

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON TUESDAY 12 DECEMBER 2023 AT 3.45PM

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

David Farrow – Town Clerk

One member of the press was in attendance.

387 APOLOGIES

Apologies were received from Councillor J Lloyd.

388 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.

Councillor Thorne declared a personal interest in agenda item 5(a) as his daughter had leased the Pop-Up Shop.

389 PUBLIC PARTICIPATION

No members of the public were present.

390 MINUTES

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

391 ACCOUNTING STATEMENTS

a. TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 5 DECEMBER 2023

RESOLVED to note and approve the bank reconciliation as presented.

b. TO NOTE AND APPROVE EXPENDITURE FOR 5 OCTOBER – 5 DECEMBER 2023

RESOLVED to note and approve the expenditure as presented.

c. TO NOTE AND APPROVE INCOME RECEIVED FOR 5 OCTOBER – 5 DECEMBER 2023

RESOLVED to note and approve the income as presented.

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

RESOLVED to note and approve the budget report as presented.

392 REQUESTS FOR FINANCIAL SUPPORT FROM THE COST OF LIVING BUDGET

- (i) **RESOLVED** to make a payment of up to £250 to support the Potters Pounds Scheme through an appropriate mechanism should additional funding be required.
- (ii) **RESOLVED** to make a contribution of £700 to the Wellington Foodbank on condition that it was used for Wellington residents.

There being no further business the meeting closed at 4:00pm

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Mark Lithgow (Chair)

Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFO Date: 10/01/2024
Name and Role (Clerk/RFO etc)

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

A	Bank Reconciliation at 10/01/2024		
	Cash in Hand 01/04/2023		993,335.85
	ADD Receipts 01/04/2023 - 10/01/2024		656,612.90
	SUBTRACT Payments 01/04/2023 - 10/01/2024		1,649,948.75
	Cash in Hand 10/01/2024 (per Cash Book)		471,422.24
B			1,178,526.51
	Cash in hand per Bank Statements		
	Petty Cash 10/01/2024	0.00	
	Nationwide 01343556 10/01/2024	208,382.70	
	Cambridge & Counties 15020773 10/01/2024	263,437.07	
	The Cambridge Building Society Cl 10/01/2024	204,644.36	
	Lloyds Treasurers PC 87331468 10/01/2024	208.31	
	Lloyds Deposit Account 07788306 10/01/2024	465,831.16	
	Lloyds Current Account 2195145 10/01/2024	41,998.89	
			1,184,502.49
	Less unrepresented payments		14,272.26
			1,170,230.23
	Plus unrepresented receipts		8,296.28
	Adjusted Bank Balance		1,178,526.51
	A = B Checks out OK		

