

MINUTES OF THE WELLINGTON TOWN COUNCIL PLANNING MEETING HELD AT UNITED REFORMED CHURCH HALL ON MONDAY 2 OCTOBER 2023 AT 6.45 PM

PRESENT: Councillors M Barr (Chair), Z Barr, C Booth, K Canham, A Govier, C Govier, M Lithgow, J Lloyd, M McGuffie, N Powell-Brace, J Thorne and K Wheatley.

David Farrow (Town Clerk)

One member of the press
Two members of the public

255 APOLOGIES

No apologies were received.

256 DECLARATIONS OF INTEREST

There were no declarations of interest.

257 PUBLIC PARTICIPATION

There was no public participation.

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

(a) Case Ref: 43/23/0072

Proposal: Erection of a single storey extension to the front with conversion of garage to ancillary accommodation at 8 The Brambles, Wellington.

RESOLVED to recommend approval with a condition added that the ancillary accommodation should not be able to be sold separately to the house in the future

(b) Case Ref: 43/23/0089

Proposal: Erection of a first floor extension to the side of 130 Barn Meads Road, Wellington.

RESOLVED to recommend refusal on grounds the extension would be overbearing on the neighbouring bungalow and would block light into the windows on the elevation of the bungalow facing the extension.

(c) Case Ref: 43/23/0091/LB

Proposal: Removal of internal partition with the erection of relocated partitions to form 2 No. bedrooms with installation of 2 No. rooflights at Alder Barn, Popes Lane, Wellington

RESOLVED to recommend approval.

259 SOMERSET COUNCIL - PLANNING DECISIONS FOR INFORMATION ONLY:

The following was noted. Councillor Lloyd asked that the Town Clerk check to see if Somerset Council had responded to the points raised by the Town Council in relation to Planning Application 43/23/0080/T.

Application Number	Proposal	Address	WTC Recommendation Or Comments	Somerset Council Decision
43/23/0080/T	Application to fell (to hedge height) one beech tree included in Taunton Deane Borough (Wellington No.9) Tree Preservation Order 1997 at 14 Pyles Thorne Road, Wellington (TD680)	14 Pyles Thorne Road	It was noted that there were no plans to plant a replacement tree as there are others in the hedge that had grown in place. Councillors felt that the Tree Officer should review these trees and consider adding a TPO to them.	Approved
43/23/0086/LB	Demolition of a section of party boundary wall to enable the demolition and rebuilding of library extension at 16 Fore Street, Wellington	16 Fore Street	Approval	Approved

The meeting closed at 6.55 pm

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Councillor Marcus Barr
Mayor

WELLINGTON TOWN COUNCIL MINUTES 2 OCTOBER 2023

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 2 OCTOBER 2023 AT 7.00PM

PRESENT: Councillor M Barr (Mayor)
Councillors Z Barr, C Booth, K Canham, C Govier, A Govier, R Henley, M Lithgow, J Lloyd, M McGuffie, N Powell-Brace, J Thorne and K Wheatley.

In attendance: David Farrow – Town Clerk
Police Sergeant Jon O’Connor
Dan Farthing, Ravenslade for agenda item 20
Three members of the public
One member of the press

259 TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed all those present.

260 TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN

No apologies were received.

261 DECLARATIONS OF INTEREST

There were no declarations of interest.

262 MINUTES

RESOLVED to approve the minutes of the Planning and Town Council meetings held 4 September 2023.

263 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

No members of the public were in attendance.

264 TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

The report from Sergeant Jon O’Connor had been circulated prior to the meeting.

Councillor Lloyd asked Sergeant O’Connor if his team could check the community farm field on their patrols as there was significant littering and evidence of fire setting in one corner.

Councillor M Barr thanked Sergeant O’Connor and his team for their work on the night of the Carnival.

Councillor A Govier asked Sergeant O’Connor to pass the Councils thanks on to PCSO Lousie Fyne who was retiring from the force.

At this juncture the Chair agreed to bring agenda items 15, 18 and 19 forward.

265 FLOODING IN WELLINGTON

A report by the Town Clerk had been circulated with the agenda. Councillors discussed the flooding around the town and expressed sympathy for those affected. It was **RESOLVED** that the Policy and Resources Committee should coordinate the Councils response to any enquiry and seek answers to the questions raised in the Town Clerks Report.

