

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 27 NOVEMBER 2023 AT 6.30 PM

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

IN ATTENDANCE: Councillors C Booth, C Govier and K Wheatley
David Farrow – Town Clerk
Alice Kendall – Deputy Clerk
One member of the press

358 APOLOGIES

No apologies had been received.

359 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.

360 PUBLIC PARTICIPATION

There were no members of the public present.

361 MINUTES

RESOLVED to approve and sign the minutes of the meeting held on 14 November 2023.

362 24-25 BUDGET

Officers had prepared a paper and draft budget which was circulated with the agenda. There was a discussion at length about the possible impact of the financial situation of Somerset Council. It was agreed that the Policy and Resources Committee will discuss this further at their December meeting as more information is likely to have been received that will inform what the requirements on the Town Council's budget will be.

The Deputy Clerk displayed the draft budget, and it was reviewed by Cost Centre.

Administration – No changes proposed.

28-30 Fore Street Costs – It was noted that this was a new Cost Centre given the current discussion to purchase the building. It was noted that in depth refurbishment works are likely to be able to be funded by grants.

Affiliation Fees – No changes proposed.

Allotments – No changes proposed.

Christmas – the change in the Lights Install line were noted. During this item, the Clerk referenced an e-mail from Somerset Council which was circulated prior to the meeting explaining the withdrawal of the free parking on Saturdays leading up to Christmas. It was **RESOLVED** that the Committee approve, under their delegated powers, to cover the cost of free parking for Saturday 2nd December (£1,250) and that it is recommended to Full Council

that the Council fund free parking for the further three Saturdays (9th, 16th & 23rd December) at a total cost of £3,750. These items to be paid from the Town Centre Projects budget.

It was further **RESOLVED** to add a new 'Free Parking' cost code to the 24-25 budget in the amount of £5,000 to fund free parking on Saturdays in December going forward.

Community Services – No changes proposed.

Community Warden – it was **RESOLVED** to increase the sundries line to £3,000. It was further **RESOLVED** that an amount should be placed into Earmarked Reserves to make allowance for the replacement of the Council's vehicle. This amount to be added to each year with the opening amount being based on a depreciation value.

Cost of Democracy – No changes proposed.

Environment and Planning – It was **RESOLVED** to add a £10,000 cost code for contributions to the work being carried out in relation to the Greenway Cycle Route. It was agreed that if not spent in the 24-25 year this amount will transfer into an earmarked reserve. It was further **RESOLVED** to increase the Green Corridor cost code budget to £30,000.

Grants – No changes proposed.

Income – No changes proposed.

IT, Website & Internet – No changes proposed.

Play Areas – No changes proposed.

Pop Up Shop – No changes proposed.

Staff Costs & Expenses – It was resolved to increase the training cost centre to £2,000.

Town Centre – No changes proposed. It was noted that the Co-Working Space cost code had been moved to Earmarked Reserves to meet the Council's commitment of funding for rent and utilities at the Kings Arms project.

Unitary Devolution – as per the comments made at the beginning of the agenda item, it was agreed that further work is required on this Cost Centre. It was proposed that the Toilets cost code be increased to £25,000, it was not seconded. The Policy and Resources Committee will report to Full Council on the requirements for this section. At present, Somerset Council has only indicated that it will ask the Town Council to take up the management of North Street Toilets and the planting and maintenance of hanging baskets and flower beds in the town centre.

Earmarked Reserves – The annual top up of the allowance for Elections and the Film Festival were noted, as was the requirement for a larger reserve for works at the proposed train station. It was reported that the balance needed is likely to be double what is currently held (i.e. £30,000 rather than £15,000). As the project is likely to come to fruition in the 25-26 year, it was **RESOLVED** that the top up amount required be split over the next two years.

It was further **RESOLVED** that, the Cost of Living reserve balance be reviewed by officers at the year end and that any balance over £20,000 be transferred back to the general fund.

It was proposed that the Post Office Provision reserve be closed, and the funds transferred to back into the general fund, there was no seconder.

It was **RESOLVED** that the Environmental Improvement reserve be increased to £40,000.

