

MINUTES OF THE WELLINGTON TOWN COUNCIL PLANNING MEETING HELD AT UNITED REFORMED CHURCH HALL ON MONDAY 8 APRIL 2024 AT 6.30 PM

PRESENT: Councillor M Barr (Chair),
Councillors C Booth, J Cole, C Govier, R Henley, M Lithgow, J Lloyd, M McGuffie, S Mercer and J Thorne

IN ATTENDANCE: Alice Kendall (Deputy Clerk)
S. Fox (Planning Officer, Somerset Council)
One member of the press

571 APOLOGIES

Apologies were received from Councillors Z Barr, K Canham, A Govier and K Wheatley.

572 DECLARATIONS OF INTEREST

There were none.

573 PUBLIC PARTICIPATION

There were no members of the public present.

574 TO CONSIDER WHAT COMMENTS TO MAKE ON THE FOLLOWING APPLICATIONS THAT WILL BE DETERMINED BY SOMERSET COUNCIL

(a) Case Ref: 43/23/0056

Proposal: Outline application with all matters reserved, except for access, for a mixed use development of up to 200 No. dwellings, employment land (Use Classes E & F), an internal spine road to facilitate a rail halt/station, public open space, drainage & associated infrastructure on land north of Taunton Road, Longforth Park, Wellington (DEPARTURE FROM LOCAL PLAN).

Simon Fox, the Planning Officer for this application answered questions and gave more information where required. After some discussion, it was **RESOLVED** to, again, support the application in principle. However, Councillors made the following comments;

- The comments from the Conservation Officer were noted which addresses the locality of the development to the listed Nynehead Court & Gardens.
- Regarding the percentage of affordable housing; there was significant concern and disappointment that the viability report is likely to decrease the number even further, possibly even to nil. Councillors await the outcome of that report from the upcoming Plans Committee meeting.
- Concerns were also raised with the access road layout, but it was noted there were other options if circumstances allow. It was further noted that the access road is required for the future station project and further delay had to be avoided.

(b) Case Ref: 43/24/0019

Proposal: Erection of a single storey extension, with landscaping, to the side of Ardwyn, Wellington

RESOLVED to recommend that this application be approved.

(c) Case Ref: 43/24/0023/T

Proposal: Application to carry out management works to two oak trees included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 2011 to the rear of 71 and 83 Aspin Close, Wellington (TD1087)

RESOLVED to support the application subject to satisfactory comments from the Tree Officer.

(d) Case Ref: 43/24/0027/T

Proposal: Application to fell one pine tree and to carry out management works to two pine trees included in Taunton Deane Borough (Wellington No.5) Tree Preservation Order 1998 at 12 Pyles Thorne, Wellington (TD749)

RESOLVED to support the application subject to satisfactory comments from the Tree Officer.

575 SOMERSET COUNCIL - PLANNING DECISIONS FOR INFORMATION ONLY:

The following decisions were noted. Councillor Lloyd reported that she had spoken at the Somerset Council Planning Committee when application 43/21/0061 was considered. She expressed disappointment that it had been approved given the issues raised with the site.

Application Number(s)	Proposal	Address	WTC Recommendation Or Comments	Somerset Council Decision
43/21/0061	Application for Outline Planning, with all matters reserved, for the erection of 3 No. dwellings on land to the west of Haymans Mill, Westford, Wellington as amended by agents email of 15th September 2021 "Application for Outline Planning, with all matters reserved, for the	land to the west of Haymans Mill, Westford, Wellington	Refusal	Approved

	erection of 2 No. dwellings			
43/24/0006/T	Notification to re-pollard one Plane tree to previous pollard points within South Road Conservation Area	Wellington School, South Street, Wellington	Noted	No objection
43/24/0005/CM	Notification for prior approval for proposed change of use of ground floor takeaway (Sui Generis) with living accommodation above into 1 No. dwelling (Class C3)	31 North Street, Wellington	Supported	Approved
43/24/0007/T	Application to fell ('monolith') one cypress tree and to carry out management works (crown-reduction) to one ash and one hornbeam included in Taunton Deane Borough (Wellington No.1) Tree Preservation Order 1981	Wellington School (western boundary), Wellington (TD206)	Noted	Approved
43/23/0113 & 43/23/0114/LB	Replacement of skylight with 2 No. conservation style roof lights (retention of part works already undertaken)	37A Fore Street, Wellington	Approval	Approved
43/24/0017/A	Display of 4 No. non-illuminated branding signs and 1 No. non-illuminated disabled sign	land at Westpark 26, Chelston	Approval	Approved

The meeting closed at 6.55 pm

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Councillor Marcus Barr
Mayor

Initial

WELLINGTON TOWN COUNCIL MINUTES 8 APRIL 2024

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 8 APRIL 2024 AT 7.00 PM

PRESENT: Councillor M Barr (Chair),
Councillors C Booth, J Cole, C Govier, R Henley, M Lithgow, J Lloyd, M McGuffie, S Mercer and J Thorne

IN ATTENDANCE: Alice Kendall (Deputy Clerk)
S. Fox (Planning Officer, Somerset Council)
One member of the press
Five members of the public

576 TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed all those present.

577 TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN

Apologies were received from Councillors Z Barr, K Canham, A Govier and K Wheatley.

578 DECLARATIONS OF INTEREST

Councillor Cole declared a personal interest in item 18 (monument planter) as he knows the director of the firm who had provided the quotation.

Councillor C Govier declared a personal interest in item 19 (CAS accommodation) as an employee of the organisation.

Councillor M Lithgow declared a personal interest in item 19 (CAS accommodation) as a volunteer with the organisation.

579 MINUTES

RESOLVED to approve the minutes of the Planning and Full Council meetings held on 4 March.

580 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

A member of the public spoke about the upcoming likely development near Popes Lane and expressed concern to the loss of habitat and 'green wedge'. She reported to Councillors that she hoped a solution could be designed to ensure a green corridor could be maintained.

581 TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

The report from Sergeant Jon O'Connor had been circulated prior to the meeting and was noted. He was pleased that the figures had remained exactly the same as the same period in 2023 as it was predicted there would be an increase due to Easter falling in March this year. He reiterated the importance of the CCTV provision and supported any upgrades that could be made (item to be discussed later in the agenda).

Councillor Thorne asked about the reporting of a specific incident as he was once again disappointed in the communications relating to it. Sgt O'Connor reported that they had given as much information as they had.

582 STATION DEVELOPMENT

Simon Fox, Major Projects Officer (Planning) Somerset Council joined the meeting for this item and a paper was circulated with the agenda for consideration. After some discussion, it was resolved that the Council:

1. Is prepared to work with/take the lead on the development of the Station Square/mobility hub working with Somerset Council Planning Officers and West of England Developments to develop a specification for the design and to use the budget set aside for the station to support the delivery of the specification.
2. Is prepared to have ownership of the Station Square/mobility hub transferred to them and take responsibility for the future management, maintenance and development of the Square.
3. Is prepared to take on the ownership, management and maintenance of green spaces on the development with costs of doing so either to be covered by Precept income or a management fee charged to residents/business on the development.
4. Is prepared to enter into discussions with the landowner to explore the possibility of the ownership of the remainder of the ecological field being transferred to them.
5. That a Working Group of four Councillors be formed to take this work forward and develop proposals for the Town Council to consider. Membership will comprise of Councillors Henley, Lithgow, McGuffie and Thorne.

571 TO RECEIVE A REPORT FROM THE MAYOR

The Mayor advised that he had circulated a report the previous week to all Councillors by e-mail. He reported that he particularly enjoyed attending the Legal Service at Wells Cathedral.

583 SOMERSET COUNCIL/LOCAL COMMUNITY NETWORK (LCN) UPDATE

Councillor C Govier did not have anything to report as the next LCN meeting was scheduled for 18th April.

Councillor Lloyd reported that the Highways working group had been well attended, especially by Somerset Council Officers from the department. An update on the steward scheme was given and it was explained that it will be amended slightly with a 'Parish Pricelist' being published for services for Councils to purchase in their area. A schedule of works will be published in June.

Councillor Barr reported that he had attended a tenants association meeting and was pleased to hear that some roofing works had been completed as well as funding being secured to update kitchens and windows.

Councillor Henley reported that he was pleased with the set up of the Highways Working Group from the LCN. He had also chaired a working group meeting to discuss the process of planning and licensing to align the work of the four former District Councils with changes being proposed the Annual Meeting in May.

WELLINGTON TOWN COUNCIL MINUTES 8 APRIL 2024

584 TO RECEIVE REPORTS FROM COUNCILLORS ON EXTERNAL BODIES

- a. The Metro Board – Councillor M Barr

The Mayor reported that a meeting had been held at the end of March, but most updates had been covered in previous items on this and the Planning agenda.

Councillor Lithgow asked for an update on funding from HS2 and questioned if it would be jeopardised should there be a change in Government. It was **RESOLVED** to write to Rebecca Pow, MP for clarification.

585 TO RECEIVE THE CLERK'S REPORT ON RECENT COUNCIL ACTIVITIES

The Clerk's report had been circulated with the agenda and was noted.

586 FINANCE COMMITTEE

The draft minutes of the meeting on 12 March had been circulated with the agenda and were noted.

572 TOWN CENTRE COMMITTEE

The draft minutes of the meeting held on 12 March were circulated with the agenda and noted.

- a. **TONEDALE BRIDGE**

Having reviewed the quotations to clean the bridge and remove the mural, it was **RESOLVED** to not go ahead with this work but to review the situation again after six months.

573 ENVIRONMENT & HERITAGE COMMITTEE

The draft minutes of the meeting held on 13 March were circulated with the agenda and noted. Councillor McGuffie gave further details of The Big Green Week with various events taking place with Transition Town Wellington and the Community Farm.

Councillor Thorne queried the location of Toneworks in relation the Council's boundary (minute number 564). The Deputy Clerk will provide information from the Parish Online System.

574 CCTV SERVICE LEVEL AGREEMENT

A paper was circulated with the agenda for consideration, including details of a three year Service Level Agreement with Somerset Council for the provision of a monitored CCTV service. Some Councillors who had attended a specific meeting previously, were not clear on the total costs, it was therefore **RESOLVED** to give delegated authority to the Policy and Resources Committee to approve the agreement subject the costs being confirmed as no more than £16,800 in year one.

It was further **RESOLVED** the fund the upgrade of the four remaining cameras from the CIL reserve, with Somerset Council providing the funding for two.

At this juncture, Councillor Henley left the meeting.

WELLINGTON TOWN COUNCIL MINUTES 8 APRIL 2024

575 DEVOLUTION WORKING GROUP

RESOLVED to create a Devolution Working Group to work with the Town Clerk and Council staff to prepare for the devolution of assets and services from Somerset Council in 2024/5 and 2025/6. Draft terms of reference will be considered by the group at it's first meeting. Membership will be Councillors J Cole, C Govier and J Lloyd.

