

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON TUESDAY 16 JANUARY 2024 AT 5.30PM

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

IN ATTENDANCE: Councillor J Cole
Alice Kendall – Deputy Clerk/Deputy RFO
Annette Kirk – Assets and Events Officer

One member of the press
Three members of the public

424 APOLOGIES

Apologies were received from Councillor M Lithgow.

425 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(b) as there was a payment listed to his employer – Tindle Newspapers. He further noted that this should have been raised previously and the committee noted the interest retrospectively.

426 PUBLIC PARTICIPATION

The three members of the public present were representatives of the groups making grant applications and would answer questions if required at the appropriate agenda item.

427 MINUTES

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

428 ACCOUNTING STATEMENTS

a. TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 10 JANUARY 2024

RESOLVED to note and approve the bank reconciliation as presented.

b. TO NOTE AND APPROVE EXPENDITURE FOR 6 DECEMBER 2023 - 10 JANUARY 2024

RESOLVED to note and approve the expenditure as presented.

c. TO NOTE AND APPROVE INCOME RECEIVED FOR 6 DECEMBER 2023 - 10 JANUARY 2024

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

Councillor McGuffie expressed concern that some lines remain unspent as we near the end of the financial year but wasn't sure how to raise this. He gave Community Safety as an example. The Deputy Clerk advised that this report is presented to the Finance Committee each month so that such matters can be raised. Regarding the example given, she explained that the Council has some lines that are used as contingency budgets for any ad hoc expenditure as required (see also Emergency Planning, for example). The Community Safety line is proposed to be used to move the defibrillator from Longforth Road Toilets. The matter of which was due to be considered at the following meeting (Town Centre Committee). Councillors agreed that the removal of such lines would not be appropriate.

Lastly, it was reported that budget setting meeting would be held on 31st January where the figures for 24-25 will be reviewed completely. The Deputy Clerk reminded the meeting that if any Councillor had any queries about budget lines or under/overspends they can e-mail her directly and she will reply as quickly as possible.

RESOLVED to note and approve the budget report as presented.

429 GRANTS

a. Applications

- i. **Wellington Tennis Club** – The club submitted an application for £1,120 towards junior match play sessions. The application and supporting documents were circulated to Councillors by e-mail.

After some discussion, it was **RESOLVED** to suspend Standing Orders to allow the applicant to answer questions.

RESOLVED to reinstate Standing Orders

It was proposed that half of the amount be awarded. There was no seconder.

RESOLVED to award a grant of £1,120.

- ii. **St Margaret's Hospice** – The organisation applied for a £1,500 contribution to one of their Community Nurse Specialists. The application and supporting documents were circulated to Councillors by e-mail.

After some discussion, it was **RESOLVED** to suspend Standing Orders to allow the applicant to answer questions.

RESOLVED to reinstate Standing Orders

RESOLVED to award a grant of £1,500. Councillors asked the representative to pass on their thanks to the organisation for the important work they do.

- iii. **Wellington Cricket Club** – the club applied for £720 for their annual indoor training sessions. The application and supporting documents were circulated to Councillors by e-mail.

RESOLVED to award a grant of £720.

b. Summary

The Summary of grants paid in the current financial year was noted.

430 REVIEW OF ASSET REGISTER

RESOLVED to recommend to Full Council that the updated Asset Register be accepted following the addition of the life ring installed at the Basins.

