

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

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFO Date: 08/11/2023

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 08/11/2023		
	Cash in Hand 01/04/2023		993,335.85
	ADD Receipts 01/04/2023 - 08/11/2023		576,697.85
			1,570,033.70
	SUBTRACT Payments 01/04/2023 - 08/11/2023		363,607.33
A	Cash in Hand 08/11/2023 (per Cash Book)		1,206,426.37
	Cash in hand per Bank Statements		
	Petty Cash 08/11/2023	0.00	
	Nationwide 01343556 08/11/2023	207,082.85	
	Cambridge & Counties 15020773 08/11/2023	261,506.19	
	The Cambridge Building Society CI 08/11/2023	200,799.46	
	Lloyds Treasurers PC 87331468 08/11/2023	803.33	
	Lloyds Deposit Account 07788306 08/11/2023	490,253.55	
	Lloyds Current Account 2195145 08/11/2023	15,848.16	
			1,176,293.54
	Less unrepresented payments		1,223.99
			1,175,069.55
	Plus unrepresented receipts		31,356.82
B	Adjusted Bank Balance		1,206,426.37
	A = B Checks out OK		

**Wellington Town Council
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
351	05/10/2023		Lloyds Current Accour	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
352	05/10/2023		Lloyds Current Accour	BACS	Riffles Reception	Wellington School	S	525.00	105.00	630.00
353	05/10/2023		Lloyds Current Accour	BACS	Clothing	Paramount Workwear	S	280.45	56.09	336.54
354	05/10/2023		Lloyds Current Accour	BACS	Brushcutter/Strimmer Training	Blake Training Ltd	S	165.00	33.00	198.00
355	05/10/2023		Lloyds Current Accour	BACS	Tools & Sundries	Buildbase	S	58.91	11.78	70.69
350	05/10/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
356	05/10/2023		Lloyds Current Accour		Benches	M J Fletcher Property Mainte	X	140.00		140.00
358	09/10/2023		Lloyds Treasurers PC	Card	Storage Unit	Wellington Self Storage	S	199.67	19.93	219.60
357	09/10/2023		Lloyds Treasurers PC	Card	HR System	Sage HR	S	42.00	8.40	50.40
359	09/10/2023		Lloyds Treasurers PC	Card	Squash	Co-op	X	1.50		1.50
360	09/10/2023		Lloyds Current Accour	BACS	Hall Hire (Jul, Aug, Sept)	Wellington URC	X	365.00		365.00
361	10/10/2023		Lloyds Treasurers PC	Card	Land Registry Search	HM Land Registry	X	3.00		3.00
362	11/10/2023		Lloyds Current Accour	BACS	Mowing etc.	Westbrook Fencing	X	761.00		761.00
365	12/10/2023		Lloyds Current Accour	BACS	Job Advert (Community Warde	Somerset Council	S	50.00	10.00	60.00
363	12/10/2023		Lloyds Current Accour	BACS	Christmas advert	Carly Press	S	100.00	20.00	120.00
364	12/10/2023		Lloyds Current Accour	BACS	Gloves	Buildbase	S	8.99	1.80	10.79
366	12/10/2023		Lloyds Treasurers PC	Card	PPE	Toolstop	S	34.17	6.83	41.00
367	13/10/2023		Lloyds Current Accour	BACS	Apple Trees	Weetree Wholesale Nurseries	S	4,982.50	2.00	4,984.50
368	16/10/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
369	16/10/2023		Lloyds Treasurers PC	Card	Section 171 (Christmas Tree)	Somerset Council	X	50.00		50.00
370	16/10/2023		Lloyds Current Accour	BACS	Pop Up Shop	Wellington U3A	X	88.90		88.90
372	17/10/2023		Lloyds Current Accour	Direct Debit	Telephone & Broadband	Chess	S	124.13	24.83	148.96
373	17/10/2023		Lloyds Current Accour	BACS	Office Cleaning	AIS Cleaners	S	88.00	17.60	105.60
371	17/10/2023		Lloyds Current Accour	BACS	New Tree Pit RWG	Abacus Construction Ltd	S	711.20	142.24	853.44
374	17/10/2023		Lloyds Current Accour	BACS	Brush Cutter, Hedge Cutter & I	Willis and Grabham	S	1,611.82	322.36	1,934.18
376	18/10/2023		Lloyds Current Accour	Direct Debit	Telephone System	SW Comms	S	157.25	31.45	188.70
375	18/10/2023		Lloyds Current Accour	BACS	Bridge Repair (Weavers)	Buildbase	S	19.24	3.85	23.09
377	18/10/2023		Lloyds Current Accour	BACS	Rubble Sacks	Buildbase	S	4.51	0.90	5.41
378	18/10/2023		Lloyds Current Accour	BACS	Board Rear of Van	Wellington Motors Nissan	S	238.80	47.76	286.56
381	20/10/2023		Lloyds Current Accour	Direct Debit	Electricity for Offices	Engie	L	307.40	15.37	322.77
385	20/10/2023		Lloyds Current Accour	BACS	Interim Internal Audit	IAC Audit and Consultancy Lt	S	395.00	79.00	474.00
387	20/10/2023		Lloyds Treasurers PC	Card	Frame for Twinning Gift	Buy & Save	S	7.90	1.58	9.48