Before the close of the meeting, Councillors asked about the likely precept level. The Clerk and Deputy Clerk reported that it was too early to give an indication as the agreed changes needed to be made to the budget and that the tax base had not yet been received. The Deputy Clerk also reported that the Council needed to assess how the amount of general reserve is calculated which will in turn, affect the precept amount.

There being no further business, the meeting closed at 8.10 pm.

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Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFO Date: 05/12/2023

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

| | | | |
|----------|---|------------|---------------------|
| | Bank Reconciliation at 05/12/2023 | | |
| | Cash in Hand 01/04/2023 | | 993,335.85 |
| | ADD Receipts 01/04/2023 - 05/12/2023 | | 611,277.85 |
| | | | 1,604,613.70 |
| | SUBTRACT Payments 01/04/2023 - 05/12/2023 | | 421,728.68 |
| A | Cash in Hand 05/12/2023 (per Cash Book) | | 1,182,885.02 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 05/12/2023 | 0.00 | |
| | Nationwide 01343556 05/12/2023 | 207,721.12 | |
| | Cambridge & Counties 15020773 05/12/2023 | 262,454.06 | |
| | The Cambridge Building Society CI 05/12/2023 | 200,799.46 | |
| | Lloyds Treasurers PC 87331468 05/12/2023 | 390.70 | |
| | Lloyds Deposit Account 07788306 05/12/2023 | 490,794.84 | |
| | Lloyds Current Account 2195145 05/12/2023 | 32,274.37 | |
| | | | 1,194,434.55 |
| | Less unrepresented payments | | 11,549.53 |
| | | | 1,182,885.02 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 1,182,885.02 |
| | A = B Checks out OK | | |

