	Sage	S	45.00	9.00	54.00
266	Green Corridor	23/08/2023		Lloyds Treasurers PC	Card	Life Buoy	Lifebuoys Direct	S	221.49	44.30	265.79
267	Office Equipment	24/08/2023		Lloyds Treasurers PC	Card	Postage Scales	Amazon	S	28.32	5.67	33.99
268	Carnival	24/08/2023		Lloyds Current Accour	BACS	Carnival Toilet Hire	Burnham Portable Toilet Hire	S	790.00	158.00	948.00

**Wellington Town Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
269	IT Support & Email Hosting	29/08/2023		Lloyds Current Accour	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
270	Professional Fees	29/08/2023		Lloyds Treasurers PC	Card	Land Registry Search	HM Land Registry	X	6.00		6.00
271	Hospitality	30/08/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
273	Longforth Rd Toilet Refurb	01/09/2023		Lloyds Current Accour	BACS	Lease Legal Fees	Amicus Law (South West) LL	S	950.00	190.00	1,140.00
272	Longforth Rd Toilet Refurb	01/09/2023		Lloyds Current Accour	BACS	Professional Fees	Ravenslade	S	1,237.50	247.50	1,485.00
274	Longforth Rd Toilet Refurb	01/09/2023		Lloyds Current Accour	BACS	Rent (land adjacent to Toilets)	M J Tucker	X	1,263.01		1,263.01
275	Community Warden Set Up	01/09/2023		Lloyds Treasurers PC	Card	Van Deposit	Wellington Motors Nissan	X	750.00		750.00
276	Community Warden Set Up	01/09/2023		Lloyds Current Accour	BACS	Van Balance	Wellington Motors Nissan	S	30,540.60	6,247.12	36,787.72
279	Community Warden Set Up	04/09/2023		Lloyds Current Accour	BACS	Van Insurance	Zurich Insurance	X	463.07		463.07
278	Rent	04/09/2023		Lloyds Current Accour	BACS	Pop Up Shop Rent	H T Perry & Son	X	500.00		500.00
277	Community Warden	04/09/2023		Lloyds Treasurers PC	Card	Waste Carrier Permit	Gov.uk	X	169.00		169.00
280	Hospitality	05/09/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
281	Grants	05/09/2023		Lloyds Current Accour	BACS	Grant	Wellington Rugby Club	X	2,000.00		2,000.00
<b>Total</b>									<b>63,669.54</b>	<b>7,654.15</b>	<b>71,323.69</b>

**Wellington Town Council**  
**RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
96 Allotments	14/08/2023		Lloyds Current Accour		Allotment Rent & Deposit	Adam Fricker (plot 84)	X	28.00		28.00
97 Bank Interest	14/08/2023		Lloyds Deposit Accour		Interest	Lloyds Bank	X	473.73		473.73
96 Allotment Deposits	14/08/2023		Lloyds Current Accour		Allotment Rent & Deposit	Adam Fricker (plot 84)	X	50.00		50.00
98 Deposits	16/08/2023		Lloyds Current Accour		Pop Up Shop	Alice Burns	X	100.00		100.00
99 Rents - Various	22/08/2023		Lloyds Current Accour		Promotional Space	Jonas Fishmonger	X	100.00		100.00
99 Rents - Various	22/08/2023		Lloyds Current Accour		Promotional Space	Jonas Fishmonger	X	125.00		125.00
99 Rents - Various	22/08/2023		Lloyds Current Accour		Promotional Space	Jonas Fishmonger	X	100.00		100.00
100 Allotments	23/08/2023		Lloyds Current Accour		Allotment Rent	Various	X	28.00		28.00
101 Deposits	24/08/2023		Lloyds Current Accour		Pop Up Shop	Wellington Carnival Committe	X	100.00		100.00
102 Allotments	04/09/2023		Lloyds Current Accour		Allotment Rent	Various	X	392.00		392.00
103 Allotments	05/09/2023		Lloyds Current Accour		Allotment Rent	Various	X	28.00		28.00
104 Bank Interest	05/09/2023		Cambridge & Counties		Interest	Cambridge & Counties	X	913.14		913.14
<b>Total</b>								<b>2,437.87</b>		<b>2,437.87</b>