Wellington Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
382	Community Warden	20/10/2023		Lloyds Treasurers PC	Card	Nails	H T Perry & Son	S	2.08	0.42	2.50
383	Community Warden Set Up	20/10/2023		Lloyds Current Accour	BACS	Tools & Sundries	Buildbase	S	94.39	18.88	113.27
384	Community Warden Set Up	20/10/2023		Lloyds Current Accour	BACS	Sundries	Buildbase	S	18.81	3.76	22.57
389	Salaries	20/10/2023		Lloyds Current Accour	BACS	Superann - Oct	Somerset County Council	X	4,281.77		4,281.77
390	Salaries	20/10/2023		Lloyds Current Accour	BACS	Deductions - Oct	HMRC	X	4,071.24		4,071.24
391	Salaries	20/10/2023		Lloyds Current Accour	BACS	Net Salaries	Various	X	11,363.55		11,363.55
379	Members Travelling	20/10/2023		Lloyds Current Accour	BACS	Travelling Expenses	Councillor Mrs J Lloyd	X	19.80		19.80
388	Office Cleaning & Maintenance	20/10/2023		Lloyds Treasurers PC	Card	Toilet Roll	Co-op	X	10.50		10.50
380	Other Payments	20/10/2023		Lloyds Current Accour	BACS	Eye Test	S Hancock	Z	25.00		25.00
386	Switch on Event	20/10/2023		Lloyds Current Accour	BACS	Window Wrap Artwork	Word Gets Around	X	160.00		160.00
392	Community Warden Set Up	20/10/2023		Lloyds Current Accour	BACS	Parking	PayByPhone	X	6.70		6.70
393	Sage Payroll & HR	21/10/2023		Lloyds Current Accour	Direct Debit	Payroll System	Sage	S	45.00	9.00	54.00
394	Community Warden Set Up	23/10/2023		Lloyds Current Accour	BACS	PPE	Buildbase	S	8.99	1.80	10.79
395	SLCC	24/10/2023		Lloyds Current Accour	BACS	SLCC Membership	SLCC	X	354.00		354.00
397	Office Cleaning & Maintenance	25/10/2023		Lloyds Treasurers PC	Card	Light Bulbs	Buy & Save	S	6.63	1.33	7.96
398	Community Services & Priorities	25/10/2023		Lloyds Current Accour	BACS	Folders for Civic Award	UK Office Direct	S	59.16	11.83	70.99
396	Community Warden Set Up	25/10/2023		Lloyds Treasurers PC	Card	Strimmer Line	H T Perry & Son	S	5.82	1.17	6.99
399	Community Warden Set Up	25/10/2023		Lloyds Treasurers PC	Card	Staples	Buildbase	S	2.28	0.46	2.74
400	Members Travelling	27/10/2023		Lloyds Current Accour	BACS	Drop Off & Pick up Mayor - Air	Councillor Z Barr	X	85.50		85.50
403	Community Warden	30/10/2023		Lloyds Current Accour	BACS	Storage Unit	Wellington Self Storage	S	116.67	23.33	140.00
404	Scribe Accounting System	30/10/2023		Lloyds Current Accour	BACS	Accounting Software	Scribe (Starboard Systems Lt	S	1,800.00	360.00	2,160.00
402	Switch on Event	30/10/2023		Lloyds Current Accour	BACS	Advert for Christmas Event	Tindle Newspapers	S	250.00	50.00	300.00
405	Riffles Event	30/10/2023		Lloyds Current Accour	BACS	Recovery Standby - Rifles	Weston Recovery Services	S	750.00	150.00	900.00
401	Hospitality	30/10/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
406	Grants	31/10/2023		Lloyds Current Accour	BACS	Grant	Life Education Wessex	X	310.00		310.00
407	Grants	31/10/2023		Lloyds Current Accour	BACS	Grant	Wellington Street Pastors	X	2,000.00		2,000.00
409	IT Support & Email Hosting	01/11/2023		Lloyds Current Accour	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
408	Community Warden Set Up	01/11/2023		Lloyds Current Accour	BACS	Chapter 8 Training	The Tess Group	S	241.50	48.30	289.80
410	Community Warden Set Up	02/11/2023		Lloyds Treasurers PC	Card	Street Works Safety Code of P	Amazon	E	9.55		9.55
413	Professional Fees	02/11/2023		Lloyds Current Accour	BACS	Health & Safety Advisor	WT Consultancy	S	125.00	25.00	150.00
414	Community Services & Priorities	02/11/2023		Lloyds Current Accour	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
412	Community Warden	02/11/2023		Lloyds Current Accour	Direct Debit	Van Charging	Swarco Smart Charging Ltd	S	67.80	13.56	81.36
411	Switch on Event	02/11/2023		Lloyds Current Accour	BACS	Free Parking	Somerset Council	S	1,046.00	209.20	1,255.20
415	Stationery & Postage	03/11/2023		Lloyds Current Accour	BACS	Stationery/Stamps	Viking	S	109.68	9.44	119.12

