

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON WEDNESDAY 21 FEBRUARY 2024 AT 3.30PM

PRESENT: Councillor J Lloyd (Chair),
Councillors M Barr, J Cole, A Govier (from 493b), C Govier, M McGuffie and J Thorne

IN ATTENDANCE: David Farrow – Town Clerk
Alice Kendall – Deputy Clerk/Deputy RFO

One member of the press

In the absence of the elected Chairman (Councillor M Lithgow) it was agreed that Councillor J Lloyd chair the meeting.

489 APOLOGIES

No Apologies had been received.

490 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. This to be added to the standing items above.

491 PUBLIC PARTICIPATION

No members of the public were present.

492 MINUTES

RESOLVED to approve and sign the minutes of the meeting held on 16 January 2024.

493 ACCOUNTING STATEMENTS

a. TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 15 FEBRUARY 2024

RESOLVED to note and approve the bank reconciliation as presented.

During this item, Councillor A Govier arrived at the meeting.

b. TO NOTE AND APPROVE EXPENDITURE FOR 11 JANUARY - 14 FEBRUARY 2024

RESOLVED to note and approve the expenditure as presented.

c. TO NOTE AND APPROVE INCOME RECEIVED FOR 11 JANUARY - 14 FEBRUARY 2024

RESOLVED to note and approve the income as presented.

d. TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET AT 14 FEBRUARY 2023

RESOLVED to note and approve the budget report as presented.

494 GRANTS

a. Applications

- i. **Life Education Wessex** – the organisation applied for up to £740 towards the delivery of their Making Health Choices programme at Wellesley Park School. The application and supporting documentation were circulated by e-mail.

RESOLVED to award £740, noting that the grants budget line is overspent.

It was agreed that a more general discussion is required on how grants are administered, and coded in the financial recording, going forward. This will be brought to the next meeting, as will the annual review of the application documents.

b. Summary

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

495 REVIEW OF BANK MANDATE

RESOLVED to note and approve the bank mandate with the addition of Councillor J Cole being added as a signatory at Lloyds Bank.

There being no further business the meeting closed at 3.57 pm

.....

Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFO Date: 05 / 03 / 2024*Name and Role (Clerk/RFO etc)*

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 05/03/2024		
	Cash in Hand 01/04/2023		993,335.85
	ADD Receipts 01/04/2023 - 05/03/2024		665,267.53
	SUBTRACT Payments 01/04/2023 - 05/03/2024		1,658,603.38
	Cash in Hand 05/03/2024 (per Cash Book)		577,567.55
B			1,081,035.83
	Cash in hand per Bank Statements		
	Petty Cash 01/03/2024	0.00	
	Lloyds Current Account 2195145 05/03/2024	24,526.98	
	Lloyds Deposit Account 07788306 05/03/2024	386,321.85	
	Lloyds Treasurers PC 87331468 05/03/2024	428.25	
	The Cambridge Building Society Cl 15/02/2024	204,644.36	
	Cambridge & Counties 15020773 05/03/2024	265,350.27	
	Nationwide 01343556 04/03/2024	209,772.32	
			1,091,044.03
	Less unrepresented payments		10,008.20
			1,081,035.83
	Plus unrepresented receipts		
	Adjusted Bank Balance		1,081,035.83
	A = B Checks out OK		

Wellington Town Council
Uncashed payments\transfers out (All banks)
(Upto 05/03/2024)

Voucher	Date	Cheque No.	Description	Total	Bank
174	03/07/2023	Card	Milk	1.40	Lloyds Treasurers PC 87:
627	22/02/2024	BACS	Solicitors Fees (Longforth Allotments	600.00	Lloyds Current Account 2
628	26/02/2024	BACS	Grant	620.00	Lloyds Current Account 2
630	26/02/2024	BACS	Office Rent	1,000.00	Lloyds Current Account 2
631	26/02/2024	BACS	HR Support	2,669.75	Lloyds Current Account 2
632	27/02/2024	BACS	Chapter 8 Training	188.40	Lloyds Current Account 2
634	01/03/2024	BACS	Job advert	330.00	Lloyds Current Account 2
637	01/03/2024	BACS	War Grave Flowers	72.50	Lloyds Current Account 2
638	01/03/2024	BACS	IT Support, hosting & domain	466.80	Lloyds Current Account 2
639	01/03/2024	BACS	Project Management Instalment	3,175.20	Lloyds Current Account 2
640	04/03/2024	BACS	Pop-Up Shop Rent	500.00	Lloyds Current Account 2
641	04/03/2024	Direct Debit	Van Charging	18.97	Lloyds Current Account 2
642	04/03/2024	BACS	Insurance re-charge	109.58	Lloyds Current Account 2
643	04/03/2024	BACS	Office Cleaning	105.60	Lloyds Current Account 2
644	05/03/2024	BACS	Health & Safety Advisor	150.00	Lloyds Current Account 2
Total-----				10,008.20	