There being no further business the meeting closed at 6.02pm

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Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFO Date: 15 / 02 / 24*Name and Role (Clerk/RFO etc)*

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 15/02/2024		
	Cash in Hand 01/04/2023		993,335.85
	ADD Receipts 01/04/2023 - 15/02/2024		663,217.07
	SUBTRACT Payments 01/04/2023 - 15/02/2024		1,656,552.92
			521,499.44
	Cash in Hand 15/02/2024 (per Cash Book)		1,135,053.48
B	Cash in hand per Bank Statements		
	Petty Cash 15/02/2024	0.00	
	Lloyds Current Account 2195145 15/02/2024	38,011.44	
	Lloyds Deposit Account 07788306 15/02/2024	436,321.85	
	Lloyds Treasurers PC 87331468 15/02/2024	525.69	
	The Cambridge Building Society Cl 15/02/2024	204,644.36	
	Cambridge & Counties 15020773 15/02/2024	264,423.77	
	Nationwide 01343556 15/02/2024	209,066.36	
			1,152,993.47
	Less unrepresented payments		17,894.99
			1,135,098.48
	Plus unrepresented receipts		-45.00
	Adjusted Bank Balance		1,135,053.48
	A = B Checks out OK		

15 February 2024 (2023 - 2024)

Wellington Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
536	Photocopier	11/01/2024		Lloyds Current Accour	BACS	Photocopying	Konica Minolta	S	66.04	13.21	79.25
537	Stationery & Postage	11/01/2024		Lloyds Current Accour	BACS	Stationery	Viking	S	69.92	13.98	83.90
538	Hospitality	11/01/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
539	Office Equipment	11/01/2024		Lloyds Treasurers PC	Card	Storage	B&M Retail Ltd	S	18.33	3.67	22.00
540	Town Centre Projects	11/01/2024		Lloyds Treasurers PC	Card	The Purple Guide	The Events Industry Forum L	S	25.00	5.00	30.00
541	Additional Lights & Install	11/01/2024		Lloyds Current Accour	BACS	Various items in Tonedale	Abacus Construction Ltd	S	112.50	22.50	135.00
541	Tone Play Area	11/01/2024		Lloyds Current Accour	BACS	Various items in Tonedale	Abacus Construction Ltd	S	247.50	49.50	297.00
541	Weavers Reach Play Area	11/01/2024		Lloyds Current Accour	BACS	Various items in Tonedale	Abacus Construction Ltd	S	490.00	98.00	588.00
542	Green Corridor	12/01/2024		Lloyds Current Accour	BACS	Tree Survey	Atworth Arboriculture Ltd	S	925.00	185.00	1,110.00
543	Photocopier	15/01/2024		Lloyds Current Accour	BACS	Photocopier Rental	Konica Minolta	S	158.73	31.75	190.48
547	Other Payments	16/01/2024		Lloyds Treasurers PC	Card	Land Registry Search	HM Land Registry	X	6.00		6.00