Wellington Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
416	Longforth Rd Toilet Refurb	03/11/2023		Lloyds Current Accour	BACS	Professional Fees	Ravenslade	S	1,282.50	256.50	1,539.00
417	Electricity for Street Light	06/11/2023		Lloyds Current Accour	BACS	electricity for Street Light	EDF Energy	L	190.71	9.54	200.25
418	Rent	06/11/2023		Lloyds Current Accour	BACS	Pop Up Shop Rent	H T Perry & Son	X	500.00		500.00
419	Hospitality	08/11/2023		Lloyds Treasurers PC i	Card	Milk	Co-op	X	1.35		1.35
Total									41,687.79	2,313.37	44,001.16

Wellington Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
116 Parish Grants	05/10/2023		Lloyds Current Accour		Parish Grant	Somerset Council	X	2,275.00		2,275.00
117 VAT Refund	05/10/2023		Lloyds Current Accour		VAT Refund	HMRC	R		12,552.97	12,552.97
118 Allotments	06/10/2023		Lloyds Current Accour		Allotment Deposit & Rent	John Jarrett - Plot 27	Z	28.00		28.00
119 Allotments	06/10/2023		Lloyds Current Accour		Allotment Rent	Various	X	32.00		32.00
118 Allotment Deposits	06/10/2023		Lloyds Current Accour		Allotment Deposit & Rent	John Jarrett - Plot 27	Z	50.00		50.00
121 Allotments	07/10/2023		Lloyds Current Accour		Allotment Rent & Deposit	Avtar Panesar - Plot 24	X	28.00		28.00
120 Rent	07/10/2023		Lloyds Current Accour		Pop Up Shop	The Wiveliscombe Art Collect	X	150.00		150.00
121 Allotment Deposits	07/10/2023		Lloyds Current Accour		Allotment Rent & Deposit	Avtar Panesar - Plot 24	X	50.00		50.00
120 Deposits	07/10/2023		Lloyds Current Accour		Pop Up Shop	The Wiveliscombe Art Collect	X	100.00		100.00
122 Bank Interest	09/10/2023		Nationwide 01343556		Interest	Nationwide	X	498.89		498.89
123 Bank Interest	09/10/2023		Nationwide 01343556		Interest	Nationwide	X	634.29		634.29
124 Allotments	21/10/2023		Lloyds Current Accour		Allotment Rent & Deposit	Fiona Pecorini - Plot 79	X	28.00		28.00
125 Allotments	21/10/2023		Lloyds Current Accour		Allotment Rent & Deposit	Laurence Hasson - Plot 65	X	28.00		28.00
127 Allotments	21/10/2023		Lloyds Current Accour		Allotment Rent	Various	X	168.00		168.00
126 Rent	21/10/2023		Lloyds Current Accour		Pop-Up Shop	Crafting Friends	X	300.00		300.00
124 Allotment Deposits	21/10/2023		Lloyds Current Accour		Allotment Rent & Deposit	Fiona Pecorini - Plot 79	X	50.00		50.00
125 Allotment Deposits	21/10/2023		Lloyds Current Accour		Allotment Rent & Deposit	Laurence Hasson - Plot 65	X	50.00		50.00