Wellington Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
607	Longforth Road Toilets	15/02/2024		Lloyds Current Accou	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
611	Staff Training	16/02/2024		Lloyds Treasurers PC	Card	NALC Social Media Session	NALC	S	32.68	6.54	39.22
612	Staff Training	16/02/2024		Lloyds Treasurers PC	Card	NALC Climate Session	NALC	S	32.68	6.54	39.22
610	Hospitality	16/02/2024		Lloyds Treasurers PC	Card	Tea Bags	Co-op	X	6.00		6.00
609	Longforth Rd Toilet Refurb	16/02/2024		Lloyds Treasurers PC	Card	Land Registry Search	HM Land Registry	X	6.00		6.00
613	Telephone & Broadband	16/02/2024		Lloyds Current Accou	Direct Debit	Telephone & Broadband	Chess	S	134.52	26.90	161.42
614	Carnival	16/02/2024		Lloyds Current Accou	BACS	Carnival First Aid	St John Ambulance	S	605.22	121.04	726.26
616	Staff Travelling	19/02/2024		Lloyds Current Accou	BACS	Staff travel	Mr S Tate	X	86.40		86.40
617	Hospitality	19/02/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.25		1.25
615	Hire of Lights	19/02/2024		Lloyds Current Accou		Christmas Lights	Event Power Engineering	S	10,000.00	2,000.00	12,000.00
615	Lights Install	19/02/2024		Lloyds Current Accou		Christmas Lights	Event Power Engineering	S	9,000.00	1,800.00	10,800.00
619	Salaries	20/02/2024		Lloyds Current Accou	BACS	Net Salaries	Various	X	12,380.53		12,380.53
618	Telephone System	20/02/2024		Lloyds Current Accou	Direct Debit	Telephone System	SW Comms	S	158.96	31.79	190.75
620	Salaries	20/02/2024		Lloyds Current Accou	BACS	Deductions - Feb	HMRC	X	4,215.87		4,215.87
621	Salaries	20/02/2024		Lloyds Current Accou	BACS	Superann - Feb	Somerset County Council	X	4,595.00		4,595.00
622	Community Warden	21/02/2024		Lloyds Current Accou	BACS	Storage Unit	Wellington Self Storage	S	116.67	23.33	140.00
626	Electricity	22/02/2024		Lloyds Current Accou	Direct Debit	Electricity for Offices	Engie	L	285.17	14.26	299.43
625	Longforth Road Toilets	22/02/2024		Lloyds Current Accou	Direct Debit	Electricity for Public Toilets	Engie	L	164.35	8.22	172.57
627	Professional Fees	22/02/2024		Lloyds Current Accou	BACS	Solicitors Fees (Longforth Allot)	Amicus Law (South West) I	X	600.00		600.00
624	Community Warden	22/02/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
623	Sage Payroll & HR	22/02/2024		Lloyds Current Accou	Direct Debit	Payroll System	Sage	S	48.00	9.60	57.60
630	Office Rent	26/02/2024		Lloyds Current Accou	BACS	Office Rent	Somerset Council	X	1,000.00		1,000.00
628	Grants	26/02/2024		Lloyds Current Accou	BACS	Grant	Life Education Wessex	X	620.00		620.00
629	Professional Fees	26/02/2024		Lloyds Treasurers PC	Card	Land Registry Search	HM Land Registry	X	3.00		3.00
631	Professional Fees	26/02/2024		Lloyds Current Accou	BACS	HR Support	WorkNest Ltd	S	2,243.75	426.00	2,669.75
632	Staff Training	27/02/2024		Lloyds Current Accou	BACS	Chapter 8 Training	Bridgwater Town Council	S	157.00	31.40	188.40
633	Hospitality	27/02/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
634	Staff Recruitment	01/03/2024		Lloyds Current Accou	BACS	Job advert	Tindle Newspapers	S	275.00	55.00	330.00
635	Longforth Road Toilets	01/03/2024		Lloyds Current Accou	Direct Debit	Electricity for Public Toilets	SSE	L	113.85	5.70	119.55
638	IT Support & Email Hosting	01/03/2024		Lloyds Current Accou	BACS	IT Support, hosting & domain	MTMIT	S	389.00	77.80	466.80
636	Longforth Road Toilets	01/03/2024		Lloyds Current Accou	Direct Debit	Electricity for Public Toilets	SSE	L	17.61	0.88	18.49
637	Community Services & Prioritie	01/03/2024		Lloyds Current Accou	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50

Wellington Town Council

PAYMENTS LIST

5 March 2024 (2023 - 2024)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
639	Longforth Rd Toilet Refurb	01/03/2024		Lloyds Current Accou	BACS	Project Management Instalmen	Ravenslade	S	2,646.00	529.20	3,175.20
642	Office Rent	04/03/2024		Lloyds Current Accou	BACS	Insurance re-charge	Somerset Council	S	91.32	18.26	109.58
643	Office Cleaning & Maintenance	04/03/2024		Lloyds Current Accou	BACS	Office Cleaning	AIS Cleaners	S	88.00	17.60	105.60
641	Community Warden	04/03/2024		Lloyds Current Accou	Direct Debit	Van Charging	Swarco Smart Charging Ltc	S	15.81	3.16	18.97
640	Rent	04/03/2024		Lloyds Current Accou	BACS	Pop-Up Shop Rent	H T Perry & Son	X	500.00		500.00
644	Professional Fees	05/03/2024		Lloyds Current Accou	BACS	Health & Safety Advisor	WT Consultancy	S	125.00	25.00	150.00
Total									52,109.09	5,508.56	57,617.65