10 January 2024 (2023 - 2024)

Wellington Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
479	Allotments	06/12/2023		Lloyds Current Accour	BACS	Skip for Allotments	Tivvy Skip Hire	S	320.00	64.00	384.00
478	Lights Install	06/12/2023		Lloyds Current Accour	BACS	Install & Dismantle C. Tree	Somerset Council	S	1,117.89	223.58	1,341.47
480	Switch on Event	06/12/2023		Lloyds Current Accour	BACS	Stage Hire	Karats Ltd T/A Pro Sound & I	S	900.00	180.00	1,080.00
477	Town Centre Projects	06/12/2023		Lloyds Current Accour	BACS	Free Parking	Somerset Council	S	3,750.00	750.00	4,500.00
482	Members Travelling	07/12/2023		Lloyds Current Accour	BACS	Travel to SALC AGM	Councillor Mrs J Lloyd	X	21.60		21.60
481	Stationery & Postage	07/12/2023		Lloyds Treasurers PC	Card	Stamps	Post Office Ltd	X	51.60		51.60
483	Rent	07/12/2023		Lloyds Current Accour	BACS	Pop Up Shop Rent	H T Perry & Son	X	500.00		500.00
493	Overheads	08/12/2023		Lloyds Current Accour	Direct Debit	electricity for Pop-Up Shop	SSE	L	175.91	8.80	184.71
488	Office Cleaning & Maintenance	08/12/2023		Lloyds Current Accour	BACS	Office Cleaning	AIS Cleaners	S	88.00	17.60	105.60
492	Promotion of Wellington	08/12/2023		Lloyds Current Accour	BACS	Notice of Vacancy Advert	Tindle Newspapers	S	250.00	50.00	300.00
489	Sage Payroll & HR	08/12/2023		Lloyds Treasurers PC	Card	HR System	Sage HR	S	42.00	8.40	50.40
485	Town Centre Projects	08/12/2023		Lloyds Treasurers PC	Card	Mulch for planters	Chelston Nurseries	S	16.67	3.33	20.00
486	Community Warden Set Up	08/12/2023		Lloyds Current Accour	BACS	Gloves	Buildbase	S	7.27	1.45	8.72
490	Salaries	08/12/2023		Lloyds Current Accour	BACS	Net Salaries	Various	X	14,360.45		14,360.45
491	Salaries	08/12/2023		Lloyds Current Accour	BACS	Deductions - Dec	HMRC	X	5,965.90		5,965.90
494	Salaries	08/12/2023		Lloyds Current Accour	BACS	Superann - Dec	Somerset County Council	X	5,605.81		5,605.81
484	Office Cleaning & Maintenance	08/12/2023		Lloyds Treasurers PC	Card	Cleaning Supplies	Co-op	X	2.00		2.00
487	Office Cleaning & Maintenance	08/12/2023		Lloyds Current Accour	BACS	Office & Shop PAT testing	Call Nigel Locksmiths	X	125.00		125.00
524	Hospitality	12/12/2023		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
518	Electricity	02/01/2024		Lloyds Current Accour	Direct Debit	Electricity for Offices	Engle	L	289.09	14.45	303.54
499	Telephone & Broadband	02/01/2024		Lloyds Current Accour	BACS	Telephone & Broadband	Chess	S	124.13	24.83	148.96
498	Promotion of Wellington	02/01/2024		Lloyds Current Accour	BACS	Christmas Message (Edge)	Carly Press	S	50.00	10.00	60.00
497	Community Warden Set Up	02/01/2024		Lloyds Current Accour	BACS	Rope	Buildbase	S	7.90	1.58	9.48
517	IT Support & Email Hosting	02/01/2024		Lloyds Current Accour	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
502	Allotments	02/01/2024		Lloyds Current Accour	BACS	Skip for Allotments	Tivvy Skip Hire	S	320.00	64.00	384.00
512	Professional Fees	02/01/2024		Lloyds Current Accour	BACS	Health & Safety Advisor	WT Consultancy	S	125.00	25.00	150.00
507	Community Warden	02/01/2024		Lloyds Current Accour	BACS	Storage Unit	Wellington Self Storage	S	116.67	23.33	140.00
503	Telephone System	02/01/2024		Lloyds Current Accour	BACS	Telephone System	SW Comms	S	157.25	31.45	188.70
501	Switch on Event	02/01/2024		Lloyds Current Accour	BACS	Window Comp. Certificates	Carly Press	S	9.00	1.80	10.80
506	Switch on Event	02/01/2024		Lloyds Current Accour	BACS	First Aid	St John Ambulance	S	528.00	105.60	633.60
515	Switch on Event	02/01/2024		Lloyds Treasurers PC	Card	Window Comp. Items	Buy & Save	S	6.24	1.25	7.49
519	Overheads	02/01/2024		Lloyds Current Accour	BACS	Water Rates for Pop-Up Shop	Water2Business	S	107.56	9.23	116.79

