

**MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON TUESDAY 12 MARCH 2024 AT 5.30PM**

**PRESENT:** Councillor M Lithgow (Chair),  
Councillors M Barr, J Cole, A Govier (from 494), C Govier, M Lithgow, M McGuffie and J Thorne

**IN ATTENDANCE:** Alice Kendall – Deputy Clerk/Deputy RFO  
Annette Kirk – Assets & Events Officer  
One member of the press

**542 APOLOGIES**

No Apologies had been received.

**543 DECLARATIONS OF INTEREST**

Councillors Lloyd and A Govier have a standing personal interest declaration relating to MTMIT, the Council’s IT consultant, being a former customer of the company.

Councillor Thorne has a standing personal interest declaration relating to MTMIT, the Council’s IT consultant, being a personal friend of the company owner.

**544 PUBLIC PARTICIPATION**

No members of the public were present.

**545 MINUTES**

**RESOLVED** to approve and sign the minutes of the meeting held on 21 February 2024.

**546 ACCOUNTING STATEMENTS**

**a. TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 5 MARCH 2024**

**RESOLVED** to note and approve the bank reconciliation as presented.

**b. TO NOTE AND APPROVE EXPENDITURE FOR 15 FEBRUARY – 5 MARCH 2024**

**RESOLVED** to note and approve the expenditure as presented.

**c. TO NOTE AND APPROVE INCOME RECEIVED FOR 15 FEBRUARY – 5 MARCH 2024**

**RESOLVED** to note and approve the income as presented.

**d. TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET AT 5 MARCH 2024**

**RESOLVED** to note and approve the budget report as presented.

**547 GRANTS**

As per members request at the last meeting, a more general discussion on the administration of the grants policy took place. It was **RESOLVED** that, going forward, applications will be considered quarterly with appropriate windows for applications to be made being added to the Policy. It was further agreed that notes on what the finance committee can approve (i.e. up to £3,000) will be added to the guidance notes.

During this item, Councillor A Govier arrived at the meeting but did not vote in the above resolution.

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

These documents will be updated and brought back to the next meeting for review and approval.

**(b) Applications**

- i. **Somerset Bus Partnership** – this application was delayed and will be considered at a future meeting.

**(c) Summary**

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

**548 REVIEW OF DIRECT DEBITS, STANDING ORDERS AND FEES AND CHARGES**

**RESOLVED** to note and approve the schedule circulated with the agenda, as well as the creation of the three new standing orders as follows

- H T Perry - £500 – Pop Up Rent
- W T Consultancy - £150 – H&S Advisors
- Wellington Self Storage - £140 – Storage Unit

**549 PROVISION FOR TAKING CARD PAYMENTS**

**RESOLVED** to purchase two devices from SumUp – Solo option for portable usage and Air+ for office usage.

There being no further business the meeting closed at 6.05 pm

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WELLINGTON TOWN COUNCIL  
FIXED ASSET REGISTER 2023/24

| Outdoor Property / Street Furniture |                              |                                       |                          |                   |                               |           |                 |                       |
|-------------------------------------|------------------------------|---------------------------------------|--------------------------|-------------------|-------------------------------|-----------|-----------------|-----------------------|
| Category                            | Name / Description           | Location                              | Date Purchased           | Asset Value       | Replacement / Insurance Value | Image Ref | Map Ref         | Notes                 |
| Bench                               | High Street                  | Promotional Space                     | 08/04/2020               | £496.25           | £700.00                       | B1        |                 | Image needs updating? |
| Bench                               | Fore Street                  | Entrance to North Street Car Park RHS | 11/10/2017               | £472.50           | £700.00                       | B2        | Town Centre     |                       |
| Bench                               | Longforth Road               | Junction with High St                 | 11/10/2017               | £472.50           | £700.00                       | B3        | Town Centre     |                       |
| Bench                               | North Street                 | WHERE Centre                          | 11/10/2017               | £472.50           | £700.00                       | B6        | Town Centre     |                       |
| Bench                               | Mantle Street                | Medical Centre                        | 19/11/2003               | £1.00             | £700.00                       | B4        | Rockwell Green  |                       |
| Bench                               | Poole Corner                 | Roundabout                            | 04/09/2000               | £1.00             | £700.00                       | B5        | Wellington East |                       |
| Bench                               | Basins                       | Basins                                | 08/04/2020               | £496.25           | £700.00                       | Awaited   | Basins          |                       |
| Bench                               | Brookalnds Drive             | Brookalnds Drive                      | 08/04/2020               | £496.25           | £700.00                       | Awaited   |                 |                       |
| Bench                               | Tonedale                     | One Stop Car Park                     | 08/04/2020               | £496.25           | £700.00                       | Awaited   |                 |                       |
| Bench                               | 3x Monmouth Gardens          | North Street                          | 14/01/2022               | £3.00             | £2,100.00                     | Awaited   |                 |                       |
| Bench                               | Fore Street                  | Entrance to North Street Car Park LHS | 14/01/2022               | £1.00             | £700.00                       | Awaited   |                 |                       |
| Bench                               | 4x United Reformed Church    | Fore Street                           | 14/01/2022               | £4.00             | £2,800.00                     | Awaited   |                 |                       |
| Bench                               | Mantle Street Planter        | Mantle Street                         | 14/01/2022               | £1.00             | £700.00                       | Awaited   |                 |                       |
| Bench                               | 2x Community Hospital        | Bulford                               | 14/01/2022               | £2.00             | £800.00                       | Awaited   |                 |                       |
| Bench                               | Picnic Bench Roly Poly Green | Longforth Road                        | 14/01/2022               | £1.00             | £1,150.00                     | Awaited   |                 |                       |
| Bench                               | Curved Bench                 | Outside Co-Op                         | 23/02/2022               | £2,880.00         | £4,000.00                     | Awaited   | Town Centre     |                       |
| Bench                               |                              | Lodge Close                           | 21/07/2023               | £706.38           | £715.00                       |           |                 |                       |
| Bench                               |                              | Wellington Playing Field              | 21/07/2023               | £706.38           | £715.00                       |           |                 |                       |
|                                     |                              |                                       | <b>Bench Total</b>       | <b>£7,709.26</b>  | <b>£19,980.00</b>             |           |                 |                       |
| Bus Shelter                         | Coach Park                   | Longforth Road                        | 17/01/2022               | £3,854.00         | £8,500.00                     | Awaited   |                 |                       |
|                                     |                              |                                       | <b>Bus Shelter Total</b> | <b>£3,854.00</b>  | <b>£8,500.00</b>              |           |                 |                       |
| Planter                             | Shoreline Planter            | Outside Co-Op                         | 23/02/2022               | £2,100.00         | £3,000.00                     | Awaited   | Town Centre     |                       |
| Planter                             | 6x Wooden Planters           |                                       | 03/05/2022               | £12,324.00        | £18,000.00                    | Awaited   |                 |                       |
| Planter                             | 6x Tree Planters             |                                       | 03/05/2022               | £6.00             | £15,000.00                    | Awaited   |                 |                       |
|                                     |                              |                                       | <b>Planter Total</b>     | <b>£14,430.00</b> | <b>£36,000.00</b>             |           |                 |                       |
| Cycle Racks                         | 10x Cycle racks              | High St, White Hart Lane & Fore St    | 23/02/2022               | £1,050.00         | £2,000.00                     | Awaited   |                 |                       |
|                                     |                              |                                       | <b>Cycle Total</b>       | <b>£1,050.00</b>  | <b>£2,000.00</b>              |           |                 |                       |

**WELLINGTON TOWN COUNCIL  
FIXED ASSET REGISTER 2023/24**

|               |                        |                                |            |                   |                   |         |                  |                     |
|---------------|------------------------|--------------------------------|------------|-------------------|-------------------|---------|------------------|---------------------|
| Dog Waste Bin | Jurston Lane           | On grass verge by stream       | 10/03/2011 | £1.00             | £488.22           | DWB1    | Wellington East  |                     |
| Dog Waste Bin | Cades Mead             | Nr Play Area                   | 10/03/2011 | £1.00             | £488.22           | DWB2    | Wellington East  |                     |
| Dog Waste Bin | Weavers Reach          | By Bridge & Play Area          | 10/03/2011 | £1.00             | £488.22           | DWB3    | Wellington North |                     |
| Dog Waste Bin | Millstream Gardens     | Outside One Stop               | 10/03/2011 | £1.00             | £488.22           | DWB4    | Wellington North |                     |
| Dog Waste Bin | Bovet Street           | In Car Park                    | 10/03/2011 | £1.00             | £488.22           | DWB5    | Wellington North |                     |
| Dog Waste Bin | Exeter Road            | Nr Bungalows                   | 10/03/2011 | £1.00             | £488.22           | DWB6    | Rockwell Green   | Large split at base |
| Dog Waste Bin | Swains Lane            | On bypass                      | 10/03/2011 | £1.00             | £488.22           | DWB7    | Rockwell Green   |                     |
| Dog Waste Bin | Torres Vedras Drive    | Nr Path entrance to Open Space | 16/03/2021 | £376.00           | £488.22           | DWB8    | Wellington East  |                     |
| Dog Waste Bin | Longforth Farm         | Nr Farmhouse                   | 20/04/2021 | £388.00           | £488.22           | DWB9    | Wellington North |                     |
| Dog Waste Bin | Palmers Mead           | Nr Pond                        | 09/08/2021 | £102.00           | £488.22           | DWB10   | Wellington North |                     |
| Dog Waste Bin | Linden Meadow          | Westford Field                 | 30/11/2022 | £375.00           | £488.22           | Awaited |                  |                     |
| Dog Waste Bin | Sewage Works           | Sewage Works                   | 30/11/2022 | £350.00           | £488.22           | Awaited |                  |                     |
| Dog Waste Bin | Aspin Close            | Aspin Close                    | 30/11/2022 | £342.00           | £488.22           | Awaited |                  |                     |
|               |                        | <b>Dog Waste Bin Total</b>     |            | <b>£1,940.00</b>  | <b>£6,346.86</b>  |         |                  |                     |
| Grit Bin      | St John's School       |                                | 10/03/2011 | £250.00           | £309.00           | GB1     | Wellington East  |                     |
| Grit Bin      | Hoyles Road            |                                | 10/03/2011 | £250.00           | £309.00           | GB2     | Wellington East  |                     |
| Grit Bin      | Popes Lane             |                                | 10/03/2011 | £250.00           | £309.00           | GB3     | Rockwell Green   |                     |
| Grit Bin      | Oaken Ground           |                                | 10/03/2011 | £250.00           | £309.00           | GB4     | Rockwell Green   |                     |
| Grit Bin      | Mill Stream Gardens    |                                | 10/03/2011 | £250.00           | £309.00           | GB5     | Wellington North |                     |
| Grit Bin      | Swains Lane            |                                | 10/03/2011 | £250.00           | £309.00           | GB6     | Rockwell Green   |                     |
| Grit Bin      | Howard Rd / Brendon Rd |                                | 10/03/2011 | £250.00           | £309.00           | GB7     | Wellington North |                     |
| Grit Bin      | Springfield Road       |                                | 07/03/2022 | £1.00             | £309.00           | Awaited | Wellington North |                     |
| Grit Bin      | Cornhill               |                                | 07/03/2022 | £1.00             | £309.00           | Awaited | Town Centre      |                     |
|               |                        | <b>Grit Bin Total</b>          |            | <b>£1,752.00</b>  | <b>£2,781.00</b>  |         |                  |                     |
| Noticeboard   | Rockwell Green         | Oaken Ground Junction          | 27/02/2023 | £1,581.00         | £2,081.00         | NB1     | Rockwell Green   |                     |
| Noticeboard   | Town Centre            | Outside Co-Op                  | 02/09/2002 | £1.00             | £3,750.00         | NB2     | Town Centre      |                     |
| Noticeboard   | Burrough Way           | Burrough Way                   | 29/06/2020 | £1,255.00         | £1,800.00         | NB3     | Rockwell Green   |                     |
| Noticeboard   | Basins                 | Basins                         | 27/02/2023 | £4,384.00         | £4,884.00         | NB4     |                  |                     |
| Noticeboard   | Priory                 | Priory                         | 27/02/2023 | £1,524.00         | £2,024.00         | NB5     |                  |                     |
| Noticeboard   | Tonedale               | One Stop                       | 27/02/2023 | £1,540.00         | £2,040.00         | NB6     |                  |                     |
|               |                        | <b>Notice Board Total</b>      |            | <b>£10,285.00</b> | <b>£16,579.00</b> |         |                  |                     |