Wellington Town Council
RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
182	Summer Street Fair	15/02/2024		Lloyds Current Accou		Stall Fee	The Old School Tuck Shop	X	55.00		55.00
183	Bank Interest	15/02/2024		Lloyds Deposit Accou		Interest	Lloyds Bank	X	512.54		512.54
184	Bank Interest	15/02/2024		Cambridge & Countie		Interest	Cambridge & Counties	X	986.70		986.70
185	Allotments	16/02/2024		Lloyds Current Accou		Allotment Rent & Deposit	Daniel James (Plot 96)	X	28.00		28.00
186	Street Fair Refundable Deposits	16/02/2024		Lloyds Current Accou		Stall Fee	The Rotary Club of Welling	X	45.00		45.00
185	Allotment Deposits	16/02/2024		Lloyds Current Accou		Allotment Rent & Deposit	Daniel James (Plot 96)	X	50.00		50.00
187	Summer Street Fair	16/02/2024		Lloyds Current Accou		Stall Fee	Crumb Coat Bakery	X	45.00		45.00
188	Street Fair Refundable Deposits	26/02/2024		Lloyds Current Accou		Stall Fee	Guide Dogs & Epilepsy	X	45.00		45.00
189	Summer Street Fair	28/02/2024		Lloyds Current Accou		Stall Fee	Richard Smith	X	70.00		70.00
192	Summer Street Fair	01/03/2024		Lloyds Current Accou		Stall Fee	Young Lives Versus Cancer	X	45.00		45.00
190	Summer Street Fair	01/03/2024		Lloyds Current Accou		Stall Fee	SB Bakes	X	45.00		45.00
191	Street Fair Refundable Deposits	01/03/2024		Lloyds Current Accou		Stall Fee	Wellington Basins Voluntee	X	45.00		45.00
193	Bank Interest	04/03/2024		Nationwide 0134355		Interest	Nationwide	X	705.96		705.96
194	Bank Interest	05/03/2024		Cambridge & Countie		Interest	Cambridge & Counties	X	926.50		926.50
Total									3,604.70		3,604.70

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	4,091.32	-91.32	-153.82 (-3%)
27	Photocopier		63.97	63.97	1,000.00	1,018.88	-18.88	45.09 (4%)
28	Electricity				2,000.00	2,811.51	-811.51	-811.51 (-40%)
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	1,277.18	722.82	722.82 (36%)
40	Hire of Hall				1,100.00	1,275.00	-175.00	-175.00 (-15%)
54	Professional Fees					17,652.85	-17,652.85	-17,652.85 (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	32,294.91	-11,844.91	-11,843.44 (-57%)

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	2,785.00	69.00	4,716.00	1,344.12	3,371.88	3,440.88 (46%)
92	Longforth Allotment				10,000.00		10,000.00	10,000.00 (100%)
148	Allotment Deposits		750.00	750.00		295.00	-295.00	455.00 (N/A)
SUB TOTAL		2,716.00	3,535.00	819.00	14,716.00	1,639.12	13,076.88	13,895.88 (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		(0%)
115	Lights Install				10,000.00	11,817.89	-1,817.89	-1,817.89 (-18%)
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	34,812.76	-4,312.76	-4,062.76 (-13%)

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

5 March 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	1,146.44	3,853.56	3,853.56 (77%)
61	Health & Wellbeing				33,000.00	34,612.50	-1,612.50	-1,612.50 (-4%)
64	Community Warden				17,160.00	1,385.60	15,774.40	15,774.40 (91%)
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	78,253.70	-4,793.70	-4,631.70 (-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	122.20	877.80	877.80 (87%)
89	Deputy Mayor's Expenses				200.00		200.00	200.00 (100%)
SUB TOTAL			85.46	85.46	8,100.50	6,210.06	1,890.44	1,975.90 (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

5 March 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	16,122.22	-1,122.22	-1,122.22 (-7%)
152	Green Grants				10,000.00	3,000.00	7,000.00	7,000.00 (70%)
SUB TOTAL					25,000.00	19,122.22	5,877.78	5,877.78 (23%)

Grounds Maintenance and All

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
155	Summer Plants							(N/A)
SUB TOTAL								(N/A)

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

5 March 2024 (2023 - 2024)

Income		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	466,332.00	466,332.00					(0%)
2	Bank Interest	8,000.00	25,541.12	17,541.12				17,541.12 (219%)
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%)
SUB TOTAL		477,607.00	495,173.12	17,566.12				17,566.12 (3%)

IT, Website & Internet		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				2,160.00	3,189.32	-1,029.32	-1,029.32 (-47%)
30	IT Equipment				1,200.00	793.98	406.02	406.02 (33%)
31	IT Support & Email Hosting				4,250.00	3,838.00	412.00	412.00 (9%)
94	IT for New Staff				1,500.00	1,186.81	313.19	313.19 (20%)
101	Telephone System				2,000.00	1,702.39	297.61	297.61 (14%)
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	910.00	90.00	90.00 (9%)
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	16,944.50	2,285.50	2,285.50 (11%)

Play Areas		Receipts			Payments			Net Position
Code	Title	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		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	4,900.00	3,950.00	-950.00	6,000.00	5,500.00	500.00	-450.00 (-4%)
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)

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

5 March 2024 (2023 - 2024)

SUB TOTAL	4,900.00	6,550.00	1,650.00	11,000.00	9,758.90	1,241.10	2,891.10 (18%)
------------------	-----------------	-----------------	-----------------	------------------	-----------------	-----------------	-----------------------

Staff Costs & Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				262,842.59	231,360.18	31,482.41	31,482.41 (11%)
17	Staff Training				1,000.00	270.04	729.96	729.96 (73%)
18	Staff Travelling				200.00	209.64	-9.64	-9.64 (-4%)
19	Staff Recruitment		60,105.60	60,105.60	1,500.00	600.00	900.00	61,005.60 (4067%)
87	Home Working Allowances				600.00		600.00	600.00 (100%)
SUB TOTAL			60,105.60	60,105.60	266,142.59	232,439.86	33,702.73	93,808.33 (35%)

