



WELLINGTON TOWN COUNCIL

28 Fore Street, Wellington, Somerset TA21 8AQ

Tel: 01823 662855

E-mail: info@wellingtontowncouncil.co.uk

**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	Annual Council Meeting
Time	7.00pm
Date	Wednesday 1 May 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.

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

26 April 2024

AGENDA

Prior to the Commencement of the meeting, John Salter will present a Bible to the outgoing Mayor Councillor Marcus Barr on Behalf of Churches Together in Wellington.

1. TO ELECT THE MAYOR FOR 2024/25

Councillor J Lloyd has been nominated which has been duly proposed, seconded, and endorsed by the candidate as per Standing Order 5e.

The elected Mayor will present Councillor Marcus Barr with a Past Chairmans Badge and invite him to say a few words.

2. TO ELECT A DEPUTY MAYOR FOR 2024/25

Councillor C Govier has been nominated which has been duly proposed, seconded, and endorsed by the candidate as per Standing Order 5e.

3. APOLOGIES

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 a committee/s, will result in them automatically ceasing to be a councillor irrespective of whether apologies are given.

4. 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.

5. MINUTES

To approve and sign the minutes of the Planning and Full Council meetings held 8 April 2024 (copies attached).

6. 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 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

7. TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

8. FINANCE COMMITTEE

The draft minutes of the meeting held on 12 March 2024 are attached for information and consideration. Councillor M Lithgow will provide an update at the meeting. The Committee has made the following recommendations:

- a. That the updated Grants Policy, Application Form and Guidance Notes be adopted (attached)

9. POLICY AND RESOURCES COMMITTEE

The draft minutes of the meeting held on 12 March 2024 are attached for information and consideration. Councillor C Govier will provide an update at the meeting. The Committee has made the following recommendations:

- a. The new committee structure be adopted (attached)

10. APPOINTMENT OF COMMITTEES INCLUDING MEMBERSHIP AND TERMS OF REFERENCE

- a. **Policy & Finance Committee**
 - i. Draft Terms of Reference (attached)
 - ii. Membership (9 Councillors)
- b. **Environment Committee**
 - i. Draft Terms of Reference (attached)
 - ii. Membership (9 Councillors)
- c. **Community**
 - i. Draft Terms of Reference (attached)
 - ii. Membership (9 Councillors)
- d. **Economic Development**
 - i. Draft Terms of Reference (attached)
 - ii. Membership (9 Councillors)
- e. **Planning**
 - i. Draft Terms of Reference (attached)
 - ii. Membership (9 Councillors)

11. REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

The Council should note that new model Financial Regulations are due to be published soon by NALC which will in turn affect some items in Standing Orders. The updated documents will be presented to the Policy & Finance Committee for review when available.

12. TO REVIEW AND ELECT REPRESENTATIVES TO OUTSIDE BODIES

List of current representatives attached for information.

- a. Wellington Twinning Association (2 members)
- b. Wellington Community Association (2 members)
- c. Somerset Association of Local Councils (2 members)
- d. Hospital of Sir John Popham Knight (3 members)
- e. Friends of Wellington Park (1 member)
- f. Wellington Museum and Local History Society (1 member)
- g. Devon and Somerset Metro Group (1 member)
- h. Representative Governor at Wellington School
- i. Wellington One (2 members)
- j. Basins Volunteer Group (2 members)
- k. Local Community Network (1 member)

13. RENEWAL OF ANNUAL SUBSCRIPTIONS

To review and approve renewal of the following annual subscriptions.

a. Somerset Association of Local Councils (SALC).

Renewal fees are based on numbers on the Electoral Roll (last amount paid £1,854.53).

b. Community Council for Somerset (CCS)

This will provide access to a range of support and resources that will support community development activities. Annual cost is £100.

c. Society for Local Council Clerks (SLCC)

Professional support for Council staff. Annual cost last year was £354.

14. REVIEW PROCEDURES AND POLICIES INCLUDING CODE OF CONDUCT

To note that the Policy & Finance Committee will carry out annual reviews of policies and procedures and make recommendations to Full Council with any updates.

15. CALENDAR OF MEETINGS FOR 2024/25

Standing order 5 (j, xxi) requires the Council to set the dates, times and places of ordinary meetings for the forthcoming year. A draft is attached for adoption.

16. COUNCILLOR ATTENDANCE

A summary of Councillor attendance at 2023-24 meetings is attached for noting and will be published on the website. Full records are available on request.

17. YEAR END ACCOUNTS AND ANNUAL RETURN 2023-24

To resolve to approve the following:

- a. Year End Bank Reconciliation (attached)
- b. Summary of Funds Report 2023-24 (attached)
- c. Internal Auditor's Report 2023-24 (to follow)
- d. That 'yes' responses are returned for all items on AGAR Section 1 - Annual Governance Statement (attached)
- e. AGAR Section 2 – Accounting Statements (attached)
- f. Draft notice of Exercise of Public Rights (attached)

18. CLERK'S REPORT

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

19. ABBEYFIELD – IVY HOUE AND THE OLD VICARAGE

To receive an update on the closure announcement by Abbeyfield and consider the Council's position.

20. CORRESPONDENCE

- a. Request from Wellington Khaki Sox Baseball Team (attached)
- b. Request for comments on an application to vary club premises certificate at Wellington and District Conservative Club (attached)

21. OPEN SPACES

- a. To receive an update from the Open Spaces Manager
- b. To consider approving delegated authority to the Town Clerk to authorise expenditure of up to £10,000 from the Open Spaces Development Reserves.
List of equipment required attached (not an exhaustive list)

DECLARATIONS OF INTEREST

Members of Somerset Council:

Councillor Andrew Govier

Councillor Marcus Barr

Councillor Ross Henley