576 LONGFORTH ROAD TOILETS – SECURITY FENCING

RESOLVED to approve expenditure of up to £750 from the Capital Projects reserve for Heras/security fencing for the Longforth Road toilet site.

587 MONUMENT PLANTER

A paper was circulated with information and details of works required. It was **RESOLVED** to approve expenditure of £575 for the modifications required but the detail of the location and further costings for planting and maintenance etc would be referred back to the Town Centre Committee. Councillors were asked to e-mail the officers if they had any ideas for a proposed location.

588 CITIZENS ADVICE SOMERSET (CAS) ACCOMMODATION

A paper with a draft Tenancy at Will agreement was circulated with the agenda. It was **RESOLVED** to accept and adopt the agreement as presented but it was confirmed that the rental amount will not be demanded thus enabling CAS to use the space free of charge. Also, that the rooms should be redecorated by the Community Warden.

589 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that under section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 that the public and press be excluded from the meeting. The reason for this is that the following item refers to matters which relate to an individual.

590 COUNCIL EQUIPMENT UPDATE

The contents of this minute are confidential.

STANDING DECLARATIONS OF INTEREST

Members of Somerset Council:

Councillor Andrew Govier

Councillor Marcus Barr

Councillor Ross Henley

Director of the Somerset Association of Local Councils

Councillor Janet Lloyd

The meeting closed at 8.55pm

Mayor

Councillor Marcus Barr

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON WEDNESDAY 17 APRIL 2024 AT 3.00PM

PRESENT: Councillor M Lithgow (Chair),
Councillors M Barr, J Cole, A Govier (from 604 b iii), C Govier, J Lloyd, M McGuffie and J Thorne

IN ATTENDANCE: Alice Kendall – Deputy Clerk/Deputy RFO
David Farrow – Town Clerk
One member of the press
Seven members of the public

597 APOLOGIES

It was reported that Councillor A Govier would be arriving late to the meeting.

598 DECLARATIONS OF INTEREST

Councillors Lloyd has a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a former customer of the company. Also, a personal interest as a director of SALC.

Councillor A Govier has 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 M Lithgow declared a personal interest in agenda item 10 as a governor of Beech Grove Primary School.

599 PUBLIC PARTICIPATION

The members of the public present were representatives of grant applicants, the Chair will suspend standing orders at the appropriate times.

600 MINUTES

RESOLVED to approve and sign the minutes of the meeting held on 12 March 2024 after adding Councillor J Lloyd to the list of those present.

601 ASSET REGISTER

Following the purchase of 28-30 Fore Street, the Asset Register has been updated and was circulated for approval. **RESOLVED** to approve the updated asset register.

602 YEAR END ACCOUNTING STATEMENTS 2023-24

The following were presented in draft form and duly noted. It was further noted that figures may be subject to change and that the Internal Auditor's visit is scheduled for 22nd April.

- (a) Bank reconciliation as at 31 March 2024
- (b) Draft income and expenditure account
- (c) Year end reserves report
- (d) Draft year accounting statements
- (e) Draft reconciliation of box 7 & 8 including adjustment details

(f) Draft final position of income and expenditure against the budget 2023-24

603 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 10 APRIL 2024

RESOLVED to approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 6 - 31 MARCH 2024

RESOLVED to note an approve the expenditure.

(c) TO NOTE AND APPROVE EXPENDITURE FOR 1 – 10 APRIL 2024

RESOLVED to note an approve the expenditure.

(d) TO NOTE AND APPROVE INCOME RECEIVED FOR 6 - 31 MARCH 2024

RESOLVED to note an approve the income.

(e) TO NOTE AND APPROVE INCOME RECEIVED FOR 1 – 10 APRIL 2024

RESOLVED to note an approve the income.

(f) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2024-25 YEAR AS AT 10 APRIL 2024 (attached)

RESOLVED to note an approve the budget report.

604 GRANTS

(a) Annual Review of Policy, Application Form and Guidance Notes

As per the previous meeting, an updated draft of the policy had been circulated with the agenda. A further copy was provided by e-mail by the Deputy Clerk following comments from Councillors.

RESOLVED to recommend to Full Council that the second updated version of the policy be adopted with grant applications being reviewed in April, July, October & January. All annual information will be provided on the Website or ease of updating.

(b) Applications

i. **Best Before Food Store** – the organisation had applied for a grant of £2,000 for ongoing costs. The application form and supporting documents were circulated by e-mail.

RESOLVED to suspend standing orders to allow the applicant to answer questions.

Standing Orders were re-instated.

It was proposed that £2,000 be awarded, the majority voted against, the motion was not carried.

It was **RESOLVED** to award a grant of £1,500.

- ii. **Wellington Bus User Group (Somerset Bus Partnership)** - the organisation had applied for a grant of £420 for printing and event costs. The application form and supporting documents were circulated by e-mail.

RESOLVED to suspend standing orders to allow the applicant to answer questions.

Standing Orders were re-instated.

RESOLVED to award a grant of £420.

- iii. **Wellington Carnival Committee** - the organisation had applied for a grant of £2,300 for various items. The application form and supporting documents had been circulated by e-mail.

RESOLVED to suspend standing orders to allow the applicant to answer questions.

Standing Orders were re-instated.

It was proposed and seconded that £2,300 be awarded. The majority voted against, and the motion was not carried.

It was **RESOLVED** that £1,000 of funding be provided as per the budget line. With the Council paying agreed invoices directly in line with previous agreements.

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

- iv. **Wellington Majorettes** - the organisation has applied for a grant of £1,500 for uniform costs. The application form and supporting documents have been circulated by e-mail.

RESOLVED to award a grant of £1,500.

605 SERVICE LEVEL AGREEMENTS (SLA)

(a) To Note the Summary of SLA payments for 2024-25

The Summary of payments was noted.

(b) Reminiscence Learning

After some discussion, it was **RESOLVED** that a full review should be carried out. It was noted that a committee review was being considered at the Policy and Resources meeting directly following this meeting and that an SLA working group was proposed. It was agreed that, if agreed, the required set up should be done at the Annual Meeting on 1st May to allow the group to meet quickly with Reminiscence Learning.

606 REQUEST FOR FUNDING

Correspondence from Beech Grove Primary School was circulated for consideration. They were seeking funding to provide morning food to all pupils for the remainder of the academic year and all of the following year..

RESOLVED to suspend standing orders to allow the applicant to answer questions.

Standing Orders were re-instated.

It was proposed that the full request be awarded. There was no seconder.

RESOLVED to award funding for to the end of July 2024 (£2,842.50), with a review in late June to assess and provide clarification on funding for the following academic year.

Councillors Cole and Govier will form a group with the Deputy Clerk and the One Team Coordinator to carry out the review and look at a possible town wide initiative.

There being no further business the meeting closed at 4.25 pm

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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.

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 priorities for the Council are to support services or activities for children and youth,

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

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 considered four times a year at the Finance meeting in April, July, October & January (see also Section 6). Application deadlines and meeting dates can be found on the Council's website.

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 four times per year by the Council's Finance Committee as set out in the timetable detailed in section 4.

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 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 £3,000. The Finance Committee have delegated authority to award grants up to £3,000. Awards over this amount will be in the form of a recommendation to Full Council where the request must receive final approval.

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.

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28 Fore Street
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TA21 8AQ

Tel: 01823 662855
Clerk: David Farrow

Email: info@wellingtontowncouncil.co.uk



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 quarterly basis by the Finance Committee then recommended to the Town Council meeting, if required. The timetable for applications is detailed in the policy.

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.

The Finance Committee have delegated authority to award grants up to £3,000. Awards over this amount will be in the form of a recommendation to Full Council when final approval must be given.

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.

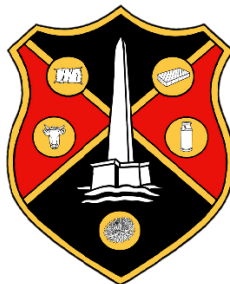
Section G

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.

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		<input type="checkbox"/> Community Group, Club or Society <input type="checkbox"/> Company limited by guarantee <input type="checkbox"/> Registered Charity Registration No: _____ <input type="checkbox"/> Other (please describe)			

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. <i>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.</i>

If you are a branch of, or related to, a larger organisation, please give details.	
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SECTION C: ABOUT YOUR PROJECT OR SERVICE

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

--

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

--

WELLINGTON TOWN COUNCIL
FINANCIAL GRANT APPLICATION

How have you identified the need for this project?

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?

WELLINGTON TOWN COUNCIL
FINANCIAL GRANT APPLICATION

Total;			

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	

Please provide the following summary details from your most recent annual audited accounts.

Accounts for the Year Ending <i>(Month/Year)</i>	
Gross Income	

WELLINGTON TOWN COUNCIL
FINANCIAL GRANT APPLICATION

(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.

WELLINGTON TOWN COUNCIL
FINANCIAL GRANT APPLICATION

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

MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON 17 APRIL 2024 AT 4.30PM

Present: Councillors C Govier (Chair),
M Barr, A Govier, M Lithgow, J Lloyd, M McGuffie, J Thorne and K Wheatley.

In Attendance: Councillor J Cole
David Farrow – Town Clerk
Alice Kendall – Deputy Clerk

One member of the press.

The meeting commenced later than publicised due to the Finance Committee running over time.

607 TO RECEIVE APOLOGIES AND APPROVE THE REASONS GIVEN

Apologies for Councillor K Canham were presented by Councillor A Govier.

608 MINUTES

RESOLVED to approve and sign the minutes of the Policy and Resources Committee Meeting held on 21 February 2024.

609 DECLARATIONS OF INTEREST

There were none.

610 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

611 SOMERSET COUNCIL ASSETS AND SERVICES

The Town Clerk updated the committee on discussions that were taking place in relation to the transfer of assets and services from Somerset Council. A Devolution Working Group was formed at the last Full Council meeting who will report back regularly.

612 CCTV

As requested by Full Council, the Town Clerk confirmed that the annual cost for the first year of the Service Level Agreement is £16,789.70. It was reported that the amount to be charged for the agreed upgrades for four cameras had increased on the latest draft copy of the agreement. The Town Clerk reported that he had challenged this.

RESOLVED to approve the agreement with delegation given to the Town Clerk to seek the best cost for the replacement cameras and agree a price up to a maximum of £4,300 per camera.

613 FUTURE COMMITTEE STRUCTURE

RESOLVED to recommend to the Annual Council Meeting that the updated Committee structure be accepted.

614 LONGFORTH ROAD TOILET BLOCK

The Town Clerk reported that the demolition of the block had been completed ahead of schedule and with minimum disruption. There was some making good to be completed but this too was minimal. Further to this, the next steps will be to call a specific meeting to review options for modular or traditional builds so that the final tender documents can be prepared for publication.