**WELLINGTON TOWN COUNCIL  
FIXED ASSET REGISTER 2023/24**

|  |                              |                             |                               |                   |                    |         |                  |                                      |
|--|------------------------------|-----------------------------|-------------------------------|-------------------|--------------------|---------|------------------|--------------------------------------|
| Sign   | Twining Sign                 | Exeter Rd                   | 04/09/2000                    | £1.00             | £680.00            | S1      | Rockwell Green   |                                      |
| Sign   | Twining Sign                 | Tonedale                    | 04/09/2000                    | £1.00             | £680.00            | S2      | Wellington North | Missing                              |
| Sign   | Twining Sign                 | Taunton Road                | 04/09/2000                    | £1.00             | £680.00            | S3      | Wellington East  | Sign bent                            |
| Sign   | Twining Sign                 | Pyles Thorne Road           | 04/09/2000                    | £1.00             | £680.00            | S4      | Wellington East  | Missing                              |
| Sign   | Popham Historical Sign       | Playing field               | 02/09/2002                    | £1.00             | £2,000.00          | S5      | Town Centre      | Very poor condition                  |
| Sign   | Map Board                    | Longforth Rd Car Park       | 26/01/2022                    | £685.23           | £900.00            | Awaited | Town Centre      |                                      |
| Sign   | Map Board                    | South Street Car Park       | 26/01/2022                    | £685.23           | £900.00            | Awaited | Town Centre      |                                      |
| Sign   | Map Board                    | North Street Car Park       | 26/01/2022                    | £685.23           | £900.00            | Awaited | Town Centre      |                                      |
| Sign   | Map Board                    | Waitrose Carpark            | 26/01/2022                    | £685.23           | £900.00            | Awaited | Town Centre      |                                      |
| Sign   | Finger Posts                 | Various                     | 11/10/2022                    | £14,826.00        | £25,000.00         | Awaited |                  |                                      |
|  |                              |                             | <b>Signs Total</b>            | <b>£17,571.92</b> | <b>£33,320.00</b>  |         |                  |                                      |
| Street Light / Lamp Post                         | Rackfield                    | Junction with Payton Road   | 04/09/2000                    | £1.00             | £927.00            | SL1     | Rockwell Green   |                                      |
|  |                              |                             | <b>Street Light Total</b>     | <b>£1.00</b>      | <b>£927.00</b>     |         |                  |                                      |
| Defibrillator                                    | Longforth Road               | Public Conveniences         | 06/07/2015                    | £2,000.00         | £3,278.18          | DF1     | Town Centre      |                                      |
| Defibrillator                                    | Rockwell Green               | Christian Fellowship Centre | 20/11/2018                    | £2,450.00         | £3,278.18          | DF2     | Rockwell Green   |                                      |
|  |                              |                             | <b>Defibrillator Total</b>    | <b>£4,450.00</b>  | <b>£6,556.36</b>   |         |                  |                                      |
| Electrical Supply                                | Wellington Weekly News       | 26 High Street              | 2020                          | £1.00             | £618.00            | ES1     | Town Centre      |                                      |
| Electrical Supply                                | Stags                        | 7 High Street               | 2021                          | £1.00             | £618.00            | ES2     | Town Centre      |                                      |
| Electrical Supply                                | Cheese & Wine Shop           | 11 South Street             | 2021                          | £1.00             | £618.00            | ES3     | Town Centre      | *check - plug seems to be at bakery? |
| Electrical Supply                                | Cards & Co                   | 17 South Street             | 2020                          | £1.00             | £618.00            | ES4     | Town Centre      |                                      |
| Electrical Supply                                | Wellington Prep School       | South Street                | 2020                          | £1.00             | £618.00            | ES5     | Town Centre      |                                      |
| Electrical Supply                                | Vape Shop                    | 4 Fore Street               | 2021                          | £1.00             | £618.00            | ES6     | Town Centre      |                                      |
| Electrical Supply                                | Iron Duke                    | 1 North Street              | 2021                          | £1.00             | £618.00            | ES7     | Town Centre      |                                      |
| Electrical Supply                                | Burgage                      | 13/13a North Street         | 2020                          | £1.00             | £618.00            | ES8     | Town Centre      |                                      |
| Electrical Supply                                | Library                      | 16 Fore Street              | 2021                          | £1.00             | £618.00            | ES9     | Town Centre      |                                      |
| Electrical Supply                                | Council Offices              | 28 Fore Street              | 2020                          | £1.00             | £618.00            | ES10    | Town Centre      |                                      |
| Electrical Supply                                | H T Perry & Son & Granddaugh | 33 Fore Street              | 2020                          | £1.00             | £618.00            | ES11    | Town Centre      |                                      |
| Electrical Supply                                | URC Church                   | Fore Street                 | 2020                          | £1.00             | £618.00            | ES12    | Town Centre      |                                      |
| Electrical Supply                                | Luson Surgery                | 35 Fore Street              | 2020                          | £1.00             | £618.00            | ES13    | Town Centre      |                                      |
| Electrical Supply                                | Victoria Arms                | 43 North Street             | 2020                          | £1.00             | £618.00            | ES14    | Town Centre      | *check - plug also at no 25?         |
| Electrical Supply                                | Village Hill                 | Rockwell Green              | 2020                          | £1.00             | £618.00            | ES15    | Rockwell Green   |                                      |
| Electrical Supply                                | Hair by Davinia              | 125 Rockwell Green          | 2020                          | £1.00             | £618.00            | ES16    | Rockwell Green   |                                      |
| Electrical Supply                                | Brock's                      | 106-108 Rockwell Green      | 2020                          | £1.00             | £618.00            | ES17    | Rockwell Green   |                                      |
| Electrical Supply                                | Christian Fellowship Church  | Rockwell Green              | 2020                          | £1.00             | £618.00            | ES18    | Rockwell Green   |                                      |
|  |                              |                             | <b>Electrical Suply Total</b> | <b>£18.00</b>     | <b>£11,124.00</b>  |         |                  |                                      |
| Life Buoy  | Basins                       | Basins, Corams Lane         | 14/08/2023                    | £197.50           | £197.50            |         |                  |                                      |
|  |                              |                             | <b>Life Buoy Total</b>        | <b>£197.50</b>    | <b>£197.50</b>     |         |                  |                                      |
| <b>Outdoor Property / Street Furniture Total</b> |                              |                             |                               | <b>£63,258.68</b> | <b>£144,311.72</b> |         |                  |                                      |

**WELLINGTON TOWN COUNCIL  
FIXED ASSET REGISTER 2023/24**

| <b>Buildings &amp; Contents</b> |  |                   |                             |                    |                                      |                  |                  |                                       |
|---------------------------------|--|-------------------|-----------------------------|--------------------|--------------------------------------|------------------|------------------|---------------------------------------|
| <b>Category</b>                 | <b>Name / Description</b>                    | <b>Location</b>   | <b>Date Purchased</b>       | <b>Asset Value</b> | <b>Replacement / Insurance Value</b> | <b>Image Ref</b> | <b>Map Ref</b>   | <b>Notes</b>                          |
| Public Convenience              | Longforth Road Toilets                       |                   | 01/02/2017                  | £1.00              | £300,000.00                          | PC1              | Town Centre      |                                       |
| Contents                        | Longforth Road Toilets                       |                   | 01/02/2017                  | £10,000.00         | £30,000.00                           |                  |                  |                                       |
|                                 |  |                   | <b>Longforth Total</b>      | <b>£10,001.00</b>  | <b>£330,000.00</b>                   |                  |                  |                                       |
| Shed                            | Community Resilience Shed                    | Wellington School | 10/03/2011                  | £1.00              | N/A                                  | SH1              | Town Centre      |                                       |
|                                 |  |                   | <b>Shed Total</b>           | <b>£1.00</b>       | <b>£0.00</b>                         |                  |                  |                                       |
| Container                       | Comm. Farm                                   | Green Corridor    | 08/06/2023                  | £2,599.00          | £3,100.00                            |                  |                  | *new line, already added to insurance |
| Container                       | Fox's Field                                  | Green Corridor    | 17/11/2023                  | £3,220.00          | £3,670.00                            |                  |                  |                                       |
|                                 |  |                   | <b>Containers Total</b>     | <b>£5,819.00</b>   | <b>£6,770.00</b>                     |                  |                  |                                       |
| Buildings                       | Council Offices                              | 28-30 Fore Street | 28/03/2024                  | £130,000.00        | £1,700,000.00                        |                  |                  |                                       |
|                                 |  |                   | <b>Buildings Total</b>      | <b>£145,821.00</b> | <b>£2,036,770.00</b>                 |                  |                  |                                       |
| <b>Land</b>                     |  |                   |                             |                    |                                      |                  |                  |                                       |
| <b>Category</b>                 | <b>Name / Description</b>                    | <b>Location</b>   | <b>Date Purchased</b>       | <b>Asset Value</b> | <b>Replacement / Insurance Value</b> | <b>Image Ref</b> | <b>Map Ref</b>   | <b>Notes</b>                          |
| Allotment                       | Basins                                       |                   | 01/04/1974                  | £1.00              | N/A                                  | N/A              | Basins           |                                       |
| Public Space                    | Linden Meadow                                | Westford          | 14/02/2022                  | £55,000.00         | N/A                                  | N/A              | Basins           |                                       |
|                                 |  |                   | <b>Land Total</b>           | <b>£55,001.00</b>  | <b>£0.00</b>                         |                  |                  |                                       |
| <b>Play</b>                     |  |                   |                             |                    |                                      |                  |                  |                                       |
| <b>Category</b>                 | <b>Name / Description</b>                    | <b>Location</b>   | <b>Date Purchased</b>       | <b>Asset Value</b> | <b>Replacement / Insurance Value</b> | <b>Image Ref</b> | <b>Map Ref</b>   | <b>Notes</b>                          |
| Play Area Land                  | Tonedale                                     | Richards Close    | 12/08/1985                  | £1.00              | N/A                                  | N/A              | Wellington North |                                       |
| Play Equipment                  | Multi use Area (inc. Fence, goals & surface) | Richards Close    | 12/08/1985                  | £18,000.00         | £100,000.00                          | PE1              | Wellington North |                                       |
| Play Equipment                  | All equipment, Surfacing & Path              | Richards Close    | 23/01/2023                  | £84,145.00         | £100,000.00                          | PE2              | Wellington North |                                       |
| Other                           | Bench, Bin & Metal Sign                      | Richards Close    | 12/08/1985                  | £500.00            | £927.00                              | PE3              | Wellington North |                                       |
|                                 |  |                   | <b>Richards Close Total</b> | <b>£102,646.00</b> | <b>£200,927.00</b>                   |                  |                  |                                       |
| Play Area Land                  | Weavers Reach                                |                   | 08/12/2023                  | £5,000.00          |                                      |                  |                  |                                       |
| Play Equipment                  | Weavers Reach                                |                   | 08/12/2023                  | £1.00              | £80,000.00                           |                  |                  |                                       |
|                                 |  |                   | <b>Weavers Total</b>        | <b>£5,001.00</b>   | <b>£80,000.00</b>                    |                  |                  |                                       |
|                                 |  |                   | <b>Play Total</b>           | <b>£107,647.00</b> | <b>£280,927.00</b>                   |                  |                  |                                       |