WELLINGTON TOWN COUNCIL MINUTES 2 OCTOBER 2023

266 TO CONSIDER RESOLVING TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

RESOLVED 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 was that item 20 referred to matters which were commercially sensitive and confidential

267 THE LONGFORTH ROAD TOILET BLOCK

It was **RESOLVED**

- (i) That the Longforth Road Toilet Block should be demolished
- (ii) That Mercury Construction be appointed to carry out the work
- (iii) That Benchmark Surveys be appointed to carry out the Topographical Surveys.

At this juncture, the member of the press and one member of the public rejoined the meeting.

268 TO RECEIVE A REPORT FROM THE MAYOR

The Mayor's report had been circulated in advance of the meeting and was noted.

269 SOMERSET COUNCIL/LOCAL COMMUNITY NETWORK (LCN) UPDATE

Councillor Henley reported that the next LCN meeting would be taking place on the 12 October 2023 at Wellington Rugby Club and that the focus would be on highways issues.

Councillor A Govier reported that work was ongoing in relation to setting the Councils budget for 2024/25. The Town Clerk said that he had been involved in a recent Clerks Briefing with Somerset Council's Director of Finance where the challenging budget position had been discussed and a very clear indication given that town/parish councils may be approached to take on the delivery of services/assets. As a result, he had been asked to join a working group to look at how that process may work.

Councillor M Barr reported that he had recently attended a Tenants Board Meeting where the issue of mould in council properties had been discussed.

270 TO RECEIVE THE CLERK'S REPORT ON RECENT COUNCIL ACTIVITIES

The Clerk's report had been circulated with the agenda and was noted. The Town Clerk advised the Council that following the tragic suicide of another teenage boy the previous week, he had asked for a meeting to be convened of appropriate groups and agencies to discuss a strategy for trying to address this.

He also reported that the Town Council had been shortlisted for the National Association of Local Council's Council of the Year Award 2023 with the winner being selected by a public vote.

271 FINANCE COMMITTEE

The draft minutes of the meeting held on 19 September 2023 had been circulated with the agenda. It was **RESOLVED** that IAC be reappointed as the Council's Internal Auditor for the next three years on the basis set out in the fee letter which had been circulated with the agenda.

272. TOWN CENTRE COMMITTEE

The draft minutes of the meeting held on 19 September 2023 had been circulated with the agenda and Councillor C Govier provided an update. It was **RESOLVED:**

WELLINGTON TOWN COUNCIL MINUTES 2 OCTOBER 2023

- (i) to approve the Mayor having use of the Pop-Up Shop for two weeks in January for Mayor's Fund Raising with the Council covering all costs.
- (ii) to approve the following arrangements to mark the 50th anniversary of the Town Council in April 2024:
 - To convert 15 VHS tapes to digital files at £10.00 per tape. These tapes include a range of films of civic events recorded by the late former Councillor Terry Milton. Councillor K. Wheatley said he would come back to the next Town Centre Committee meeting with a cost to put the tapes together to make a film, that could be shown at the film festival in 2024.
 - To hire the Pop-up Shop for week in April – to work alongside Wellington Museum who will display a range of items and papers from the past 50 years, as well as pieces relating to the Urban District Council. To create displays giving information on: "How to become a Councillor". "What Do Councillors Do". To consider inviting former Councillors to occupy the shop and speak about their experiences on the Council.
 - To hold a Civic Service in April 2024 at St. Johns Church – to invite Councillors who have served during the 50 years of the Town Council. The Councillors to be recognised during the event. Reception to be held in Church Hall after the service.

273. ENVIRONMENT AND HERITAGE COMMITTEE

The draft minutes of the meeting held on 19 September 2023 had been circulated with the agenda and Councillor M McGuffie provided an update. It was **RESOLVED:**

- (i) To support the principle of establishing a Greenway Route to Taunton utilising the route of the Grand Western Canal and
- (ii) That the Council should demonstrate its support by setting aside a sum of money in future years budgets to support the development of the Greenway recognising the health and environmental benefits that it would bring to the Wellington community. The amount for 2024/5 to be agreed when the Council sets its budget for that year.

274. CONCLUSION OF AUDIT 22/23

It was **RESOLVED** to note Section 3 (External Auditor Report and Certificate 2022/23) of the Annual Governance & Accountability Return which had been circulated with the agenda along with the public notice of conclusion of audit.

275. CIVILITY AND RESPECT PLEDGE

The Council considered a paper from the Town Clerk that had been circulated with the agenda.

A resolution that the Council does not sign up to The Pledge was defeated and a subsequent resolution to sign up to the Pledge was passed. It was therefore **RESOLVED** that the Council should sign up to the NALC Civility and Respect Pledge.

At this juncture Councillor Z Barr left the meeting.