615 PURCHASE OF CROWN ESTATE LAND

(i) Land Around the Basins

The Clerk gave an update; he reported that a price for a survey of the Linden Drive Bridge had been received. It was **RESOLVED** to accept the quotation of £2,450.

(ii) Bridge at Weavers Reach

The survey report had been circulated with the agenda. It was **RESOLVED** that officers should approach the Crown Estate in relation to purchasing the bridge and any associated land and arrange for any urgent repairs to be carried out.

There being no further business the meeting closed at 5.40pm.

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Possible Committee Structure

Committee	Areas of Responsibility	Sub Committee/Working Groups
Policy and Finance	Corporate governance Policies and procedures Financial regulation requirements Council Strategic Plan – development and monitoring Strategy and policy development (implementation overseen by committee) Staffing - HR Policy management/development, structure, Risk management Emergency Planning Development of traded services approach Health and Safety Policy/Monitoring Grants Policy SLA Policy	HR Sub Committee to cover interviews/pay/HR procedures – meets as required. SLA review board/panel – meet as required once yearly most likely. Audit – as and when?? Devolution Working Group (24/5) – under P and R as relates to developing a strategy
Environment	Oversight of all green spaces – Green Corridor/Wellington Park play areas etc etc Development/monitoring of proactive maintenance plans Delivery of Climate Change/Tree Strategy Allotment management Town Centre planting Footpaths Cemetery? Minor highways works activities – monitoring planned and reactive maintenance plans. Street Cleaning/bins	Green Corridor Advisory Board – ongoing Allotments Advisory Board – ongoing Station Development Working Group (task and finish)
Community	Community Plan development and oversight of delivery Community engagement	One Team Kings Arms Working Group

	Kings Arms Community Hub Twinning Day to day asset management – planned maintenance and development	
Economic Development	Town events Promotion of Wellington Economic Development activities Tourism Heritage Emergency Planning implementation	Event working groups as required
Planning	Recommendations on planning proposals Meeting with developers re planned developments	



WELLINGTON TOWN COUNCIL

COMMITTEE TERMS OF REFERENCE

Committee Name	Policy & Finance		
Lead Officer(s)	Town Clerk Finance Manager (RFO)		
Membership	9 Councillors		
Reports To	Full Council		
Date of Adoption	01 May 2024	Review Due	ATC Mtg 2025

1. Purpose

- 1.1. To review, report on, make decisions, and recommendations to the Council on all matters relating to corporate governance, policies, procedures, finance, staffing and health and safety.

2. Summary of Responsibilities

- 2.1. The Committee shall have delegated authority to:

- 2.1.1. Monitor, review, and approve monthly expenditure and accounts for payment.
- 2.1.2. Monitor, review, and approve monthly bank reconciliations.
- 2.1.3. Monitor, review, and approve the Council's expenditure against the budget.
- 2.1.4. Monitor, review, and approve the Council's asset register.
- 2.1.5. Monitor, review and action matters arising from the Council's Internal Audit.
- 2.1.6. Receive, assess, and decide Grant applications within the Council's policy.
- 2.1.7. Review and approve contracts for goods and services.
- 2.1.8. Review and approve the Council's bank mandate and banking arrangements.
- 2.1.9. Development, monitoring, and implementation of the Council's Strategic Plan.
- 2.1.10. Review and approve matters relating to Staffing including HR policy management and staffing structure.
- 2.1.11. Monitor matters relating to the Council's Health and Safety Policy.
- 2.1.12. Monitor, review, and approve the Council's Risk Management Scheme.
- 2.1.13. Monitor, review, and approve the Council's Leases and Licences.

2.2. The following are reserved for Full Council, but the Committee may review and make recommendations on:

- 2.2.1. The Council's reserves.
- 2.2.2. The Council's annual budget and precept demand.
- 2.2.3. Approval of the Council's Year End Accounts and Annual Return (AGAR).
- 2.2.4. Authorisation of terms and purpose for any approval of borrowing.
- 2.2.5. Approval of the Council's Service Level Agreements.
- 2.2.6. Any policies and procedures.
- 2.2.7. The Council's Code of Conduct
- 2.2.8. The review of the Council's Standing Orders and Financial Regulations.

2.3. To assist in its responsibilities, the Committee will appoint the following Sub-Committees or working groups and shall determine their membership and terms of reference. These groups shall make recommendations to the Committee for final resolution (or recommendation to Full Council) in accordance with these Terms of Reference.

- 2.3.1. HR Sub-Committee
- 2.3.2. SLA Review Working Group
- 2.3.3. Audit Working Group
- 2.3.4. Devolution Working Group

2.4. The Committee may appoint further Sub-Committees or Working Groups as required and will set their membership and Terms of Reference.

2.5. Sub-Committees or Working Groups shall be reviewed by the Committee each year at its first meeting following the Annual Town Council Meeting.

2.6. Where a matter is considered by more than one Committee, this Committee may make recommendations to other Committees where required.

3. Spending Authority

3.1. The Committee has delegated authority to incur expenditure where items relate to its core responsibilities as set out 2.1 above.

3.2. This Committee may incur expenditure from any part of the Council's agreed budget.

3.3. The Committee may not approve expenditure that will cause a budget line to become overspent. It may, however, make such recommendations to Full Council for final approval.

3.4. Where appropriate, the Committee may further delegate specific spending authority to Council Officers. Such spending must be in line with the Council's Financial Regulations, Standing Orders and these Terms of Reference.

3.5. The Committee may prepare and approve any documents required for obtaining quotations and tenders. Awards of contracts procured through the tender process may be reviewed by the committee but must be recommended to Full Council for approval.

4. Reporting

4.1. The Committee shall, by way of presentation of draft minutes, report to the next Full Council meeting after each meeting. If appropriate, the Committee Chairman may give a verbal update.

5. Membership

- 5.1. The Committee shall comprise of nine Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.
- 5.2. At its first meeting following the Annual Council Meeting, the Committee shall appoint a Chairman and Vice Chairman for the coming Council year.
- 5.3. The Committee may appoint Lead Councillors for projects and other matters for consideration. Where a Councillor is not specifically appointed, the Chairman shall act as Lead Councillor. Lead Councillors will be authorised to work directly with Council Officers as appropriate and report updates to the committee.
- 5.4. All members of the Council are entitled to attend meetings and to speak on items on the agenda.

6. Operation

- 6.1. The Committee has power to operate only as set out in these Terms of Reference and the Council's Standing Orders as applicable.
- 6.2. Meetings shall be held once per month.
- 6.3. The Quorum of the committee is 5 Councillors. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.
- 6.4. If both the appointed Chairman and Vice Chairman are not present at the start of a meeting, the Committee will appoint another Councillor to act as Chairman for that meeting.
- 6.5. These Terms of Reference will be reviewed each year at the Annual Meeting of the Council. Changes may also be made by resolution at Full Council. The Committee can instigate any change by way of a recommendation.



WELLINGTON TOWN COUNCIL

COMMITTEE TERMS OF REFERENCE

Committee Name	Environment		
Lead Officer(s)	Town Clerk Open Spaces Manager		
Membership	9 Councillors		
Reports To	Full Council		
Date of Adoption	01 May 2024	Review Due	ATC Mtg 2025

1. Purpose

- 1.1. To review, report on, make decisions, and recommendations to the Council on matters relating to green spaces, highways, street cleaning and the Council's climate, tree and planting strategies.

2. Summary of Responsibilities

- 2.1. The Committee shall have delegated authority to:

- 2.1.1. Have oversight of any parks, play areas and open spaces owned, leased, or otherwise managed by the Council.
- 2.1.2. To review, develop and implement maintenance plans for the abovementioned property in 2.1.2.
- 2.1.3. Review and deliver the Council's Climate Change and Tree Planting Strategies.
- 2.1.4. Have full oversight of the management of the Council's allotments.
- 2.1.5. Review, develop and implement the Council's Strategy for planting in and around the Town Centre.
- 2.1.6. Receive reports on and monitor Public Rights of Way.
- 2.1.7. Receive information on and monitor minor highways works activities.
- 2.1.8. Review, develop and implement the Council's Strategy for the provision of street cleaning, litter bins and dob bins.

- 2.2. To assist in its responsibilities, the Committee will appoint the following Sub-Committees or working groups and shall determine their membership and terms of reference. These

groups shall make recommendations to the Committee for final resolution (or recommendation to Full Council) in accordance with these Terms of Reference.

- 2.2.1. Green Corridor Advisory Board
- 2.2.2. Basins Allotments Advisory Board
- 2.2.3. Longforth Allotments Advisory Board
- 2.2.4. Station Development Working Group

2.3. The Committee may appoint further Sub-Committees or Working Groups as required and will set their membership and Terms of Reference.

2.4. Sub-Committees or Working Groups shall be reviewed by the Committee each year at its first meeting following the Annual Town Council Meeting.

2.5. Where a matter is considered by more than one Committee, this Committee may make recommendations to other Committees where required.

3. Spending Authority

3.1. The Committee has delegated authority to incur expenditure where items relate to its core responsibilities as set out 2.1 above.

3.2. This Committee may incur expenditure from the following Cost Centres & Codes within the Council's Budget

Cost Centre	Cost Codes
Allotments	All codes
Earmarked Reserves	Railway Station
	Playing Pitch Strategy
	Environmental Improvements
	Open Spaces Development
Environment & Planning	All codes
Play Areas	All codes
Unitary Devolution	Play Area
	TC Planting
	Park Planting & Security

3.3. If the Committee wish to make a spend from a Cost Code or Centre not mentioned above, it should make a recommendation either to another appropriate Committee which does have delegated spending authority or Full Council.

3.4. The Committee may not approve expenditure that will cause a budget line to become overspent. It may, however, make such recommendations to Full Council for final approval.

3.5. Where appropriate, the Committee may further delegate specific spending authority to Council Officers. Such spending must be in line with the Council's Financial Regulations, Standing Orders, and these Terms of Reference.

3.6. The Committee may prepare and approve any documents required for obtaining quotations and tenders. Awards of contracts procured through the tender process may be reviewed by the committee but must be recommended to Full Council for approval.

3.7. At each meeting, the Committee will review spending against the budget codes listed above.

4. Reporting

4.1. The Committee shall, by way of presentation of draft minutes, report to the next Full Council meeting after each meeting. If appropriate, the Committee Chairman may give a verbal update.

5. Membership

5.1. The Committee shall comprise of nine Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

5.2. At its first meeting following the Annual Council Meeting, the Committee shall appoint a Chairman and Vice Chairman for the coming Council year.