**WELLINGTON TOWN COUNCIL  
FIXED ASSET REGISTER 2023/24**

| Regalia                                       |                         |                    |                |                   |                               |           |         |  |
|---|-------------------------|--------------------|----------------|-------------------|-------------------------------|-----------|---------|--|
| Category                                      | Name / Description      | Location           | Date Purchased | Asset Value       | Replacement / Insurance Value | Image Ref | Map Ref | Notes  |
| Insignia                                      | Chain & Collar          | With Mayor         | 06/04/2009     | £1.00             | £15,000.00                    | Awaited   | N/A     | All civic regalia insured as one                               |
| Robes   | Mayoral Robes           | With Mayor         | 01/04/1974     | £1.00             |                               | Awaited   | N/A     |  |
| Case  | Chain Case              | With Mayor         | 05/01/2015     | £1.00             |                               | Awaited   | N/A     |  |
| Outfit  | Town Crier              | With Crier         | 17/03/2023     | £546.00           | £750.00                       |           |         |  |
| Bugle   | Silver Riffles Bugle    | 28 Fore St         |                | £1.00             | £600.00                       |           |         |  |
| <b>Regalia Total</b>                          |                         |                    |                | <b>£550.00</b>    | <b>£16,350.00</b>             |           |         |  |
| Office Equipment & Furniture                  |                         |                    |                |                   |                               |           |         |  |
| Category                                      | Name / Description      | Location           | Date Purchased | Asset Value       | Replacement / Insurance Value | Image Ref | Map Ref | Notes  |
| Chamber Furniture                             | 8 leather topped tables | 28 Fore Street     | 01/04/1974     | £1.00             | £1,920.00                     | N/A       | N/A     | Inherited  |
| Chamber Furniture                             | 18 leather chairs       | 28 Fore Street     | 01/04/1974     | £1.00             |                               | N/A       | N/A     |  |
| Chamber Furniture                             | 3 ornate Wooden Chairs  | 28 Fore Street     | 01/04/1974     | £1.00             |                               | £1,080.00 | N/A     |  |
| Office Furniture                              | Chairs (x 12)           | 28 Fore Street     | Unknown        | £1.00             | £360.00                       | N/A       | N/A     | Some inherited, some bought 2nd hand pre 2019                  |
| Office Furniture                              | Desks (x 5)             | 28 Fore Street     | Unknown        | £1.00             | £1,800.00                     | N/A       | N/A     |  |
| Office Furniture                              | Desk Chairs (x 5)       | 28 Fore Street     | Unknown        | £1.00             | £900.00                       | N/A       | N/A     |  |
| Office Furniture                              | Misc. Furniture         | 28 Fore Street     | Unknown        | £1.00             | £3,000.00                     | N/A       | N/A     | Filing Cabinets x3, Bookshelves x2, 4x tables, 4x white boards |
| <b>Furniture Total</b>                        |                         |                    |                | <b>£7.00</b>      | <b>£9,060.00</b>              |           |         |  |
| Office Equipment                              | Misc.                   | 28 Fore Street     | Various        | £150.00           |                               | N/A       | N/A     | Laminator, guillotine, shredder, 4x fans (some inherited)      |
| IT Equipment                                  | PC Towers (x 6)         | 28 Fore Street     | Various        | £3,726.00         |                               | N/A       | N/A     |  |
| IT Equipment                                  | Monitors (x 12)         | 28 Fore Street     | Various        | £2,080.00         |                               | N/A       | N/A     |  |
| IT Equipment                                  | Computer Sundries       | 28 Fore Street     | Various (2021) | £500.00           |                               | N/A       | N/A     | Mice, keyboards, webcams etc.                                  |
| IT Equipment                                  | Old items               | 28 Fore Street     | Pre 2019       | £1.00             |                               | N/A       | N/A     | Old items for spares   |
| <b>Equipment Total</b>                        |                         |                    |                | <b>£6,457.00</b>  | <b>£15,000.00</b>             | N/A       |         |  |
| Portable Equipment                            | Microphone & Cables     | 28 Fore Street     | 02/06/2021     | £119.00           | £150.00                       | N/A       | N/A     |  |
| Portable Equipment                            | Projector & Screen      | 28 Fore Street     | 18/08/2021     | £570.00           | £704.52                       | N/A       | N/A     |  |
| Portable Equipment                            | Mobile Phones (x 5)     | With Staff         | 10/12/2022     | £1,872.00         | £3,000.00                     | N/A       | N/A     | 31/10 - Added value for Warden's Phone                         |
| Portable Equipment                            | Laptops (x 4)           | With Staff         | 2019 & 2020    | £2,000.00         | £2,500.00                     | N/A       | N/A     |  |
| Portable Equipment                            | iPads (x16)             | With Cllrs / Staff | 18/11/2022     | £3,014.00         | £3,500.00                     | N/A       | N/A     | 31/10 - Updated value to account for office iPad               |
| <b>Portable Total</b>                         |                         |                    |                | <b>£7,575.00</b>  | <b>£9,854.52</b>              |           |         |  |
| Portable Furniture                            | Gazebo & Flags          | Storage Unit       | 14/11/2022     | £1,664.00         | £2,000.00                     |           |         |  |
| Portable Furniture                            | Tables                  | Storage Unit       | 14/11/2022     | £466.96           | £550.00                       |           |         |  |
| <b>Portable Furniture Total</b>               |                         |                    |                | <b>£2,130.96</b>  | <b>£2,550.00</b>              |           |         |  |
| <b>Office Equipment &amp; Furniture Total</b> |                         |                    |                | <b>£16,169.96</b> | <b>£36,464.52</b>             |           |         |  |

**WELLINGTON TOWN COUNCIL  
FIXED ASSET REGISTER 2023/24**

| Community Warden              |   |                       |                |                    |                               |           |         |                                       |
|-------------------------------|---|-----------------------|----------------|--------------------|-------------------------------|-----------|---------|---------------------------------------|
| Category                      | Name / Description  | Location              | Date Purchased | Asset Value        | Replacement / Insurance Value | Image Ref | Map Ref | Notes                                 |
| Vehicle                       | Nissan Town Star Van                                      | Overnight - Office CP | 01/09/2023     | £31,290.60         | £37,000.00                    |           |         | New line, already added to insurance. |
| Tools                         | Brushcutter, Hedge Trimmer (inc batteries, charger & Box) | Storage Unit          | 05/10/2023     | £1,611.82          | £2,000.00                     |           |         |                                       |
| Tools                         | Mower   | Comm. Farm Container  | 17/08/2023     | £2,741.67          | £4,000.00                     |           |         | New line, already added to insurance. |
| <b>Community Warden Total</b> |   |                       |                | <b>£35,644.09</b>  | <b>£43,000.00</b>             |           |         |                                       |
| <b>Asset Register Total</b>   |   |                       |                | <b>£424,091.73</b> | <b>£2,557,823.24</b>          |           |         |                                       |



**Wellington Town Council**

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

|          |   |            |            |                   |
|----------|---|------------|------------|-------------------|
|          | <b>Bank Reconciliation at 31/03/2024</b>            |            |            |                   |
|          | Cash in Hand 01/04/2023                             |            |            | 993,335.85        |
|          | <b>ADD</b><br>Receipts 01/04/2023 - 31/03/2024      |            |            | 675,443.55        |
|          |   |            |            | 1,668,779.40      |
|          | <b>SUBTRACT</b><br>Payments 01/04/2023 - 31/03/2024 |            |            | 747,250.58        |
| <b>A</b> | <b>Cash in Hand 31/03/2024</b><br>(per Cash Book)   |            |            | <b>921,528.82</b> |
|          | 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 |                   |
|          |   |            |            | <b>921,483.82</b> |
|          | Less unrepresented payments                         |            |            |                   |
|          |   |            |            | 921,483.82        |
|          | Plus unrepresented receipts                         |            |            | 45.00             |
| <b>B</b> | <b>Adjusted Bank Balance</b>                        |            |            | <b>921,528.82</b> |
|          | <b>A = B Checks out OK</b>                          |            |            |                   |

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

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

Note voucher 179 has been cashed off since reporting. APK

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

AGENDA ITEM 6B

(Last) Year Ended  
31 Mar 2023

(Current) Year Ended  
31 Mar 2024

| <b><u>Income</u></b> |                                     |
|----------------------|-------------------------------------|
| 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     |
| <b>£831,804.53</b>   | <b>£604,776.22</b>                  |

| <b><u>Expense</u></b> |                                     |
|-----------------------|-------------------------------------|
| 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                          |
| <b>£609,354.62</b>    | <b>£712,406.71</b>                  |

| <b><u>General Fund</u></b> |                          |
|----------------------------|--------------------------|
| <b>528,704.15</b>          | 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  |
| <b>£414,342.56</b>         | Balance at 31 Mar 2024   |

Reserves:

Earmarked Reserve Balance £540037.28

**Wellington Town Council**  
**Reserves Balance up to 31st Mar 2024**  
**2023 - 2024**

**AGENDA ITEM 6C**

| <u>Reserve</u>               | <u>OpeningBalance</u> | <u>Transfers</u> | <u>Spend</u>      | <u>Receipts</u>  | <u>CurrentBalance</u> |
|------------------------------|-----------------------|------------------|-------------------|------------------|-----------------------|
| <b>Earmarked</b>             |                       |                  |                   |                  |                       |
| Elections                    | 2,000.00              | 1,500.00         |                   |                  | 3,500.00              |
| C.I.L                        | 444,106.14            | -200,000.00      | 130,000.00        | 62,478.64        | 176,584.78            |
| Film Festival                |                       | 4,000.00         |                   |                  | 4,000.00              |
| Railway Station              | 15,000.00             |                  |                   |                  | 15,000.00             |
| Capital Projects             | 50,000.00             |                  | 5,000.00          |                  | 45,000.00             |
| Playing Pitch Strategy       | 9,000.00              |                  |                   |                  | 9,000.00              |
| Post Office Provision        | 2,500.00              |                  |                   |                  | 2,500.00              |
| Cades Farm Community Hall    | 7,000.00              |                  | 100.00            |                  | 6,900.00              |
| Pop Up Shop                  | 2,043.96              | -2,043.96        |                   |                  | 0.00                  |
| Office Furniture Replacement | 3,000.00              |                  | 345.00            |                  | 2,655.00              |
| Youth Services               | 26,000.00             |                  | 5,565.00          |                  | 20,435.00             |
| Neighbourhood Plan           | 10,000.00             | -10,000.00       |                   |                  | 0.00                  |
| Professional Services        | 17,197.00             | -17,197.00       |                   |                  | 0.00                  |
| Environmental Improvements   |                       | 29,000.00        | 4,982.50          |                  | 24,017.50             |
| Cost Of Living Funding       |                       | 30,200.00        | 6,755.00          |                  | 23,445.00             |
| Green Grants                 |                       | 10,000.00        | 3,000.00          |                  | 7,000.00              |
| Committed C.I.L              |                       | 200,000.00       |                   |                  | 200,000.00            |
| <b>Total Earmarked</b>       | <b>587,847.10</b>     | <b>45,459.04</b> | <b>155,747.50</b> | <b>62,478.64</b> | <b>540,037.28</b>     |
| <b>TOTAL RESERVE</b>         | <b>587,847.10</b>     | <b>45,459.04</b> | <b>155,747.50</b> | <b>62,478.64</b> | <b>540,037.28</b>     |
| <b>GENERAL FUND</b>          |                       |                  |                   |                  | 354,521.89            |
| <b>TOTAL FUNDS</b>           |                       |                  |                   |                  | 894,559.17            |

## Section 2 – Accounting Statements 2023/24 for

## WELLINGTON TOWN COUNCIL

|   | Year ending        |                    | Notes and guidance   |
|---|--------------------|--------------------|--|
|   | 31 March 2023<br>£ | 31 March 2024<br>£ |  |
|   |                    |                    | <i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>   |
| 1. Balances brought forward                                 | 779,740            | 1,002,190          | <i>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.</i>  |
| 2. (+) Precept or Rates and Levies                          | 413,677            | 466,332            | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>   |
| 3. (+) Total other receipts                                 | 418,128            | 138,444            | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>   |
| 4. (-) Staff costs  | 161,185            | 525,696            | <i>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.</i> |
| 5. (-) Loan interest/capital repayments                     | 0                  | 0                  | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>  |
| 6. (-) All other payments                                   | 448,169            | 459,711            | <i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>  |
| 7. (=) Balances carried forward                             | 1,002,190          | 894,559            | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>   |
| 8. Total value of cash and short term investments           | 993,336            | 921,529            | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>  |
| 9. Total fixed assets plus long term investments and assets | 241,704            | 424,092            | <i>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.</i>  |
| 10. Total borrowings  | 0                  | 0                  | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>  |

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

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**

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

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

**AGENDA ITEM 6E**

**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>     |
|--|---------------|-------------------|
| <b>Box 7 - Balances carried forward</b>              |               | <b>894,559.17</b> |
| Debtors  | 325.00        |                   |
| Prepayments  | 5,491.13      |                   |
| Stocks and Stores                                    |               |                   |
| VAT Recoverable                                      | 2,241.83      |                   |
| <b>TOTAL DEDUCTIONS</b>                              |               | <b>8,057.96</b>   |
| Creditors  | 3,424.61      |                   |
| Receipts in Advance                                  | 31,603.00     |                   |
| Doubtful Debts                                       |               |                   |
| <b>TOTAL ADDITIONS</b>                               |               | <b>35,027.61</b>  |
| <b>Box 8 - Total cash and short term investments</b> |               | <b>921,528.82</b> |

**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)

**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           |
|                            | <b>£3,424.61</b> |

**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           |
|                    | <b>£5,491.13</b> |

**Debtors - Increase Income**

Q4 Promotional Space Invoice      Steve Jonas

**Code**

|                 |                |
|-----------------|----------------|
| Rents - Various | 325.00         |
|                 | <b>£325.00</b> |

**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            |
|                              | <b>£31,603.00</b> |

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

**AGENDA ITEM 6F****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         | 889.81           | 110.19            | 190.96 (19%)            |
| 28               | Electricity                   |               |                 |                 | 2,000.00         | 3,090.24         | -1,090.24         | -1,090.24 (-54%)        |
| 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%)          |
| <b>SUB TOTAL</b> |                               | <b>250.00</b> | <b>1,825.77</b> | <b>1,575.77</b> | <b>20,450.00</b> | <b>39,931.27</b> | <b>-19,481.27</b> | <b>-17,905.50 (N/A)</b> |

**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%)        |
| <b>SUB TOTAL</b> |       |          |        |          | <b>2,310.00</b> | <b>2,208.53</b> | <b>101.47</b> | <b>101.47 (2%)</b>   |

**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)           |
| <b>SUB TOTAL</b> |                     | <b>2,716.00</b> | <b>3,535.00</b> | <b>819.00</b> | <b>14,716.00</b> | <b>3,261.60</b> | <b>11,454.40</b> | <b>12,273.40 (N/A)</b> |

**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)        |
| <b>SUB TOTAL</b> |                             |          | <b>250.00</b> | <b>250.00</b> | <b>30,500.00</b> | <b>34,685.67</b> | <b>-4,185.67</b> | <b>-3,935.67 (N/A)</b> |

**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)       |
| <b>SUB TOTAL</b>                   |        | <b>162.00</b> | <b>162.00</b> | <b>73,460.00</b> | <b>78,473.02</b> | <b>-5,013.02</b> | <b>-4,851.02 (N/A)</b> |

### 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%)         |
| <b>SUB TOTAL</b> |                         |          | <b>85.46</b> | <b>85.46</b> | <b>8,100.50</b> | <b>6,212.41</b> | <b>1,888.09</b> | <b>1,973.55 (87%)</b> |

### 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)         |
| <b>SUB TOTAL</b> |                              |          | <b>62,478.64</b> | <b>62,478.64</b> | <b>5,500.00</b> | <b>147,765.00</b> | <b>-142,265.00</b> | <b>-79,786.36 (N/A)</b> |

### 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)**

|                              |  |                  |                  |                 |                       |
|------------------------------|--|------------------|------------------|-----------------|-----------------------|
| 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%)        |
| <b>SUB TOTAL</b>             |  | <b>19,230.00</b> | <b>17,556.44</b> | <b>1,673.56</b> | <b>1,673.56 (97%)</b> |

**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%)           |
| <b>SUB TOTAL</b> |                         |          |        |          | <b>10,500.00</b> | <b>4,623.54</b> | <b>5,876.46</b> | <b>5,876.46 (9%)</b> |

**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         | 859.56          | 640.44          | 640.44 (42%)          |
| 149              | Deposits  |                 | 2,500.00        | 2,500.00        |                  | 1,840.22        | -1,840.22       | 659.78 (N/A)          |
| <b>SUB TOTAL</b> |           | <b>4,900.00</b> | <b>6,470.35</b> | <b>1,570.35</b> | <b>11,000.00</b> | <b>9,910.75</b> | <b>1,089.25</b> | <b>2,659.60 (N/A)</b> |

**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%)           |
| <b>SUB TOTAL</b> |                         |          | <b>30,052.60</b> | <b>30,052.60</b> | <b>266,142.59</b> | <b>253,948.60</b> | <b>12,193.99</b> | <b>42,246.59 (-91%)</b> |

**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   | 5,416.99  | 14,583.01 | 14,583.01 (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)       |                        |
| <b>SUB TOTAL</b>          | <b>1,050.00</b>   | <b>1,478.45</b>   | <b>428.45</b>     | <b>80,550.00</b>  | <b>54,396.01</b>  | <b>26,153.99</b>  | <b>26,582.44 (N/A)</b> |
| <b>Restated</b>           |                   |                   |                   |                   |                   |                   | <b>(N/A)</b>           |
| <b>NET TOTAL</b>          | <b>486,523.00</b> | <b>604,776.22</b> | <b>118,253.22</b> | <b>623,264.09</b> | <b>712,406.71</b> | <b>-89,142.62</b> | <b>29,110.60 (2%)</b>  |
| <b>V.A.T.</b>             |                   | <b>39,626.82</b>  |                   |                   | <b>37,436.91</b>  |                   |                        |
| <b>GROSS TOTAL</b>        |                   | <b>644,403.04</b> |                   |                   | <b>749,843.62</b> |                   |                        |

**Wellington Town Council**

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFO Date: 10/04/2024

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

|          |   |            |                   |
|----------|---|------------|-------------------|
|          | <b>Bank Reconciliation at 10/04/2024</b>            |            |                   |
|          | Cash in Hand 01/04/2024                             |            | 921,528.82        |
|          | <b>ADD</b><br>Receipts 01/04/2024 - 10/04/2024      |            | 1,136.20          |
|          |   |            | 922,665.02        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2024 - 10/04/2024 |            | 39,604.50         |
| <b>A</b> | <b>Cash in Hand 10/04/2024</b><br>(per Cash Book)   |            | <b>883,060.52</b> |
|          | Cash in hand per Bank Statements                    |            |                   |
|          | Petty Cash 10/04/2024                               | 0.00       |                   |
|          | Lloyds Current Account 2195145 10/04/2024           | 33,192.42  |                   |
|          | Lloyds Deposit Account 07788306 10/04/2024          | 207,068.10 |                   |
|          | Lloyds Treasurers PC 87331468 10/04/2024            | 145.40     |                   |
|          | The Cambridge Building Society Cl 10/04/2024        | 204,644.36 |                   |
|          | Cambridge & Counties 15020773 10/04/2024            | 266,344.13 |                   |
|          | Nationwide 01343556 10/04/2024                      | 210,529.51 |                   |
|          |   |            | <b>921,923.92</b> |
|          | Less unrepresented payments                         |            | 38,863.40         |
|          |   |            | 883,060.52        |
|          | Plus unrepresented receipts                         |            |                   |
| <b>B</b> | <b>Adjusted Bank Balance</b>                        |            | <b>883,060.52</b> |
|          | <b>A = B Checks out OK</b>                          |            |                   |