5 December 2023 (2023 - 2024)

Wellington Town Council
PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|-------------------------------|------------|-----------------------|--------------|----------------------------------|-------------------------|----------|-----------|--------|-----------|
| 422 | Promotion of Wellington | 09/11/2023 | Lloyds Current Accour | BACS | VHS Export (50th Ann.) | VHStoDVD Wellington | S | 150.00 | 30.00 | 180.00 |
| 423 | Office Cleaning & Maintenance | 10/11/2023 | Lloyds Current Accour | BACS | Office Cleaning | AIS Cleaners | S | 88.00 | 17.60 | 105.60 |
| 424 | Promotion of Wellington | 10/11/2023 | Lloyds Current Accour | BACS | Catering for Carnival Reception | Odette's Tearooms | X | 315.00 | | 315.00 |
| 425 | Longforth Rd Toilet Refurb | 10/11/2023 | Lloyds Current Accour | BACS | Surveys | Benchmark Surveys Ltd | S | 1,975.00 | 395.00 | 2,370.00 |
| 426 | Promotion of Wellington | 13/11/2023 | Lloyds Current Accour | BACS | Notice of Vacancy Advert | Tindle Newspapers | S | 250.00 | 50.00 | 300.00 |
| 427 | Community Warden | 14/11/2023 | Lloyds Current Accour | BACS | Tools & Sundries | Buildbase | S | 19.52 | 3.90 | 23.42 |
| 428 | Community Warden | 14/11/2023 | Lloyds Current Accour | BACS | Sandbag Supplies | Buildbase | S | 56.71 | 11.34 | 68.05 |
| 429 | Remembrance & AFD | 14/11/2023 | Lloyds Current Accour | BACS | Wreath | The Poppy Appeal | X | 25.00 | | 25.00 |
| 430 | Remembrance & AFD | 14/11/2023 | Lloyds Current Accour | BACS | PA System Hire (Remembrance) | DJ Steve | X | 20.00 | | 20.00 |
| 431 | Telephone System | 16/11/2023 | Lloyds Current Accour | Direct Debit | Phone System | SW Comms | S | 157.25 | 31.45 | 188.70 |
| 432 | Switch on Event | 16/11/2023 | Lloyds Treasurers PC | Card | Lights for Grotto | Amazon | S | 45.39 | 9.08 | 54.47 |
| 433 | Green Corridor | 16/11/2023 | Lloyds Current Accour | BACS | Container Delivery (Fox's Field) | Westbrook Fencing | X | 200.00 | | 200.00 |
| 434 | Telephone & Broadband | 16/11/2023 | Lloyds Current Accour | Direct Debit | Telephone & Broadband | Chess | S | 124.13 | 24.83 | 148.96 |
| 435 | Community Warden | 16/11/2023 | Lloyds Treasurers PC | Card | Cones | Start Traffic Ltd | S | 73.05 | 14.61 | 87.66 |
| 437 | Additional Lights & Install | 16/11/2023 | Lloyds Current Accour | BACS | New Tree Pit RWG | Abacus Construction Ltd | S | 2,292.60 | 458.52 | 2,751.12 |
| 436 | Allotment Deposits | 16/11/2023 | Lloyds Current Accour | BACS | Deposit Refund | Sarah Hayman | X | 15.00 | | 15.00 |
| 438 | Green Corridor | 17/11/2023 | Lloyds Current Accour | BACS | Container (Fox's Field) | MK Containers | S | 3,670.00 | 734.00 | 4,404.00 |
| 443 | Office Rent | 20/11/2023 | Lloyds Current Accour | BACS | Office Rent | Somerset Council | E | 2,000.00 | | 2,000.00 |
| 444 | Electricity | 20/11/2023 | Lloyds Current Accour | Direct Debit | Electricity for Offices | Engie | L | 262.83 | 13.14 | 275.97 |
| 440 | Hospitality | 20/11/2023 | Lloyds Treasurers PC | BACS | Milk | Co-op | X | 1.35 | | 1.35 |
| 441 | Community Warden | 20/11/2023 | Lloyds Current Accour | BACS | Storage Unit | Wellington Self Storage | S | 116.67 | 23.33 | 140.00 |
| 442 | Switch on Event | 20/11/2023 | Lloyds Current Accour | BACS | PA System | DJ Steve | X | 650.00 | | 650.00 |
| 445 | Switch on Event | 20/11/2023 | Lloyds Current Accour | BACS | Advertisement | Tindle Newspapers | S | 216.72 | 43.34 | 260.06 |
| 439 | Longforth Rd Toilet Refurb | 20/11/2023 | Lloyds Current Accour | BACS | Ecological Appraisal | Halpin Robbins | S | 754.75 | 150.95 | 905.70 |
| 448 | Promotion of Wellington | 21/11/2023 | Lloyds Treasurers PC | Card | Train Tickets (NALC CotY) | Trainline | Z | 85.46 | | 85.46 |
| 446 | Switch on Event | 21/11/2023 | Lloyds Treasurers PC | Card | Marking Spray | Amazon | S | 23.28 | 4.66 | 27.94 |
| 447 | Switch on Event | 21/11/2023 | Lloyds Treasurers PC | Card | Sweets | Booker | S | 62.62 | 12.52 | 75.14 |
| 449 | Salaries | 22/11/2023 | Lloyds Current Accour | BACS | Deductions - November | HMRC | X | 7,320.30 | | 7,320.30 |
| 450 | Salaries | 22/11/2023 | Lloyds Current Accour | BACS | Net Salaries | Various | X | 15,866.06 | | 15,866.06 |
| 451 | Salaries | 22/11/2023 | Lloyds Current Accour | BACS | Superann - Nov | Somerset County Council | X | 6,364.80 | | 6,364.80 |
| 457 | Staff Travelling | 22/11/2023 | Lloyds Current Accour | BACS | Staff travel | R HUNT | X | 25.20 | | 25.20 |
| 452 | Hospitality | 22/11/2023 | Lloyds Treasurers PC | Card | Refreshments (Flood Drop In) | Co-op | X | 8.85 | | 8.85 |