276. CORNHILL VICTORIAN LANTERN

It was **RESOLVED:**

- (i) That the work to the refurbishment of the Cornhill Victorian Lantern to include shot blasting the lantern before powder coating it in black and installing four new glass panels should be undertaken by LS Fabrications, West Buckland at a cost of £660.00

WELLINGTON TOWN COUNCIL MINUTES 2 OCTOBER 2023

- (ii) That the Assets & Events Officer commission a structural engineer to advise how the lantern could be reinstated to the Cornhill Archway
- (iii) That further consideration be given by the Town Centre Committee to whether to reconnect power to the light

277. TO APPROVE HIRE OF A SKIP TO ENABLE CLEARANCE OF ALLOTMENTS

It was **RESOLVED** to authorise officers to hire a skip for one day to enable clearance of allotments that have become vacant at a cost of £500.

There being no further business the meeting closed at 9.00pm.

STANDING DECLARATIONS OF INTEREST

<p>Members of Somerset Council: Councillor Andrew Govier Councillor Marcus Barr Councillor Ross Henley</p>

Mayor
Councillor Marcus Barr



REPORT OF THE TOWN CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE TOWN COUNCIL 6 NOVEMBER 2023

1. Introduction

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

2. Council Work Plan

- Banking Hub – whilst no further details have been provided by Cash Access UK in relation to the location of the Hub. I have been assured that all is on track for the Hub to open in March 2024 which coincides with the planned closure date of the Lloyds branch.
- Ivy House/The Old Vicarage – as discussions with Abbeyfield are covered by a Non-Disclosure Agreement, I am unable to brief on the detail of discussions in this paper. However, we have continued to work with a local housing association to seek to find a positive solution following Abbeyfield's decision to consult on closure. A suggested way forward has been sent to Abbeyfield and we await a response. In the meantime, we are ensuring that the residents of the two houses receive support and advice in relation to their positions as tenants.
- A group of councillors and I met with senior representatives of Elysium Care on the 5 October to discuss concerns relating to the incident in August which saw a patient abscond whilst on a trip to the town centre. The Elysium Care representatives gave assurances that they considered their systems and processes to be robust and that this event was an exception. They were asked to consider sharing the findings of their review into what took place recognising that confidential information could not be shared. I will be following this up.
- I attended a Somerset Prepared Resilience Event on the 5 October to look at what we should be putting in place in the event of emergencies in the town. It was particularly pertinent following the flooding event that had recently taken place. I will be working with a small group of councillors from the Policy and Resources Committee to develop a Town Emergency Plan.
- Longforth Farm Allotments – Bloor Homes is now in a position where it is ready to hand the allotment land over and meetings have taken place with representatives of Somerset Council, Bloor and First Port Facilities Management to facilitate this. We will be bringing proposals to the November Environment and Heritage Committee for consideration prior to seeking a decision from the Council in December on to how it wishes to proceed.
- Pete Joint and I met with representatives of In the Mix youth provision from Wiveliscombe to discuss how it could contribute to youth provision in the town.

This has led to a Grant Application being made for some short term work by them which will be considered at the November Finance Committee and they have also agreed to be part of a wider working group looking to develop youth provision in the town.

- On the 13 October I attended a meeting with other town clerks and senior representatives of Somerset Council to discuss the potential for delegation of services and assets from Somerset Council to town councils in the context of the extremely challenging budget situation facing the unitary authority. We emphasised the need for quick decisions by the County in relation to what it might wish to delegate to enable us to build this in to our 2024/5 budget setting process.
- Site meetings have been held with Abacus Construction in relation to the path by the Weavers Reach Play Area and the path leading to the Richards Close Play Area from the Milverton Road. Quotes will be considered by the Environment and Heritage Committee at its November meeting.
- On the 24 October the Mayor and Deputy Clerk visited Langford Lakes and selected the three Christmas Trees that will be sited in the town centre, at Tonedale by the Onestop as last year and, for the first time, in Rockwell Green where it will be placed outside the Well Christian Centre.

3. Social Media

Reach and engagement has remained steady into October with our Facebook page reaching 11,161 profiles and our Instagram reaching 205. We are now comfortably at 3,018 and 304 followers respectively on each platform and hope to see continued growth over the Remembrance and Christmas period.

Our top five liked and reacted to posts are:

1. Spooky House at 64 Mantle Street – 96 likes and reactions
2. Response to waste left after Carnival – 66 likes and reactions
3. Thank you to all who collected trees on Saturday 28th – 33 likes and reactions
4. One month until Christmas Lights Switch On – 21 likes and reactions
5. Wellington Town Council are finalists in the Star Council Awards – 20 likes and reactions

We will now be holding off on posting about Christmas too much over the next two weeks as a mark of respect for Remembrance and will instead promote Remembrance events and our support of and involvement in them.