131 Bank Interest	25/10/2023		Lloyds Deposit Accour		Interest	Lloyds Bank	X	462.93		462.93
129 Rents - Various	25/10/2023		Lloyds Current Accour		Promotional Space	Jonas Fishmonger	X	100.00		100.00
129 Rents - Various	25/10/2023		Lloyds Current Accour		Promotional Space	Jonas Fishmonger	X	125.00		125.00
129 Rents - Various	25/10/2023		Lloyds Current Accour		Promotional Space	Jonas Fishmonger	X	100.00		100.00
130 Allotments	25/10/2023		Lloyds Current Accour		Allotment Rent	Various	X	28.00		28.00
132 C.I.L	25/10/2023		Lloyds Current Accour		CIL 3 of 3 43/20/0086	Somerset Council	X	31,356.82		31,356.82
128 Deposits	25/10/2023		Lloyds Current Accour		Pop-Up Shop	Linda Bennet	X	150.00		150.00
133 Bank Interest	06/11/2023		Nationwide 01343556		Interest	Nationwide	X	657.45		657.45
134 Bank Interest	08/11/2023		Cambridge & Counties		Interest	Cambridge & Counties	X	975.82		975.82
Total								38,426.20	12,552.97	50,979.17

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	125.00	-125.00	4,000.00		4,000.00	3,875.00 (91%)
27	Photocopier		55.61	55.61	1,000.00	794.11	205.89	261.50 (26%)
28	Electricity				2,000.00	1,664.23	335.77	335.77 (16%)
32	Office Equipment				350.00	325.67	24.33	24.33 (6%)
34	Insurances				3,500.00		3,500.00	3,500.00 (100%)
35	Stationery & Postage				1,250.00	674.01	575.99	575.99 (46%)
36	Audit Fees				2,250.00	2,505.00	-255.00	-255.00 (-11%)
37	Office Cleaning & Maintenance				2,000.00	702.78	1,297.22	1,297.22 (64%)
40	Hire of Hall				1,100.00	935.00	165.00	165.00 (15%)
54	Professional Fees					12,269.10	-12,269.10	-12,269.10 (N/A)
143	Internal Office Re-Decoration				3,000.00	25.00	2,975.00	2,975.00 (99%)
SUB TOTAL		250.00	180.61	-69.39	20,450.00	19,894.90	555.10	485.71 (2%)

Affiliation Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	SALC				1,910.00	1,854.53	55.47	55.47 (2%)
99	SLCC				300.00	354.00	-54.00	-54.00 (-18%)
100	CCS				100.00		100.00	100.00 (100%)
SUB TOTAL					2,310.00	2,208.53	101.47	101.47 (4%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Allotments	2,716.00	2,533.00	-183.00	4,716.00	355.00	4,361.00	4,178.00 (56%)
92	Longforth Allotment				10,000.00		10,000.00	10,000.00 (100%)
148	Allotment Deposits		300.00	300.00		280.00	-280.00	20.00 (N/A)
SUB TOTAL		2,716.00	2,833.00	117.00	14,716.00	635.00	14,081.00	14,198.00 (81%)