545	Telephone System	16/01/2024		Lloyds Current Accour	Direct Debit	Telephone & Broadband	Chess	S	124.13	24.83	148.96
546	Deposits	16/01/2024		Lloyds Current Accour		Pop Up Shop	Rotary Club of Wellington Di	X	64.25		64.25
544	Community Warden Set Up	16/01/2024		Lloyds Current Accour	BACS	Rubble Sacks	Buildbase	S	4.18	0.84	5.02
548	Deposits	18/01/2024		Lloyds Current Accour		Pop Up Shop	Christina Gross	X	36.96		36.96
549	Deposits	18/01/2024		Lloyds Current Accour		Pop Up Shop	Crafting Friends	X	6.30		6.30
549	Deposits	18/01/2024		Lloyds Current Accour		Pop Up Shop	Crafting Friends	X	52.32		52.32
550	Hospitality	19/01/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
554	Stationery & Postage	19/01/2024		Lloyds Current Accour	BACS	ID Cards	The JKB Ltd	X	34.36		34.36
551	Grants	19/01/2024		Lloyds Current Accour	BACS	Grant	Wellington Tennis Club	X	1,120.00		1,120.00
552	Grants	19/01/2024		Lloyds Current Accour	BACS	Grant	St Margaret's Hospice Care	X	1,500.00		1,500.00
553	Grants	19/01/2024		Lloyds Current Accour	BACS	Grant	Wellington Cricket Club	X	720.00		720.00
555	Tone Play Area	19/01/2024		Lloyds Current Accour	BACS	Grass Cutting, Bin Emptying & I	Somerset Council	S	192.70	38.54	231.24
555	Emptying Dog Bins	19/01/2024		Lloyds Current Accour	BACS	Grass Cutting, Bin Emptying & I	Somerset Council	S	1,905.80	381.16	2,286.96
556	Community Safety	19/01/2024		Lloyds Current Accour	BACS	Hall Hire (flood drop in)	Wellington Association Footb	X	60.00		60.00
559	Community Warden	19/01/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	S	1.67	0.33	2.00
560	Sage Payroll & HR	19/01/2024		Lloyds Current Accour	Direct Debit	Payroll System	Sage	S	48.00	9.60	57.60
557	Overheads	19/01/2024		Lloyds Current Accour	BACS	Insurance re-charge	H T Perry & Son	X	90.00		90.00
558	Repairs	19/01/2024		Lloyds Current Accour	BACS	Remove Air Con Unit	JMJ Air Conditioning	S	445.00	89.00	534.00
561	Promotion of Wellington	22/01/2024		Lloyds Current Accour	BACS	Notice of Vacancy Advert	Tindle Newspapers	S	250.00	50.00	300.00
562	Salaries	22/01/2024		Lloyds Current Accour	BACS	Net Salaries	Various	X	11,936.46		11,936.46
563	Salaries	22/01/2024		Lloyds Current Accour	BACS	Deductions - Jan	HMRC	X	4,470.06		4,470.06
564	Salaries	22/01/2024		Lloyds Current Accour	BACS	Superann - Jan	Somerset County Council	X	4,546.68		4,546.68