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#### TREASURERS ACCOUNT

WELLINGTON TOWN COUNCIL PC

**£ 145.40** Current balance

£145.40 Available funds

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#### TREASURERS ACCOUNT

WELLINGTON TOWN COUNCIL

**£ 33,192.42** Current balance

£33,192.42 Available funds



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#### BUS BANK INSTANT

WELLINGTON TOWN COUNCIL - DEPOSIT A/C

**£ 207,068.10** Balance

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**Wellington Town Council**  
**Uncashed payments/transfers out (All banks)**  
**(Upto 10/04/2024)**

| Voucher           | Date       | Cheque No.     | Description                        | Total            | Bank                     |
|-------------------|------------|----------------|------------------------------------|------------------|--------------------------|
| 1                 | 02/04/2024 | BACS           | Councillors Training               | 20.00            | Lloyds Current Account 2 |
| 3                 | 02/04/2024 | BACS           | Play Area Inspections              | 546.00           | Lloyds Current Account 2 |
| 4                 | 02/04/2024 | BACS           | IT Support, Hosting & 365 OSM      | 678.72           | Lloyds Current Account 2 |
| 5                 | 02/04/2024 | BACS           | Paint                              | 34.00            | Lloyds Current Account 2 |
| 8                 | 02/04/2024 | BACS           | Pop Up Shop                        | 89.39            | Lloyds Current Account 2 |
| 9                 | 03/04/2024 | BACS           | Hall Hire                          | 320.00           | Lloyds Current Account 2 |
| 11                | 03/04/2024 | BACS           | Nails                              | 2.50             | Lloyds Current Account 2 |
| 13                | 04/04/2024 | BACS           | War Grave Flowers                  | 72.50            | Lloyds Current Account 2 |
| 17                | 04/04/2024 | Standing Order | Health & Safety Advisor            | 150.00           | Lloyds Current Account 2 |
| 18                | 04/04/2024 | Standing Order | Storage Unit                       | 140.00           | Lloyds Current Account 2 |
| 19                | 04/04/2024 | BACS           | Building Insurance (28-30 Fore St) | 1,316.49         | Lloyds Current Account 2 |
| 20                | 04/04/2024 | BACS           | Resident Parking During Demolition | 102.00           | Lloyds Current Account 2 |
| 21                | 04/04/2024 | BACS           | Rates for Pop Up Shop              | 864.52           | Lloyds Current Account 2 |
| 22                | 08/04/2024 | BACS           | Banner Printing                    | 1,176.00         | Lloyds Current Account 2 |
| 23                | 08/04/2024 | BACS           | Climate Action Support             | 684.00           | Lloyds Current Account 2 |
| 24                | 08/04/2024 | BACS           | Office Cleaning (Banking Hub)      | 140.00           | Lloyds Current Account 2 |
| 25                | 08/04/2024 | BACS           | Demolition of Toilet Block         | 28,412.88        | Lloyds Current Account 2 |
| 29                | 08/04/2024 | BACS           | Mobile Phone & Contract OSM        | 617.00           | Lloyds Current Account 2 |
| 30                | 09/04/2024 | BACS           | Professional Fees                  | 3,485.52         | Lloyds Current Account 2 |
| 31                | 09/04/2024 | BACS           | Rubble Sacks & Gloves              | 11.88            | Lloyds Current Account 2 |
| <b>Total-----</b> |            |                |                                    | <b>38,863.40</b> |                          |

**Notes:**

BACS items not created at bank at time of reporting. Payment run scheduled for 12th April.

Vouchers 17 and 18 are duplicate entries and to save deletion - the dates will be updated for the May payments and cashed off accordingly once cleared at the bank (4th May)

## Wellington Town Council

10 April 2024 (2023 - 2024)

## PAYMENTS LIST

AGENDA ITEM 7B

| Vouche | Code                           | Date       | Minute | Bank                 | Cheque No    | Description                     | Supplier                 | VAT Type | Net       | VAT    | Total     |
|--------|--------------------------------|------------|--------|----------------------|--------------|---------------------------------|--------------------------|----------|-----------|--------|-----------|
| 652    | Staff Travelling               | 08/03/2024 |        | Lloyds Current Accou | BACS         | Staff travel                    | Miss A Kirk              | X        | 19.35     |        | 19.35     |
| 645    | Hospitality                    | 08/03/2024 |        | Lloyds Treasurers PC | Card         | Milk                            | Asda                     | X        | 1.20      |        | 1.20      |
| 650    | Stationery & Postage           | 08/03/2024 |        | Lloyds Current Accou | BACS         | Stationery/Stamps               | Viking                   | S        | 266.33    | 27.47  | 293.80    |
| 654    | Community Warden Set Up        | 08/03/2024 |        | Lloyds Current Accou | BACS         | Hand tools                      | Buildbase                | S        | 8.00      | 1.60   | 9.60      |
| 651    | Longforth Allotment            | 08/03/2024 |        | Lloyds Current Accou | BACS         | Fencing Deposit                 | Abacus Construction Ltd  | S        | 1,550.00  | 310.00 | 1,860.00  |
| 648    | Sage Payroll & HR              | 08/03/2024 |        | Lloyds Treasurers PC | Card         | HR System                       | Sage HR                  | S        | 42.00     | 8.40   | 50.40     |
| 646    | Town Centre Projects           | 08/03/2024 |        | Lloyds Treasurers PC | Card         | D Day Flag                      | British Pride            | S        | 39.04     | 7.81   | 46.85     |
| 647    | Town Centre Projects           | 08/03/2024 |        | Lloyds Treasurers PC | Card         | D Day Flag                      | British Pride            | X        | -21.95    |        | -21.95    |
| 653    | Additional Lights & Install    | 08/03/2024 |        | Lloyds Current Accou | BACS         | Various items in Tonedale       | Abacus Construction Ltd  | S        | 213.75    | 42.75  | 256.50    |
| 649    | Summer Street Fair             | 08/03/2024 |        | Lloyds Treasurers PC | Card         | Trading Permit                  | Somerset Council         | X        | 80.00     |        | 80.00     |
| 653    | Weavers Reach Play Area        | 08/03/2024 |        | Lloyds Current Accou | BACS         | Various items in Tonedale       | Abacus Construction Ltd  | S        | 1,346.25  | 269.25 | 1,615.50  |
| 659    | Office Cleaning & Maintenance  | 11/03/2024 |        | Lloyds Treasurers PC | Card         | Soap & Squash                   | Co-op                    | X        | 2.80      |        | 2.80      |
| 660    | Professional Fees              | 11/03/2024 |        | Lloyds Treasurers PC | Card         | Land Registry Search            | HM Land Registry         | X        | 6.00      |        | 6.00      |
| 657    | Community Warden Set Up        | 11/03/2024 |        | Lloyds Treasurers PC | Card         | Bolt Cutters                    | Screwfix                 | S        | 33.32     | 6.67   | 39.99     |
| 658    | Allotments                     | 11/03/2024 |        | Lloyds Treasurers PC | Card         | Chain and Padlocks              | Screwfix                 | S        | 22.48     | 4.50   | 26.98     |
| 656    | Overheads                      | 11/03/2024 |        | Lloyds Current Accou | Direct Debit | electricity for Pop-Up Shop     | SSE                      | L        | 306.00    | 15.29  | 321.29    |
| 655    | Electricity                    | 11/03/2024 |        | Lloyds Current Accou |              | Electric for Christmas Lights   | Cards & Co               | X        | 68.27     |        | 68.27     |
| 661    | Stationery & Postage           | 12/03/2024 |        | Lloyds Current Accou | BACS         | ID Cards                        | The JKB Ltd              | X        | 6.58      |        | 6.58      |
| 662    | Community Warden Set Up        | 12/03/2024 |        | Lloyds Current Accou | BACS         | Rubble Sacks                    | Buildbase                | S        | 4.18      | 0.84   | 5.02      |
| 663    | Professional Fees              | 14/03/2024 |        | Lloyds Treasurers PC | Card         | Adobe PDF Subscription          | Adobe Systems Software I | S        | 130.74    | 26.15  | 156.89    |
| 664    | Staff Travelling               | 18/03/2024 |        | Lloyds Current Accou | BACS         | Staff travel                    | Mr S Tate                | X        | 102.70    |        | 102.70    |
| 665    | Emptying Dog Bins              | 18/03/2024 |        | Lloyds Current Accou | BACS         | Grass Cutting & Dog Bin Empty   | Somerset Council         | S        | 2,477.54  | 495.51 | 2,973.05  |
| 666    | Telephone & Broadband          | 18/03/2024 |        | Lloyds Current Accou | Direct Debit | Telephone & Broadband           | Chess                    | S        | 135.43    | 27.09  | 162.52    |
| 665    | Tone Play Area                 | 18/03/2024 |        | Lloyds Current Accou | BACS         | Grass Cutting & Dog Bin Empty   | Somerset Council         | S        | 128.41    | 25.68  | 154.09    |
| 667    | Telephone System               | 18/03/2024 |        | Lloyds Current Accou | Direct Debit | Telephone System                | SW Comms                 | S        | 160.65    | 32.13  | 192.78    |
| 668    | Sage Payroll & HR              | 18/03/2024 |        | Lloyds Current Accou | Direct Debit | Payroll System                  | Sage                     | S        | 48.00     | 9.60   | 57.60     |
| 669    | Electricity                    | 19/03/2024 |        | Lloyds Current Accou | Direct Debit | Electricity for Offices         | Engie                    | L        | 278.73    | 13.94  | 292.67    |
| 671    | Community Services & Prioritie | 19/03/2024 |        | Lloyds Treasurers PC | Card         | Fox Award Shield                | Wellington Cobler        | X        | 64.99     |        | 64.99     |
| 670    | Longforth Road Toilets         | 19/03/2024 |        | Lloyds Current Accou | Direct Debit | Electricity for Public Toilets  | Engie                    | L        | 94.38     | 4.72   | 99.10     |
| 672    | Summer Street Fair             | 19/03/2024 |        | Lloyds Current Accou | BACS         | Advertisement                   | Carly Press              | S        | 100.00    | 20.00  | 120.00    |
| 673    | Insurances                     | 20/03/2024 |        | Lloyds Current Accou | BACS         | Insurance Premium               | Zurich Insurance         | S        | 5,311.13  | 55.00  | 5,366.13  |
| 674    | Longforth Road Toilets         | 21/03/2024 |        | Lloyds Current Accou | BACS         | Rent (land adjacent to Toilets) | M J Tucker               | X        | 1,000.00  |        | 1,000.00  |
| 677    | Salaries                       | 22/03/2024 |        | Lloyds Current Accou | BACS         | Net Salaries                    | Various                  | X        | 12,311.95 |        | 12,311.95 |