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	50.00	9,950.00	9,950.00 (99%)
116	Switch on Event				10,000.00	1,556.00	8,444.00	8,444.00 (84%)
123	Stall Deposits							(N/A)
136	Electricity				500.00		500.00	500.00 (100%)
137	Additional Lights & Install					1,250.06	-1,250.06	-1,250.06 (N/A)
SUB TOTAL					30,500.00	2,856.06	27,643.94	27,643.94 (90%)

Wellington Town Council
Summary of Receipts and Payments

8 November 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	652.75	4,347.25	4,347.25 (86%)
60	Community Services & Priorities				5,000.00	965.18	4,034.82	4,034.82 (80%)
61	Health & Wellbeing				33,000.00	34,612.50	-1,612.50	-1,612.50 (-4%)
64	Community Warden				17,160.00	574.44	16,585.56	16,585.56 (96%)
66	Other Payments				300.00	60.00	240.00	240.00 (80%)
153	Charity Fundraising		162.00	162.00				162.00 (N/A)
154	Community Warden Set Up					35,718.65	-35,718.65	-35,718.65 (N/A)
SUB TOTAL			162.00	162.00	73,460.00	72,583.52	876.48	1,038.48 (1%)

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	4,900.00	350.00	350.00 (6%)
22	Members Training				500.00	75.00	425.00	425.00 (85%)
23	Members Travelling				600.00	105.30	494.70	494.70 (82%)
24	Hospitality				1,000.00	92.30	907.70	907.70 (90%)
89	Deputy Mayor's Expenses				200.00		200.00	200.00 (100%)
SUB TOTAL					8,100.50	5,172.60	2,927.90	2,927.90 (36%)

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		62,478.64	62,478.64				62,478.64 (N/A)
73	Film Festival				4,000.00		4,000.00	4,000.00 (100%)
75	Railway Station							(N/A)
76	Capital Projects					5,000.00	-5,000.00	-5,000.00 (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)
139	Cost of Living Crisis					5,795.00	-5,795.00	-5,795.00 (N/A)
SUB TOTAL			62,478.64	62,478.64	5,500.00	11,240.00	-5,740.00	56,738.64 (1031%)

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

8 November 2023 (2023 - 2024)

All Cost Centres and Codes

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
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Footpaths PRoW Maintenance				500.00	117.86	382.14	382.14 (76%)
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	3,811.60	7,688.40	7,688.40 (66%)
50	Provision of Benches & Litter/Do		63.63	63.63	2,500.00	1,864.76	635.24	698.87 (27%)
51	Planning Administration				1,500.00		1,500.00	1,500.00 (100%)
52	Environmental Improvements				9,000.00	4,982.50	4,017.50	4,017.50 (44%)
113	Electricity for Street Light				850.00	563.38	286.62	286.62 (33%)
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	12,492.39	7,507.61	7,507.61 (37%)
SUB TOTAL			63.63	63.63	55,805.00	24,712.49	31,092.51	31,156.14 (55%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00	11,172.22	3,827.78	3,827.78 (25%)
152	Green Grants				10,000.00	3,000.00	7,000.00	7,000.00 (70%)
SUB TOTAL					25,000.00	14,172.22	10,827.78	10,827.78 (43%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	466,332.00	466,332.00					(0%)
2	Bank Interest	8,000.00	13,072.52	5,072.52				5,072.52 (63%)
3	Parish Grants	2,275.00	2,275.00					(0%)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00	700.00	-300.00				-300.00 (-30%)

Wellington Town Council
Summary of Receipts and Payments

8 November 2023 (2023 - 2024)

All Cost Centres and Codes

SUB TOTAL	477,607.00	482,379.52	4,772.52		4,772.52 (1%)
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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	2,208.95	-48.95	-48.95 (-2%)
30	IT Equipment				1,200.00	743.99	456.01	456.01 (38%)
31	IT Support & Email Hosting				4,250.00	2,429.00	1,821.00	1,821.00 (42%)
94	IT for New Staff				1,500.00	1,186.81	313.19	313.19 (20%)
101	Telephone System				2,000.00	1,104.80	895.20	895.20 (44%)
103	Security Software				200.00	372.00	-172.00	-172.00 (-86%)
104	Office 365				2,300.00	1,972.50	327.50	327.50 (14%)
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		(0%)
108	Sage Payroll & HR				1,000.00	559.00	441.00	441.00 (44%)
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	12,496.95	6,733.05	6,733.05 (35%)