Wellington Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
520	Green Corridor	02/01/2024		Lloyds Current Accour	BACS	Water bill	Water2Business	S	33.55	6.71	40.26
509	Community Warden Set Up	02/01/2024		Lloyds Current Accour	BACS	Tools & Sundries	Buildbase	S	51.40	10.28	61.68
513	Hospitality	02/01/2024		Lloyds Treasurers PC i	Card	Milk	Co-op	X	1.35		1.35
495	Insurances	02/01/2024		Lloyds Current Accour	BACS	Additional Insurance Premium	Zurich Insurance	X	198.17		198.17
508	Professional Fees	02/01/2024		Lloyds Current Accour	BACS	28-30 Fore St Legal Fees	Amicus Law (South West) LL	X	50.00		50.00
505	Community Warden	02/01/2024		Lloyds Current Accour	BACS	Parking (van charging)	PayByPhone	X	7.00		7.00
516	Community Warden	02/01/2024		Lloyds Current Accour	BACS	Van Sundries	Various	X	5.00		5.00
496	Switch on Event	02/01/2024		Lloyds Current Accour	BACS	Poster Artwork	Word Gets Around	X	60.00		60.00
500	Switch on Event	02/01/2024		Lloyds Current Accour	BACS	Street Entertainment	Fuse Performance	X	1,000.00		1,000.00
504	Switch on Event	02/01/2024		Lloyds Current Accour	BACS	Premises Annual Fee	Somerset Council	X	70.00		70.00
514	Switch on Event	02/01/2024		Lloyds Treasurers PC i	Card	Window Comp. Items	Timpson	X	5.00		5.00
511	Rent	02/01/2024		Lloyds Current Accour	BACS	Pop Up Shop Rent	H T Perry & Son	X	500.00		500.00
510	Longforth Rd Toilet Refurb	02/01/2024		Lloyds Current Accour	BACS	error duplicate line	M J Fletcher Property Mainte	X			
522	Sage Payroll & HR	03/01/2024		Lloyds Current Accour	Direct Debit	Payroll System	Sage	S	48.00	9.60	57.60
521	Office Rent	03/01/2024		Lloyds Current Accour	BACS	Office Rent	Somerset Council	X	1,000.00		1,000.00
525	Longforth Road Toilets	03/01/2024		Lloyds Current Accour	BACS	Rent (land adjacent to Toilets)	M J Tucker	X	1,000.00		1,000.00
523	Longforth Rd Toilet Refurb	03/01/2024		Lloyds Current Accour		Longforth Road Toilets - Acro	M J Fletcher Property Mainte	X	158.00		158.00
526	Switch on Event	04/01/2024		Lloyds Current Accour	BACS	Window Wrap & Banners	Somerset Sign & Print Co	S	835.00	167.00	1,002.00
531	Office Cleaning & Maintenance	05/01/2024		Lloyds Current Accour	BACS	Office Cleaning	AIS Cleaners	S	88.00	17.60	105.60
528	Community Warden	05/01/2024		Lloyds Current Accour	Direct Debit	Van Charging	Swarco Smart Charging Ltd	S	48.54	9.71	58.25
527	Hire of Hall	05/01/2024		Lloyds Current Accour	BACS	Hall Hire	Wellington URC	X	340.00		340.00
530	Grants	05/01/2024		Lloyds Current Accour	BACS	Grant	Wellington Home Education	X	240.00		240.00
529	Youth Services	05/01/2024		Lloyds Current Accour	BACS	SLA Payment	Mind Somerset	X	5,565.00		5,565.00
532	Additional Lights & Install	06/01/2024		Lloyds Current Accour	BACS	South St Electrical Socket	Enerveo	S	685.82	137.16	822.98
534	Community Services & Priorit	08/01/2024		Lloyds Current Accour	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
533	Sage Payroll & HR	08/01/2024		Lloyds Treasurers PC i	Card	HR System	Sage HR	S	36.00	7.20	43.20
535	Switch on Event	08/01/2024		Lloyds Current Accour	BACS	Remove Window Wrap	Somerset Sign & Print Co	S	50.00	10.00	60.00
Total									47,618.54	2,075.02	49,693.56

10 January 2024 (2023 - 2024)

Wellington Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
149	Office Rent	08/12/2023		Lloyds Current Accour		Museum Rent	Wellington Museum	X	62.50		62.50
148	Allotments	08/12/2023		Lloyds Current Accour		Allotment Rent & Deposit	William D Judd (Plot 84)	X	28.00		28.00
150	Allotments	08/12/2023		Lloyds Current Accour		Allotment Rent & Deposit	Andrew Bradford - Plot 55	X	28.00		28.00
148	Allotment Deposits	08/12/2023		Lloyds Current Accour		Allotment Rent & Deposit	William D Judd (Plot 84)	X	50.00		50.00
150	Allotment Deposits	08/12/2023		Lloyds Current Accour		Allotment Rent & Deposit	Andrew Bradford - Plot 55	X	50.00		50.00
151	Staff Recruitment	02/01/2024		Lloyds Current Accour	BACS	Connect Somerset Funding	Somerset Council	X	30,053.00		30,053.00
152	Members Travelling	02/01/2024		Lloyds Current Accour		Train Tickets (NALC CotY)	NALC	X	85.46		85.46
155	Bank Interest	03/01/2024		Lloyds Deposit Accour		Interest	Lloyds Bank	X	555.67		555.67
153	Allotments	03/01/2024		Lloyds Current Accour		Allotment Rent & Deposit	Paul Vacani (Plot 52)	X	28.00		28.00
154	Allotments	03/01/2024		Lloyds Current Accour		Allotments	Patrick Finnegan (Plot 19B)	X	28.00		28.00
153	Allotment Deposits	03/01/2024		Lloyds Current Accour		Allotment Rent & Deposit	Paul Vacani (Plot 52)	X	50.00		50.00
154	Allotment Deposits	03/01/2024		Lloyds Current Accour		Allotments	Patrick Finnegan (Plot 19B)	X	50.00		50.00
156	VAT Refund	05/01/2024		Lloyds Current Accour		VAT Refund	HMRC	R		8,296.28	8,296.28
157	Bank Interest	08/01/2024		Nationwide 01343556		Interest	Nationwide	X	661.58		661.58
158	Bank Interest	10/01/2024		Lloyds Deposit Accour		Interest	Lloyds Bank	X	480.65		480.65
159	Bank Interest	10/01/2024		Cambridge & Counties		Interest	Cambridge & Counties	X	983.01		983.01
160	Bank Interest	10/01/2024		The Cambridge Buildir		Interest	The Cambridge Building Soci	X	3,844.90		3,844.90
Total									37,038.77	8,296.28	45,335.05