4. Fruit Tree Scheme

The Free Fruit Tree Scheme has been a resounding success so far with all trees claimed and a waiting list for any that are not collected. Schools claimed 25 trees and there were all delivered (apart from Wellington School's due to half term) on Tuesday 31st October.

The main collection date for members of the community was Saturday 28th October and on that day 196 people came to collect their tree at the Community Farm. Ahead of that date, 18 people had made alternative arrangements to collect their tree, most

of them the following week. Since it was half term there were many people on holiday and unable to collect on the 28th. There were still over 60 people who have not yet collected their tree. These applicants have been given one final opportunity to collect on Saturday 4th November between 12pm and 1pm. A verbal update on the number of trees claimed on that day will be given at the Council meeting.

5. Monthly Bank Reconciliation

Attached as an Appendix.

6. November Meetings/Events

Date	Time	Event	Location	Who Involved
1 November	16.00	Somerset Council Flooding Drop in Event	Wellington Football Club	All
6 November	18.00	Planning and Full Council Meetings	URC Hall	All
7 November	19.30	Green Corridor Advisory Board	TBC	Council representatives
11 November	10.45	Armistice Day Ceremony	Town Centre	All
12 November	14.30	Remembrance Sunday Parade and Service	Parade from Wellington School – Service in Wellington Park	All
14 November	17.30	Finance Committee	URC Hall	Committee members
14 November	18.00	Town Centre Committee	URC Hall	Committee Members
15 November	10.30	Town and Parish Clerks Briefing	Virtual	Town Clerk
15 November	18.00	Environment and Heritage Committee	URC Hall	Committee members
16 November	18.30	Meeting with Ditchford Cottages Residents	TBC	Policy and Resources Committee representatives and Town Clerk
20 November	6.00	Christmas tree Deliveries	Town Centre/Tone dale and Rockwell Green	Staff

21 November	18.30	Finance Committee – 2024/5 Budget Setting	URC Hall	All
25 November	All day	Christmas Market and Light Switch On	Town Centre	All
29 November	10.30	Town and Parish Clerks Briefing	Virtual	Town Clerk
29 November	17.30	NALC Council of the Year Award Presentation	House of Lords	Deputy Mayor

7. Christmas Office Closure

The office will close at the end of the day on 22 December 2023 and reopen on the 2 January 2024.

Dave Farrow
Town Clerk
31 October 2023

Wellington Town Council

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

Date: 31 / 10 / 2023

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/10/2023		
	Cash in Hand 01/04/2023		993,335.85
	ADD Receipts 01/04/2023 - 31/10/2023		575,064.58
			1,568,400.43
	SUBTRACT Payments 01/04/2023 - 31/10/2023		358,981.20
A	Cash in Hand 31/10/2023 (per Cash Book)		1,209,419.23
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2023	0.00	
	Nationwide 01343556 31/10/2023	205,292.22	
	Cambridge & Counties 15020773 31/10/2023	260,530.37	
	The Cambridge Building Society CI 31/10/2023	200,799.46	
	Lloyds Treasurers PC 87331468 31/10/2023	814.23	
	Lloyds Deposit Account 07788306 31/10/2023	490,253.55	
	Lloyds Current Account 2195145 31/10/2023	33,926.44	
			1,191,616.27
	Less unrepresented payments		14,687.04
			1,176,929.23
	Plus unrepresented receipts		32,490.00
B	Adjusted Bank Balance		1,209,419.23
	A = B Checks out OK		

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON TUESDAY 10 OCTOBER 2023 AT 3.30 PM

PRESENT: Councillor M Lithgow (Chair),
Councillors A Govier, J Lloyd, M McGuffie (from minute 234 a iii) and J Thorne

IN ATTENDANCE: Councillor C Govier
Alice Kendall – Deputy Clerk
Three members of the public
One member of the press

278 APOLOGIES

No apologies had been received.

279 DECLARATIONS OF INTEREST

Councillors Lloyd and A 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.

In addition to the above, Councillor Thorne declared a personal interest in a line item on 5b (expenditure) as he is a committee member of the Community Centre. Councillor A Govier declared personal interests in the grant applications from Life Education Wessex (having previously supported them with funding) and Street Pastors (as a member of one of the Churches involved).

At this juncture, Councillor C Govier arrived at the meeting.