Play Areas

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Tone Play Area				5,000.00	1,642.14	3,357.86	3,357.86 (67%)
145	Weavers Reach Play Area				5,000.00	245.29	4,754.71	4,754.71 (95%)
146	Annual Play Inspections				500.00		500.00	500.00 (100%)
SUB TOTAL					10,500.00	1,887.43	8,612.57	8,612.57 (82%)

Pop Up Shop

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	4,900.00	2,550.00	-2,350.00	6,000.00	3,500.00	2,500.00	150.00 (1%)
118	Overheads				3,500.00	1,329.25	2,170.75	2,170.75 (62%)
119	Repairs				1,500.00	344.56	1,155.44	1,155.44 (77%)
149	Deposits		2,400.00	2,400.00		1,457.03	-1,457.03	942.97 (N/A)
SUB TOTAL		4,900.00	4,950.00	50.00	11,000.00	6,630.84	4,369.16	4,419.16 (27%)

Staff Costs & Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				262,842.59	133,732.26	129,110.33	129,110.33 (49%)
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	325.00	1,175.00	1,175.00 (78%)

Wellington Town Council
Summary of Receipts and Payments

8 November 2023 (2023 - 2024)

All Cost Centres and Codes

87 Home Working Allowances	600.00	600.00	600.00 (100%)
SUB TOTAL	266,142.59	134,155.30	131,987.29 (49%)

Town Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				10,000.00	794.27	9,205.73	9,205.73 (92%)
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	9,425.51	574.49	574.49 (5%)
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	9,384.77	-6,884.77	-6,876.32 (-275%)
147	Remembrance & AFD				1,000.00	763.25	236.75	236.75 (23%)
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	33,015.68	47,534.32	47,242.77 (57%)

Summary

NET TOTAL	486,523.00	553,805.85	67,282.85	623,264.09	341,821.52	281,442.57	348,725.42 (31%)
V.A.T.		22,892.00			21,785.81		
GROSS TOTAL		576,697.85			363,607.33		

Wellington Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-04-2023 and 01-11-2023)

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
406	31/10/2023			Lloyds Current Acc	BACS	Grant	Life Education Wessex	X	310.00		310.00
407	31/10/2023			Lloyds Current Acc	BACS	Grant	Wellington Street Pastors	X	2,000.00		2,000.00
Subtotal for Code: Grants									£11,172.22		£11,172.22

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
Subtotal for Code: Green Grants									£3,000.00		£3,000.00
Subtotal for Cost Centre: Grants									14,172.22		14,172.22

TOTALS £14,172.22 £14,172.22

WELLINGTON TOWN COUNCIL



TREASURY & INVESTMENT POLICY

1 Background

- 1.1 Wellington Town Council's treasury and investment policy and its associated strategy are conducted in accordance with:
 - a. The Local Government Act 2003 (the Act) and supporting regulations. This requires the Council to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
 - b. The statutory guidance on local government investments (issued subsequent to the Act) which requires the production of an Annual Investment Strategy and gives guidance on how this should be completed.
- 1.2 It is uncommon for a town council to hold investments other than in the form of easily accessible bank deposits or other short-term savings accounts. These are often used to maximise income from cash balances during the financial year.
- 1.3 The legislation and associated guidance is optional for parish councils where investments are not expected to exceed £500,000 and no action is required below £10,000. However, for Councils where the sums involved exceed £500,000, the guidance is mandatory.

2 Definitions

- 2.1 Investments – all investments of more than 12 months in duration. This is treated as capital and all sums involved must be used for capital expenditure when the investment period ends.
- 2.2 Treasury – all cash deposits held in bank accounts which includes bonds of up to 12 months in duration.