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	187.50	-62.50	4,000.00	3,000.00	1,000.00	937.50 (22%)
27	Photocopier		63.97	63.97	1,000.00	794.11	205.89	269.86 (26%)
28	Electricity				2,000.00	2,216.15	-216.15	-216.15 (-10%)
32	Office Equipment				350.00	325.67	24.33	24.33 (6%)
34	Insurances				3,500.00	198.17	3,301.83	3,301.83 (94%)
35	Stationery & Postage				1,250.00	732.10	517.90	517.90 (41%)
36	Audit Fees				2,250.00	2,505.00	-255.00	-255.00 (-11%)
37	Office Cleaning & Maintenance				2,000.00	1,093.78	906.22	906.22 (45%)
40	Hire of Hall				1,100.00	1,275.00	-175.00	-175.00 (-15%)
54	Professional Fees					12,569.10	-12,569.10	-12,569.10 (N/A)
143	Internal Office Re-Decoration				3,000.00	25.00	2,975.00	2,975.00 (99%)
SUB TOTAL		250.00	251.47	1.47	20,450.00	24,734.08	-4,284.08	-4,282.61 (-20%)

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	2,729.00	13.00	4,716.00	1,322.80	3,393.20	3,406.20 (45%)
92	Longforth Allotment				10,000.00		10,000.00	10,000.00 (100%)
148	Allotment Deposits		650.00	650.00		295.00	-295.00	355.00 (N/A)
SUB TOTAL		2,716.00	3,379.00	663.00	14,716.00	1,617.80	13,098.20	13,761.20 (78%)

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	2,817.89	7,182.11	7,182.11 (71%)
116	Switch on Event				10,000.00	8,353.89	1,646.11	1,646.11 (16%)
123	Stall Deposits							(N/A)
136	Electricity				500.00		500.00	500.00 (100%)
137	Additional Lights & Install		250.00	250.00		4,228.48	-4,228.48	-3,978.48 (N/A)
SUB TOTAL			250.00	250.00	30,500.00	15,400.26	15,099.74	15,349.74 (50%)

Wellington Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

10 January 2024 (2023 - 2024)

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	1,754.75	3,245.25	3,245.25 (64%)
60	Community Services & Priorities				5,000.00	1,025.60	3,974.40	3,974.40 (79%)
61	Health & Wellbeing				33,000.00	34,612.50	-1,612.50	-1,612.50 (-4%)
64	Community Warden				17,160.00	1,084.34	16,075.66	16,075.66 (93%)
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					36,082.79	-36,082.79	-36,082.79 (N/A)
SUB TOTAL			162.00	162.00	73,460.00	74,619.98	-1,159.98	-997.98 (-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		85.46	85.46	600.00	212.36	387.64	473.10 (78%)
24	Hospitality				1,000.00	105.20	894.80	894.80 (89%)
89	Deputy Mayor's Expenses				200.00		200.00	200.00 (100%)
SUB TOTAL			85.46	85.46	8,100.50	5,292.56	2,807.94	2,893.40 (35%)

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					5,565.00	-5,565.00	-5,565.00 (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	17,765.00	-12,265.00	50,213.64 (912%)

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
All Cost Centres and Codes

10 January 2024 (2023 - 2024)

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 +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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	17,465.94	2,534.06	2,534.06 (12%)
SUB TOTAL			1,221.24	1,221.24	55,805.00	29,686.04	26,118.96	27,340.20 (48%)

Grants

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
41	Grants				15,000.00	12,162.22	2,837.78	2,837.78 (18%)
152	Green Grants				10,000.00	3,000.00	7,000.00	7,000.00 (70%)
SUB TOTAL					25,000.00	15,162.22	9,837.78	9,837.78 (39%)