## 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	1,133.37	866.63	866.63 (43%)
32	Office Equipment				350.00	314.06	35.94	35.94 (10%)
34	Insurances				3,500.00		3,500.00	3,500.00 (100%)
35	Stationery & Postage				1,250.00	563.13	686.87	686.87 (54%)
36	Audit Fees				2,250.00	430.00	1,820.00	1,820.00 (80%)
37	Office Cleaning & Maintenance				2,000.00	509.65	1,490.35	1,490.35 (74%)
40	Hire of Hall				1,100.00	570.00	530.00	530.00 (48%)
54	Professional Fees					3,369.00	-3,369.00	-3,369.00 (N/A)
143	Internal Office Re-Decoration				3,000.00	25.00	2,975.00	2,975.00 (99%)
<b>SUB TOTAL</b>		<b>250.00</b>	<b>95.87</b>	<b>-154.13</b>	<b>20,450.00</b>	<b>7,508.32</b>	<b>12,941.68</b>	<b>12,787.55 (61%)</b>

### 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%)
<b>SUB TOTAL</b>					<b>2,310.00</b>		<b>2,310.00</b>	<b>2,310.00 (100%)</b>

### Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Allotments	2,716.00	517.00	-2,199.00	4,716.00	305.00	4,411.00	2,212.00 (29%)
92	Longforth Allotment				10,000.00		10,000.00	10,000.00 (100%)
148	Allotment Deposits		100.00	100.00		50.00	-50.00	50.00 (N/A)
<b>SUB TOTAL</b>		<b>2,716.00</b>	<b>617.00</b>	<b>-2,099.00</b>	<b>14,716.00</b>	<b>355.00</b>	<b>14,361.00</b>	<b>12,262.00 (70%)</b>

### 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)
<b>SUB TOTAL</b>					<b>30,500.00</b>	<b>538.86</b>	<b>29,961.14</b>	<b>29,961.14 (98%)</b>

**Wellington Town Council**  
**Summary of Receipts and Payments**

5 September 2023 (2023 - 2024)

All Cost Centres and Codes

**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	169.00	16,991.00	16,991.00 (99%)
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)
154	Community Warden Set Up					31,753.67	-31,753.67	-31,753.67 (N/A)
<b>SUB TOTAL</b>			<b>162.00</b>	<b>162.00</b>	<b>73,460.00</b>	<b>67,069.57</b>	<b>6,390.43</b>	<b>6,552.43 (8%)</b>

**Cost of democracy and electric**

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	82.70	917.30	917.30 (91%)
89	Deputy Mayor's Expenses				200.00		200.00	200.00 (100%)
<b>SUB TOTAL</b>					<b>8,100.50</b>	<b>4,051.30</b>	<b>4,049.20</b>	<b>4,049.20 (49%)</b>

**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)
<b>SUB TOTAL</b>			<b>31,121.82</b>	<b>31,121.82</b>	<b>5,500.00</b>	<b>445.00</b>	<b>5,055.00</b>	<b>36,176.82 (657%)</b>

**Emergency High Street Fund**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend



**Wellington Town Council**  
**Summary of Receipts and Payments**

5 September 2023 (2023 - 2024)

All Cost Centres and Codes

78	Emergency High Street Fund	90.00	-90.00	-90.00 (N/A)
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)
<b>SUB TOTAL</b>		<b>160.00</b>	<b>-160.00</b>	<b>-160.00 (N/A)</b>

**Environment and Planning**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Footpaths PRow Maintenance				500.00	33.98	466.02	466.02 (93%)
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	11,628.06	8,371.94	8,371.94 (41%)
<b>SUB TOTAL</b>			<b>63.63</b>	<b>63.63</b>	<b>64,805.00</b>	<b>16,545.27</b>	<b>48,259.73</b>	<b>48,323.36 (74%)</b>

**Grants**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00	8,862.22	6,137.78	6,137.78 (40%)
152	Green Grants				10,000.00	3,000.00	7,000.00	7,000.00 (70%)
<b>SUB TOTAL</b>					<b>25,000.00</b>	<b>11,862.22</b>	<b>13,137.78</b>	<b>13,137.78 (52%)</b>

**Income**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept		466,332.00	466,332.00				466,332.00 (N/A)
2	Bank Interest	8,000.00	8,373.40	373.40				373.40 (4%)
3	Parish Grants	2,275.00		-2,275.00				-2,275.00 (-100%)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00	375.00	-625.00				-625.00 (-62%)

# Wellington Town Council

## Summary of Receipts and Payments

5 September 2023 (2023 - 2024)

All Cost Centres and Codes

<b>SUB TOTAL</b>	<b>11,275.00</b>	<b>475,080.40</b>	<b>463,805.40</b>		<b>463,805.40 (4113%)</b>
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### IT, Website & Internet