3 Policy Objectives

- 3.1 The overriding policy objectives are:
 - a. To invest prudently to ensure the security of the principal sums.
 - b. To maintain liquidity in the portfolio to meet the council's spending plans.
 - c. To mitigate risk.
 - d. To seek the optimum returns available whilst remaining consistent with the proper levels of security and liquidity.

4 Investment Policy

- 4.1 The Council will not hold funds other than in bank accounts or deposit bonds of 12 months or less in duration.
- 4.2 No investments will be made in stocks and shares.

5 Treasury Policy

- 5.1 The Council will hold all its funds as cash deposits in banks accounts or bonds or with CCLA Public Sector Deposit Fund
- 5.2 A business account will be maintained with sufficient funds for day to day transactions and to receive the precept and business income.
- 5.3 The maximum of the council's cash deposits which may be held with one institution must not exceed 60%.
Any exception to this limit must be approved by full council
- 5.4 Full Council approval is required if a deposit is with an institution with which the council does not already hold an account. The RFO has delegated authority to deposit funds with any of the council's existing bankers and report this back to the council.
- 5.5 A procedure for making a deposit can be found in Appendix A

APPENDIX A

Procedure for Deposits

- 1 RFO or Deputy RFO to identify an appropriate deposit account or short-term bond with a financial institution that fits with the Council's treasury policy. Any bonds should be capital sum guaranteed.
- 2 Approval of Full Council is sought if the deposit is with a financial institution not currently used by the Council.
- 3 The RFO or Deputy RFO actions the opening of the account and the setting up of the bank mandate for Council Members to sign in accordance with the financial regulations.
- 4 The RFO or Deputy RFO actions the deposit/transfer of funds.
- 5 The transfer/deposit is reported to the Council's Finance Committee.
- 6 At the end of the fixed term the RFO or Deputy RFO has delegated authority to move the funds into another bond with the same financial institution or with another of the council's bankers.

Procedure for Bank Transfers

- 1 Delegated authority is given to the RFO or Deputy RFO to make transfers between the accounts of the same bank without prior approval of the Council.
- 2 Transfers between banks will follow normal payment procedure as detailed in the financial regulations.
- 3 Details of all transfers to be provided to the council with the monthly finance report.

Adopted by Council;

Next Review Date;

Wellington Town Council



Scope & Regulations for the use of Debit Cards at Wellington Town Council

This document is an extension of the most recent Town Council Financial Regulations and has been agreed by Full Council.

Scope

Debit Cards will be issued to the Town Clerk, Deputy Clerk and Assets and Events Officer to ensure that financial transactions outside normal scope can be made without the use of personal finances. Additional card holders can be approved by the Finance Committee or Full Council. The Council holds a 'Petty Cash' bank account to which the debit cards will be linked. This account will hold no more than £500 and no other accounts will have a card linked to them.

Regulations

1. The Debit Card may only be used by the person to whom it is issued, breaching this rule may lead to disciplinary action.
2. The Debit Card is not to be used for transactions overseas.
3. The Debit Card cannot be used for personal use.
4. The Debit Card must only be used where goods/services cannot be sourced from existing suppliers with whom the Council has an account, and an account cannot be set up.
5. If an account cannot be set up, then wherever possible a pro forma invoice should be obtained and goods paid for by bank transfer in advance.
6. The Debit Card can be used in the following ways:
 - Placing low value purchases with suppliers who will be used infrequently or as a one-off;
 - Purchasing goods and services only available through the internet
 - Purchasing items that are easily available within the Town e.g. items required for refreshments and cleaning and maintenance supplies etc.;
 - Urgent (unforeseen) purchases required the same day;
 - Incidental expenses incurred whilst travelling on business in the UK;
 - UK Travel expenses e.g. rail tickets.

Reconciliation

7. All receipts/invoices must be retained and passed to the Deputy Clerk/Deputy Responsible Financial Officer so that the transactions can be reconciled in the Scribe accounting system.
8. Cardholders must not disclose their PIN/password, memorable word or other security information to others. Unauthorised disclosure may result in the withdrawal of the card.

Card Holder Name

Signature

Date