Wellington Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
567	Office Equipment	23/01/2024		Lloyds Current Accour	BACS	Key Cutting	Call Nigel Locksmiths	X	10.00		10.00
565	Switch on Event	23/01/2024		Lloyds Current Accour	BACS	Donation for Santa	Wellington Rotary Club	X	300.00		300.00
566	Internal Office Re-Decoratio	23/01/2024		Lloyds Treasurers PC	Card	Decorating Supplies	B & Q	S	297.07	59.41	356.48
568	Deposits	23/01/2024		Lloyds Current Accour	BACS	Pop Up Shop	Wellington Rotary Club	X	79.76		79.76
569	Telephone & Broadband	24/01/2024		Lloyds Current Accour	Direct Debit	Telephone System	SW Comms	S	159.59	31.92	191.51
571	Electricity	25/01/2024		Lloyds Current Accour	Direct Debit	Electricity for Offices	Engie	L	310.19	15.51	325.70
570	Internal Office Re-Decoratio	25/01/2024		Lloyds Treasurers PC	Card	Decorating Supplies	B & Q	S	-55.00	-11.00	-66.00
574	Community Warden	26/01/2024		Lloyds Treasurers PC	Card	Parking	PayByPhone	S	1.67	0.33	2.00
572	Repairs	26/01/2024		Lloyds Current Accour	BACS	Remove Basin	Paul Cottey Plumbing & Heat	X	70.00		70.00
573	Green Corridor	26/01/2024		Lloyds Current Accour	BACS	Eco Survey & Net Gain Assess	Clarkson & Woods	S	2,920.00	584.00	3,504.00
575	Hospitality	29/01/2024		Lloyds Treasurers PC	Card	Refreshments	Co-op	X	3.00		3.00
576	Provision of Benches & Litter	29/01/2024		Lloyds Current Accour	BACS	Bench Maintenance	M J Fletcher Property Mainte	X	55.00		55.00
577	Community Warden	29/01/2024		Lloyds Current Accour	BACS	Storage Unit	Wellington Self Storage	S	116.67	23.33	140.00
578	Staff Training	01/02/2024		Lloyds Current Accour	BACS	Staff Training	Chagos Consulting Ltd	X	15.00		15.00
580	Telephone & Broadband	01/02/2024		Lloyds Current Accour	BACS	IT Support, Network Switch &	MTMIT	S	438.00	87.60	525.60
580	IT Equipment	01/02/2024		Lloyds Current Accour	BACS	IT Support, Network Switch &	MTMIT	S	49.99	10.00	59.99
580	IT Support & Email Hosting	01/02/2024		Lloyds Current Accour	BACS	IT Support, Network Switch &	MTMIT	S	340.00	68.00	408.00
579	Community Services & Priorit	01/02/2024		Lloyds Current Accour	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
580	Inspection Applications	01/02/2024		Lloyds Current Accour	BACS	IT Support, Network Switch &	MTMIT	S	58.80	11.76	70.56
581	Professional Fees	02/02/2024		Lloyds Current Accour	BACS	Health & Safety Advisor	WT Consultancy	S	125.00	25.00	150.00
582	Professional Fees	02/02/2024		Lloyds Current Accour	BACS	Searches (28-30 Fore St)	Amicus Law (South West) LL	X	600.00		600.00
590	Hospitality	05/02/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
586	Stationery & Postage	05/02/2024		Lloyds Treasurers PC	Card	Return Council Equip via Cour	Evri	X	7.55		7.55
587	Office Cleaning & Maintenanc	05/02/2024		Lloyds Current Accour	BACS	Office Cleaning	AIS Cleaners	S	88.00	17.60	105.60
589	Professional Fees	05/02/2024		Lloyds Treasurers PC	Card	Land Registry Search	HM Land Registry	X	6.00		6.00
583	Professional Fees	05/02/2024		Lloyds Current Accour	BACS	Reinstatement Cost Assessmer	Croft Surveyors	S	800.00	160.00	960.00
588	Community Warden	05/02/2024		Lloyds Current Accour	Direct Debit	Van Charging	Swarco Smart Charging Ltd	S	47.36	9.47	56.83
585	Rent	05/02/2024		Lloyds Current Accour	BACS	Pop Up Shop Rent	H T Perry & Son	X	500.00		500.00
584	Longforth Rd Toilet Refurb	05/02/2024		Lloyds Current Accour	BACS	Project Management Instalme	Ravenslade	S	1,406.70	281.34	1,688.04
591	Mayors Allowance	05/02/2024		Lloyds Current Accour	BACS	Mayor's Donation	Rockwell Green Primary Schc	X	550.50		550.50
591	Councillors Allowance	05/02/2024		Lloyds Current Accour	BACS	Mayor's Donation	Rockwell Green Primary Schc	X	350.00		350.00
591	Charity Fundraising	05/02/2024		Lloyds Current Accour	BACS	Mayor's Donation	Rockwell Green Primary Schc	X	162.00		162.00
592	Staff Training	06/02/2024		Lloyds Treasurers PC	Card	Emerging Trends in LG Financ	NALC	S	32.68	6.54	39.22
593	Promotion of Wellington	06/02/2024		Lloyds Current Accour	BACS	Grant	Wellington & District Twinnin	X	2,711.00		2,711.00
594	Electricity for Street Light	06/02/2024		Lloyds Current Accour	BACS	electricity for Street Light	EDF Energy	L	237.68	11.88	249.56