Income

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1	Precept	466,332.00	466,332.00					(0%)
2	Bank Interest	8,000.00	21,725.76	13,725.76				13,725.76 (171%)
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
All Cost Centres and Codes

10 January 2024 (2023 - 2024)

SUB TOTAL	477,607.00	491,032.76	13,425.76	13,425.76 (2%)
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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	2,457.21	-297.21	-297.21 (-13%)
30	IT Equipment				1,200.00	743.99	456.01	456.01 (38%)
31	IT Support & Email Hosting				4,250.00	3,109.00	1,141.00	1,141.00 (26%)
94	IT for New Staff				1,500.00	1,186.81	313.19	313.19 (20%)
101	Telephone System				2,000.00	1,419.30	580.70	580.70 (29%)
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	772.00	228.00	228.00 (22%)
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	14,548.51	4,681.49	4,681.49 (24%)

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	4,500.00	1,500.00	-100.00 (-0%)
118	Overheads				3,500.00	1,612.72	1,887.28	1,887.28 (53%)
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	7,914.31	3,085.69	3,885.69 (24%)

Staff Costs & Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				262,842.59	189,215.58	73,627.01	73,627.01 (28%)
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		60,105.60	60,105.60	1,500.00	325.00	1,175.00	61,280.60 (4085%)

Wellington Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

10 January 2024 (2023 - 2024)

87 Home Working Allowances			600.00		600.00	600.00 (100%)
SUB TOTAL	60,105.60	60,105.60	266,142.59	189,663.82	76,478.77	136,584.37 (51%)

Town Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				10,000.00	3,057.28	6,942.72	6,942.72 (69%)
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	11,975.45	-1,975.45	-1,975.45 (-19%)
134	Co-Working Space				30,000.00		30,000.00	30,000.00 (100%)
135	Town Centre Projects				20,000.00	5,279.90	14,720.10	14,720.10 (73%)
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	43,237.30	37,312.70	37,021.15 (45%)

Summary

NET TOTAL	486,523.00	625,424.62	138,901.62	623,264.09	443,897.84	179,366.25	318,267.87 (28%)
V.A.T.		31,188.28			27,524.40		
GROSS TOTAL		656,612.90			471,422.24		

Wellington Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 09-01-2024)

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
466	30/11/2023			Lloyds Current Acc	BACS	Grant	Eat Festival	X	750.00		750.00
530	05/01/2024			Lloyds Current Acc	BACS	Grant	Wellington Home Education	X	240.00		240.00
Subtotal for Code: Grants									£12,162.22		£12,162.22

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									15,162.22		15,162.22

TOTALS £15,162.22 £15,162.22

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2022/23**

Outdoor Property / Street Furniture						
Category	Name / Description	Location	Date Purchased	Asset Value	Replacement / Insurance Value	Notes
Bench	High Street	Promotional Space	08/04/2020	£496.25	£700.00	Image needs updating?
Bench	Fore Street	Entrance to North Street Car Park RHS	11/10/2017	£472.50	£700.00	
Bench	Longforth Road	Junction with High St	11/10/2017	£472.50	£700.00	
Bench	North Street	WHERE Centre	11/10/2017	£472.50	£700.00	
Bench	Mantle Street	Medical Centre	19/11/2003	£1.00	£700.00	
Bench	Poole Corner	Roundabout	04/09/2000	£1.00	£700.00	
Bench	Basins	Basins	08/04/2020	£496.25	£700.00	
Bench	Brookalnds Drive	Brookalnds Drive	08/04/2020	£496.25	£700.00	
Bench	Tonedale	One Stop Car Park	08/04/2020	£496.25	£700.00	
Bench	3x Monmouth Gardens	North Street	14/01/2022	£3.00	£2,100.00	
Bench	Fore Street	Entrance to North Street Car Park LHS	14/01/2022	£1.00	£700.00	
Bench	4x United Reformed Church	Fore Street	14/01/2022	£4.00	£2,800.00	
Bench	Mantle Street Planter	Mantle Street	14/01/2022	£1.00	£700.00	
Bench	2x Community Hospital	Bulford	14/01/2022	£2.00	£800.00	
Bench	Picnic Bench Roly Poly Green	Longforth Road	14/01/2022	£1.00	£1,150.00	
Bench	Curved Bench	Outside Co-Op	23/02/2022	£2,880.00	£4,000.00	
Bench		Lodge Close	21/07/2023	£706.38	£715.00	
Bench		Wellington Playing Field	21/07/2023	£706.38	£715.00	
			Bench Total	£7,709.26	£19,980.00	
Bus Shelter	Coach Park	Longforth Road	17/01/2022	£3,854.00	£8,500.00	
			Bus Shelter Total	£3,854.00	£8,500.00	
Planter	Shoreline Planter	Outside Co-Op	23/02/2022	£2,100.00	£3,000.00	
Planter	6x Wooden Planters		03/05/2022	£12,324.00	£18,000.00	
Planter	6x Tree Planters		03/05/2022	£6.00	£15,000.00	
			Planter Total	£14,430.00	£36,000.00	
Cycle Racks	10x Cycle racks	High St, White Hart Lane & Fore St	23/02/2022	£1,050.00	£2,000.00	
			Cycle Total	£1,050.00	£2,000.00	