280 PUBLIC PARTICIPATION

The three members of the public present were representatives from two of the grant applicants. The Chair welcomed them and explained he would suspend standing orders at the appropriate point in the agenda if needed.

281 MINUTES

RESOLVED to approve and sign the minutes of the meeting held on 19 September 2023.

282 ACCOUNTING STATEMENTS

a. TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 4 OCTOBER 2023

RESOLVED to note and approve the bank reconciliation as presented.

b. TO NOTE AND APPROVE EXPENDITURE FOR 6 SEPTEMBER – 4 OCTOBER 2023

RESOLVED to note and approve the expenditure as presented.

Councillor Thorne asked for more information on the current situation with the phone and broadband contract and why a pole was installed for the green corridor water signage. These will be passed to the Clerk for reply.

c. TO NOTE AND APPROVE INCOME RECEIVED FOR 6 SEPTEMBER - 4 OCTOBER 2023

RESOLVED to note and approve the income as presented.

d. TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET AT 5 SEPTEMBER 2023

RESOLVED to note and approve the budget report as presented.

Councillor Lloyd asked about the receipt of the Parish Grant. The Deputy Clerk informed the meeting that the remittance was received the day following the issue of the agenda. It is understood that the grants will be issued for the final time this year.

283 GRANTS

The summary of grants made to date was noted.

(a) Applications

- i. **Life Education Wessex** – An application had been received from Life Education Wessex for £310 towards their ‘helping children make healthy choices’ sessions. The application and supporting documents were circulated to Councillors by e-mail.

RESOLVED to approve a grant for £310.

- ii. **Wellington Street Pastors** – An application for £2,000 had been received to provide support for the organisation’s activities. The application and supporting documents were circulated by e-mail in advance of the meeting.

RESOLVED to approve a grant of £2,000.

- iii. **Levels Climate Forum / Somerset Conference of the Parishes on Climate Change** – An application has been received requesting funding of £408 for hall hire at Wellington School to host the abovementioned conference. The application and supporting documents were circulated by e-mail in advance of the meeting.

During this item, Councillor McGuffie arrived at the meeting.

RESOLVED to refuse the grant request. The activity was supported in principle, but the Committee felt that more discussion was required with the applicant as the group do not have a constitution or bank account.

iv. **Wellington Home Ed** – The group had applied for a grant of £240. The application form has been circulated by e-mail.

RESOLVED to award funding up to £240. As the group currently do not have a constitution or their own bank account, the Deputy Clerk will administer payments on their behalf on presentation of receipts/invoices. As the group plan to set up the required accounts, it was agreed that any balance remaining would be paid to them once an account is open.

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

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Councillor Mark Lithgow
Chairman

WELLINGTON TOWN COUNCIL

MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON 10 OCTOBER 2023 AT 4.00pm

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

One member of the press and one member of the public were in attendance.

284 TO RECEIVE APOLOGIES AND APPROVE THE REASONS GIVEN

Councillor M Barr had advised that he would be late joining the meeting.

285 MINUTES

RESOLVED to approve and sign the minutes of the Policy and Resources Committee Meeting held on 15 August 2023.

286 DECLARATIONS OF INTEREST

Councillor A Govier declared an interest in item 11 as he is a Somerset Unitary Council Councillor and the building in question is owned by Somerset Council.

287 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

A member of the public spoke in support of Agenda Item 6 suggesting it be linked with the anniversary of granting the Freedom of the Town to The Rifles Regiment.

288 LONGFORTH ROAD TOILET BLOCK UPDATE

The Town Clerk reported that following the decision of the Council at its October meeting to demolish the toilet block the Project Plan and Risk Register was being revised. The Committee raised concerns about the costs being quoted for rebuilding the block and asked that the Town Clerk seek clarification from the Project Manager on the time needed to demolish the block and that they be provided with alternative options for replacing the block both modular and brick built. The Committee also asked for clarification on why the insurance claims had not been resolved as yet and what the timeframe was for doing so.

289 ARMED FORCES COVENANT

After some discussion the Committee **RESOLVED**

- (i) to recommend to the Town Council that the draft Armed Forces Covenant circulated with the agenda should be adopted with the following amendment subject to confirmation that the model covenant could be amended

‘3 The council looks forward to when war and preparing for war are things of the past and will support initiatives to achieve this, such as the United Nations disarmament commission.’

- (ii) That Councillor J Lloyd should be the Armed Forces Champion for the Council.

290 STAFFING PROPOSALS

The Town Clerk outlined for the committee the actions he was taking to move projects forward given the current absence of the Project Officer.