## PAYMENTS LIST

| Vouche       | Code                          | Date       | Minute | Bank                 | Cheque No | Description                   | Supplier                   | VAT Type | Net               | VAT             | Total             |
|--------------|-------------------------------|------------|--------|----------------------|-----------|-------------------------------|----------------------------|----------|-------------------|-----------------|-------------------|
| 678          | Salaries                      | 22/03/2024 |        | Lloyds Current Accou | BACS      | Deductions - March            | HMRC                       | X        | 4,398.53          |                 | 4,398.53          |
| 686          | Salaries                      | 22/03/2024 |        | Lloyds Current Accou | BACS      | Superann - March              | Somerset County Council    | X        | 4,625.36          |                 | 4,625.36          |
| 676          | Staff Travelling              | 22/03/2024 |        | Lloyds Current Accou | BACS      | Staff travel                  | R HUNT                     | X        | 50.85             |                 | 50.85             |
| 675          | Hospitality                   | 22/03/2024 |        | Lloyds Treasurers PC | Card      | Milk                          | Asda                       | X        | 1.20              |                 | 1.20              |
| 688          | Hospitality                   | 22/03/2024 |        | Lloyds Treasurers PC | Card      | Milk                          | Co-op                      | X        | 1.35              |                 | 1.35              |
| 687          | Office Equipment              | 22/03/2024 |        | Lloyds Treasurers PC | Card      | Card Readers                  | SumUp Payments Ltd         | S        | 128.00            | 25.60           | 153.60            |
| 685          | Office Cleaning & Maintenance | 22/03/2024 |        | Lloyds Current Accou | BACS      | One off Clean (Banking Hub)   | AIS Cleaners               | S        | 95.00             | 19.00           | 114.00            |
| 679          | Community Warden              | 22/03/2024 |        | Lloyds Current Accou | BACS      | Hard Hat, Varnish & Screen We | Screwfix                   | S        | 61.61             | 3.32            | 64.93             |
| 689          | Community Warden              | 22/03/2024 |        | Lloyds Treasurers PC | Card      | Parking (van charging)        | PayByPhone                 | X        | 1.40              |                 | 1.40              |
| 683          | Community Warden              | 22/03/2024 |        | Lloyds Treasurers PC | Card      | Parking (van charging)        | PayByPhone                 | X        | 1.40              |                 | 1.40              |
| 681          | Longforth Road Toilets        | 22/03/2024 |        | Lloyds Current Accou | BACS      | Resident Parking During Demol | Somerset Council           | S        | 217.50            | 43.50           | 261.00            |
| 684          | Town Centre Projects          | 22/03/2024 |        | Lloyds Current Accou | BACS      | In Bloom Fee                  | South West In Bloom        | X        | 95.00             |                 | 95.00             |
| 690          | Allotment Deposits            | 22/03/2024 |        | Lloyds Current Accou | BACS      | Deposit Refund                | Paul Vacani (Plot 52)      | X        | 50.00             |                 | 50.00             |
| 682          | Deposits                      | 22/03/2024 |        | Lloyds Current Accou |           | Pop Up Shop                   | Crafting Friends           | X        | 6.30              |                 | 6.30              |
| 680          | Deposits                      | 22/03/2024 |        | Lloyds Current Accou |           | Pop Up Shop                   | The Wiveliscombe Art Colle | X        | 66.85             |                 | 66.85             |
| 695          | Office Cleaning & Maintenance | 25/03/2024 |        | Lloyds Treasurers PC | Card      | Caulk                         | H T Perry & Son            | S        | 4.98              | 1.00            | 5.98              |
| 692          | Professional Fees             | 25/03/2024 |        | Lloyds Current Accou | BACS      | Solicitors Fees (Fore Street) | Amicus Law (South West) l  | X        | 1,971.59          |                 | 1,971.59          |
| 691          | C.I.L                         | 25/03/2024 |        | Lloyds Current Accou | BACS      | Building Purchase             | Amicus Law (South West) l  | X        | 130,000.00        |                 | 130,000.00        |
| 694          | Green Corridor                | 25/03/2024 |        | Lloyds Current Accou |           | Tree Survey                   | Atworth Arboriculture Ltd  | X        |                   |                 |                   |
| 693          | Deposits                      | 25/03/2024 |        | Lloyds Current Accou |           | Pop Up Shop                   | Linda Bennet               | X        | 70.45             |                 | 70.45             |
| 696          | Community Warden              | 26/03/2024 |        | Lloyds Treasurers PC | Card      | Mask                          | Buy & Save                 | S        | 1.66              | 0.33            | 1.99              |
| <b>Total</b> |                               |            |        |                      |           |                               |                            |          | <b>168,187.28</b> | <b>1,497.15</b> | <b>169,684.43</b> |

# Wellington Town Council

10 April 2024 (2024 - 2025)

## PAYMENTS LIST

AGENDA ITEM 7C

| Vouche | Code                           | Date       | Minute | Bank                 | Cheque No      | Description                    | Supplier                   | VAT Type | Net       | VAT      | Total     |
|--------|--------------------------------|------------|--------|----------------------|----------------|--------------------------------|----------------------------|----------|-----------|----------|-----------|
| 1      | Members Training               | 02/04/2024 |        | Lloyds Current Accou | BACS           | Councillors Training           | SALC                       | X        | 20.00     |          | 20.00     |
| 7      | Professional Fees              | 02/04/2024 |        | Lloyds Current Accou | BACS           | Health & Safety Advisor        | WT Consultancy             | S        | 125.00    | 25.00    | 150.00    |
| 6      | Promotion of Wellington        | 02/04/2024 |        | Lloyds Treasurers PC | Card           | Canva Subscription             | Canva UK Operations Ltd    | S        | 83.32     | 16.67    | 99.99     |
| 4      | IT Support & Email Hosting     | 02/04/2024 |        | Lloyds Current Accou | BACS           | IT Support, Hosting & 365 OSM  | MTMIT                      | S        | 340.00    | 68.00    | 408.00    |
| 4      | Office 365                     | 02/04/2024 |        | Lloyds Current Accou | BACS           | IT Support, Hosting & 365 OSM  | MTMIT                      | S        | 225.60    | 45.12    | 270.72    |
| 3      | Annual Play Inspections        | 02/04/2024 |        | Lloyds Current Accou | BACS           | Play Area Inspections          | ROSPA Play Safety Ltd      | S        | 260.00    | 52.00    | 312.00    |
| 3      | Annual Play Inspections        | 02/04/2024 |        | Lloyds Current Accou | BACS           | Play Area Inspections          | ROSPA Play Safety Ltd      | S        | 115.00    | 23.00    | 138.00    |
| 3      | Annual Play Inspections        | 02/04/2024 |        | Lloyds Current Accou | BACS           | Play Area Inspections          | ROSPA Play Safety Ltd      | S        | 80.00     | 16.00    | 96.00     |
| 8      | Deposits                       | 02/04/2024 |        | Lloyds Current Accou |                | Pop Up Shop                    | Christina Gross            | X        | 89.39     |          | 89.39     |
| 5      | Internal Office Re-Decoration  | 02/04/2024 |        | Lloyds Current Accou | BACS           | Paint                          | B & Q                      | S        | 28.33     | 5.67     | 34.00     |
| 2      | Storage Unit Rental            | 02/04/2024 |        | Lloyds Current Accou | BACS           | Storage Unit                   | Wellington Self Storage    | S        | 116.67    | 23.33    | 140.00    |
| 9      | Hire of Hall                   | 03/04/2024 |        | Lloyds Current Accou | BACS           | Hall Hire                      | Wellington URC             | X        | 320.00    |          | 320.00    |
| 10     | Office Equipment               | 03/04/2024 |        | Lloyds Treasurers PC | Debit Card     | Meter Box Key                  | H T Perry & Son            | S        | 1.04      | 0.21     | 1.25      |
| 11     | Sundries                       | 03/04/2024 |        | Lloyds Current Accou | BACS           | Nails                          | H T Perry & Son            | S        | 2.08      | 0.42     | 2.50      |
| 12     | Hospitality                    | 04/04/2024 |        | Lloyds Treasurers PC | Debit Card     | Milk                           | Co-op                      | X        | 1.35      |          | 1.35      |
| 19     | Insurances                     | 04/04/2024 |        | Lloyds Current Accou | BACS           | Building Insurance (28-30 Fore | Zurich Insurance           | X        | 1,316.49  |          | 1,316.49  |
| 17     | Professional Fees              | 04/04/2024 |        | Lloyds Current Accou | Standing Order | Health & Safety Advisor        | WT Consultancy             | S        | 125.00    | 25.00    | 150.00    |
| 13     | Community Services & Prioritie | 04/04/2024 |        | Lloyds Current Accou | BACS           | War Grave Flowers              | Bloomin Lovely             | S        | 60.42     | 12.08    | 72.50     |
| 16     | Rent                           | 04/04/2024 |        | Lloyds Current Accou | Standing Order | Pop Up Shop Rent               | H T Perry & Son            | X        | 500.00    |          | 500.00    |
| 21     | Overheads                      | 04/04/2024 |        | Lloyds Current Accou | BACS           | Rates for Pop Up Shop          | Somerset Council           | X        | 864.52    |          | 864.52    |
| 20     | Longforth Rd Toilet Refurb     | 04/04/2024 |        | Lloyds Current Accou | BACS           | Resident Parking During Demol  | Somerset Council           | S        | 85.00     | 17.00    | 102.00    |
| 15     | Summer Street Fair             | 04/04/2024 |        | Lloyds Current Accou | BACS           | Card Transaction Fees          | SumUp Payments Ltd         | X        | 0.76      |          | 0.76      |
| 14     | Van Charging                   | 04/04/2024 |        | Lloyds Current Accou | Direct Debit   | Van Charging                   | Swarco Smart Charging Ltr  | S        | 42.76     | 8.55     | 51.31     |
| 18     | Storage Unit Rental            | 04/04/2024 |        | Lloyds Current Accou | Standing Order | Storage Unit                   | Wellington Self Storage    | S        | 116.67    | 23.33    | 140.00    |
| 23     | Professional Fees              | 08/04/2024 |        | Lloyds Current Accou |                | Climate Action Support         | Centre for Sustainable Ene | S        | 570.00    | 114.00   | 684.00    |
| 28     | Promotion of Wellington        | 08/04/2024 |        | Lloyds Treasurers PC | Card           | Award Frame                    | Buy & Save                 | S        | 3.12      | 0.63     | 3.75      |
| 25     | Longforth Rd Toilet Refurb     | 08/04/2024 |        | Lloyds Current Accou |                | Demolition of Toilet Block     | Mercury Construction       | S        | 23,677.40 | 4,735.48 | 28,412.88 |
| 22     | Summer Street Fair             | 08/04/2024 |        | Lloyds Current Accou | BACS           | Banner Printing                | Carly Press                | S        | 980.00    | 196.00   | 1,176.00  |
| 29     | Telephone & Broadband          | 08/04/2024 |        | Lloyds Current Accou | BACS           | Mobile Phone & Contract OSM    | MTMIT                      | S        | 240.00    | 48.00    | 288.00    |
| 24     | Office Cleaning & Maintenance  | 08/04/2024 |        | Lloyds Current Accou | BACS           | Office Cleaning (Banking Hub)  | Spotless Valeting          | X        | 140.00    |          | 140.00    |
| 29     | IT for New Staff               | 08/04/2024 |        | Lloyds Current Accou | BACS           | Mobile Phone & Contract OSM    | MTMIT                      | S        | 274.17    | 54.83    | 329.00    |
| 26     | Sage Payroll & HR              | 08/04/2024 |        | Lloyds Treasurers PC | Card           | HR System                      | Sage HR                    | S        | 46.20     | 9.24     | 55.44     |
| 27     | Overheads                      | 08/04/2024 |        | Lloyds Current Accou | BACS           | Elec Business Support Adjustm  | SSE                        | X        | -297.75   |          | -297.75   |
| 30     | Longforth Rd Toilet Refurb     | 09/04/2024 |        | Lloyds Current Accou | BACS           | Professional Fees              | Ravenslade                 | S        | 2,904.60  | 580.92   | 3,485.52  |