Wellington Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
597	Allotments	08/02/2024		Lloyds Treasurers PC	Card	Padlock	Screwfix	S	21.32	4.27	25.59
595	Longforth Road Toilets	08/02/2024		Lloyds Treasurers PC	Card	Key Cutting	Call Nigel Locksmiths	X	19.00		19.00
596	Sage Payroll & HR	08/02/2024		Lloyds Treasurers PC	Card	HR System	Sage HR	S	42.00	8.40	50.40
602	Professional Fees	12/02/2024		Lloyds Treasurers PC	Card	Land Registry Search	HM Land Registry	X	6.00		6.00
603	Professional Fees	12/02/2024		Lloyds Current Accour	BACS	Temp. Traffic Regulation Orde	Somerset Council	X	575.00		575.00
605	Community Warden	12/02/2024		Lloyds Current Accour	BACS	VAT Adjustment	Buildbase	S	0.01		0.01
598	Parish Online	12/02/2024		Lloyds Current Accour	BACS	Parish Online Subscription	Geosphere Ltd	S	405.00	81.00	486.00
599	Green Corridor	12/02/2024		Lloyds Current Accour	BACS	Tree Works	Chris Groves Associates	S	1,920.00	384.00	2,304.00
604	Green Corridor	12/02/2024		Lloyds Current Accour	BACS	Bridge Repair (Weavers)	Buildbase	S	24.59	4.92	29.51
600	Community Warden Set Up	12/02/2024		Lloyds Current Accour	BACS	Rubble Sacks & Over Shoes	Buildbase	S	7.64	1.53	9.17
601	Community Warden Set Up	12/02/2024		Lloyds Treasurers PC	Card	Drill Bits	Screwfix	S	4.98	1.00	5.98
606	Hospitality	13/02/2024		Lloyds Treasurers PC	Card	Kitchen Supplies	Co-op	X	1.35		1.35
606	Office Cleaning & Maintenance	13/02/2024		Lloyds Treasurers PC	Card	Kitchen Supplies	Co-op	X	7.40		7.40
607	Longforth Road Toilets	15/02/2024		Lloyds Current Accour	BACS	Disconnection Fee	National Grid	S	1,285.46	257.09	1,542.55
608	Community Warden Set Up	15/02/2024		Lloyds Treasurers PC	Card	Sundries	Screwfix	S	5.82	1.17	6.99
Total									46,912.14	3,165.06	50,077.20