Wellington Town Council
PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------------------------|------------|--------|-----------------------|--------------|---------------------------------|-----------------------------|----------|------------------|-----------------|------------------|
| 456 Sage Payroll & HR | 22/11/2023 | | Lloyds Current Accour | Direct Debit | Payroll System | Sage | S | 45.00 | 9.00 | 54.00 |
| 455 Switch on Event | 22/11/2023 | | Lloyds Current Accour | BACS | Lamp Post Banners | Bay Media | S | 1,225.00 | 245.00 | 1,470.00 |
| 453 Switch on Event | 22/11/2023 | | Lloyds Treasurers PC | Card | Santa's Sack | Buy & Save | S | 9.39 | 1.88 | 11.27 |
| 454 Carnival | 22/11/2023 | | Lloyds Current Accour | BACS | Trailer Hire (Carnival) | Stockton Hire | S | 90.00 | 18.00 | 108.00 |
| 460 Allotments | 23/11/2023 | | Lloyds Current Accour | BACS | Rubble Sacks | Buildbase | S | 7.80 | 1.56 | 9.36 |
| 459 Community Warden | 23/11/2023 | | Lloyds Current Accour | BACS | Pliers | Buildbase | S | 20.35 | 4.07 | 24.42 |
| 458 Lights Install | 23/11/2023 | | Lloyds Current Accour | | Christmas Tree Haulage | Wheeler's Transport | S | 1,650.00 | 330.00 | 1,980.00 |
| 461 Stationery & Postage | 24/11/2023 | | Lloyds Treasurers PC | Card | Stationery | W H Smith | X | 6.49 | | 6.49 |
| 462 Switch on Event | 27/11/2023 | | Lloyds Treasurers PC | Card | Event Day Refreshments | Tim Potter & Son & Daughter | X | 2.25 | | 2.25 |
| 463 Switch on Event | 28/11/2023 | | Lloyds Current Accour | BACS | Traffic Management | Bridgwater Guy Fawkes Carn | S | 1,100.00 | 220.00 | 1,320.00 |
| 466 Grants | 30/11/2023 | | Lloyds Current Accour | BACS | Grant | Eat Festival | X | 750.00 | | 750.00 |
| 467 Allotments | 30/11/2023 | | Lloyds Current Accour | BACS | Skip for Allotments | Tivvy Skip Hire | S | 320.00 | 64.00 | 384.00 |
| 464 Promotion of Wellington | 30/11/2023 | | Lloyds Current Accour | BACS | Mayor's Christmas Cards | Carly Press | S | 87.00 | 17.40 | 104.40 |
| 469 Green Corridor | 30/11/2023 | | Lloyds Current Accour | BACS | Install Container (Fox's Field) | Jordan Groundworks | X | 1,070.00 | | 1,070.00 |
| 468 Cost of Living Crisis | 30/11/2023 | | Lloyds Current Accour | BACS | Warm Space Grant | PCC St John the Baptist | X | 960.00 | | 960.00 |
| 465 Community Warden Set Up | 30/11/2023 | | Lloyds Current Accour | BACS | Drill & Bits | Buildbase | S | 232.55 | 46.51 | 279.06 |
| 471 IT Support & Email Hosting | 05/12/2023 | | Lloyds Current Accour | BACS | IT Support & e-mail | MTMIT | S | 340.00 | 68.00 | 408.00 |
| 475 Professional Fees | 05/12/2023 | | Lloyds Current Accour | BACS | Health & Safety Advisor | WT Consultancy | S | 125.00 | 25.00 | 150.00 |
| 474 Community Warden | 05/12/2023 | | Lloyds Current Accour | Direct Debit | Van Charging | Swarco Smart Charging Ltd | S | 46.39 | 9.28 | 55.67 |
| 470 Councillor Tablets | 05/12/2023 | | Lloyds Current Accour | BACS | iPad Management System | MTMIT | S | 595.80 | 119.16 | 714.96 |
| 473 Longforth Rd Toilet Refurb | 05/12/2023 | | Lloyds Current Accour | BACS | Professional Fees | Ravenslade | S | 925.20 | 185.04 | 1,110.24 |
| 476 Town Centre Projects | 05/12/2023 | | Lloyds Current Accour | BACS | Free Parking | Somerset Council | S | 1,250.00 | 250.00 | 1,500.00 |
| 472 Community Warden Set Up | 05/12/2023 | | Lloyds Current Accour | BACS | Wheelbarrow | Buildbase | S | 65.02 | 13.00 | 78.02 |
| Total | | | | | | | | 54,158.78 | 3,655.17 | 57,813.95 |