## PAYMENTS LIST

| Vouche | Code              | Date       | Minute | Bank                 | Cheque No    | Description                  | Supplier  | VAT Type     | Net              | VAT             | Total            |
|--------|-------------------|------------|--------|----------------------|--------------|------------------------------|-----------|--------------|------------------|-----------------|------------------|
| 31     | Sundries          | 09/04/2024 |        | Lloyds Current Accou | BACS         | Rubble Sacks & Gloves        | Buildbase | S            | 9.90             | 1.98            | 11.88            |
| 32     | Professional Fees | 10/04/2024 |        | Lloyds Current Accou | Direct Debit | Data Protection Registration | ICO       | X            | 35.00            |                 | 35.00            |
|        |                   |            |        |                      |              |                              |           | <b>Total</b> | <b>33,502.04</b> | <b>6,102.46</b> | <b>39,604.50</b> |

## Wellington Town Council

10 April 2024 (2023 - 2024)

## RECEIPTS LIST

AGENDA ITEM 7D

| Vouche       | Code                            | Date       | Minute | Bank                 | Receipt No | Description                 | Supplier                     | VAT Type | Net             | VAT             | Total            |
|--------------|---------------------------------|------------|--------|----------------------|------------|-----------------------------|------------------------------|----------|-----------------|-----------------|------------------|
| 195          | Summer Street Fair              | 07/03/2024 |        | Lloyds Current Accou |            | Stall Fee                   | Ford Nursery                 | X        | 70.00           |                 | 70.00            |
| 196          | Bank Interest                   | 13/03/2024 |        | Lloyds Deposit Accou |            | Interest                    | Lloyds Bank                  | X        | 450.05          |                 | 450.05           |
| 198          | Hospitality                     | 14/03/2024 |        | Lloyds Treasurers PC | Card       | error duplicate line        | Co-op                        | X        |                 |                 |                  |
| 197          | Photocopier                     | 14/03/2024 |        | Lloyds Current Accou |            | Photocopying & Printing     | Wellington Museum            | X        | 16.80           |                 | 16.80            |
| 199          | VAT Refund                      | 18/03/2024 |        | Lloyds Current Accou |            | VAT Refund                  | HMRC                         | R        |                 | 5,950.27        | 5,950.27         |
| 200          | Summer Street Fair              | 19/03/2024 |        | Lloyds Current Accou |            | Stall Fee                   | Lady Craftsalot              | X        | 45.00           |                 | 45.00            |
| 201          | Summer Street Fair              | 19/03/2024 |        | Lloyds Current Accou |            | Stall Fee                   | Farmhouse Pies and Pastie    | X        | 45.00           |                 | 45.00            |
| 202          | Summer Street Fair              | 19/03/2024 |        | Lloyds Current Accou |            | Stall Fee                   | Art by Nicky Farrell         | X        | 45.00           |                 | 45.00            |
| 203          | Summer Street Fair              | 19/03/2024 |        | Lloyds Current Accou |            | Stall Fee                   | Llamedos Catering            | X        | 45.00           |                 | 45.00            |
| 204          | Summer Street Fair              | 21/03/2024 |        | Lloyds Current Accou |            | Stall Fee                   | T&M Arts and Crafts          | X        | 45.00           |                 | 45.00            |
| 205          | Office Rent                     | 22/03/2024 |        | Lloyds Current Accou |            | Museum Rent                 | Wellington Museum            | X        | 62.50           |                 | 62.50            |
| 206          | Overheads                       | 26/03/2024 |        | Lloyds Current Accou |            | electricity for Pop-Up Shop | Jacqueline Isaac             | X        | 20.35           |                 | 20.35            |
| 207          | Office Rent                     | 27/03/2024 |        | Lloyds Current Accou |            | Office Rent                 | Cash Access UK Ltd           | X        | 700.00          |                 | 700.00           |
| 207          | Office Rent                     | 27/03/2024 |        | Lloyds Current Accou |            | Office Rent                 | Cash Access UK Ltd           | X        | 700.00          |                 | 700.00           |
| 210          | Office Cleaning & Maintenance   | 28/03/2024 |        | Lloyds Current Accou |            | One off Clean (Banking Hub) | Cash Access UK Ltd           | X        | 95.00           |                 | 95.00            |
| 208          | Summer Street Fair              | 28/03/2024 |        | Lloyds Current Accou |            | Stall Fee                   | The Milk Shed                | X        | 45.00           |                 | 45.00            |
| 209          | Street Fair Refundable Deposits | 28/03/2024 |        | Lloyds Current Accou |            | Stall Fee                   | Court Fields School          | X        | 45.00           |                 | 45.00            |
| 211          | Street Fair Refundable Deposits | 28/03/2024 |        | Lloyds Current Accou |            | Stall Fee                   | Lodge Fidelity & Sincerity 1 | X        | 45.00           |                 | 45.00            |
| 212          | Bank Interest                   | 31/03/2024 |        | Cambridge & Countie  |            | Interest                    | Cambridge & Counties         | X        | 993.86          |                 | 993.86           |
| 213          | Bank Interest                   | 31/03/2024 |        | Nationwide 0134355   |            | Interest                    | Nationwide                   | X        | 757.19          |                 | 757.19           |
| <b>Total</b> |                                 |            |        |                      |            |                             |                              |          | <b>4,225.75</b> | <b>5,950.27</b> | <b>10,176.02</b> |

## RECEIPTS LIST

## AGENDA ITEM 7E

| Vouche       | Code                            | Date       | Minute | Bank                 | Receipt No | Description       | Supplier                    | VAT Type | Net             | VAT | Total           |
|--------------|---------------------------------|------------|--------|----------------------|------------|-------------------|-----------------------------|----------|-----------------|-----|-----------------|
| 1            | Summer Street Fair              | 04/04/2024 |        | Lloyds Current Accou |            | Stall Fee         | The Little Soapery Wellingt | X        | 45.00           |     | 45.00           |
| 2            | Street Fair Refundable Deposit: | 04/04/2024 |        | Lloyds Current Accou |            | Stall Fee         | Churches Together           | X        | 45.00           |     | 45.00           |
| 6            | Rent                            | 08/04/2024 |        | Lloyds Current Accou |            | Pop Up Shop       | Claire Western Art          | X        | 150.00          |     | 150.00          |
| 4            | Summer Street Fair              | 08/04/2024 |        | Lloyds Current Accou |            | Stall Fee         | Wood Works                  | X        | 85.00           |     | 85.00           |
| 5            | Summer Street Fair              | 08/04/2024 |        | Lloyds Current Accou |            | Stall Fee         | The Toy Boyz                | X        | 45.00           |     | 45.00           |
| 3            | Street Fair Refundable Deposit: | 08/04/2024 |        | Lloyds Current Accou |            | Stall Fee         | Wellington Majorettes       | X        | 45.00           |     | 45.00           |
| 6            | Deposits                        | 08/04/2024 |        | Lloyds Current Accou |            | Pop Up Shop       | Claire Western Art          | X        | 100.00          |     | 100.00          |
| 7            | Rents - Various                 | 09/04/2024 |        | Lloyds Current Accou |            | Promotional Space | Jonas Fishmonger            | X        | 125.00          |     | 125.00          |
| 7            | Rents - Various                 | 09/04/2024 |        | Lloyds Current Accou |            | Promotional Space | Jonas Fishmonger            | X        | 100.00          |     | 100.00          |
| 7            | Rents - Various                 | 09/04/2024 |        | Lloyds Current Accou |            | Promotional Space | Jonas Fishmonger            | X        | 100.00          |     | 100.00          |
| 8            | Bank Interest                   | 10/04/2024 |        | Lloyds Deposit Accou |            | Interest          | Lloyds Bank                 | X        | 296.20          |     | 296.20          |
| <b>Total</b> |                                 |            |        |                      |            |                   |                             |          | <b>1,136.20</b> |     | <b>1,136.20</b> |

**Wellington Town Council**  
**Summary of Income & Expenditure 2024 - 2025**  
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

AGENDA ITEM 7F

**28-30 Fore Street**

| Code             | Title                         | Income        |        |                | Expenditure      |               |                  | Net Position           |
|------------------|-------------------------------|---------------|--------|----------------|------------------|---------------|------------------|------------------------|
|                  |                               | Budgeted      | Actual | Variance       | Budgeted         | Actual        | Variance         | +/- Under/over spend   |
| 26               | Office Rent                   | 250.00        |        | -250.00        |                  |               |                  | -250.00 (-100%)        |
| 28               | Electricity                   |               |        |                | 6,000.00         |               | 6,000.00         | 6,000.00 (100%)        |
| 32               | Office Equipment              |               |        |                | 2,000.00         | 1.04          | 1,998.96         | 1,998.96 (99%)         |
| 37               | Office Cleaning & Maintenance |               |        |                | 2,500.00         | 140.00        | 2,360.00         | 2,360.00 (94%)         |
| 143              | Internal Office Re-Decoration |               |        |                | 5,000.00         | 85.00         | 4,915.00         | 4,915.00 (98%)         |
| 156              | Gas                           |               |        |                | 3,000.00         |               | 3,000.00         | 3,000.00 (100%)        |
| 157              | Business Rates                |               |        |                | 2,000.00         |               | 2,000.00         | 2,000.00 (100%)        |
| 158              | Responsive Maintenance        |               |        |                | 5,000.00         |               | 5,000.00         | 5,000.00 (100%)        |
| 159              | IT Upgrades                   |               |        |                | 5,000.00         |               | 5,000.00         | 5,000.00 (100%)        |
| <b>SUB TOTAL</b> |                               | <b>250.00</b> |        | <b>-250.00</b> | <b>30,500.00</b> | <b>226.04</b> | <b>30,273.96</b> | <b>30,023.96 (99%)</b> |