5.3. The Committee may appoint Lead Councillors for projects and other matters for consideration. Where a Councillor is not specifically appointed, the Chairman shall act as Lead Councillor. Lead Councillors will be authorised to work directly with Council Officers as appropriate and report updates to the committee.

5.4. All members of the Council are entitled to attend meetings and to speak on items on the agenda.

6. Operation

6.1. The Committee has power to operate only as set out in these Terms of Reference and the Council's Standing Orders as applicable.

6.2. Meetings shall be held once per month.

6.3. The Quorum of the committee is 5 Councillors. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.

6.4. If both the appointed Chairman and Vice Chairman are not present at the start of a meeting, the Committee will appoint another Councillor to act as Chairman for that meeting.

6.5. These Terms of Reference will be reviewed each year at the Annual Meeting of the Council. Changes may also be made by resolution at Full Council. The Committee can instigate any change by way of a recommendation.



WELLINGTON TOWN COUNCIL COMMITTEE TERMS OF REFERENCE

Committee Name	Community		
Lead Officer(s)	Town Clerk Assets & Events Officer		
Membership	9 Councillors		
Reports To	Full Council		
Date of Adoption	01 May 2024	Review Due	ATC Mtg 2025

1. Purpose

1.1. To review, report on, make decisions, and recommendations to the Council on matters relating to community plans and engagement, twinning and asset management.

2. Summary of Responsibilities

2.1. The Committee shall have delegated authority to:

- 2.1.1. Review, develop and implement the Council's Community Development Plan.
- 2.1.2. To oversee engagement with the Community.
- 2.1.3. Have oversight of the Council's involvement with the Kings Arms Community Hub.
- 2.1.4. Have oversight of the Council's involvement with the Twinning Association.
- 2.1.5. Have oversight of the day-to-day management of Council buildings, property and other assets including planned maintenance and development. *
- 2.1.6. To appoint a Council representative for the Wellington One Team.
- 2.1.7. To receive and review information from the Wellington One Team.
- 2.1.8. Have oversight of any emergency planning.

*** NB – where assets or property are specifically mentioned in another Committee's Terms of Reference, they shall remain the responsibility of that committee.**

2.2. To assist in its responsibilities, the Committee will appoint the following Sub-Committees or working groups and shall determine their membership and terms of reference. These

groups shall make recommendations to the Committee for final resolution (or recommendation to Full Council) in accordance with these Terms of Reference.

2.2.1. Kings Arms Working Groups

2.3. The Committee may appoint further Sub-Committees or Working Groups as required and will set their membership and Terms of Reference.

2.4. Sub-Committees or Working Groups shall be reviewed by the Committee each year at its first meeting following the Annual Town Council Meeting.

2.5. Where a matter is considered by more than one Committee, this Committee may make recommendations to other Committees where required.

3. Spending Authority

3.1. The Committee has delegated authority to incur expenditure where items relate to its core responsibilities as set out 2.1 above.

3.2. This Committee may incur expenditure from the following Cost Centres & Codes within the Council's Budget

Cost Centre	Cost Codes
28-30 Fore Street	All codes
Community Services	All codes
Pop Up Shop	All codes
Town Centre	Longforth Road Toilets
	Longforth Road Toilets Refurb
	Kings Arms
Unitary Devolution	Toilets
	Bus Shelters

3.3. If the Committee wish to make a spend from a Cost Code or Centre not mentioned above, it should make a recommendation either to another appropriate Committee which does have delegated spending authority or to Full Council.

3.4. The Committee may not approve expenditure that will cause a budget line to become overspent. It may, however, make such recommendations to Full Council for final approval.

3.5. Where appropriate, the Committee may further delegate specific spending authority to Council Officers. Such spending must be in line with the Council's Financial Regulations, Standing Orders, and these Terms of Reference.

3.6. The Committee may prepare and approve any documents required for obtaining quotations and tenders. Awards of contracts procured through the tender process may be reviewed by the committee but must be recommended to Full Council for approval.

3.7. At each meeting, the Committee will review spending against the budget codes listed above.

4. Reporting

- 4.1. The Committee shall, by way of presentation of draft minutes, report to the next Full Council meeting after each meeting. If appropriate, the Committee Chairman may give a verbal update.

5. Membership

- 5.1. The Committee shall comprise of nine Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.
- 5.2. At its first meeting following the Annual Council Meeting, the Committee shall appoint a Chairman and Vice Chairman for the coming Council year.
- 5.3. The Committee may appoint Lead Councillors for projects and other matters for consideration. Where a Councillor is not specifically appointed, the Chairman shall act as Lead Councillor. Lead Councillors will be authorised to work directly with Council Officers as appropriate and report updates to the committee.
- 5.4. All members of the Council are entitled to attend meetings and to speak on items on the agenda.

6. Operation

- 6.1. The Committee has power to operate only as set out in these Terms of Reference and the Council's Standing Orders as applicable.
- 6.2. Meetings shall be held once per month.
- 6.3. The Quorum of the committee is 5 Councillors. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.
- 6.4. If both the appointed Chairman and Vice Chairman are not present at the start of a meeting, the Committee will appoint another Councillor to act as Chairman for that meeting.
- 6.5. These Terms of Reference will be reviewed each year at the Annual Meeting of the Council. Changes may also be made by resolution at Full Council. The Committee can instigate any change by way of a recommendation.



WELLINGTON TOWN COUNCIL COMMITTEE TERMS OF REFERENCE

Committee Name	Economic Development		
Lead Officer(s)	Town Clerk Assets & Events Officer		
Membership	9 Councillors		
Reports To	Full Council		
Date of Adoption	01 May 2024	Review Due	ATC Mtg 2025

1. Purpose

1.1. To review, report on, make decisions, and recommendations to the Council on matters relating to events, promotion, tourism and heritage.

2. Summary of Responsibilities

2.1. The Committee shall have delegated authority to:

- 2.1.1. Review, develop and implement any event the Council wishes to organise.
- 2.1.2. Review, develop and implement the Council's festive lighting scheme.
- 2.1.3. Consider matters relating to the promotion of Wellington.
- 2.1.4. Consider matters relating to Tourism.
- 2.1.5. Consider matters relating to Heritage.
- 2.1.6. Consider all other matters relating to economic development activities.

*** NB – where assets or property are specifically mentioned in another Committee's Terms of Reference, they shall remain the responsibility of that committee.**

2.2. To assist in its responsibilities, the Committee will appoint the following Sub-Committees or working groups and shall determine their membership and terms of reference. These groups shall make recommendations to the Committee for final resolution (or recommendation to Full Council) in accordance with these Terms of Reference.

- 2.2.1. Event Working Group

- 2.3. The Committee may appoint further Sub-Committees or Working Groups as required and will set their membership and Terms of Reference.
- 2.4. Sub-Committees or Working Groups shall be reviewed by the Committee each year at its first meeting following the Annual Town Council Meeting.
- 2.5. Where a matter is considered by more than one Committee, this Committee may make recommendations to other Committees where required.

3. Spending Authority

- 3.1. The Committee has delegated authority to incur expenditure where items relate to its core responsibilities as set out 2.1 above.
- 3.2. This Committee may incur expenditure from the following Cost Centres & Codes within the Council's Budget

Cost Centre	Cost Codes
Christmas	All codes
Community Services	Promotion of Wellington
	Community Services & Priorities
Town Centre	Summer Street Fair
	Town Centre Projects
	Remembrance & AFD
	Heritage
	Clocks

- 3.3. If the Committee wish to make a spend from a Cost Code or Centre not mentioned above, it should make a recommendation either to another appropriate Committee which does have delegated spending authority or to Full Council.
- 3.4. The Committee may not approve expenditure that will cause a budget line to become overspent. It may, however, make such recommendations to Full Council for final approval.
- 3.5. Where appropriate, the Committee may further delegate specific spending authority to Council Officers. Such spending must be in line with the Council's Financial Regulations, Standing Orders, and these Terms of Reference.
- 3.6. The Committee may prepare and approve any documents required for obtaining quotations and tenders. Awards of contracts procured through the tender process may be reviewed by the committee but must be recommended to Full Council for approval.
- 3.7. At each meeting, the Committee will review spending against the budget codes listed above.

4. Reporting

- 4.1. The Committee shall, by way of presentation of draft minutes, report to the next Full Council meeting after each meeting. If appropriate, the Committee Chairman may give a verbal update.

5. Membership

- 5.1. The Committee shall comprise of nine Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.
- 5.2. At its first meeting following the Annual Council Meeting, the Committee shall appoint a Chairman and Vice Chairman for the coming Council year.
- 5.3. The Committee may appoint Lead Councillors for projects and other matters for consideration. Where a Councillor is not specifically appointed, the Chairman shall act as Lead Councillor. Lead Councillors will be authorised to work directly with Council Officers as appropriate and report updates to the committee.
- 5.4. All members of the Council are entitled to attend meetings and to speak on items on the agenda.

6. Operation

- 6.1. The Committee has power to operate only as set out in these Terms of Reference and the Council's Standing Orders as applicable.
- 6.2. Meetings shall be held once per month.
- 6.3. The Quorum of the committee is 5 Councillors. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.
- 6.4. If both the appointed Chairman and Vice Chairman are not present at the start of a meeting, the Committee will appoint another Councillor to act as Chairman for that meeting.
- 6.5. These Terms of Reference will be reviewed each year at the Annual Meeting of the Council. Changes may also be made by resolution at Full Council. The Committee can instigate any change by way of a recommendation.



WELLINGTON TOWN COUNCIL COMMITTEE TERMS OF REFERENCE

Committee Name	Planning		
Lead Officer(s)	Town Clerk		
Membership	9 Councillors		
Reports To	Full Council		
Date of Adoption	01 May 2024	Review Due	ATC Mtg 2025

1. Purpose

1.1. To review, report on, make decisions, and recommendations to the Council on all matters relating to planning.

2. Summary of Responsibilities

2.1. The Committee shall have delegated authority to:

- 2.1.1. Review and make comments on Planning Applications as consultees to Somerset Council.
- 2.1.2. Receive information of Planning Decisions made by Somerset Council.
- 2.1.3. Consider correspondence from and to meet with developers in relation to planned developments.

2.2. To assist in its responsibilities, the Committee may appoint Sub-Committees or Working Groups as required and will set their membership and Terms of Reference.

2.3. Sub-Committees or Working Groups shall be reviewed by the Committee each year at its first meeting following the Annual Town Council Meeting.

2.4. Where a matter is considered by more than one Committee, this Committee may make recommendations to other Committees where required.

3. Spending Authority

- 3.1. The Committee has no delegated authority to incur expenditure.
- 3.2. If the Committee wish to make a spend from any Cost Code or Centre, it should make a recommendation either to another appropriate Committee which does have delegated spending authority or to Full Council.

4. Reporting

- 4.1. The Committee shall, by way of presentation of draft minutes, report to the next Full Council meeting after each meeting. If appropriate, the Committee Chairman may give a verbal update.