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				2,160.00	1,960.69	199.31	199.31 (9%)
30	IT Equipment				1,200.00	743.99	456.01	456.01 (38%)
31	IT Support & Email Hosting				4,250.00	1,749.00	2,501.00	2,501.00 (58%)
94	IT for New Staff				1,500.00	1,186.81	313.19	313.19 (20%)
101	Telephone System				2,000.00	790.30	1,209.70	1,209.70 (60%)
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	387.00	613.00	613.00 (61%)
132	Councillor Tablets				250.00		250.00	250.00 (100%)
144	Inspection Applications				2,000.00		2,000.00	2,000.00 (100%)
<b>SUB TOTAL</b>					<b>19,230.00</b>	<b>7,314.19</b>	<b>11,915.81</b>	<b>11,915.81 (61%)</b>

### 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%)
<b>SUB TOTAL</b>					<b>10,500.00</b>	<b>1,235.64</b>	<b>9,264.36</b>	<b>9,264.36 (88%)</b>

### 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	2,500.00	3,500.00	400.00 (3%)
118	Overheads				3,500.00	1,329.25	2,170.75	2,170.75 (62%)
119	Repairs				1,500.00	9.56	1,490.44	1,490.44 (99%)
149	Deposits		1,950.00	1,950.00		1,105.35	-1,105.35	844.65 (N/A)
<b>SUB TOTAL</b>		<b>4,900.00</b>	<b>3,750.00</b>	<b>-1,150.00</b>	<b>11,000.00</b>	<b>4,944.16</b>	<b>6,055.84</b>	<b>4,905.84 (30%)</b>

### Staff Costs & Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				262,842.59	94,532.45	168,310.14	168,310.14 (64%)
17	Staff Training				1,000.00		1,000.00	1,000.00 (100%)
18	Staff Travelling				200.00	98.04	101.96	101.96 (50%)
19	Staff Recruitment				1,500.00	275.00	1,225.00	1,225.00 (81%)

**Wellington Town Council**  
**Summary of Receipts and Payments**

5 September 2023 (2023 - 2024)

All Cost Centres and Codes

87 Home Working Allowances	600.00	600.00	600.00 (100%)
<b>SUB TOTAL</b>	<b>266,142.59</b>	<b>94,905.49</b>	<b>171,237.10 (64%)</b>

**Town Centre**

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				10,000.00	526.11	9,473.89	9,473.89 (94%)
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	8,143.01	1,856.99	1,856.99 (18%)
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	1,190.00	-190.00	-190.00 (-19%)
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	8,109.77	-5,609.77	-5,601.32 (-224%)
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)
<b>SUB TOTAL</b>		<b>1,050.00</b>	<b>758.45</b>	<b>-291.55</b>	<b>80,550.00</b>	<b>29,890.02</b>	<b>50,659.98</b>	<b>50,368.43 (61%)</b>

**Summary**

<b>NET TOTAL</b>	<b>20,191.00</b>	<b>511,649.17</b>	<b>491,458.17</b>	<b>632,264.09</b>	<b>246,825.04</b>	<b>385,439.05</b>	<b>876,897.22 (134%)</b>
<b>V.A.T.</b>		10,339.03			16,684.87		
<b>GROSS TOTAL</b>		<b>521,988.20</b>			<b>263,509.91</b>		

**Wellington Town Council**  
**Listing of Payments in each Code for All Cost Centres**  
**(Between 01-04-2023 and 05-09-2023)**

**Cost Centre Grants**

**Code Number 41 Grants**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
103	12/06/2023			Lloyds Current Acc	BACS	Grant	Whirlwinds Academy	X	3,362.22		3,362.22
159	23/06/2023			Lloyds Current Acc	BACS	Grant	Rockwell Green War Memorial Institut	X	3,000.00		3,000.00
160	23/06/2023			Lloyds Current Acc	BACS	Grant	Skintight Samba	X	500.00		500.00
281	05/09/2023			Lloyds Current Acc	BACS	Grant	Wellington Rugby Club	X	2,000.00		2,000.00
<b>Subtotal for Code: Grants</b>									<b>£8,862.22</b>		<b>£8,862.22</b>

**Code Number 152 Green Grants**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
41	03/05/2023			Lloyds Current Acc	BACS	Grant	Transition Town Wellington	X	3,000.00		3,000.00
<b>Subtotal for Code: Green Grants</b>									<b>£3,000.00</b>		<b>£3,000.00</b>
<b>Subtotal for Cost Centre: Grants</b>									<b>11,862.22</b>		<b>11,862.22</b>

**TOTALS . . . . . £11,862.22 £11,862.22**

The Clerk  
Wellington Town Council (Somerset West & Taunton)  
28 Fore Street  
Wellington  
Somerset  
TA21 8AQ

14-Aug-23

## Quotation for Internal Audit Services

Many thanks for your request for a fee quotation for the provision of Internal Audit services to your Council.