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2022/23**

Dog Waste Bin	Jurston Lane	On grass verge by stream	10/03/2011	£1.00	£488.22	
Dog Waste Bin	Cades Mead	Nr Play Area	10/03/2011	£1.00	£488.22	
Dog Waste Bin	Weavers Reach	By Bridge & Play Area	10/03/2011	£1.00	£488.22	
Dog Waste Bin	Millstream Gardens	Outside One Stop	10/03/2011	£1.00	£488.22	
Dog Waste Bin	Bovet Street	In Car Park	10/03/2011	£1.00	£488.22	
Dog Waste Bin	Exeter Road	Nr Bungalows	10/03/2011	£1.00	£488.22	Large split at base
Dog Waste Bin	Swains Lane	On bypass	10/03/2011	£1.00	£488.22	
Dog Waste Bin	Torres Vedras Drive	Nr Path entrance to Open Space	16/03/2021	£376.00	£488.22	
Dog Waste Bin	Longforth Farm	Nr Farmhouse	20/04/2021	£388.00	£488.22	
Dog Waste Bin	Palmers Mead	Nr Pond	09/08/2021	£102.00	£488.22	
Dog Waste Bin	Westford Field	Westford Field	30/11/2022	£375.00	£488.22	
Dog Waste Bin	Sewage Works	Sewage Works	30/11/2022	£350.00	£488.22	
Dog Waste Bin	Aspin Close	Aspin Close	30/11/2022	£342.00	£488.22	
		Dog Waste Bin Total		£1,940.00	£6,346.86	
Grit Bin	St John's School		10/03/2011	£250.00	£309.00	
Grit Bin	Hoyles Road		10/03/2011	£250.00	£309.00	
Grit Bin	Popes Lane		10/03/2011	£250.00	£309.00	
Grit Bin	Oaken Ground		10/03/2011	£250.00	£309.00	
Grit Bin	Mill Stream Gardens		10/03/2011	£250.00	£309.00	
Grit Bin	Swains Lane		10/03/2011	£250.00	£309.00	
Grit Bin	Howard Rd / Brendon Rd		10/03/2011	£250.00	£309.00	
Grit Bin	Springfield Road		07/03/2022	£1.00	£309.00	
Grit Bin	Cornhill		07/03/2022	£1.00	£309.00	
		Grit Bin Total		£1,752.00	£2,781.00	
Noticeboard	Rockwell Green	Oaken Ground Junction	27/02/2023	£1,581.00	£2,081.00	
Noticeboard	Town Centre	Outside Co-Op	02/09/2002	£1.00	£3,750.00	
Noticeboard	Burrough Way	Burrough Way	29/06/2020	£1,255.00	£1,800.00	
Noticeboard	Basins	Basins	27/02/2023	£4,384.00	£4,884.00	
Noticeboard	Priory	Priory	27/02/2023	£1,524.00	£2,024.00	
Noticeboard	Tonedale	One Stop	27/02/2023	£1,540.00	£2,040.00	
		Notice Board Total		£10,285.00	£16,579.00	