15 February 2024 (2023 - 2024)

Wellington Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
161	Rents - Various	19/01/2024		Lloyds Current Accour		Promotional Space	Jonas Fishmonger	X	100.00		100.00
161	Rents - Various	19/01/2024		Lloyds Current Accour		Promotional Space	Jonas Fishmonger	X	125.00		125.00
161	Rents - Various	19/01/2024		Lloyds Current Accour		Promotional Space	Jonas Fishmonger	X	100.00		100.00
162	Rent	22/01/2024		Lloyds Current Accour		Pop Up Shop	Jacqueline Isaac	X	500.00		500.00
162	Deposits	22/01/2024		Lloyds Current Accour		Pop Up Shop	Jacqueline Isaac	X	100.00		100.00
163	Summer Street Fair	26/01/2024		Lloyds Current Accour		Stall Fee	Bumblees Preserves	X	55.00		55.00
164	Summer Street Fair	26/01/2024		Lloyds Current Accour		Stall Fee	The Nomadic Barista	X	70.00		70.00
165	Street Fair Refundable Depos	26/01/2024		Lloyds Current Accour		Stall Fee	Royal British Legion	X	45.00		45.00
166	Allotments	30/01/2024		Lloyds Current Accour		Allotment Rent & Deposit	K L C Marshall (Plot 88)	X	28.00		28.00
167	Summer Street Fair	30/01/2024		Lloyds Current Accour		Stall Fee	Dough Bros Bakery	X	45.00		45.00
168	Summer Street Fair	30/01/2024		Lloyds Current Accour		Stall Fee	The Culmstock Chilli Co	X	45.00		45.00
166	Allotment Deposits	30/01/2024		Lloyds Current Accour		Allotment Rent & Deposit	K L C Marshall (Plot 88)	X	50.00		50.00
169	Summer Street Fair	02/02/2024		Lloyds Current Accour		Stall Fee	Little Wax Wishes & Aromas	X	45.00		45.00
170	Bank Interest	05/02/2024		Nationwide 01343556		Interest	Nationwide	X	683.66		683.66
171	Summer Street Fair	05/02/2024		Lloyds Current Accour		Stall Fee	Ellises Farm	X	45.00		45.00
172	Street Fair Refundable Depos	05/02/2024		Lloyds Current Accour		Stall Fee	Somerset Wildlife Trust	X	45.00		45.00
173	VAT Refund	06/02/2024		Lloyds Current Accour		VAT Refund	HMRC	R		2,488.27	2,488.27
179	Bank Interest	12/02/2024		The Cambridge Buildir		error duplicate line	The Cambridge Building Soci	X			
175	Rent	12/02/2024		Lloyds Current Accour		Pop-Up Shop	Christina Gross	X	150.00		150.00
176	Summer Street Fair	12/02/2024		Lloyds Current Accour		Stall Fee	Natures Treasures	X	45.00		45.00
177	Summer Street Fair	12/02/2024		Lloyds Current Accour		Stall Fee	Zunzun	X	45.00		45.00
178	Summer Street Fair	12/02/2024		Lloyds Current Accour		Stall Fee	The Crepe Cart	X	70.00		70.00
174	Summer Street Fair	12/02/2024		Lloyds Current Accour		Stall Fee	Crosses Ice Cream	X	70.00		70.00
180	Summer Street Fair	12/02/2024		Lloyds Current Accour		Stall Fee	Neil's Coffee Stop	X	45.00		45.00
181	Summer Street Fair	12/02/2024		Lloyds Current Accour		Stall Fee	Neil's Coffee Stop	X	-45.00		-45.00
175	Deposits	12/02/2024		Lloyds Current Accour		Pop-Up Shop	Christina Gross	X	100.00		100.00
183	Bank Interest	15/02/2024		Lloyds Deposit Accour		Interest	Lloyds Bank	X	512.54		512.54
184	Bank Interest	15/02/2024		Cambridge & Counties		Interest	Cambridge & Counties	X	986.70		986.70
182	Summer Street Fair	15/02/2024		Lloyds Current Accour		Stall Fee	The Old School Tuck Shop	X	55.00		55.00
Total									4,115.90	2,488.27	6,604.17

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	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	1,018.88	-18.88	45.09 (4%)
28	Electricity				2,000.00	2,526.34	-526.34	-526.34 (-26%)
32	Office Equipment				350.00	354.00	-4.00	-4.00 (-1%)
34	Insurances				3,500.00	198.17	3,301.83	3,301.83 (94%)
35	Stationery & Postage				1,250.00	843.93	406.07	406.07 (32%)
36	Audit Fees				2,250.00	2,505.00	-255.00	-255.00 (-11%)
37	Office Cleaning & Maintenance				2,000.00	1,189.18	810.82	810.82 (40%)
40	Hire of Hall				1,100.00	1,275.00	-175.00	-175.00 (-15%)
54	Professional Fees					14,681.10	-14,681.10	-14,681.10 (N/A)
143	Internal Office Re-Decoration				3,000.00	267.07	2,732.93	2,732.93 (91%)
SUB TOTAL		250.00	251.47	1.47	20,450.00	27,858.67	-7,408.67	-7,407.20 (-35%)

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	2,757.00	41.00	4,716.00	1,344.12	3,371.88	3,412.88 (45%)
92	Longforth Allotment				10,000.00		10,000.00	10,000.00 (100%)
148	Allotment Deposits		700.00	700.00		295.00	-295.00	405.00 (N/A)
SUB TOTAL		2,716.00	3,457.00	741.00	14,716.00	1,639.12	13,076.88	13,817.88 (79%)

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	8,653.89	1,346.11	1,346.11 (13%)
123	Stall Deposits							(N/A)
136	Electricity				500.00		500.00	500.00 (100%)
137	Additional Lights & Install		250.00	250.00		4,340.98	-4,340.98	-4,090.98 (N/A)
SUB TOTAL			250.00	250.00	30,500.00	15,812.76	14,687.24	14,937.24 (48%)