Town Centre

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				10,000.00	4,657.55	5,342.45	5,342.45 (53%)
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	16,034.15	-6,034.15	-6,034.15 (-60%)
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	1,885.22	-885.22	-885.22 (-88%)
140	Summer Street Fair	1,050.00	1,755.00	705.00	6,050.00	5,888.37	161.63	866.63 (12%)
141	Street Fair Refundable Deposits		15.00	15.00				15.00 (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	1,778.45	728.45	80,550.00	49,526.49	31,023.51	31,751.96 (38%)

Summary

NET TOTAL	486,523.00	631,590.98	145,067.98	623,264.09	541,627.79	81,636.30	226,704.28 (20%)
V.A.T.		33,676.55			35,939.76		
GROSS TOTAL		665,267.53			577,567.55		

WELLINGTON TOWN COUNCIL



GRANTS POLICY

1. Introduction

1.1 Wellington Town Council is committed to supporting a vibrant and thriving local community, with the wellbeing of residents at the heart of services and activities on offer.

1.2 As a Town Council, Wellington has statutory powers to make grants to local charities and groups¹. The purpose of such grants is to provide financial support to the wide range of organisations providing or developing services or activities around the Town.

1.3 Over the years many groups have benefited from the Council's grant scheme. This has enabled social, educational and leisure opportunities for the community that might not otherwise have been available to local people.

1.4 Wellington Town council will set a yearly budget for grants during its annual budget-setting activities, prior to the commencement of each financial year. Currently this is £15,000 (2021/22).

1.5 The Council understands that it is responsible for public funds and the distribution of these funds needs to be properly managed. The awarding of grants is taken very seriously by the Council, and each application will be carefully reviewed before a decision is made.

1.6 This policy relates to the giving of awards under the Council's Grant Scheme and is not applicable to other forms of financial support which may be given.

2. Our Grants

2.1 Grants awarded will be in line with the Council's policy of supporting the local community and making a contribution to the life and well-being of the town. Particular

¹ Local Government Act 1972 S137; Local Government (Miscellaneous Provisions) Act 1976

priorities for the Council are to support services or activities for children and youth, those which seek to reduce social isolation, those which encourage a safe and harmonious environment, and those who seek to reduce carbon emissions. All applications should clearly define the benefits of their project to local people.

2.2 Grants applications will be will be considered monthly (see Section 6).

2.3 Application forms are available on request from the Council Offices and must be requested by the particular group intending to apply for a grant. Forms will not normally be made available through a third party.

3. Eligibility

3.1 Applications are welcomed from local groups, organisations or partnerships seeking a financial contribution towards the costs of providing specific activities or services wholly or principally for the benefit of parish residents. General funding for day-to-day management of a particular group will not qualify.

3.2 Organisations applying for a grant must be operating on a voluntary, charitable or 'not for profit' basis

3.3 Grants can only be applied for where the project or activity has yet to take place. Retrospective funding will not be considered for costs incurred prior to the grant application.

3.4 Generally the organisation applying for funding will be expected to contribute to the service or activity for which the grant is being requested. There will be occasions however, based on the individual merit of an application, where the full costs will be met by a grant.

3.5 Awards will *not normally* be made to:-

- Projects whose primary objectives is to campaign or lobby;
- Individual rather than group applicants;
- Local branches that could be funded by their national or umbrella body **or**
- Send funds raised to their umbrella body for general purposes;
- Organisations who have already received a grant in the current financial year;
- Groups which already receive council funding through a Service Level Agreement;
- Groups with considerable financial reserves of their own.

Any exceptions to these guidelines will be based on the individual merits of the application.

3.6 Awards will *not* be made to:-

- Commercial enterprises set up to generate profit;
- Those supporting party political issues or opposing a political party;

- Groups or activities which appear discriminatory in nature;
- Activities that are not lawful or risk disrepute to the Council;
- Groups which are not considered financially viable;
- Groups which previously benefitted from a grant where monies given were not spent for the purpose provided;
- Health, education or welfare organisations whose services should be provided by statutory funding.

3.7 Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of religious belief. However, activities that promote particular religious beliefs will not be considered. Compliance with this requirement will need to be demonstrated throughout the project.

3.8 Applications from education, health or social services establishments may be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community.

4. Submitting Applications

4.1 Applications must be made to the Council Office using the Council's Grant Application Form. Both paper and electronic applications are acceptable.

4.2 The applicant must state clearly their organisation's aims and objectives.

4.3 All requested supporting documentation must be included before any application can be considered, including relevant accounting statements.

4.4 The applying organisation is required to submit audited accounts, or accounts that have been independently examined by a suitably qualified person, for the previous two financial years **or**, in the case of a newly formed organisation or less formal group, a comprehensive budget and business plan.

4.5 The group must also submit a copy of its written Constitution (if not previously submitted), as formally adopted by the members of the organisation. Where the association is less formal a similar document of agreement between individuals will be acceptable.

4.6 The applicant must state if the organisation has applied for funds elsewhere, and if known, the outcome of this application. The Council must also be informed of any fund raising activities being carried by the applicant.

4.7 Council staff will not fill out application forms for the applicant. Staff will however give appropriate advice and support to enable the applicant to complete the form.

5. Assessment Criteria

5.1 Grant applications will be assessed with reference to the following criteria, which are in no priority order:-

- The application is submitted in line with the Council's policy;
- Funding will fill gaps in provision of services or facilities;
- The project to be funded has to be viable;
- The need for the service or activity being funded is clearly demonstrated;
- The grant should benefit residents of the parish.
- Project does not increase carbon emissions

6. The Council's decision

6.1 Wellington Town Council will ensure openness and transparency when awarding its grants.

6.2 Grant applications will be reviewed monthly by the Council's Finance Committee which will make a recommendation for formal approval at the full Council meeting later that evening.