5 December 2023 (2023 - 2024)

Wellington Town Council
RECEIPTS LIST

| Voucher Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|-----------------------------------|------------|--------|-----------------------|------------|--------------------------|-----------------------------|----------|------------------|-----|------------------|
| 136 Staff Recruitment | 09/11/2023 | | Lloyds Current Accour | | Connect Somerset Funding | Somerset Council | X | 30,052.60 | | 30,052.60 |
| 135 Photocopier | 09/11/2023 | | Lloyds Current Accour | | Printing | Wellington Museum | X | 8.36 | | 8.36 |
| 137 Allotments | 14/11/2023 | | Lloyds Current Accour | | Allotment Deposit & Rent | C A Moden - Plot 20 | X | 28.00 | | 28.00 |
| 138 Allotments | 14/11/2023 | | Lloyds Current Accour | | Allotment Rent & Deposit | Kirsty Veen - Plot 51 | X | 28.00 | | 28.00 |
| 139 Rent | 14/11/2023 | | Lloyds Current Accour | | Pop Up Shop | Crafting Friends | X | 150.00 | | 150.00 |
| 139 Rent | 14/11/2023 | | Lloyds Current Accour | | Pop Up Shop | Crafting Friends | X | 150.00 | | 150.00 |
| 137 Allotment Deposits | 14/11/2023 | | Lloyds Current Accour | | Allotment Deposit & Rent | C A Moden - Plot 20 | X | 50.00 | | 50.00 |
| 138 Allotment Deposits | 14/11/2023 | | Lloyds Current Accour | | Allotment Rent & Deposit | Kirsty Veen - Plot 51 | X | 50.00 | | 50.00 |
| 140 Rent | 21/11/2023 | | Lloyds Current Accour | | Pop Up Shop | Tracey Kaya | X | 150.00 | | 150.00 |
| 141 Additional Lights & Install | 21/11/2023 | | Lloyds Current Accour | | Christmas Lights | Joseph Welch | X | 250.00 | | 250.00 |
| 142 Allotments | 22/11/2023 | | Lloyds Current Accour | | Allotment Deposit & Rent | Vivienne S Knighton Plot 48 | X | 28.00 | | 28.00 |
| 143 Rent | 22/11/2023 | | Lloyds Current Accour | | Pop Up Shop | Alice Burns | X | 150.00 | | 150.00 |
| 143 Rent | 22/11/2023 | | Lloyds Current Accour | | Pop Up Shop | Alice Burns | X | 150.00 | | 150.00 |
| 142 Allotment Deposits | 22/11/2023 | | Lloyds Current Accour | | Allotment Deposit & Rent | Vivienne S Knighton Plot 48 | X | 50.00 | | 50.00 |
| 144 Provision of Benches & Litter | 30/11/2023 | | Lloyds Current Accour | | Benches | Wellington Basins Volunteer | X | 1,093.98 | | 1,093.98 |
| 144 Provision of Benches & Litter | 30/11/2023 | | Lloyds Current Accour | | Benches | Wellington Basins Volunteer | X | 63.63 | | 63.63 |
| 145 Bank Interest | 04/12/2023 | | Nationwide 01343556 | BACS | Interest | Nationwide | X | 638.27 | | 638.27 |
| 146 Bank Interest | 05/12/2023 | | Lloyds Deposit Accour | | Interest | Lloyds Bank | X | 541.29 | | 541.29 |
| 147 Bank Interest | 05/12/2023 | | Cambridge & Counties | | Interest | Cambridge & Counties | X | 947.87 | | 947.87 |
| Total | | | | | | | | 34,580.00 | | 34,580.00 |