5. Membership

- 5.1. The Committee shall comprise of nine Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.
- 5.2. At its first meeting following the Annual Council Meeting, the Committee shall appoint a Chairman and Vice Chairman for the coming Council year.
- 5.3. The Committee may appoint Lead Councillors for projects and other matters for consideration. Where a Councillor is not specifically appointed, the Chairman shall act as Lead Councillor. Lead Councillors will be authorised to work directly with Council Officers as appropriate and report updates to the committee.
- 5.4. All members of the Council are entitled to attend meetings and to speak on items on the agenda.

6. Operation

- 6.1. The Committee has power to operate only as set out in these Terms of Reference and the Council's Standing Orders as applicable.
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- 6.4. If both the appointed Chairman and Vice Chairman are not present at the start of a meeting, the Committee will appoint another Councillor to act as Chairman for that meeting.
- 6.5. These Terms of Reference will be reviewed each year at the Annual Meeting of the Council. Changes may also be made by resolution at Full Council. The Committee can instigate any change by way of a recommendation.

10 TO ELECT REPRESENTATIVES TO OUTSIDE BODIES

RESOLVED that Town Council representation on outside bodies would be as follows

- a. **Wellington Twinning Association** Councillor J Lloyd
- b. **Wellington Community Association** Councillors C Govier and M Lithgow
- c. **Somerset Association of Local Councils** Councillors J Lloyd and M Lithgow
- d. **Hospital of Sir John Popham Knight** Councillor M Lithgow
- e. **Friends of Wellington Park** Councillor M Lithgow
- f. **Wellington Museum and Local History Committee** Councillor K Canham
- g. **Devon and Somerset Metro Group** The Town Clerk to establish if it is possible to change membership.
- h. **Representative Governor at Wellington School** Councillor K Wheatley
- i. **Wellington One** Councillor A Govier
- j. **Basins Volunteer Group** Councillors M Barr and N Powell-Brace
- k. **Local Community Network** Councillor C Govier

Wellington Town Council
Meetings Calendar 24-25

May 2024

May 2024							June 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29 Apr	30	1 May 18:00 Planning & Annual Meeting (URC Church Hall)	2	3	4	5
6 May Day Bank Holiday (United Kingdom)	7	8	9	10	11	12
13 16:00 Policy & Finance Committee (URC Church Hall)	14	15 16:00 Economic Development Committee (URC Hall)	16	17	18	19
20 16:00 Community Committee (URC Hall)	21	22 16:00 Environment Committee (URC Church Hall)	23	24	25	26
27 Spring Bank Holiday (United Kingdom)	28	29 18:00 Annual Parish Meeting (URC Church Hall)	30	31	1 Jun	2

Alice Kendall

Wellington Town Council
Meetings Calendar 24-25

June 2024

June 2024							July 2024							
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
						1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	
24	25	26	27	28	29	30	29	30	31					

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27 May	28	29	30	31	1 Jun	2
3 18:00 Planning Committee (URC Hall) 19:00 Full Council (URC Hall)	4	5	6	7	8	9
10 16:00 Policy & Finance Committee (URC Church Hall)	11	12 16:00 Economic Development Committee (URC Hall)	13	14	15	16
17 16:00 Community Committee (URC Hall)	18	19 16:00 Environment Committee (URC Church Hall)	20	21	22	23
24	25	26	27	28	29	30

Alice Kendall

Wellington Town Council
Meetings Calendar 24-25

July 2024

July 2024							August 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
1 Jul 18:00 Planning Committee (URC Hall) 19:00 Full Council (URC Hall)	2	3	4	5	6	7
8 16:00 Policy & Finance Committee (URC Church Hall)	9	10 16:00 Economic Development Committee (URC Hall)	11	12	13	14
15 16:00 Community Committee (URC Hall)	16	17 16:00 Environment Committee (URC Church Hall)	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1 Aug	2	3	4

Alice Kendall

Wellington Town Council
Meetings Calendar 24-25

August 2024

August 2024							September 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
29 Jul	30	31	1 Aug	2	3	4
5 18:00 Planning Committee (URC Hall) 19:00 Full Council (URC Hall)	6	7	8	9	10	11
12 16:00 Policy & Finance Committee (URC Church Hall)	13	14 16:00 Economic Development Committee (URC Hall)	15	16	17	18
19 16:00 Community Committee (URC Hall)	20	21 16:00 Environment Committee (URC Church Hall)	22	23	24	25
26 Late Summer Holiday (United Kingdom)	27	28	29	30	31	1 Sep

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September 2024

September 2024							October 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
						1		1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
26 Aug	27	28	29	30	31	1 Sep
2 18:00 Planning Committee (URC Hall) 19:00 Full Council (URC Hall)	3	4	5	6	7	8
9 16:00 Policy & Finance Committee (URC Church Hall)	10	11 16:00 Economic Development Committee (URC Hall)	12	13	14	15
16 16:00 Community Committee (URC Hall)	17	18 16:00 Environment Committee (URC Church Hall)	19	20	21	22
23	24	25	26	27	28	29
30	1 Oct	2	3	4	5	6

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October 2024

October 2024							November 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6				1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30 Sep	1 Oct	2	3	4	5	6
7 18:00 Planning Committee (URC Hall) 19:00 Full Council (URC Hall)	8	9	10	11	12	13
14 16:00 Policy & Finance Committee (URC Church Hall)	15	16 16:00 Economic Development Committee (URC Hall)	17	18	19	20
21 16:00 Community Committee (URC Hall)	22	23 16:00 Environment Committee (URC Church Hall)	24	25	26	27
28	29	30	31	1 Nov	2	3

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November 2024

November 2024							December 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28 Oct	29	30	31	1 Nov	2	3
4 18:00 Planning Committee (URC Hall) 19:00 Full Council (URC Hall)	5	6	7	8	9	10
11 16:00 Policy & Finance Committee (URC Church Hall)	12	13 16:00 Economic Development Committee (URC Hall)	14	15	16	17
18 16:00 Community Committee (URC Hall)	19	20 16:00 Environment Committee (URC Church Hall)	21	22	23	24
25	26	27	28	29	30	1 Dec

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December 2024

December 2024							January 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
						1			1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
25 Nov	26	27	28	29	30	1 Dec
2 18:00 Planning Committee (URC Hall) 19:00 Full Council (URC Hall)	3	4	5	6	7	8
9 16:00 Policy & Finance Committee (URC Church Hall)	10	11 16:00 Economic Development Committee (URC Hall)	12	13	14	15
16 16:00 Community Committee (URC Hall)	17	18 16:00 Environment Committee (URC Church Hall)	19	20	21	22
23	24	25 Christmas Day (United Kingdom)	26 Boxing Day (United Kingdom)	27	28	29
30 Council Offices Closed	31	1 Jan 25	2	3	4	5

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January 2025

January 2025							February 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
30 Dec	31	1 Jan 25 Council Offices Closed New Year's Day (United Kingdom)	2	3	4	5
6 18:00 Planning Committee (URC Hall) 19:00 Full Council (URC Hall)	7	8	9	10	11	12
13 16:00 Policy & Finance Committee (URC Church Hall)	14	15 16:00 Economic Development Committee (URC Hall)	16	17	18	19
20 16:00 Community Committee (URC Hall)	21	22 16:00 Environment Committee (URC Church Hall)	23	24	25	26
27	28	29	30	31	1 Feb	2

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February 2025

February 2025							March 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
						1 2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27 Jan	28	29	30	31	1 Feb	2
3 18:00 Planning Committee (URC Hall) 19:00 Full Council (URC Hall)	4	5	6	7	8	9
10 16:00 Policy & Finance Committee (URC Church Hall)	11	12 16:00 Economic Development Committee (URC Hall)	13	14	15	16
17 16:00 Community Committee (URC Hall)	18	19 16:00 Environment Committee (URC Church Hall)	20	21	22	23
24	25	26	27	28	1 Mar	2

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March 2025

March 2025							April 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
						1 2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
24 Feb	25	26	27	28	1 Mar	2
3 18:00 Planning Committee (URC Hall) 19:00 Full Council (URC Hall)	4	5	6	7	8	9
10 16:00 Policy & Finance Committee (URC Church Hall)	11	12 16:00 Economic Development Committee (URC Hall)	13	14	15	16
17 16:00 Community Committee (URC Hall)	18	19 16:00 Environment Committee (URC Church Hall)	20	21	22	23
24	25	26	27	28	29	30
31	1 Apr	2	3	4	5	6

Alice Kendall

April 2025

April 2025							May 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6			1	2	3	4	
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
31 Mar	1 Apr	2	3	4	5	6
7 18:00 Planning Committee (URC Hall) 19:00 Full Council (URC Hall)	8	9	10	11	12	13
14 16:00 Policy & Finance Committee (URC Church Hall)	15	16 16:00 Economic Development Committee (URC Hall)	17	18 Good Friday (United Kingdom)	19	20 Easter Day (United Kingdom)
21 Easter Monday (United Kingdom)	22	23 16:00 Environment Committee (URC Church Hall)	24	25	26	27
28 16:00 Community Committee (URC Hall)	29	30	1 May	2	3	4

Alice Kendall

May 2025

May 2025							June 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
28 Apr	29	30	1 May	2	3	4
5 May Day Bank Holiday (United Kingdom)	6	7 18:00 Planning Committee (URC Hall) 19:00 Annual Town Council (URC Hall)	8	9	10	11
12	13	14 16:00 Policy & Finance Committee (URC Church Hall) 18:00 Economic Development	15	16	17	18
19 16:00 Community Committee (URC Hall)	20	21 16:00 Environment Committee (URC Church Hall)	22	23	24	25
26 Spring Bank Holiday (United Kingdom)	27	28 18:00 Annual Parish Meeting (URC Hall)	29	30	31	1 Jun

**WELLINGTON TOWN COUNCIL
2023 - 2024 ATTENDANCE**

Agenda item 16

Councillor	TOTALS				
	POSSIBLE	PRESENT	APOLOGIES	ABSENT	%
M Barr	60	52	3	5	87%
Z Barr	26	14	12	0	54%
Battishill	10	2	3	5	20%
Booker	24	6	5	13	25%
Booth	40	36	4	0	90%
Canham	39	19	9	11	49%
Cole	12	10	2	0	83%
A Govier	46	41	3	2	89%
C Govier	52	46	6	0	88%
Henley	26	13	1	12	50%
Lithgow	60	46	10	4	77%
Lloyd	54	46	8	0	85%
McGuffie	52	48	3	1	92%
Mercer	4	4	0	0	100%
Powell-Brace	17	10	3	4	59%
Pringle-Kosikowsky	14	11	1	2	79%
Thorne	46	44	2	0	96%
Wheatley	47	30	16	1	64%