6.3 Grant applications will be circulated in advance of meetings but no decision will be made prior to the meeting.

6.4 Councillors must clearly declare any interest associated with a grant application prior to the decision being discussed.

6.5 Grant applicants, or an alternative representative of their organisation will be invited to attend the council meeting where their application will be considered.

6.6 The applicant or representative will be offered the opportunity to speak in support of the application, under the Public Speaking agenda item, prior to the grant being decided.

6.7 Approval of the grant by full Council will require a proposal which must be seconded. A vote by show of hands will then be taken. Applications require a simple majority vote to be approved. Where the vote is tied the Chairman will have the deciding vote.

6.8 Recommendations for grants will be recorded in the minutes of the finance committee, and formal resolutions recorded at the subsequent council meeting.

6.9 A letter confirming the grant, stating the amount awarded will be sent to applicants within 5 working days of the council meeting.

6.10 Where a grant has been declined, a letter will be sent to the applicants within 5 working days of the council meeting. Reasons why the grant has not been approved will be given so that organisations understand why they have not been successful.

6.11 Where further information is required, or a grant has been declined for reasons relating to the actual application, the grant may be re-submitted once the shortcoming has been addressed.

6.12 The decision of the Council is final. There is no right of appeal for a grant which has been declined based on its merits.

7. Payments

7.1 Payments will be made by BACS within 5 working days of the Council meeting unless alternative arrangements are agreed.

8. Grant Conditions

8.1 Wellington Town Council expects organisations which benefit from a grant to:-

- Identify any assets/services purchased through the grant as being acquired/provided with the assistance of a grant from the Town Council;
- Have a group bank account, with at least two authorised signatories as cheques cannot be made out to any individual;
- Allow appropriate site or project visits by representatives of the Council, subject to reasonable notice being given;
- Provide receipts or proof of expenditure subject to reasonable notice being given;
- Notify the Council immediately if the intended project is amended in any way;
- Have a full set of risk assessments for the activities to be carried out;
- Have Public Liability Insurance to cover services and activities to be provided;
- Agree to abide by the Council's Carbon Neutrality policy

8.2 Wellington Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form, or within a reasonable timeframe.

8.3 Wellington Town Council reserve the right to recoup any equipment provided by the grant should the organisation cease to exist within three years of the grant being paid.

8.4 Organisations that receive a grant will be required to agree an appropriate public acknowledgement of the Town Council's contribution.

9. Large & Capital Grants – Additional Conditions of Funding

9.1 Wellington Town Council defines a large grant as any sum in excess of £3000.

9.2. The Council will only award a large grant in exceptional circumstances.

9.3 Capital grants are those towards buildings and/or facilities as opposed to services or activities.

9.4 Organisations requesting funds for buildings must provide evidence of security of tenure in the relevant property for a minimum of 7 years from the date that the grant is considered.

9.5 Organisations requesting funds for buildings must provide proof that the property is adequately insured.

9.6 Where appropriate any request for grant funding for buildings must be accompanied by the relevant permission to carry out such work.

9.7 As much notice as possible is required for any large grant application, this will ensure that if the grant is to be awarded the Town Council can make appropriate budgetary provision.

9.8 In the case of a large grant the award may be phased, by mutual agreement, over a number of years.

10. Promoting the Grant Fund

10.1 The council will publish reports and information on its website and social media pages stating which groups have received a grant, for what purpose, and the monetary value of the award.

10.2 Successful applicants will be invited to return to council meetings, or to provide a written statement setting out what was achieved by the service or activity which received council funding.

10.3 Successes will be promoted by either party via appropriate web-sites, the press and social media.

11. Policy Review

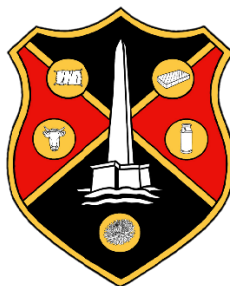
11.1 The Grants Policy will be reviewed annually, including the amount of the grant fund.

Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

Tel: 01823 662855
Clerk: David Farrow

Email: info@wellingtontowncouncil.co.uk

Please write clearly in dark ink or type



OFFICE USE ONLY

Date received:

Finance Meeting Date:

WELLINGTON TOWN COUNCIL FINANCIAL GRANT APPLICATION

SECTION A: CONTACT DETAILS					
Name of Organisation					
Organisation Address					
Any other name you use or name of your project (if different)					
Main contact for this application					
Title		First Name		Last Name	
Position held in the Organisation					
Contact Address (inc. full postcode)					
E-mail address					
Telephone (Please include day and evening numbers)					
SECTION B: ABOUT YOUR ORGANISATION					
What type of organisation are you? Tick all that apply		<div style="margin-bottom: 10px;"> <input type="checkbox"/> Community Group, Club or Society </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Company limited by guarantee </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Registered Charity Registration No: _____ </div> <div style="margin-bottom: 10px;"> <input type="checkbox"/> Other (please describe) </div>			

WELLINGTON TOWN COUNCIL
FINANCIAL GRANT APPLICATION

**When was or organisation established?
OR
When did it start meeting or running
activities or projects?**

Describe the purpose of your Organisation.
Describe the usual activities / services you provide. If you are a new group, describe what you plan to provide. If you have a written constitution, you must enclose a copy with this application.

**If you are a branch of, or related to, a
larger organisation, please give details.**

SECTION C: ABOUT YOUR PROJECT OR SERVICE

Describe the project or service.
Does it have a working title? What does it aim to achieve? How will it work? Please enclose any supporting documents, plans, projections etc.

