



WELLINGTON TOWN COUNCIL
28 Fore Street, Wellington, Somerset TA21 8AQ
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**Members of the Public and the Press are invited to attend all Council Meetings
(Public Bodies (Admission to Meetings) Act 1960)**

Dear Councillors,

You are hereby summoned to attend the following meeting:

| | |
|---------|---|
| Meeting | Policy and Resources Committee |
| Time | 4.00pm |
| Date | 21 February 2024 |
| Place | United Reform Church Hall Fore Street, Wellington TA21 8AG |

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Councillors will be discussing all the items listed on the attached Agenda and minutes will be available online after the meeting.

Yours faithfully

Dave Farrow
Town Clerk
01823 662855
info@wellingtontowncouncil.co.uk

15 February 2024

Committee members: Councillors M Barr, K Canham, A Govier, C Govier, M Lithgow, J Lloyd, M McGuffie, J Thorne and K Wheatley

1. TO RECEIVE APOLOGIES AND APPROVE THE REASONS GIVEN

2. DECLARATIONS OF INTEREST

Members to declare any interests, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Town Council's Code of Conduct and to consider any prior requests from members for Dispensations that accord with Localism Act 2011 s33(b-e) (NB this does not preclude any later declarations).

3. MINUTES

To approve and sign the minutes of the Policy and Resources Committee Meeting held on 12 December 2023.

4. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Members of the public attending the meeting are invited to speak to the Committee for no longer than three minutes.

N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119.

5. SOMERSET COUNCIL ASSETS AND SERVICES

(i) The Town Clerk will update the committee on progress in relation to the Council taking responsibility for or funding Somerset Council assets and services.

(ii) The Committee is asked to consider whether it would recommend to Full Council that it should offer services to neighbouring parishes.

6. FUTURE COMMITTEE STRUCTURE

To begin discussions on the future committee structure for the Council. A paper is attached to promote discussion.

7. STAFFING MATTERS

(i) Staff Appraisals

The Town Clerk will report on the outcomes of the recent staff appraisals.

(ii) Job descriptions

To consider the Job Descriptions and proposed grades for the role of Open Spaces Manager, Project Assistant and Part Time Receptionist.

(iii) Staffing Review

Given the changes to the size and scope of the Town Council over the coming years a paper is attached for consideration.

8. RISK MANAGEMENT SCHEME

To review the Council's Risk management Scheme and consider recommending adoption to Full Council.

9. STATEMENT OF INTERNAL CONTROL

To review the Council's Statement of Internal Control and consider recommending adoption to Full Council.

10. LONGFORTH ROAD TOILET BLOCK

The Town Clerk will provide an update on progress.

11. PROPOSAL FOR DEVELOPING THE COUNCIL'S APPROACH TO COMMUNICATION

A paper is attached for consideration.

12. TONEWORKS TOURS

To consider whether a charge should be made for tours.

13. HMS WELLINGTON

To consider the attached communication from The Wellington Trust.

14. TO CONSIDER EXCLUDING MEMBERS OF THE PRESS AND PUBLIC

To consider passing a resolution having been duly proposed and seconded under Schedule 12A of the Local Government Act 1972 to exclude the press and public from the meeting, on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, within the meaning of Schedule 12A to the Local Government Act 1972:

Reason: taken from legislation - Information relating to a particular individual/s.

15. STAFFING ISSUE

The Town Clerk will update Councillors on the staffing issue previously reported.

Dave Farrow
Town Clerk
15 February 2024