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

15 February 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	60.00	1,940.00	1,940.00 (97%)
59	Promotion of Wellington				5,000.00	4,715.75	284.25	284.25 (5%)
60	Community Services & Priorities				5,000.00	1,086.02	3,913.98	3,913.98 (78%)
61	Health & Wellbeing				33,000.00	34,612.50	-1,612.50	-1,612.50 (-4%)
64	Community Warden				17,160.00	1,251.72	15,908.28	15,908.28 (92%)
66	Other Payments				300.00	66.00	234.00	234.00 (78%)
153	Charity Fundraising		162.00	162.00		162.00	-162.00	(N/A)
154	Community Warden Set Up					36,105.41	-36,105.41	-36,105.41 (N/A)
SUB TOTAL			162.00	162.00	73,460.00	78,059.40	-4,599.40	-4,437.40 (-6%)

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		(0%)
21	Councillors Allowance				5,250.00	5,250.00		(0%)
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	113.60	886.40	886.40 (88%)
89	Deputy Mayor's Expenses				200.00		200.00	200.00 (100%)
SUB TOTAL			85.46	85.46	8,100.50	6,201.46	1,899.04	1,984.50 (24%)

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

15 February 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	5,717.40	5,782.60	5,782.60 (50%)
50	Provision of Benches & Litter/Do		1,221.24	1,221.24	2,500.00	1,919.76	580.24	1,801.48 (72%)
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	801.06	48.94	48.94 (5%)
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	23,255.53	-3,255.53	-3,255.53 (-16%)
SUB TOTAL			1,221.24	1,221.24	55,805.00	37,674.11	18,130.89	19,352.13 (34%)

Grants

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
41	Grants				15,000.00	15,502.22	-502.22	-502.22 (-3%)
152	Green Grants				10,000.00	3,000.00	7,000.00	7,000.00 (70%)
SUB TOTAL					25,000.00	18,502.22	6,497.78	6,497.78 (25%)

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	23,908.66	15,908.66				15,908.66 (198%)
3	Parish Grants	2,275.00	2,275.00					(0%)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00	1,025.00	25.00				25.00 (2%)

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

15 February 2024 (2023 - 2024)

SUB TOTAL	477,607.00	493,540.66	15,933.66	15,933.66 (3%)
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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	3,054.80	-894.80	-894.80 (-41%)
30	IT Equipment				1,200.00	793.98	406.02	406.02 (33%)
31	IT Support & Email Hosting				4,250.00	3,449.00	801.00	801.00 (18%)
94	IT for New Staff				1,500.00	1,186.81	313.19	313.19 (20%)
101	Telephone System				2,000.00	1,543.43	456.57	456.57 (22%)
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	405.00	45.00	45.00 (10%)
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	862.00	138.00	138.00 (13%)
132	Councillor Tablets				250.00	595.80	-345.80	-345.80 (-138%)
144	Inspection Applications				2,000.00	58.80	1,941.20	1,941.20 (97%)
SUB TOTAL					19,230.00	16,214.02	3,015.98	3,015.98 (15%)

Play Areas

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Tone Play Area				5,000.00	2,082.34	2,917.66	2,917.66 (58%)
145	Weavers Reach Play Area				5,000.00	735.29	4,264.71	4,264.71 (85%)
146	Annual Play Inspections				500.00		500.00	500.00 (100%)
SUB TOTAL					10,500.00	2,817.63	7,682.37	7,682.37 (73%)

Pop Up Shop

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	4,900.00	3,950.00	-950.00	6,000.00	5,000.00	1,000.00	50.00 (0%)
118	Overheads				3,500.00	1,702.72	1,797.28	1,797.28 (51%)
119	Repairs				1,500.00	859.56	640.44	640.44 (42%)
149	Deposits		2,600.00	2,600.00		1,696.62	-1,696.62	903.38 (N/A)
SUB TOTAL		4,900.00	6,550.00	1,650.00	11,000.00	9,258.90	1,741.10	3,391.10 (21%)

