



**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	<b>Council Meeting</b>
Time	7.00pm
Date	Monday 4 March 2024
Place	United Reformed Church Hall, Fore Street TA21 8AG

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

Yours faithfully

David Farrow  
Town Clerk  
01823 662855  
[info@wellingtontowncouncil.co.uk](mailto:info@wellingtontowncouncil.co.uk)

27 February 2024

**1. WELCOME AND INTRODUCTIONS**

**2. TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE REASONS GIVEN**

If you cannot attend, please send your apology and reason to the Town Clerk.

Councillors are reminded that failure to attend any Council meeting for 6 months, full council or committee/s, will result in them automatically ceasing to be a councillor irrespective of whether apologies are given.

**3. 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)

Standing declarations made by Councillors are set out at the end of the agenda.

**4. MINUTES**

To approve the minutes of the additional Town Council Meeting on 21 February 2024. A Copy of the draft minutes is attached.

**5. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

Public Attendance: For those members of the public who wish to ask a question or make a statement a three-minute time limit applies to each speaker.

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

**6. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM**

A report from Sergeant Jon O'Connor will be circulated in advance of the meeting.

**7. TO RECEIVE A REPORT FROM THE MAYOR**

The Mayor will provide an update on his activities since the last meeting.

**8. SOMERSET COUNCIL / LOCAL COMMUNITY NETWORK (LCN) UPDATE**

Somerset Council Councillors, Councillor Catherine Govier and the Town Clerk to provide an update on any issues of interest to the Town Council. Note that the LCN meeting will be taking place on 6 February 2024.

**9. TO RECEIVE THE CLERK'S REPORT ON RECENT COUNCIL ACTIVITIES**

To consider a report from the Town Clerk which will be circulated in advance of the meeting.

**10. FINANCE COMMITTEE**

The draft minutes of the meeting held on 21 February 2024 are attached for information and consideration. Councillor J Lloyd will provide an update at the meeting.

The Committee also resolved to make the following decision under its delegated powers:

- (i) To award a grant of £740 to Life Education Wessex towards the delivery of their Making Health Choices programme at Wellesley Park School.

**11. POLICY & RESOURCES COMMITTEE**

The draft minutes of the meeting held on 21 February 2024 are attached for information and consideration. Councillor C Govier will provide an update at the meeting. The committee **RESOLVED** to make the following recommendations:

- (i) That should the Council be approached by parish councils to provide services, it should be receptive to such requests recognising that its priority had to be delivering services to Wellington.
- (ii) That Local Council Consulting be approached to refresh the staffing review undertaken in 2022 in the context of the forthcoming changes to the Town Councils roles and responsibilities. Also, that the role of Responsible Financial Officer be separated from the role of Town Clerk given the increasing size and scope of both roles.
- (iii) To approve the Risk Management Scheme.
- (iv) To adopt the Statement of Internal Control.
- (v) That no charges are made for tours of Toneworks but that donations would be welcomed.

The Committee also resolved to make the following decisions under its delegated powers:

- (i) To approve the job descriptions and grades for the roles of Open Spaces Manager, Projects Assistant and Receptionist.
- (ii) To agree the purchase of Canva Pro software at a cost of £100pa and to begin publication of a newsletter.
- (iii) That in response to the communication from the HMS Wellington Trust Councillor Wheatley would make contact and arrange to visit when he is in London.

**12. BURCHILLS HILL FOOTPATH PUBLIC INQUIRY**

To consider the Councils position in relation to the Inquiry.

**13. COURTLAND ROAD**

To consider recommending to Somerset Council the introduction of 'No entry' signage at the junction of Courtland Road and Beech Grove. This will prevent vehicles driving down Courtland Road from the Playing Field car park and support the school's informal one-way system – Councillor A Govier.

**14. REVIEW OF COUNCIL INSURANCE**

To consider the following officer recommendations:

- a. That the attached renewal from Zurich is accepted at a cost of £5,366.13,
- b. That Officers be given delegated authority to spend up to £1,000 for survey reports where required to establish appropriate cover (ref item 3c above). This to be funded from the Professional Services budget line, and
- c. Having noted and approved the renewal price above within the context of the budget of £6,000 (£633.87 remaining), and that the updates and additions in item 3 of the report will likely cause the budget line to become overspent; that Financial Regulation 4.2 is suspended (for the purposes of Insurance matters only) to allow delegated spending authority to Officers over that of the budget line to ensure the Council has the appropriate cover in place. Items of spending to be reported to the Finance Committee within the usual monthly reporting process.

**15. ALLOTMENTS ADVISORY BOARD**

To note the notes of the meeting held on the 19 February 2024.

**16. 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: the agenda item contains information relating to the financial or business affairs of any particular person (including the authority holding that information).

**17. LONGFORTH FARM ALOTMENT SITE - FENCING**

To award the contract for the erection of fencing and gates at the Longforth Farm Allotment site. A paper will be circulated in advance of the meeting detailing the quotes received.