KEY	
Present	1
Apologies	AP
Absent	AB
Not on Com	N/A

Wellington Town Council

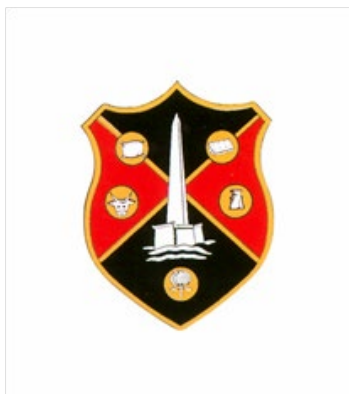
Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/03/2024		
	Cash in Hand 01/04/2023		993,335.85
	ADD Receipts 01/04/2023 - 31/03/2024		675,443.55
			1,668,779.40
	SUBTRACT Payments 01/04/2023 - 31/03/2024		747,250.58
A	Cash in Hand 31/03/2024 (per Cash Book)		921,528.82
	Cash in hand per Bank Statements		
	Petty Cash 31/03/2024	0.00	
	Lloyds Current Account 2195145 31/03/2024	32,886.74	
	Lloyds Deposit Account 07788306 31/03/2024	206,771.90	
	Lloyds Treasurers PC 87331468 31/03/2024	307.18	
	The Cambridge Building Society Cl 31/03/2024	204,644.36	
	Cambridge & Counties 15020773 31/03/2024	266,344.13	
	Nationwide 01343556 31/03/2024	210,529.51	
			921,483.82
	Less unrepresented payments		921,483.82
	Plus unrepresented receipts		45.00
B	Adjusted Bank Balance		921,528.82
	A = B Checks out OK		



WELLINGTON TOWN COUNCIL

INCOME AND EXPENDITURE ACCOUNT 2023 - 2024

SUMMARY OF FUNDS AS AT 31 MARCH 2024

INTRODUCTION

This report relates to the Council's financial accounts for the year ended 31 March 2024 and includes various explanatory notes.

The Council's accounts are prepared under Regulations 7 and 9 of the Accounts and Audit Regulations 2011.

The accounts published have been scrutinised by the Council's appointed Internal Auditor, IAC Ltd and are subject to external audit by the accountancy firm of PKF Littlejohn LLP, 1 Westferry Circus, Canary Wharf, London E14 4HD. The audit is expected to be completed by the end of August.

These accounts are presented for approval at the Annual Town Council meeting to be held 1 May 2024.

Statements and figures prepared by
Alice Kendall
Deputy Clerk/Deputy RFO

Reviewed and authorised by
David Farrow
Town Clerk and Responsible Financial Officer

Notes to the Income and Expenditure Account for the year ended 31 March 2024

1. Basis of Preparation

The Council's accounts are prepared using the Income and Expenditure format which takes the year-end position then adjustments are recorded annually so that income and costs include any amounts owed to or by the Council. The final (adjusted) accounting statements therefore reflect the financial situation if all sums payable and receivable for the financial year had been processed at year end. These figures are exclusive of VAT as the Council reclaims any VAT paid. Figures provided are rounded to whole numbers as required by the External Auditor.

2. Fixed Assets

The Council acquired a number of new assets during the year which were added to the Asset Register which was approved by Council. Below is a summary of the totals for each category. A detailed copy of the register can be found on the Council's website.

Category	Amount
Outdoor Property / Street Furniture	£63,259
Buildings	£145,821
Land	£55,001
Play	£107,647
Regalia	£550
Office Equipment & Furniture	£16,169
Community Warden	£35,645
	£424,092

This figure is reported in box 9 of the AGAR¹.

3. Section 137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) grants local councils power to spend up to a maximum of an annual allowance per head of electorate on the register as of 1st April. Known as the 'power of last resort' S137 expenditure is permitted only where no other legal power exists. Proposed expenditure must be balanced against the benefits, which must be solely for parish residents, and agreement to fund costs via S137 must be by formal resolution. Expenditure must be expressly reported. The need to report this expenditure is superseded by the General Power of Competence, which the Council currently holds.

4. Overall Financial Reserves

The Council has an overall cash balance of £921,529 as of 31 March 2024. Contained within this amount, are reserves earmarked for specific services and projects as well as the Council's general reserve. Any surplus funds are used in the calculation of the Precept for the following year to offset the amount demanded.

Bank reconciliation as at 31 March 2024 is reported at Appendix A (including details of unresented payments).

¹ Annual Governance and Accountability Return

5. Leases

Following the purchase of the Council Offices (28-30 Fore Street) from Somerset Council; the Council has an agreement with Cash Access UK for the ground floor space of 30 Fore Street and a tenancy at will agreement with Citizens Advice Somerset for use of two ground floor offices in 28 Fore Street.

The Council previously had an underlease agreement with the Wellington Museum for their space in 28 Fore Street. It is the understanding of the Officers that this has now been superseded following the Council's purchase of the building. This matter will be taken up with the Council's solicitors.

The lease for the premises at 31 Fore Street, which is the Council's Pop-Up Shop, was renewed in October 2021 for 5 years with a break clause at 2 years. The annual rent is £6,000. Users of the shop sign a 'licence to occupy' to ensure compliance with Terms and Conditions.

In January 2023 the Town Council entered in to a 150 year lease on a peppercorn rent with Somerset West and Taunton Council (now Somerset Council) for 64 acres of land linking Tonedale Mill to The Basins and then over to Rockwell Green and Hilly Head. This will contribute significantly to the delivery of the Council's Climate Change Strategy.

6. Income and Expenditure summary

Income

As of 31 March 2024, total income for the year (adjusted for debtors) amounted to £604,776, made up as follows:-

2023-24 Precept received	£466,332	AGAR Box 2
All other income	£138,444	AGAR Box 3
TOTAL INCOME	£604,776	

Expenditure

Expenditure for the 2023-24 financial year (adjusted for creditors) totalled £713,459. Staffing costs are split out on the AGAR form, and overall costs were made up as follows:-

Staffing Costs	£252,696	AGAR Box 4
All Other Payments	£460,771	AGAR Box 6
TOTAL EXPENDITURE	£713,467	

The Income and Expenditure account is attached as Appendix B.

7. Adjustments

Although the financial year ended on 31 March 2024, it is necessary to make adjustments for Creditors (invoices received after 31 March that relate to the 23-24 year), Debtors (money owed to the Council), Prepayments (invoices paid in advance of the following financial year), and receipts in advance (money received by the Council for activities in the following financial

year). These transactions are summarised in Appendix C as the Reconciliation Between Box 7 and 8 of the AGAR. Appendix D details the breakdown of these adjustments.

The yearend summary of income expenditure against the budget net of these adjustments (as well as adjustments made in the previous financial year where appropriate) is attached at Appendix E.

8. Petty Cash

Petty cash is no longer used in the office. The Clerk, Deputy Clerk and Assets & Events Officer have debit cards for purchases where required. These are linked to a specific account which holds a balance of £500.

9. Risk Assessment and Management

A Risk Management Scheme was introduced in May 2020, its principles were followed throughout the year. The scheme document is re-presented to Council each year for review.

10. Explanation of variances

When comparing the previous and current year figures of Boxes 2-6 and 9 of the AGAR accounting statements, variances of 15%, or of £100,000 or more (regardless of % variation) must be given an explanation. See below;

	Year Ending		Variance £	Variance %	Explanation Required?
	31 March 2023 £	31 March 2024 £			
1. Balances brought forward	779,740	1,002,190			No
2. (+) Precept or Rates and Levies	413,677	466,332	52,655	13	No
3. (+) Total other receipts	418,127	138,444	-279,683	67	Yes
4. (-) Staff costs	161,185	252,696	91,511	57	Yes
5. (-) Loan interest/capital repayments	NIL	NIL	NIL	NIL	No
6. (-) All other payments	448,169	460,771	12,602	3	No
7. (=) Balances carried forward	1,002,190	893,507			N/A
8. Total value of cash and short term investments	993,336	921,529			N/A
9. Total fixed assets plus long term investments and assets	241,704	424,092	182,388	75	Yes
10. Total borrowings	NIL	NIL	NIL	NIL	No

It should be noted that the External Auditor requires explanations within a reasonable tolerance of the variance figure (£). Anything too detailed or not detailed enough results in queries being raised which can result in fees being issued.

Box 3 Total Other receipts

Description	Amount
Large one off Community Infrastructure Levy payment received in 2022-23 causes the previous year figure to be inflated. The figure reported here is adjusted to show the excess received compared to 2023-24.	£295,399

Box 4 Staff Costs

Description	Amount
Effect of Updated NALC Scales	£19,395.72
New Staff Member Salaries	£43,209.88
Increase in Pension Cont.	£16,396.77
Increase in HMRC Payments	£18,866.66
	£97,869.03

Box 9 Assets

Category	Details	Amount
St Furniture	2x new bench, life buoy	£1,610
Buildings & Contents	2x new container, office building	£135,819
Play Equipment	Purchase Weavers Reach	£5,001
Regalia	Criers outfit, bugle	£547
IT Equipment	Increase in computers, phones and tablets. New portable furniture (tables & gazebo)	£3,766
Community Warden	Vehicle & Tools	£35,644
		£181,387

Wellington Town Council

Prepared by: _____ Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2024		
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	A = B Checks out OK		

Wellington Town Council
Uncashed receipts\transfers in (All banks)
(Upto 31/03/2024)

Voucher	Date	Cheque No.	Description	Total	Bank
179	12/02/2024		error duplicate line		The Cambridge Building :
211	28/03/2024		Stall Fee	45.00	Lloyds Current Account 2
			Total-----	45.00	

Note voucher 179 has been cashed off since reporting. APK

Wellington Town Council
Income & Expenditure Account
01/04/2023 to 31/03/2024

Appendix B

(Last) Year Ended
31 Mar 2023

(Current) Year Ended
31 Mar 2024

<u>Income</u>	
12,878.00	Grounds Maintenance and Allotmei
316.41	Administration/Office running costs
427,486.22	Income
4,550.00	Pop Up Shop
250.00	Christmas
25,350.00	Emergency High Street Fund
357,877.17	Earmarked Reserves
52.73	Community Services
1,500.00	Staff Costs & Expenses
1,262.00	Environment and Planning
282.00	Town Centre
	Allotments
	Cost of democracy and elections
£831,804.53	£604,776.22

<u>Expense</u>	
162,314.82	Staff Costs & Expenses
64,362.17	Emergency High Street Fund
132,145.00	Earmarked Reserves
61,063.13	Community Services
33,755.38	Environment and Planning
17,495.86	Grounds Maintenance and Allotmei
13,681.42	Grants
17,231.40	Administration/Office running costs
5,266.40	Cost of democracy and elections
1,630.00	Welcome Back Fund
8,988.67	Pop Up Shop
25,043.47	Christmas
20,160.70	IT, Website & Internet
2,059.12	Affiliation Fees
2,803.00	Professional Services
41,354.08	Town Centre
	Allotments
	Play Areas
£609,354.62	£713,466.94