Based on the size and activities of your Council our fee would be **£790.00** plus VAT per annum. We estimate a requirement for 2 audit days per year on site at the Council's offices which will include a visit carried out after the year-end to conclude the arrangements in respect of the Annual Return. Fees quoted include attendance at your premises and all out of pocket expenses. Should the Council decide to appoint us for a minimum period of 3 years we will offer a discount of 5% percent on the fee quoted above.

If additional work is identified or should there be a requirement for additional audit time, for example due to work associated with significant adverse audit findings or additional reporting requirements, then these would be charged pro rata based on a daily rate of £ 395.00 plus VAT per day, or £295.00 for a half-day, again inclusive of all costs. Whenever possible we will endeavour to advise the council if there is the potential for additional time and costs and obtain the Council's prior authorisation before undertaking additional work.

If the Council should find our quotation acceptable we will set out the full scope of our work and audit responsibilities in a formal Letter of Engagement that would be agreed prior to the commencement of work. We would also provide you with a schedule of the records that we will require to be made available at the time of our visit.

I hope that this quotation is sufficient for your purposes but should you require any further information please do not hesitate to contact me.

Yours sincerely



Kevin Rose ACMA  
Director

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## **Pre-Qualification Statement**

### **Company name:**

IAC Audit and Consultancy Ltd (IAC)

### **Company background and experience:**

IAC have been providing internal audit services to town and parish councils for more than 5 years and now audit over 150 town and parish councils. The company is owned by the Audit Director Kevin Rose, a CIMA qualified accountant. Kevin has previously worked in both the public sector, as an Internal Auditor with Wiltshire County Council, and in the private sector where he has worked as a Finance Director as well as a member of various audit committees.

Kevin is supported by two experienced internal auditors (AAT qualified) and an office manager.

### **Primary Point of Contact**

Kevin Rose will be the primary point of contact for the Council.

### **Potential Conflicts of Interest**

IAC does not provide any other services to Wellington Town Council (Somerset West & Taunton) that may constitute a conflict of interest.

There are no known personal relationships between IAC and Wellington Town Council (Somerset West & Taunton) Council officers or councillors that may provide a conflict of interest.

### **Client References**

Ludlow Town Council (Shropshire)

Thatcham Town Council (Berkshire)

Dartmouth Town Council (Devon)

Church Crookham Parish Council (Hampshire)

Northam Town Council (Devon)

Hazlemere Parish Council (Buckinghamshire)

Great Linford Parish Council (Milton Keynes)

Tring Town Council (Hertfordshire)

Further references may be provided upon request.

## **Audit methodology**

The detailed requirements for the Internal Audit of Town and Parish councils are set out in 'The Practitioner's Guide' issued by JPAG.

### **1. Appointment**

In accordance with the requirements of the Guide upon successful appointment the first stage is to put in place an Engagement Letter which sets out the basis of the appointment, the term of the appointment, and the fees and charges that will apply.

The form of this letter is standard for each client, with changes only being made to reflect the man day requirement and level of fees.

### **2. Audit Risk Assessment**

In order that the audit work may be properly planned and resourced an initial Audit Risk Assessment is undertaken. This calculates a 'risk score' that may then be used to plan the audit work, typically over a three year period.

The Audit Risk Assessment is prepared by IAC for the Council, to assist it in determining what level of audit coverage is appropriate for the Council. It is the responsibility of the Council as a whole to ensure that it maintains an 'effective' level of internal audit. Where requested IAC may offer advice to the council to assist it in planning the level of audit coverage.

### **3. Planning**

IAC will plan the audit work to be undertaken to ensure that work undertaken is sufficient to provide an adequate level of assurance on the area subject to review. This will include the preparation of necessary checklists, the selection of samples, the allocation of appropriately qualified resources, and the provision of adequate time to complete the work.

### **4. Reporting**

The reports produced for the council should be both accurate and easy to understand. Where appropriate findings will be prioritised so that the council may clearly see those items which present a higher level of risk.

Where issues are identified that are of high potential impact, for example requiring a negative response to an item on the Annual Return, then a specific report may be written to the council setting out the matters identified and proposed remedial actions.