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 | 2,000.00 | 2,000.00 | 1,875.00 (44%) |
| 27 | Photocopier | | 63.97 | 63.97 | 1,000.00 | 794.11 | 205.89 | 269.86 (26%) |
| 28 | Electricity | | | | 2,000.00 | 1,927.06 | 72.94 | 72.94 (3%) |
| 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 | 680.50 | 569.50 | 569.50 (45%) |
| 36 | Audit Fees | | | | 2,250.00 | 2,505.00 | -255.00 | -255.00 (-11%) |
| 37 | Office Cleaning & Maintenance | | | | 2,000.00 | 790.78 | 1,209.22 | 1,209.22 (60%) |
| 40 | Hire of Hall | | | | 1,100.00 | 935.00 | 165.00 | 165.00 (15%) |
| 54 | Professional Fees | | | | | 12,394.10 | -12,394.10 | -12,394.10 (N/A) |
| 143 | Internal Office Re-Decoration | | | | 3,000.00 | 25.00 | 2,975.00 | 2,975.00 (99%) |
| SUB TOTAL | | 250.00 | 188.97 | -61.03 | 20,450.00 | 22,377.22 | -1,927.22 | -1,988.25 (-9%) |

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 | 2,617.00 | -99.00 | 4,716.00 | 682.80 | 4,033.20 | 3,934.20 (52%) |
| 92 | Longforth Allotment | | | | 10,000.00 | | 10,000.00 | 10,000.00 (100%) |
| 148 | Allotment Deposits | | 450.00 | 450.00 | | 295.00 | -295.00 | 155.00 (N/A) |
| SUB TOTAL | | 2,716.00 | 3,067.00 | 351.00 | 14,716.00 | 977.80 | 13,738.20 | 14,089.20 (80%) |

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 | 1,700.00 | 8,300.00 | 8,300.00 (83%) |
| 116 | Switch on Event | | | | 10,000.00 | 4,890.65 | 5,109.35 | 5,109.35 (51%) |
| 123 | Stall Deposits | | | | | | | (N/A) |
| 136 | Electricity | | | | 500.00 | | 500.00 | 500.00 (100%) |
| 137 | Additional Lights & Install | | 250.00 | 250.00 | | 3,542.66 | -3,542.66 | -3,292.66 (N/A) |
| SUB TOTAL | | | 250.00 | 250.00 | 30,500.00 | 10,133.31 | 20,366.69 | 20,616.69 (67%) |

Wellington Town Council
Summary of Receipts and Payments

5 December 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 | 1,540.21 | 3,459.79 | 3,459.79 (69%) |
| 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 | 907.13 | 16,252.87 | 16,252.87 (94%) |
| 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 | | | | | 36,016.22 | -36,016.22 | -36,016.22 (N/A) |
| SUB TOTAL | | | 162.00 | 162.00 | 73,460.00 | 74,101.24 | -641.24 | -479.24 (-0%) |

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 | 102.50 | 897.50 | 897.50 (89%) |
| 89 | Deputy Mayor's Expenses | | | | 200.00 | | 200.00 | 200.00 (100%) |
| SUB TOTAL | | | | | 8,100.50 | 5,182.80 | 2,917.70 | 2,917.70 (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 | | | | | 6,755.00 | -6,755.00 | -6,755.00 (N/A) |
| SUB TOTAL | | | 62,478.64 | 62,478.64 | 5,500.00 | 12,200.00 | -6,700.00 | 55,778.64 (1014%) |

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

5 December 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 | | 1,221.24 | 1,221.24 | 2,500.00 | 1,864.76 | 635.24 | 1,856.48 (74%) |
| 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 | 17,432.39 | 2,567.61 | 2,567.61 (12%) |
| SUB TOTAL | | | 1,221.24 | 1,221.24 | 55,805.00 | 29,652.49 | 26,152.51 | 27,373.75 (49%) |

Grants

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|--------------|----------|--------|----------|------------------|------------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 41 | Grants | | | | 15,000.00 | 11,922.22 | 3,077.78 | 3,077.78 (20%) |
| 152 | Green Grants | | | | 10,000.00 | 3,000.00 | 7,000.00 | 7,000.00 (70%) |
| SUB TOTAL | | | | | 25,000.00 | 14,922.22 | 10,077.78 | 10,077.78 (40%) |