291 FLOODING RESPONSE

The Clerk reported that the Council needed to review its arrangements in relation to flood preparedness as the current arrangements were not sufficient. It was agreed that a small group of councillors would work with the Clerk to develop a plan to be looked at alongside a broader Town Council Emergency Plan.

It was also agreed that until the parameters of any County led review of the flooding were known there was little more that could be done to prepare for it.

292 EMERGENCY PLAN

The Town Clerk tabled a framework for the development of a Town Council Emergency Plan. It was agreed a small group of councillors would work with the Town Clerk to develop the plan further.

At this juncture Councillor M Barr joined the meeting

293 NALC COUNCIL OF THE YEAR AWARD

RESOLVED to recommend to the Town Council that in principle it should fund the travel costs and if needs be overnight accommodation costs for the Mayor and consort to attend the presentation event or any future event. On this occasion the Mayor is unable to attend so the Deputy Mayor and her partner will attend to represent the Town Council.

294 TOWN COUNCIL ACCOMODATION

The Town Clerk reported that he had received the Structural Survey report and that he would convene a Working Group of Councillors from the Policy and Resources Committee to review it and develop recommendations for next steps.

295 OUTCOMES OF COMMUNITY SURVEY


The outcomes of the survey were noted. It was considered that the response number was too small for it to be representative of the wider community.

296 COMMUNITY CONNECT CHAMPION UPDATE

A report was tabled at the meeting and was noted.

There being no further business the meeting closed at 5.30pm.

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Councillor Catherine Govier
Chairman

Wellington (Somerset) Town Council							
Financial Year 2023-24						IAC Audit and Consultancy Ltd	
Interim	Internal Audit Observations					Audit date: 10 October 2023	
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>						
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	
1	Has guidance been issued to staff on the usage of the card?	No	<i>The Council has not issued formal guidance to staff on the permitted usage of Debit/Credit cards.</i>	The Council to issue formal guidance to staff on the permitted usage of Debit/Credit cards.	Medium	Draft guidance to be considered by November Finance Committee for consideration at December Full Council	
2	Has the Council formally Minuted confirmation of bank signatory arrangements?	Yes	<i>The Finance Committee approved amendments to bank signatories at a meeting held on 15th August 2023, but the Council has not formally reviewed and approved a full listing of its bank signatories and the signing authorities.</i>	Council to formally review and, if appropriate, approve the bank signatory arrangements. This should detail the approved bank signatories and the signing mandate that applies (for example "any two to sign").	Medium	Draft arrangements to be considered by November Finance Committee for consideration at December Full Council	
3	Have tenders been obtained as set out in Financial Regulations?	Yes	<i>It is not clear from a review of Committee Terms of Reference that Council has formally delegated responsibility to Committees, on an ongoing basis, to undertake the tender process and make recommendations to council or whether this should be subject to specific delegation on a case by case basis.</i>	The Council should review the process by which it procures services and consider whether this should be addressed through amendments to committee terms of reference, or whether this should be done by a delegation from Full Council on a case by case basis.	High	To be considered as part of a review of the Town Councils Committee structure and role and responsibilities to be proposed to December Policy and Resources Committee.	
4	Large value payments (over £5,000 / £10,000) can be traced to original supporting document and have been properly authorised.	No	<i>The Council purchased a van, making a payment of £30,540.60 towards this on 1st September 2023. From a review of Minutes it was not possible to view formal Council approval of this purchase.</i>	Council to formally review and approve the purchase of the van (and any associated costs) and record this decision in the Minutes of the appropriate meeting.	High	Approval to go on November Council Agenda along with other set up costs for Community Warden function	

	5	Has the Council put in place Terms of Reference for its Committees which have been subject to formal review and approval by Full Council?	Yes	<i>The Council has in place Terms of Reference for its Committees. From a review of Minutes it is not clear that items included on Committee agendas always correspond with the agreed Terms of Reference. For example the Finance Committee receives and considers the report of the Internal Auditor although this is not included with the Committees Terms of Reference. Other items that might be expected to be included in the committees terms of reference, such as the review of Council investments, are not included.</i>	The Council should review the Terms of Reference of Its committees (in particular the Finance Committee) to ensure that they accurately reflect the actual work that the Committee undertakes and the authority delegated to it.	Medium	To be considered as part of a review of the Town Councils Committee structure and role and responsibilities to be proposed to December Policy and Resources Committee.
	C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>					
	No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
	1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit	No	<i>As at the date of the Interim Audit the Council had not formally Minuted a review of Risk</i>	The review of Risk is a key requirement of both the Annual Governance Statement and the Annual Internal Audit Report. The Council MUST ensure that it Minutes a formal review of Risk prior to the end of the financial year.	Advisory	Review of Risk to be considered at the December Policy and Resources Committee with recommendations to January Council meeting
	2	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	No	<i>The Council has not reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015.</i>	Council to note the requirement for it to regularly review its internal control system.	High	Internal Control system to be reviewed at December Policy and Resources Committee
	D	<i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>					
	No.	Audit Test	Response	Observation	Recommendation	Priority	Comments