Please tell us how you think this matches the policy of Wellington Town Council Grant Scheme. (Please refer to guidance notes)

How have you identified the need for this project?

WELLINGTON TOWN COUNCIL
FINANCIAL GRANT APPLICATION

What steps is your organisation taking either to reduce carbon emissions or to ensure it is not adding to carbon emissions?

When do you intend your project or service to start?

(Month/Year)

Do your services benefit only people in Wellington? If not what proportion of your services benefit only people in Wellington?

Tell us the cost for your project and give a breakdown of what the money is for.

We need this information to assess your application thoroughly. If you have a project budget, or have received estimates / quotations, please enclose copies.

Item or Activity	Estimated Cost
Total Cost:	
Have you sought funding from any other source?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If Yes, please provide details below;

Organisation	Amount Requested	Successful? <i>Yes/No (or, waiting decision)</i>	Conditions Attached?
Total;			

WELLINGTON TOWN COUNCIL
FINANCIAL GRANT APPLICATION

How much of your organisation's money will be used for this project?	£
How much money are you asking the Town Council to grant?	£
If your project will involve local organisations such as schools or other groups, please provide confirmation that they are aware you are applying to Wellington Town Council for a grant.	
Please use this space to give any additional information that you think may be helpful;	
SECTION D: YOUR FINANCIAL DETAILS	
Your bank or Building Society Details	
Bank/Building Society Name	
Bank/Building Society Address	
Branch Sort Code	
Account Number	
Name as on the Account	

WELLINGTON TOWN COUNCIL
FINANCIAL GRANT APPLICATION

Please provide the following summary details from your <u>most recent</u> annual audited accounts.			
Accounts for the Year Ending <i>(Month/Year)</i>			
Gross Income			
(minus) Total Expenditure			
(equals) Profit/Loss for the Year			
Savings <i>(reserves, cash, investments)</i>			
PLEASE ENCLOSE A COPY OF YOUR FINAL AUDITED ACCOUNTS FOR THE PAST TWO YEARS, WHICH COVER ALL OF YOUR ORGANISATION'S ACTIVITIES.			
SECTION E: AUTHORITY AND APPLICATION			
Declaration and Signature of Applicant			
<p>(a) I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct.</p> <p>(b) I understand that you may ask for additional information at any stage of the application process.</p> <p>(c) I am authorised to act for the organisation in making this application for financial assistance.</p> <p>(d) I enclose a copy of the resolution or other form of authorisation for this application.</p> <p>(e) I have read the Agreement detailed in section F and agree to the terms.</p>			
Signature			
Name (Print)		Date	

SECTION F: AGREEMENT

I confirm that the organisation named on the front of the application form has authorised me to sign this agreement on their behalf.

I certify that the information given in this application is true to the best of my knowledge, and confirm that all enclosures are current, accurate and adopted or approved by the organisation.

If this application is successful, in full or in part, the organisation will keep the following terms and conditions.

I understand that this is an agreement between the organisation and Wellington Town Council, which I legally binding.

We understand and agree to the following:

We will deliver the commissioned project or service as set out in this application.

We will not make any major change to the commissioned project or service without first receiving Wellington Town Council's written agreement.

We will not sell or dispose of any equipment or other assets which we have purchased in connection with this project or service without Wellington Town Council's written agreement. If we sell any equipment or assets, we may have to pay Wellington Town Council all or part of the money we received from them. The amount we repay will be in direct proportion to the share of the project or service cost represented by Wellington Town Council's grant.

We will comply with all relevant legislation applicable to the way we carry out our project or service.

We will acknowledge Wellington Town Council's grant in our Annual Report, our Chairman's or Secretary's report at our AGM, our accounts which cover the period of the grant and in any publicity materials we produce about the project or service.

We understand that Wellington Town Council will not normally increase the grant, and that monitoring and control of the project or service expenditure is our responsibility.

We will keep all financial records and accounts, including receipts for items bought. We will make these available to Wellington Town Council on request.

Wellington Town Council may hold back payment or ask us to repay, in whole or in part, in the following circumstances:

If we fail to keep to this agreement in any way:

- If the application form was completed dishonestly or the supporting documents gave false or misleading information;
- If we close down, become insolvent, go into administration, receivership or liquidation, or make an arrangement with our creditors;
- If our organisation closes down we will not sell or dispose of any equipment or assets without first receiving Wellington Town Council's written agreement.
- If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal expected working life of the assets.
- Any payment made prior to the completion of a project will be recovered if the project does not reach completion.

SECTION G: CHECKLIST

- ☐ We have read and understood all the guidance notes.
- ☐ We have fully completed all the sections of the application unless otherwise directed.
- ☐ We have enclosed all the relevant documents / information we need to send:
 - (As applicable):
 - ☐ Constitution / Governing documents
 - ☐ Accounts for the past two years
 - ☐ Project profile
 - ☐ Copy of Resolution or authority to make application
 - ☐ Other relevant material
- ☐ The main contact named has signed the declaration
- ☐ A senior person, with the authority to do so, has signed the agreement
- ☐ We have made a copy of this application to keep our reference.



WELLINGTON TOWN COUNCIL FINANCIAL GRANT APPLICATION GUIDANCE NOTES

Introduction

Like many other Town and Parish Councils, Wellington has powers to award grants to local organisations, to support their activities in the Town.

Over the years many varied groups have benefited from grant funding, allowing them to provide services and activities that otherwise may not have been available to the residents.