Staff Costs & Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				262,842.59	210,168.78	52,673.81	52,673.81 (20%)
17	Staff Training				1,000.00	47.68	952.32	952.32 (95%)
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

15 February 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	210,664.70	55,477.89	115,583.49 (43%)

Town Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				10,000.00	4,361.74	5,638.26	5,638.26 (56%)
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	13,382.15	-3,382.15	-3,382.15 (-33%)
134	Co-Working Space				30,000.00		30,000.00	30,000.00 (100%)
135	Town Centre Projects				20,000.00	5,304.90	14,695.10	14,695.10 (73%)
138	Carnival				1,000.00	1,280.00	-280.00	-280.00 (-28%)
140	Summer Street Fair	1,050.00	1,550.00	500.00	6,050.00	5,888.37	161.63	661.63 (9%)
141	Street Fair Refundable Deposits		-120.00	-120.00				-120.00 (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	1,438.45	388.45	80,550.00	45,973.46	34,576.54	34,964.99 (42%)

Summary

NET TOTAL	486,523.00	629,540.52	143,017.52	623,264.09	490,809.98	132,454.11	275,471.63 (24%)
V.A.T.		33,676.55			30,689.46		
GROSS TOTAL		663,217.07			521,499.44		

Wellington Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 13-02-2024)

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
551	19/01/2024			Lloyds Current Acc	BACS	Grant	Wellington Tennis Club	X	1,120.00		1,120.00
552	19/01/2024			Lloyds Current Acc	BACS	Grant	St Margaret's Hospice Care	X	1,500.00		1,500.00
553	19/01/2024			Lloyds Current Acc	BACS	Grant	Wellington Cricket Club	X	720.00		720.00
Subtotal for Code: Grants									£15,502.22		£15,502.22
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									18,502.22		18,502.22
TOTALS									£18,502.22		£18,502.22

WELLINGTON TOWN COUNCIL BANK MANDATE 2023-24

1. Operational Accounts

- 1.1. The Council holds three bank accounts with Lloyds bank, as listed below, which are used for the operational spending of the Council
 - a) Lloyds Treasury Account (Current Account)
 - b) Lloyds Treasury Account (Petty Cash Account)
 - c) Lloyds Deposit Account (Savings)
- 1.2. All payments are made from the Current Account with funds topped up when required from the deposit account as this accrues interest while the Current account does not. A small balance (usually no more than £500) is held in the Petty Cash account which is linked to debit cards for Officers to use where payment by invoice is not available (online purchases etc.)
- 1.3. The signatories for this account are as follows.

Councillors; Marcus Barr, Zoe Barr*, Andrew Govier, Catherine Govier, Mark Lithgow, Janet Lloyd, Micheal McGuffie* and John Thorne.

**these Councillors require upgrading to 'full' signatories to allow access to internet banking. A request has been made to Lloyds.*

Officers; David Farrow, Alice Kendall & Annette Kirk

- 1.4. Councillors who are members of the Finance Committee will usually be added as account signatories at Lloyds.
- 1.5. For both cheques and online payments, the bank will not release payments unless authorised by three signatories. The Council's internal process is that a payment must be created by an Officer and authorised/signed by two Councillors.

2. Saving Accounts

- 2.1. The Council holds savings accounts with the following institutions;
 - a) Nationwide
 - b) The Cambridge Building Society
 - c) Cambridge & Counties Bank
- 2.2. The mandate for these accounts is the same as detailed in 1.5 above, but given the funds are not withdrawn frequently, only the Mayor and Deputy are Councillor signatories on these accounts as well as the Clerk (David Farrow) and Deputy Clerk (Alice Kendall). These signatories are updated each year after the Annual Meeting.

Considered and approved by the Finance Meeting held 21st February 2024.