	1	Reserves have been subject to review by Council as part of the budget setting process.	No	<i>From a review of Minutes it was not possible to verify that the Council had undertaken a review of its Reserves during the year.</i>	On an annual basis, as part of the budget setting process, the Council should conduct a review of its Reserves to ensure that their purpose is identified and that they are adequate and not excessive.	Medium	Resereves to be reviewed at November Budget Setting Finance Committee with recommendations made to December Full Council	
	2	The Council has established Reserves (or some other suitable measure) to monitor the usage of CIL Receipts	Yes	<i>The Council is holding significant balances of CIL funding which are recorded within the reserves of the Council. At present the Council does not separately identify the balances of each years CIL which is an important monitoring tool as CIL funds are limited to five years.</i> <i>It was not possible during the audit visit to verify the total balance stated on CIL reserve in the SCRIBE system with the annual CIL returns.</i>	The Council to establish a formal method for the recording of CIL income and expenditure and the monitoring of any balance outstanding. This should be subject to annual review as part of the budget setting process.	Medium	CIL income and expenditure and the monitoring of any balance outstanding will be reviewed at the November Budget Setting Finance Committee with recommendations made to December Full Council	
	3	Does the budget recorded in the Councils accounting system agree to the budget set by Council?	No	<i>It was not possible during the audit visit to agree the budget recorded in SCRIBE system with the budget approved by Council.</i>	Council to review the budget recorded in the Councils accounting system to ensure that it agrees to the budget approved.	High	Resolved - figures had been transposed - has now been corrected	
	E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>						
	No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	

	1	Is income due on investments subject to regular check and verification? (Is investment performance regularly reported to Council?)	No	<p><i>As at the date of the interim audit the Council had bank balances of £1.2 million which are earning a relatively low rate of interest. Interest rates on the Councils cash balances vary from 1.3% on the Lloyds Deposit account (balance £489,790) to 4.41% with Cambridge and Counties (balance £260,530). As a comparison the current rate of interest paid on the CCLA public sector deposit fund, used by many local councils, is 5.19%.</i></p> <p><i>Each 1% of interest earned on the Councils deposits would equate to £12,000 per annum.</i></p> <p><i>From a review of Minutes of the Finance Committee and Full Council it was not possible to verify that the Council has formally undertaken a review of its interest earned during the 2023-24 financial year to date.</i></p>	The Councils should, as a priority, review the rates of interest it is obtaining on its deposits to ensure that the Council is obtaining the best rate of interest consistent with its Treasury and Investment strategy.	High	Review to be undertaken and reported to January Finance Committee meeting
	2	Has the Investment Strategy been subject to annual review?	No	<i>The Investment Strategy has not been subject to annual review</i>	Council to ensure that its Investment Strategy is subject to annual review (this could be carried out as part of the budget process)	High	Review to be undertaken and reported to November Finance Committee meeting
	N	<i>The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).</i>					
	No.	Audit Test	Response	Observation	Recommendation	Priority	Comments

	1	The prior year Annual Governance Statement was approved prior to Approval of Accounting Statements (if the same date then AGS approval should proceed Accounting Statements on Agenda/Minutes)	No	<i>It was noted that the Council did not approve the Annual Governance Statement prior to the approval of the Accounting Statements as required by Regulation 6 (4) of the Accounts and Audit Regulations 2015. It was noted that the form of wording used in the 2023 Minutes was significantly different than those use at the meeting of 6th June 2022 which approved the 2021-22 AGS and Accounting Statements.</i>	<p>The Annual Governance Statement MUST be approved prior to Approval of Accounting Statements (if the same date then AGS approval should proceed Accounting Statements on Agenda/Minutes).</p> <p>The Council should consider a adopting a standard from of wording (similar to that used to approve to 2021-22 AGS and Accounting Statements) to use each year.</p>	Non Compliance	A standard form of wording will be will established and used in 2024 and beyond.
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Wellington Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 31-10-2023)