The awarding of grants is taken very seriously by the Council, it understands that it is responsible for public funds and the distribution of these funds needs to be properly managed.

This is an outline to the grants scheme. Please take the time to read these pages carefully. A well presented and clear grant application, providing all the required information, will help the Council when considering grant applications – and will also, help applicants.

We hope that organisations that apply for grants understand that we require detailed information to enable the Council to assess applications. The Council undergoes rigorous internal and external audits that scrutinise the grant process carefully and it has to demonstrate that it has taken great care in the awarding of public funds.

Please do not hesitate to contact us if you require any help.

Good luck with your application.

Dave Farrow
Town Clerk

Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

Phone: 01823 662855
Email: info@wellingtontowncouncil.co.uk

These notes explain the background to the Council's financial grants scheme. Please read them carefully before you complete the Grant Application Form.

Our Policy

Grants awarded should be in line with the Council's policy of supporting the local community and making a contribution to the life and well being of the town.

Grants will be considered on a monthly basis by the Finance Committee then recommended to the Town Council meeting, which is usually held the same day.

The application must be on the Grant Application Form with all requested supporting documentation for it to be considered.

Grant applications will be assessed on the following criteria, which are in no priority order.

- In line with the Council's policy
- Filling gaps in provision
- The project has to be viable
- The grant should benefit residents of the Town.
- The Council will want to know if you have applied for funds elsewhere.
- The Council will also want to know if you have done any fund raising yourself.

Awards will not be made to:

- Commercial enterprises set up to generate profit.
- Those supporting party political issues or opposing a political party.
- Projects with campaigning objectives will not normally qualify for any award.
- Individuals will not normally qualify for assistance.
- Health, education or welfare organisations whose services should be provided by statutory funding.

Awards will not normally be made:

- To bodies that could be funded by their national or umbrella body.
- To organisations who have already received a grant within the financial year.

Successful applicants must:

- Identify any assets acquired through the grant as being acquired with the assistance of a grant from the Town Council.
- Have a group bank account as cheques cannot be paid to individuals.
- Agree to site or project visits by representative of the Council.
- Supply independently audited annual accounts in support of their application for the last two years.

Conditions

Applications will not normally be considered from individuals (exceptional circumstances will need to be demonstrated).

Applications will not be considered from organisations intending to support or oppose any particular political party, or to discriminate on the grounds of race or religion.

Applications will not be considered from private organisations operated as a business to make a profit or surplus.

Applications will not be considered from “upwards funders”, i.e. local groups whose fund-raising is sent to their headquarters for redistribution.

Applications will not normally be considered from national organisations or local groups with access to funds from national “umbrella” or “parent” organisations; unless funds are not available from their national bodies or the funds available are inadequate for a specified project.

Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated, irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.

Applications from education, health or social services establishments may be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community.

The organisation must have clearly stated aims and objectives.

The organisation must provide a written Constitution that has been formally adopted by the members of that organisation, or a similar document of agreement between individuals where their association is less formal.

The organisation must provide, or propose to provide, an activity or service that is believed to be clearly needed by the local community or by a particular group of residents.

The organisation is required to submit audited accounts or accounts that have been independently examined by a suitably qualified person, for the previous two financial years or, in the case of a newly formed organisation or less formal group, a comprehensive budget and business plan.

The organisation is required to have a bank account in its own name with at least two authorised representatives required to sign each cheque, or similar robust financial control system.

Wellington Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified on the application form.

Grants will not be awarded retrospectively, for costs incurred in the past. Grants can only be applied to future funding requirements.

Wellington Town Council reserve the right to recoup any equipment provided by the grant should the organisation cease to exist within three years of the grant being paid.

Organisations that receive a grant will be required to agree an appropriate public acknowledgement of the Town Council's contribution.

Large & Capital Grants – Additional Conditions of Funding

The Town Council defines a large grant as one in excess of £3000.

Organisations requesting funds for buildings must provide evidence of security tenure in the relevant property for a minimum of 7 years from the date that the grant is considered.

Organisations requesting funds for buildings must provide proof that the property is adequately insured.

As much notice as possible is required for any large grant application, this will ensure that if the grant is to be awarded the Town Council can make appropriate budgetary provision. The grant award maybe phased over a number of years.

Completing Your Application Form

Do not worry if you cannot complete all sections of the form

The form has been designed to cover a wide range of applicants, and recognises that many of these will not be able to provide some of the information requested on the form.

If you need to use additional sheets to complete any section, please use white paper, size A4, to help with copying.

If you are a formally constituted organisation, remember to enclose a copy of your governing documents and accounts. If not, ensure that you have presented your idea clearly and given enough detail for us to thoroughly understand what you are trying to do.

The form is designed with the following in mind:

Section A

It is sometimes the case that an application is from a widely dispersed group or organisation, where a local representative is leading the project. We simply need to know who you are, and how we should contact you if we need to discuss your application in more detail.

Section B

We are seeking enough information to allow us some insight into the workings of your group. Do not worry about fine points of distinction between categories of member, if you have them, we simply need to form an idea of your group and how it goes about its work.

Section C

We need to form a clear picture of the organisation, project, or service that you are planning. We will look for a close relationship with our own policy wherever possible, and evidence of sensible planning and research.

Always remember that the money we award is public money and we must ensure that it will be spent wisely, and for the benefit of local residents.

We must also ensure that in giving a grant we are not acting outside our statutory powers.

We may decide that your application deserves an award, but be unable to give any money immediately, in which case we need to understand clearly how the project will run and may suggest that you re-submit your application at a later date.