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2022/23**

Sign	Twinning Sign	Exeter Rd	04/09/2000	£1.00	£680.00	
Sign	Twinning Sign	Tonedale	04/09/2000	£1.00	£680.00	Missing
Sign	Twinning Sign	Taunton Road	04/09/2000	£1.00	£680.00	Sign bent
Sign	Twinning Sign	Pyles Thorne Road	04/09/2000	£1.00	£680.00	Missing
Sign	Popham Historical Sign	Playing field	02/09/2002	£1.00	£2,000.00	Very poor condition
Sign	Map Board	Longforth Rd Car Park	26/01/2022	£685.23	£900.00	
Sign	Map Board	South Street Car Park	26/01/2022	£685.23	£900.00	
Sign	Map Board	North Street Car Park	26/01/2022	£685.23	£900.00	
Sign	Map Board	Waitrose Carpark	26/01/2022	£685.23	£900.00	
Sign	Finger Posts	Various	11/10/2022	£14,826.00	£25,000.00	
			Signs Total	£17,571.92	£33,320.00	
Street Light / Lamp Post	Rackfield	Junction with Payton Road	04/09/2000	£1.00	£927.00	
			Street Light Total	£1.00	£927.00	
Defibrillator	Longforth Road	Public Conveniences	06/07/2015	£2,000.00	£3,278.18	
Defibrillator	Rockwell Green	Christian Fellowship Centre	20/11/2018	£2,450.00	£3,278.18	
			Defibrillator Total	£4,450.00	£6,556.36	
Electrical Supply	Wellington Weekly News	26 High Street	2020	£1.00	£618.00	
Electrical Supply	Stags	7 High Street	2021	£1.00	£618.00	
Electrical Supply	Cheese & Wine Shop	11 South Street	2021	£1.00	£618.00	*check - plug seems to be at bakery?
Electrical Supply	Cards & Co	17 South Street	2020	£1.00	£618.00	
Electrical Supply	Wellington Prep School	South Street	2020	£1.00	£618.00	
Electrical Supply	Vape Shop	4 Fore Street	2021	£1.00	£618.00	
Electrical Supply	Iron Duke	1 North Street	2021	£1.00	£618.00	
Electrical Supply	Burgage	13/13a North Street	2020	£1.00	£618.00	
Electrical Supply	Library	16 Fore Street	2021	£1.00	£618.00	
Electrical Supply	Council Offices	28 Fore Street	2020	£1.00	£618.00	
Electrical Supply	H T Perry & Son & Granddaugh	33 Fore Street	2020	£1.00	£618.00	
Electrical Supply	URC Church	Fore Street	2020	£1.00	£618.00	
Electrical Supply	Luson Surgery	35 Fore Street	2020	£1.00	£618.00	
Electrical Supply	Victoria Arms	43 North Street	2020	£1.00	£618.00	*check - plug also at no 25?
Electrical Supply	Village Hill	Rockwell Green	2020	£1.00	£618.00	
Electrical Supply	Hair by Davinia	125 Rockwell Green	2020	£1.00	£618.00	
Electrical Supply	Brock's	106-108 Rockwell Green	2020	£1.00	£618.00	
Electrical Supply	Christian Fellowship Church	Rockwell Green	2020	£1.00	£618.00	
			Electrical Suply Total	£18.00	£11,124.00	
Outdoor Property / Street Furniture Total				£63,061.18	£135,614.22	

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2022/23**

Buildings & Contents						
Category	Name / Description	Location	Date Purchased	Asset Value	Replacement / Insurance Value	Notes
Public Convenience	Longforth Road Toilets		01/02/2017	£1.00	£300,000.00	
Contents	Longforth Road Toilets		01/02/2017	£10,000.00	£30,000.00	
			Longforth Total	£10,001.00	£330,000.00	
Shed	Community Resilience Shed	Wellington School	10/03/2011	£1.00	N/A	
			Shed Total	£1.00	£0.00	
Container	Comm. Farm	Green Corridor	08/06/2023	£2,599.00	£3,100.00	*new line, already added to insurance
Container	Fox's Field	Green Corridor	17/11/2023	£3,220.00	£3,670.00	
			Containers Total	£5,819.00	£6,770.00	
Buildings Total				£15,821.00	£336,770.00	
Land						
Category	Name / Description	Location	Date Purchased	Asset Value	Replacement / Insurance Value	Notes
Allotment	Basins		01/04/1974	£1.00	N/A	
Public Space	Field at Westford	Westford	14/02/2022	£55,000.00	N/A	
Land Total				£55,001.00	£0.00	
Play						
Category	Name / Description	Location	Date Purchased	Asset Value	Replacement / Insurance Value	Notes
Play Area Land	Tonedale	Richards Close	12/08/1985	£1.00	N/A	
Play Equipment	Multi use Area (inc. Fence, goals & surface)	Richards Close	12/08/1985	£18,000.00	£100,000.00	
Play Equipment	All equipment, Surfacing & Path	Richards Close	23/01/2023	£84,145.00	£100,000.00	
Other	Bench, Bin & Metal Sign	Richards Close	12/08/1985	£500.00	£927.00	
			Richards Close Total	£102,646.00	£200,927.00	
Play Area Land	Weavers Reach		08/12/2023	£5,000.00		
Play Equipment	Weavers Reach		08/12/2023	£1.00	£80,000.00	
			Weavers Total	£5,001.00	£80,000.00	
Play Total				£107,647.00	£280,927.00	