Agenda item 16

Cost Centre Community Services**Code Number 154 Community Warden Set Up**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
275	01/09/2023			Lloyds Treasurers I	Card	Van Deposit	Wellington Motors Nissan	X	750.00		750.00
276	01/09/2023			Lloyds Current Acc	BACS	Van Balance	Wellington Motors Nissan	S	30,540.60	6,247.12	36,787.72
279	04/09/2023			Lloyds Current Acc	BACS	Van Insurance	Zurich Insurance	X	463.07		463.07
298	13/09/2023			Lloyds Treasurers I	Card	Boots	Amazon	S	29.30	5.86	35.16
300	13/09/2023			Lloyds Treasurers I	Card	Trousers	Amazon	S	54.87	10.98	65.85
301	13/09/2023			Lloyds Treasurers I	Card	Shorts	Amazon	S	36.54	7.31	43.85
304	15/09/2023			Lloyds Current Acc	BACS	Warden Mobile Phone	MTMIT	S	270.83	28.17	299.00
306	15/09/2023			Lloyds Current Acc	BACS	Warden Phone Plan & 365	MTMIT	S	465.60	93.12	558.72
308	15/09/2023			Lloyds Treasurers I	Card	Key Cutting	Wellington Cobler	X	12.00		12.00
309	15/09/2023			Lloyds Current Acc	BACS	Warden ID Card	The JKB Ltd	S	7.98	1.60	9.58
323	22/09/2023			Lloyds Treasurers I	Card	Cleaning Supplies	Screwfix	S	29.97	6.00	35.97
324	22/09/2023			Lloyds Treasurers I	Debit Card	Tools	B & Q	S	189.17	37.83	227.00
325	22/09/2023			Lloyds Treasurers I	Debit Card	Tools	Buildbase	S	20.88	4.18	25.06
326	22/09/2023			Lloyds Treasurers I	Debit Card	Tools	Screwfix	S	7.07	1.42	8.49
327	22/09/2023			Lloyds Treasurers I	Debit Card	Sundries	Co-op	X	1.50		1.50
329	02/10/2023			Lloyds Treasurers I	Card	Cleaning Supplies	Buy & Save	S	5.23	1.05	6.28
337	04/10/2023			Lloyds Treasurers I	Card	Tools	H T Perry & Son	S	16.66	3.33	19.99
340	04/10/2023			Lloyds Treasurers I	Card	Tools	Screwfix	S	6.07	1.21	7.28
349	04/10/2023			Lloyds Treasurers I	Card	Wellies	Buildbase	S	20.62	4.12	24.74
353	05/10/2023			Lloyds Current Acc	BACS	Clothing	Paramount Workwear	S	280.45	56.09	336.54
354	05/10/2023			Lloyds Current Acc	BACS	Brushcutter/Strimmer Training	Blake Training Ltd	S	165.00	33.00	198.00
355	05/10/2023			Lloyds Current Acc	BACS	Tools & Sundries	Buildbase	S	58.91	11.78	70.69
364	12/10/2023			Lloyds Current Acc	BACS	Gloves	Buildbase	S	8.99	1.80	10.79
366	12/10/2023			Lloyds Treasurers I	Card	PPE	Toolstop	S	34.17	6.83	41.00
374	17/10/2023			Lloyds Current Acc	BACS	Brush Cutter, Hedge Cutter & Blower	Willis and Grabham	S	1,611.82	322.36	1,934.18
377	18/10/2023			Lloyds Current Acc	BACS	Rubble Sacks	Buildbase	S	4.51	0.90	5.41
378	18/10/2023			Lloyds Current Acc	BACS	Board Rear of Van	Wellington Motors Nissan	S	238.80	47.76	286.56
383	20/10/2023			Lloyds Current Acc	BACS	Tools & Sundries	Buildbase	S	94.39	18.88	113.27
384	20/10/2023			Lloyds Current Acc	BACS	Sundries	Buildbase	S	18.81	3.76	22.57
392	20/10/2023			Lloyds Current Acc	BACS	Parking	PayByPhone	X	6.70		6.70
394	23/10/2023			Lloyds Current Acc	BACS	PPE	Buildbase	S	8.99	1.80	10.79
396	25/10/2023			Lloyds Current Acc	Card	Strimmer Line	H T Perry & Son	S	5.82	1.17	6.99
399	25/10/2023			Lloyds Treasurers I	Card	Staples	Buildbase	S	2.28	0.46	2.74
Subtotal for Code: Community Warden Set Up									£35,467.60	£6,959.89	£42,427.49
Subtotal for Cost Centre: Community Services									35,467.60	6,959.89	42,427.49
TOTALS									£35,467.60	£6,959.89	£42,427.49