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 | 15,199.95 | 7,199.95 | | | | 7,199.95 (90%) |
| 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

5 December 2023 (2023 - 2024)

All Cost Centres and Codes

| | | | | | |
|------------------|-------------------|-------------------|-----------------|--|----------------------|
| SUB TOTAL | 477,607.00 | 484,506.95 | 6,899.95 | | 6,899.95 (1%) |
|------------------|-------------------|-------------------|-----------------|--|----------------------|

IT, Website & Internet

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|----------------------------|----------|--------|----------|------------------|------------------|-----------------|-----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 29 | Telephone & Broadband | | | | 2,160.00 | 2,333.08 | -173.08 | -173.08 (-8%) |
| 30 | IT Equipment | | | | 1,200.00 | 743.99 | 456.01 | 456.01 (38%) |
| 31 | IT Support & Email Hosting | | | | 4,250.00 | 2,769.00 | 1,481.00 | 1,481.00 (34%) |
| 94 | IT for New Staff | | | | 1,500.00 | 1,186.81 | 313.19 | 313.19 (20%) |
| 101 | Telephone System | | | | 2,000.00 | 1,262.05 | 737.95 | 737.95 (36%) |
| 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 | 646.00 | 354.00 | 354.00 (35%) |
| 132 | Councillor Tablets | | | | 250.00 | 595.80 | -345.80 | -345.80 (-138%) |
| 144 | Inspection Applications | | | | 2,000.00 | | 2,000.00 | 2,000.00 (100%) |
| SUB TOTAL | | | | | 19,230.00 | 13,801.13 | 5,428.87 | 5,428.87 (28%) |

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 | 3,300.00 | -1,600.00 | 6,000.00 | 3,500.00 | 2,500.00 | 900.00 (8%) |
| 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 | 5,700.00 | 800.00 | 11,000.00 | 6,630.84 | 4,369.16 | 5,169.16 (32%) |

Staff Costs & Expenses

| Code | Title | Receipts | | | Payments | | | Net Position |
|------|-------------------|----------|-----------|-----------|------------|------------|-----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 16 | Salaries | | | | 262,842.59 | 163,283.42 | 99,559.17 | 99,559.17 (37%) |
| 17 | Staff Training | | | | 1,000.00 | | 1,000.00 | 1,000.00 (100%) |
| 18 | Staff Travelling | | | | 200.00 | 123.24 | 76.76 | 76.76 (38%) |
| 19 | Staff Recruitment | | 30,052.60 | 30,052.60 | 1,500.00 | 325.00 | 1,175.00 | 31,227.60 (2081%) |

Wellington Town Council
Summary of Receipts and Payments

5 December 2023 (2023 - 2024)

All Cost Centres and Codes

| | | | | | | | | |
|----------------------------|--|------------------|------------------|--|-------------------|-------------------|-------------------|-------------------------|
| 87 Home Working Allowances | | | 600.00 | | 600.00 | 600.00 (100%) | | |
| SUB TOTAL | | 30,052.60 | 30,052.60 | | 266,142.59 | 163,731.66 | 102,410.93 | 132,463.53 (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 | 13,080.46 | -3,080.46 | -3,080.46 (-30%) |
| 134 Co-Working Space | | | | 30,000.00 | | 30,000.00 | 30,000.00 (100%) |
| 135 Town Centre Projects | | | | 20,000.00 | 1,513.23 | 18,486.77 | 18,486.77 (92%) |
| 138 Carnival | | | | 1,000.00 | 1,280.00 | -280.00 | -280.00 (-28%) |
| 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 | 1,065.25 | -65.25 | -65.25 (-6%) |
| 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 | 38,312.63 | 42,237.37 | 41,945.82 (51%) |

Summary

| | | | | | | | |
|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|
| NET TOTAL | 486,523.00 | 588,385.85 | 101,862.85 | 623,264.09 | 396,279.30 | 226,984.79 | 328,847.64 (29%) |
| V.A.T. | | 22,892.00 | | | 25,449.38 | | |
| GROSS TOTAL | | 611,277.85 | | | 421,728.68 | | |