<u>General Fund</u>	
528,704.15	Balance at 01 Apr 2023
831,804.53	ADD Total Income
1,360,508.68	
609,354.62	DEDUCT Total Expenditure
751,154.06	
336,811.50	DEDUCT Reserves Balance
£414,342.56	Balance at 31 Mar 2024

Reserves:

Earmarked Reserve Balance £540037.28

**Wellington Town Council
Reconciliation between Box 7 and Box 8**

31/03/2024

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		893,498.94
Debtors	325.00	
Prepayments	5,491.13	
Stocks and Stores		
VAT Recoverable	2,234.02	
TOTAL DEDUCTIONS		8,050.15
Creditors	4,477.03	
Receipts in Advance	31,603.00	
Doubtful Debts		
TOTAL ADDITIONS		36,080.03
Box 8 - Total cash and short term investments		921,528.82

Wellington Town Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2024

Creditors - Increase Expenditure

Hall Hire Q4
 Van Charging March
 Elec Business Support Fund Adjustme
 Services in March
 ROSPA Inspections (Feb 24)
 Printing & Copying to 31/3/24
 Electric March (Office)
 March Bill
 Carpeting Pop Up

Code

Hire of Hall 320.00
 Community Warden 42.76
 Overheads -297.75
 Longforth Rd Toilet Refurb 2,904.60
 Annual Play Inspections 455.00
 Photocopier 117.65
 Electricity 225.17
 Telephone & Broadband 135.43
 Repairs 574.17

£4,477.03

Prepayments - Decrease Expenditure

Insurance Apr 24 - Mar 25
 Trading Permit St. Fair '24
 Advert St Fair '24

Code

Insurances 5,311.13
 Summer Street Fair 80.00
 Summer Street Fair 100.00

£5,491.13

Debtors - Increase Income

Q4 Promotional Space Invoice Steve Jonas

Code

Rents - Various 325.00

£325.00

Receipts in Advance - Decrease Income

24/25 Connect Somerset Funding
 Stall Fees St. Fair (June '24)
 Stall Fees St. Fair (June '24)
 Deposit for April 24 Booking Claire Western

Code

Staff Recruitment 30,053.00
 Summer Street Fair 1,135.00
 Street Fair Refundable Depo: 315.00
 Deposits 100.00

£31,603.00

Wellington Town Council
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Administration/Office running

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00	1,650.00	1,400.00	4,000.00	5,091.32	-1,091.32	308.68 (7%)
27	Photocopier		80.77	80.77	1,000.00	1,007.46	-7.46	73.31 (7%)
28	Electricity				2,000.00	3,315.41	-1,315.41	-1,315.41 (-65%)
32	Office Equipment				350.00	482.00	-132.00	-132.00 (-37%)
34	Insurances				3,500.00	3,987.85	-487.85	-487.85 (-13%)
35	Stationery & Postage				1,250.00	1,116.84	133.16	133.16 (10%)
36	Audit Fees				2,250.00	2,505.00	-255.00	-255.00 (-11%)
37	Office Cleaning & Maintenance		95.00	95.00	2,000.00	1,379.96	620.04	715.04 (35%)
40	Hire of Hall				1,100.00	1,360.00	-260.00	-260.00 (-23%)
54	Professional Fees					19,761.18	-19,761.18	-19,761.18 (N/A)
143	Internal Office Re-Decoration				3,000.00	267.07	2,732.93	2,732.93 (91%)
SUB TOTAL		250.00	1,825.77	1,575.77	20,450.00	40,274.09	-19,824.09	-18,248.32 (N/A)

Affiliation Fees

Code	Title	Income			Expenditure			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 (2%)

Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Allotments	2,716.00	2,785.00	69.00	4,716.00	1,366.60	3,349.40	3,418.40 (46%)
92	Longforth Allotment				10,000.00	1,550.00	8,450.00	8,450.00 (84%)
148	Allotment Deposits		750.00	750.00		345.00	-345.00	405.00 (N/A)
SUB TOTAL		2,716.00	3,535.00	819.00	14,716.00	3,261.60	11,454.40	12,273.40 (N/A)

Christmas

Code	Title	Income			Expenditure			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	68.27	431.73	431.73 (86%)
137	Additional Lights & Install		250.00	250.00		4,145.62	-4,145.62	-3,895.62 (N/A)
SUB TOTAL			250.00	250.00	30,500.00	34,685.67	-4,185.67	-3,935.67 (N/A)

Community Services

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Wellington One				11,000.00		11,000.00	11,000.00 (100%)

Wellington Town Council
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

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	1,211.43	3,788.57	3,788.57 (75%)
61 Health & Wellbeing				33,000.00	34,612.50	-1,612.50	-1,612.50 (-4%)
64 Community Warden				17,160.00	1,494.43	15,665.57	15,665.57 (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					36,150.91	-36,150.91	-36,150.91 (N/A)
SUB TOTAL		162.00	162.00	73,460.00	78,473.02	-5,013.02	-4,851.02 (N/A)

Cost of democracy and electric

Code	Title	Income			Expenditure			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	124.55	875.45	875.45 (87%)
89	Deputy Mayor's Expenses				200.00		200.00	200.00 (100%)
SUB TOTAL			85.46	85.46	8,100.50	6,212.41	1,888.09	1,973.55 (87%)

Earmarked Reserves

Code	Title	Income			Expenditure			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		130,000.00	-130,000.00	-67,521.36 (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	147,765.00	-142,265.00	-79,786.36 (N/A)

Emergency High Street Fund

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
78	Emergency High Street Fund					90.00	-90.00	-90.00 (N/A)
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)

Wellington Town Council
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

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)
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Environment and Planning

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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	8,194.94	3,305.06	3,305.06 (28%)
50	Provision of Benches & Litter/Dog		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	40,151.65	15,653.35	16,874.59 (N/A)

Grants

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
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 (70%)

Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	466,332.00	466,332.00					(0%)
2	Bank Interest	8,000.00	27,259.71	19,259.71				19,259.71 (240%)
3	Parish Grants	2,275.00	2,275.00					(0%)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00	1,350.00	350.00				350.00 (35%)
SUB TOTAL		477,607.00	497,216.71	19,609.71				19,609.71 (N/A)

IT, Website & Internet

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				2,160.00	3,346.04	-1,186.04	-1,186.04 (-54%)
30	IT Equipment				1,200.00	793.98	406.02	406.02 (33%)
31	IT Support & Email Hosting				4,250.00	4,178.00	72.00	72.00 (1%)
94	IT for New Staff				1,500.00	1,186.81	313.19	313.19 (20%)
101	Telephone System				2,000.00	1,863.04	136.96	136.96 (6%)
103	Security Software				200.00	372.00	-172.00	-172.00 (-86%)

Wellington Town Council
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

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	1,000.00		(0%)
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	17,691.87	1,538.13	1,538.13 (97%)

Play Areas

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Tone Play Area				5,000.00	1,963.25	3,036.75	3,036.75 (60%)
145	Weavers Reach Play Area				5,000.00	2,205.29	2,794.71	2,794.71 (55%)
146	Annual Play Inspections				500.00	455.00	45.00	45.00 (9%)
SUB TOTAL					10,500.00	4,623.54	5,876.46	5,876.46 (9%)

Pop Up Shop

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	4,900.00	3,950.00	-950.00	6,000.00	5,500.00	500.00	-450.00 (-4%)
118	Overheads		20.35	20.35	3,500.00	1,710.97	1,789.03	1,809.38 (51%)
119	Repairs				1,500.00	1,433.73	66.27	66.27 (4%)
149	Deposits		2,500.00	2,500.00		1,840.22	-1,840.22	659.78 (N/A)
SUB TOTAL		4,900.00	6,470.35	1,570.35	11,000.00	10,484.92	515.08	2,085.43 (N/A)

Staff Costs & Expenses

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				262,842.59	252,696.02	10,146.57	10,146.57 (3%)
17	Staff Training				1,000.00	270.04	729.96	729.96 (73%)
18	Staff Travelling				200.00	382.54	-182.54	-182.54 (-91%)
19	Staff Recruitment		30,052.60	30,052.60	1,500.00	600.00	900.00	30,952.60 (2063%)
87	Home Working Allowances				600.00		600.00	600.00 (100%)
SUB TOTAL			30,052.60	30,052.60	266,142.59	253,948.60	12,193.99	42,246.59 (-91%)

Town Centre

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				10,000.00	5,969.43	4,030.57	4,030.57 (40%)
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	18,938.75	-8,938.75	-8,938.75 (-89%)
134	Co-Working Space				30,000.00		30,000.00	30,000.00 (100%)
135	Town Centre Projects				20,000.00	5,424.80	14,575.20	14,575.20 (72%)
138	Carnival				1,000.00	1,885.22	-885.22	-885.22 (-88%)
140	Summer Street Fair	1,050.00	1,410.00	360.00	6,050.00	5,958.37	91.63	451.63 (6%)
141	Street Fair Refundable Deposits		60.00	60.00				60.00 (N/A)

Wellington Town Council
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

142 Riffls Event	8.45	8.45	2,500.00	9,855.72	-7,355.72	-7,347.27 (-293%)	
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	1,478.45	428.45	80,550.00	54,403.82	26,146.18	26,574.63 (N/A)
Restated							(N/A)
NET TOTAL	486,523.00	604,776.22	118,253.22	623,264.09	713,466.94	-90,202.85	28,050.37 (2%)
V.A.T.		39,626.82			37,429.10		
GROSS TOTAL		644,403.04			750,896.04		

Annual Internal Audit Report 2023/24

Wellington (Somerset) Town Council

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During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
	A. Appropriate accounting records have been properly kept throughout the financial year.	Yes	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic bank account reconciliations were properly carried out during the year.	Yes		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			N/A
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	Yes		
N. The authority has complied with the publication requirements for 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>		No	

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

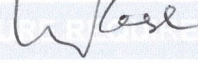
Date(s) internal audit undertaken

05/05/2023 10/10/2023 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

Kevin Rose ACMA- IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit



Date

DD/ 27/04/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Dave Farrow
Town Clerk
Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

27th April 2024

Dear Dave,

Year End audit Cover Letter (with Interim)

An audit was carried out by Kevin Rose on Monday 22 April 2024. This was the Year End audit following on from the interim audit carried out on 10 October 2023.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 202 items. A total of 52 items were tested during this audit in addition to the 125 items tested and checked during the interim audit. 25 further items were checked during this audit and confirmed as being 'Not Applicable' to Your Council. All items on the checklists were tested during the year.