We will use the information you provide in this section to gain assurance that the project is viable, will be adequately managed and that you have planned sensibly to achieve your aims. Do not worry about precise details (unless the plan is very simple), we are looking for an overall impression of the elements of your scheme and how you have approached the issue of funding.

Section D

If you are able to provide formal documents and details then you must do so. If you are a small or informal group, then you should attempt to show clearly how you ensure proper control of your financial affairs.

Section E

We must be assured that the application is made with the approval of your organisation, if you are formally structured. If you are a small, informal group this can be addressed with a simple written statement from the parties involved.

Section F

We hope that completing the form will not be too difficult, but do expect some effort to provide the information we require.

Section G

This is a binding agreement, which will apply in the event that your application is successful. Please read it carefully, and do not sign section E unless you understand the terms and are prepared to accept them fully.

Section H

Please take a moment to go through this checklist and tick to confirm that the required information and supporting documentation has been provided.

Wellington Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2023 and 04-03-2024)

Agenda item 6(c)

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
628	26/02/2024			Lloyds Current Acc	BACS	Grant	Life Education Wessex	X	620.00		620.00
Subtotal for Code: Grants									£16,122.22		£16,122.22

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									19,122.22		19,122.22

Note Ref Voucher 628

Original application was approved for £740, however, Wellesley School have increased the number of sessions which results in them paying more which in turn reduces the amount of top up required by the charity. As the payment had not yet been made at the bank - the amount was adjusted accordingly to £620.

TOTALS £19,122.22 £19,122.22

WELLINGTON TOWN COUNCIL

Schedule of Direct Debits, Standing Orders and Current Fees and Charges 2023 - 2024

1. Direct Debits

Supplier	Description	Amount	Frequency
Chess	Telephone & Broadband	£161.42	Monthly
Engie	Office Electricity	Variable	Monthly on receipt of invoice
Sage	Payroll System	£57.60	Monthly
SSE	Pop Up Electricity	Variable	Quarterly on receipt of invoice
SW Comms	Telephone System	£157.25*	Monthly
Swarco Smart Charging Ltd	Van Charging	Variable	Monthly
Water2Business	Water rates for Pop Up & Longforth Toilets	Variable	Quarterly on receipt of invoice

*Amount is based on number of phones in use. Is variable if extra units added for additional staff members or calls above the included allowance.

2. Standing Orders

The Council does not currently have any standing orders. The Committee is asked to consider approving the creation of new standing orders as follows.

Supplier	Description	Amount	Frequency
H T Perry & Son & Granddaughter	Pop Up Rent	£500	Monthly
W T Consultancy	H & S Advisor Contract	£150.00	Monthly
Wellington Self Storage	Storage Unit	£140.00	Monthly

3. Recurring Card Charges

Supplier	Description	Amount	Frequency
Sage HR	HR System	£50.40*	Monthly

*Amount is based on number of users. Is variable if extra users created/removed as staff numbers change.

4. Fees and Charges

Description	Amount
Pop Up Shop Deposit*	£100
Pop Up Rent Per Week	£150
Pop Up Rent 4 weeks	£500
Allotment Rent	£28
Allotment Deposit	£50
Promotional Space ½ day	£25
Promotional Space Full Day	£50

Description	Amount
Stalls (3x3m)	£45.00
Stalls (4.5x3m)	£55.00
Stalls (6x3m)	£70.00
Stalls (Food Truck)	£70.00
Stalls (Charities)	£45.00**

*Part refundable as per T&Cs.

**Refundable -15% fee. Applications reviewed on a case-by-case basis.

WELLINGTON TOWN COUNCIL PROVISIONS FOR TAKING CARD PAYMENTS

Below are three examples of card reader providers to allow Officers to take donations for the Toneworks Tours as well as other payments. Each examples shows a representative of the fess applicable to a selection of payments.

RECOMMENDATION – that the SumUp Solo be purchased. The solo device will enable Officers to use the terminal in any location given there is a mobile data connection without requiring a separate mobile device. The Admin Assistant, for example, does not have a Council issued mobile phone. This is also based on research with other Clerks and their reviews of ease of use etc.

1. SumUp

Card Reader Cost (upfront)	Air - £39 – card reader only, mobile device required for data connection. Air + Charging Station - £49 – as above plus stand for charging, would be better when used in the office. Solo + Charging Station - £79 – includes data or wifi connection so no external device required. Mobile data included in upfront cost.
Monthly Cost	£0
Transaction Fee	1.69% on reader transactions
Payment Fee Examples	£5 tour donation - £0.09 £28 allotment rent - £0.47 £45 stall fee - £0.76 Fees are deducted at source with the remaining balance being transferred to the Council's bank account

2. Zettle

Card Reader Cost (upfront)	Reader - £29 - requires external mobile device connection. Terminal – £149 - uses in built data or wifi so no external device required. Mobile data included in upfront cost.
Monthly Cost	£0
Transaction Fee	1.75% on reader transactions
Payment Fee Examples	£5 tour donation - £0.09 £28 allotment rent - £0.49

	<p>£45 stall fee - £0.79</p> <p>Fees are deducted at source with the remaining balance being transferred to the Council's bank account</p>
--	--

3. Barclaycard

Card Reader Cost (upfront)	<p>Reader - £29 - requires external mobile device connection.</p> <p>No option available for built in data or wifi connection.</p>
Monthly Cost	£0
Transaction Fee	1.6%
Payment Fee Examples	<p>£5 tour donation - £0.08 £28 allotment rent - £0.45 £45 stall fee - £0.72</p> <p>Fees are deducted at source with the remaining balance being transferred to the Council's bank account.</p>