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2022/23**

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**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2022/23**

Regalia						
Category	Name / Description	Location	Date Purchased	Asset Value	Replacement / Insurance Value	Notes
Insignia	Chain & Collar	With Mayor	06/04/2009	£1.00	£15,000.00	All civic regalia insured as one
Robes	Mayoral Robes	With Mayor	01/04/1974	£1.00		
Case	Chain Case	With Mayor	05/01/2015	£1.00		
Outfit	Town Crier	With Crier	17/03/2023	£546.00	£750.00	
Bugle	Silver Ruffles Bugle	28 Fore St		£1.00	£600.00	
Regalia Total				£550.00	£16,350.00	
Office Equipment & Furniture						
Category	Name / Description	Location	Date Purchased	Asset Value	Replacement / Insurance Value	Notes
Chamber Furniture	8 leather topped tables	28 Fore Street	01/04/1974	£1.00	£1,920.00	Inherited
Chamber Furniture	18 leather chairs	28 Fore Street	01/04/1974	£1.00		
Chamber Furniture	3 ornate Wooden Chairs	28 Fore Street	01/04/1974	£1.00		
Office Furniture	Chairs (x 12)	28 Fore Street	Unknown	£1.00	£360.00	Some inherited, some bought 2nd hand pre 2019
Office Furniture	Desks (x 5)	28 Fore Street	Unknown	£1.00	£1,800.00	
Office Furniture	Desk Chairs (x 5)	28 Fore Street	Unknown	£1.00	£900.00	
Office Furniture	Misc. Furniture	28 Fore Street	Unknown	£1.00	£3,000.00	Filing Cabinets x3, Bookshelves x2, 4x tables, 4x white boards
Furniture Total				£7.00	£9,060.00	
Office Equipment	Misc.	28 Fore Street	Various	£150.00		Laminator, guillotine, shredder, 4x fans (some inherited)
IT Equipment	PC Towers (x 6)	28 Fore Street	Various	£3,726.00		
IT Equipment	Monitors (x 12)	28 Fore Street	Various	£2,080.00		
IT Equipment	Computer Sundries	28 Fore Street	Various (2021)	£500.00		Mice, keyboards, webcams etc.
IT Equipment	Old items	28 Fore Street	Pre 2019	£1.00		Old items for spares
Equipment Total				£6,457.00	£15,000.00	
Portable Equipment	Microphone & Cables	28 Fore Street	02/06/2021	£119.00	£150.00	
Portable Equipment	Projector & Screen	28 Fore Street	18/08/2021	£570.00	£704.52	
Portable Equipment	Mobile Phones (x 5)	With Staff	10/12/2022	£1,872.00	£3,000.00	31/10 - Added value for Warden's Phone
Portable Equipment	Laptops (x 4)	With Staff	2019 & 2020	£2,000.00	£2,500.00	
Portable Equipment	iPads (x16)	With Cllrs / Staff	18/11/2022	£3,014.00	£3,500.00	31/10 - Updated value to account for office iPad
Portable Total				£7,575.00	£9,854.52	
Portable Furniture	Gazebo & Flags	Storage Unit	14/11/2022	£1,664.00	£2,000.00	
Portable Furniture	Tables	Storage Unit	14/11/2022	£466.96	£550.00	
Portable Furniture Total				£2,130.96	£2,550.00	

WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2022/23

Office Equipment & Furniture Total			£16,169.96	£36,464.52	

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2022/23**

Community Warden						
Category	Name / Description	Location	Date Purchased	Asset Value	Replacement / Insurance Value	Notes
Vehicle	Nissan Town Star Van	Overnight - Office CP	01/09/2023	£31,290.60	£37,000.00	New line, already added to insurance.
Tools	Brushcutter, Hedge Trimmer (inc batteries, charger & Box)	Storage Unit	05/10/2023	£1,611.82	£2,000.00	
Tools	Mower	Comm. Farm Container	17/08/2023	£2,741.67	£4,000.00	New line, already added to insurance.
Community Warden Total				£35,644.09	£43,000.00	
		Asset Register Total		£293,894.23	£849,125.74	