Areas subject to audit were;

- the Accounting system and records (Box A)
- the Payment system (Box B)
- Risk and insurance (Box C)
- Income billing, collection and VAT (Box E)
- Payroll(Box G)
- Assets and investments (Box H)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)

Summary of tests undertaken this audit

Positive response	47
Negative response	5
Not Applicable to your Council	25
Total tests carried out	<u>77</u>

Of the 52 applicable items tested a Positive response was obtained in respect of 47 tests. There were 5 Negative responses identified and 5 Observations were made, details of which are set out in the attached Year End Internal Audit Observations.

Summary of tests undertaken for the financial year (including the Interim audit)

Positive response	135
Negative response	14
Not Applicable to your Council	53
Total tests carried out	<u>202</u>
Tests not carried out	Nil

Unfortunately there was 1 Non-Compliance identified during the year and the Council should consider this in detail as it will result in a Negative response on the Annual Internal Audit Report. The non-compliance, identified at the Interim Audit relates to the failure to approve the 2022-23 Annual Governance Statement Statement prior to the approval of the Accounting Statements.

I have set this out in detail in my Negative Response cover letter, a copy of which should be provided to the External Auditor.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,



Kevin Rose ACMA
Director



Dave Farrow
Town Clerk
Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

27th April 2024

Dear Dave,

Further to my Internal Audit of the Council in respect of the 2024 Annual Return, I am submitting my report and observations to the Council. As you will notice from the attached Internal Audit Report it was unfortunately necessary to issue a negative response in respect of Control Objective N.

Control Objective N

“The authority has complied with the publication requirements for 2022/23 AGAR”

Reason for the negative response Control Objective N

Regulation 15 of the Accounts and Audit Regulations (2015) sets out the publication requirements in respect of the AGAR.

As you are aware, it was not possible during the internal audit to verify that the Council had discharged its obligation under the Regulations. Regulation 6 (4) requires that;

The annual governance statement, referred to in paragraph (1)(b) must be—

(a) approved in advance of the relevant authority approving the statement of accounts

Unfortunately the Minutes of the meeting of 5th of June 2023 do not record that this was done.

Implications in respect of the Annual Return

As previously advised it will be necessary for a negative response to be entered on the Internal Audit Report. In addition, the Council will also have to return a negative response in respect of Assertion 3 of the Annual Governance Statement.

It is highly likely that this issue will be subject to further query by the External Auditor and it would be helpful in that regard if the Council were to properly Minute a discussion of a review of this issue and to include an explanatory letter when submitting the Annual Return.

In addition to the Negative Response on the Internal Audit Report we have also responded 'Not Covered' in respect of the Control Objectives F, K, L and O and we are required to explain why we have done this.

- We have responded 'Not Covered' in response to Objective F as we understand that the Council does not maintain a Petty Cash.
- We have responded 'Not Covered' in response to Objective K is that it is not applicable to your Council as you did not certify yourself as exempt from External Audit.
- At present no specific guidance has been provided to Internal Auditors as to what the 'relevant legislation' is in respect of Control Objective L. We have tested against the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) and 2015/494 The Smaller Authorities (Transparency Requirements), neither of which apply to your Council. The publication requirements of Statutory Instrument (2015/234) The Accounts and Audit Regulations are covered in our responses to Internal Control Objectives M and N. The Council should note that we have not considered any additional publication requirements that may apply, for example those set out in the ICO Model Publication Scheme for Parish Councils.
- We have responded 'Not Covered' in response to Objective O as we understand that the Council does not act as Sole Managing Trustee.

In addition to this letter and the statutory Internal Audit Report I have also submitted our Internal Audit Observations and Summary to you by email. I would be grateful if you could bring all of these to the Councils attention in due course.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA
Director

Wellington (Somerset) Town Council
Financial Year 2023-24



Audit date: 22 April 2024

Year End Internal Audit Observations

B *This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Have Standing Orders been subject to regular review in accordance with paragraph 1.14 of The Practitioners Guide 2021?	No	<i>Version on website last reviewed July 2022. Minutes for Full Council May 2023 advise that this was deferred to P&R Committee. It is unclear whether this was done during the 2023-24 financial year.</i>	Council to confirm whether the review of Standing Orders was subsequently carried out.	Medium	Noted that review of SO was delegated to P&R at the 2023 Annual Meeting but wasn't carried out. 2024 Annual Meeting to note that new model documents are awaited from NALC and review to be carried out as soon as they are available.
2	Have the Financial Regulations been subject to regular review in accordance with paragraph 1.14 of The Practitioners Guide 2021?	No	<i>Version on website last reviewed July 2022. Minutes for Full Council May 2023 advise that this was deferred to P&R Committee. It is unclear whether this was done during the 2023-24 financial year.</i>	Council to confirm whether the review of Financial Regulations was subsequently carried out.	Medium	To be reviewed as soon as new model documents available from NALC

H *Asset and investments registers were complete and accurate and properly maintained.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Continuing existence of assets is checked on a regular basis (when was last check?)	No	<i>Continuing existence of assets is not checked on a regular basis.</i>	The Council should put in place a process for the regular review and verification of its assets. Assets of a high value or which may be particularly vulnerable should be subject to verification at more frequent intervals.	Medium	Deputy Clerk & Assets & Events Officer have work planned to put process in place for yearly inspection.
2	Movement on asset register agrees to additions and disposals made in the year	No	<i>It was not possible to verify the movement on the asset register between 31st March 2023 and 31st March 2024 to a listing of asset purchased (it is understood that no assets were disposed of during the year)</i>	In future the Council to prepare a schedule detailing the changes (additions and disposals) made to the asset register. The total of this schedule should agree to the change in the Accounting Statements Box 9 values between the current a prior year.	High	Deputy Clerk will update spreadsheet up on next review by Council.

I **Periodic bank account reconciliations were properly carried out during the year.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Year End bank reconciliations have been signed and dated as evidence of independent review.	No	<i>The year end bank reconciliation was pending review and signature as at the date of the year end internal audit (reconciliation up to the end of February has been signed)</i>	Prior to the Council's approval of the Accounting Statements the year end bank reconciliations should be subject to review and signed and dated as evidence of this review.	Medium	Was presented to April Finance, but no resolution to approve. Presented to Annual Meeting for formal sign off.

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

WELLINGTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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Section 2 – Accounting Statements 2023/24 for

WELLINGTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	779,740	1,002,190	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	413,677	466,332	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	418,128	138,444	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	161,185	252,696	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	448,169	460,771	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,002,190	893,499	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	993,336	921,529	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	241,704	424,092	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners’ Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date 25/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
 - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
 - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
 - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
 - b) a statement that sets out—
 - i) the period for the exercise of public rights;
 - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
 - iii) the name and address of the local auditor;
 - iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and
- 2) Publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
 - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
 - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Monday 3 June – Friday 12 July 2024. (The latest possible dates that comply with the statutory requirements are Monday 1 July –Friday 9 August 2024); and
 - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Smaller authority name: **WELLINGTON TOWN COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement ____ Monday 6 May 2024 _____ (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) _ Alice Kendall – Deputy Clerk/Deputy RFO _____ _ 28 Fore Street, Wellington, TA21 8AQ _____ _ alice@wellingtontowncouncil.co.uk _____</p> <p>commencing on (c) __ Monday 3 June 2024 _____</p> <p>and ending on (d) __ Friday 12 July 2024 _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com</p> <p>5. This announcement is made by (e) _ David Farrow – Town Clerk _</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2024 for 2023/24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

-----Original Message-----

From:

Sent: Thursday, April 18, 2024 1:16 PM

To: Annette Kirk <annette@wellingtontowncouncil.co.uk>

Subject: Wellington Khaki Sox Baseball club

Annette,

As promised, here are the details we discussed.

I'm writing you to ask if you'd be able to support and sponson Wellington Khaki Sox base ball team. Not many people are aware of the successes of the team, but with regular match reports and photos appearing in the Wellington weekly, more and more locals are hearing about the sport and attending training. We're back-to-back League Champions and going into the new season with confidence.

Our first home game at Wellington Rugby Club is on 12th May and we'd like to extend the Mayor of Wellington the opportunity to come and meet the players, throw the 1st pitch and have a photo with both teams which will appear with our published match report. If you'd be interested in sponsoring the Game Day for £50, which supplies game balls and assists with securing league umpires, it would be great to have such a local figurehead as our guest.

It would be our pleasure to have you. Full mayoral gown would also be welcomed!

Many thanks, I hope you hear from you soon.

Regards,

Martin James

Alice Kendall

From: Environmental Health West and Taunton
<environmentalhealth.west@somerset.gov.uk>
Sent: 23 April 2024 09:15
Subject: FW: MA/57278 Application to vary club premises certificate - Wellington & District
Conservative Club, TA21 8QT

Good morning all,

We have received an application to vary the existing club premises certificate for Wellington and District Conservative Club, 19 High Street, Wellington TA21 8QT. The current licence allows solely for sales of alcohol for consumption on the premises only, and the requested variation would be to allow for both on-sales and off-sales; thereby allowing members to also take their drinks into outdoor garden areas. This will predominantly be linked to a proposed beer garden on the premises, which will be a designated area that runs alongside the exterior of their car park. This area will be for seasonal usage, and the Club is not looking to change/extend their hours at all beyond those already on their licence.

Please can any comments in relation to this proposed change be submitted by no later than **Monday 20th May 2024?**

Kind regards,

Brad Fear
Licensing Officer
Somerset Council
0300 123 2224



Somerset Council Disclaimer: [somerset.gov.uk/disclaimer](https://www.somerset.gov.uk/disclaimer)

Open Spaces Expenditure Request

Item:		Price
Pole Saw	Willis & Grabham	£488.05
5.2ah Battery	Willis & Grabham	£154.17
File Kit	Willis & Grabham	£14.99
Mineral Chain Oil 5 litre	Willis & Grabham	£16.66
525RXT Mark II Petrol Strimmer	Willis & Grabham	£400.00
XP Power 2 Fuel 5 Litre	Willis & Grabham	£19.17
530 ibx Blower with Belt	Willis & Grabham	£480.00
Maypole Amber Magnetic LED Beacon for the Van	Screwfix	£60.00
2 x Triangular Iron "Men at Work" signs 750mm	Tudor Enviroment	£88.58
2 x Reversible Angle Iron Arrow Sign	Tudor Environment	£82.20
Traffic Cone – 750mm x 10 (£15.99 Each)	Screwfix	£133.26
Armorgard Flambank FB21 Site Box – safe storage of Flammables	Tudor Environment	£628.50
"No Parking" Signs	Somerset Sign & Print	A4 - £12.00 each A3 - £18.00 each
"Keep Dog on Lead" Signs	Somerset Sign & Print	A4 - £12.00 each A3 - £18.00 each