**Administration**

| Code             | Title                | Income   |        |          | Expenditure      |                 |                  | Net Position           |
|------------------|----------------------|----------|--------|----------|------------------|-----------------|------------------|------------------------|
|                  |                      | Budgeted | Actual | Variance | Budgeted         | Actual          | Variance         | +/- Under/over spend   |
| 27               | Photocopier          |          |        |          | 1,300.00         |                 | 1,300.00         | 1,300.00 (100%)        |
| 34               | Insurances           |          |        |          | 6,000.00         | 6,627.62        | -627.62          | -627.62 (-10%)         |
| 35               | Stationery & Postage |          |        |          | 1,000.00         | 62.89           | 937.11           | 937.11 (93%)           |
| 36               | Audit Fees           |          |        |          | 2,505.00         |                 | 2,505.00         | 2,505.00 (100%)        |
| 40               | Hire of Hall         |          |        |          | 1,620.00         |                 | 1,620.00         | 1,620.00 (100%)        |
| 54               | Professional Fees    |          |        |          | 20,000.00        | 855.00          | 19,145.00        | 19,145.00 (95%)        |
| <b>SUB TOTAL</b> |                      |          |        |          | <b>32,425.00</b> | <b>7,545.51</b> | <b>24,879.49</b> | <b>24,879.49 (95%)</b> |

**Affiliation Fees**

| Code             | Title | Income   |        |          | Expenditure     |        |                 | Net Position           |
|------------------|-------|----------|--------|----------|-----------------|--------|-----------------|------------------------|
|                  |       | Budgeted | Actual | Variance | Budgeted        | Actual | Variance        | +/- Under/over spend   |
| 38               | SALC  |          |        |          | 2,000.00        |        | 2,000.00        | 2,000.00 (100%)        |
| 99               | SLCC  |          |        |          | 357.00          |        | 357.00          | 357.00 (100%)          |
| 100              | CCS   |          |        |          | 100.00          |        | 100.00          | 100.00 (100%)          |
| <b>SUB TOTAL</b> |       |          |        |          | <b>2,457.00</b> |        | <b>2,457.00</b> | <b>2,457.00 (100%)</b> |

**Allotments**

| Code             | Title               | Income          |        |                  | Expenditure     |        |                 | Net Position         |
|------------------|---------------------|-----------------|--------|------------------|-----------------|--------|-----------------|----------------------|
|                  |                     | Budgeted        | Actual | Variance         | Budgeted        | Actual | Variance        | +/- Under/over spend |
| 44               | Allotments          | 2,910.00        |        | -2,910.00        | 2,910.00        |        | 2,910.00        | (0%)                 |
| 92               | Longforth Allotment | 3,000.00        |        | -3,000.00        | 3,000.00        |        | 3,000.00        | (0%)                 |
| 148              | Allotment Deposits  |                 |        |                  |                 |        |                 | (N/A)                |
| <b>SUB TOTAL</b> |                     | <b>5,910.00</b> |        | <b>-5,910.00</b> | <b>5,910.00</b> |        | <b>5,910.00</b> | <b>(N/A)</b>         |

**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 | 10,000.00 (100%)     |
| 115  | Lights Install  |          |        |           | 11,900.00   |        | 11,900.00 | 11,900.00 (100%)     |
| 116  | Switch on Event | 1,350.00 |        | -1,350.00 | 10,000.00   |        | 10,000.00 | 8,650.00 (76%)       |

**Wellington Town Council**  
**Summary of Income & Expenditure 2024 - 2025**  
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

|                                 |                 |                  |  |                  |  |                  |  |                        |
|---------------------------------|-----------------|------------------|--|------------------|--|------------------|--|------------------------|
| 123 Stall Deposits              |                 |                  |  |                  |  |                  |  | (N/A)                  |
| 136 Electricity                 |                 |                  |  | 500.00           |  | 500.00           |  | 500.00 (100%)          |
| 137 Additional Lights & Install |                 |                  |  |                  |  |                  |  | (N/A)                  |
| 160 Free Parking                |                 |                  |  | 5,500.00         |  | 5,500.00         |  | 5,500.00 (100%)        |
| <b>SUB TOTAL</b>                | <b>1,350.00</b> | <b>-1,350.00</b> |  | <b>37,900.00</b> |  | <b>37,900.00</b> |  | <b>36,550.00 (N/A)</b> |

### Community Services

| Code             | Title                           | Income   |        |          | Expenditure      |               |                  | Net Position           |
|------------------|---------------------------------|----------|--------|----------|------------------|---------------|------------------|------------------------|
|                  |                                 | Budgeted | Actual | Variance | Budgeted         | Actual        | Variance         | +/- Under/over spend   |
| 55               | Wellington One                  |          |        |          |                  |               |                  | (N/A)                  |
| 58               | Community Safety                |          |        |          | 2,000.00         |               | 2,000.00         | 2,000.00 (100%)        |
| 59               | Promotion of Wellington         |          |        |          | 5,000.00         | 86.44         | 4,913.56         | 4,913.56 (98%)         |
| 60               | Community Services & Priorities |          |        |          | 5,000.00         | 60.42         | 4,939.58         | 4,939.58 (98%)         |
| 61               | Health & Wellbeing              |          |        |          | 4,000.00         |               | 4,000.00         | 4,000.00 (100%)        |
| 64               | Community Warden                |          |        |          |                  | -42.76        | 42.76            | 42.76 (N/A)            |
| 65               | Emergency Planning              |          |        |          | 1,000.00         |               | 1,000.00         | 1,000.00 (100%)        |
| 66               | Other Payments                  |          |        |          | 300.00           |               | 300.00           | 300.00 (100%)          |
| 153              | Charity Fundraising             |          |        |          |                  |               |                  | (N/A)                  |
| 154              | Community Warden Set Up         |          |        |          |                  |               |                  | (N/A)                  |
| <b>SUB TOTAL</b> |                                 |          |        |          | <b>17,300.00</b> | <b>104.10</b> | <b>17,195.90</b> | <b>17,195.90 (N/A)</b> |

### Community Warden

| Code             | Title               | Income   |        |          | Expenditure      |               |                  | Net Position           |
|------------------|---------------------|----------|--------|----------|------------------|---------------|------------------|------------------------|
|                  |                     | Budgeted | Actual | Variance | Budgeted         | Actual        | Variance         | +/- Under/over spend   |
| 161              | Van Charging        |          |        |          | 1,560.00         | 42.76         | 1,517.24         | 1,517.24 (97%)         |
| 162              | Van Maintenance     |          |        |          | 750.00           |               | 750.00           | 750.00 (100%)          |
| 163              | Storage Unit Rental |          |        |          | 1,500.00         | 233.34        | 1,266.66         | 1,266.66 (84%)         |
| 164              | Tools               |          |        |          | 2,000.00         | 12.49         | 1,987.51         | 1,987.51 (99%)         |
| 165              | Equip. Maintenance  |          |        |          | 1,000.00         |               | 1,000.00         | 1,000.00 (100%)        |
| 166              | Clothing/PPE        |          |        |          | 750.00           |               | 750.00           | 750.00 (100%)          |
| 167              | Sundries            |          |        |          | 3,000.00         | 11.98         | 2,988.02         | 2,988.02 (99%)         |
| <b>SUB TOTAL</b> |                     |          |        |          | <b>10,560.00</b> | <b>300.57</b> | <b>10,259.43</b> | <b>10,259.43 (99%)</b> |

### Cost of democracy and electic

| Code             | Title                   | Income   |        |          | Expenditure     |              |                 | Net Position          |
|------------------|-------------------------|----------|--------|----------|-----------------|--------------|-----------------|-----------------------|
|                  |                         | Budgeted | Actual | Variance | Budgeted        | Actual       | Variance        | +/- Under/over spend  |
| 20               | Mayors Allowance        |          |        |          | 550.50          |              | 550.50          | 550.50 (100%)         |
| 21               | Councillors Allowance   |          |        |          | 5,250.00        |              | 5,250.00        | 5,250.00 (100%)       |
| 22               | Members Training        |          |        |          | 250.00          | 20.00        | 230.00          | 230.00 (92%)          |
| 23               | Members Travelling      |          |        |          | 150.00          |              | 150.00          | 150.00 (100%)         |
| 24               | Hospitality             |          |        |          | 300.00          | 1.35         | 298.65          | 298.65 (99%)          |
| 89               | Deputy Mayor's Expenses |          |        |          | 200.00          |              | 200.00          | 200.00 (100%)         |
| <b>SUB TOTAL</b> |                         |          |        |          | <b>6,700.50</b> | <b>21.35</b> | <b>6,679.15</b> | <b>6,679.15 (99%)</b> |

### Earmarked Reserves

| Code | Title     | Income   |        |          | Expenditure |        |          | Net Position         |
|------|-----------|----------|--------|----------|-------------|--------|----------|----------------------|
|      |           | Budgeted | Actual | Variance | Budgeted    | Actual | Variance | +/- Under/over spend |
| 25   | Elections |          |        |          |             |        |          | (N/A)                |

**Wellington Town Council**  
**Summary of Income & Expenditure 2024 - 2025**  
**All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)**

|                                 |  |  |  |  |  |  |  |       |
|---------------------------------|--|--|--|--|--|--|--|-------|
| 67 Youth Services               |  |  |  |  |  |  |  | (N/A) |
| 71 C.I.L                        |  |  |  |  |  |  |  | (N/A) |
| 73 Film Festival                |  |  |  |  |  |  |  | (N/A) |
| 75 Railway Station              |  |  |  |  |  |  |  | (N/A) |
| 76 Capital Projects             |  |  |  |  |  |  |  | (N/A) |
| 77 Playing Pitch Strategy       |  |  |  |  |  |  |  | (N/A) |
| 95 Office Furniture Replacement |  |  |  |  |  |  |  | (N/A) |
| 96 Post Office Provision        |  |  |  |  |  |  |  | (N/A) |
| 97 Cades Farm Community Hall    |  |  |  |  |  |  |  | (N/A) |
| 139 Cost of Living Crisis       |  |  |  |  |  |  |  | (N/A) |

**SUB TOTAL** **(N/A)**

### Environment and Planning

| Code             | Title                             | Income   |        |          | Expenditure      |        |                  | Net Position           |
|------------------|-----------------------------------|----------|--------|----------|------------------|--------|------------------|------------------------|
|                  |                                   | Budgeted | Actual | Variance | Budgeted         | Actual | Variance         | +/- Under/over spend   |
| 46               | Footpaths PRoW Maintenance        |          |        |          | 500.00           |        | 500.00           | 500.00 (100%)          |
| 49               | Emptying Dog Bins                 |          |        |          | 12,600.00        |        | 12,600.00        | 12,600.00 (100%)       |
| 50               | Provision of Benches & Litter/Dog |          |        |          | 2,500.00         |        | 2,500.00         | 2,500.00 (100%)        |
| 51               | Planning Administration           |          |        |          |                  |        |                  | (N/A)                  |
| 52               | Environmental Improvements        |          |        |          |                  |        |                  | (N/A)                  |
| 113              | Electricity for Street Light      |          |        |          | 850.00           |        | 850.00           | 850.00 (100%)          |
| 129              | Additional Street Lighting        |          |        |          |                  |        |                  | (N/A)                  |
| 131              | Green Corridor                    |          |        |          | 30,000.00        |        | 30,000.00        | 30,000.00 (100%)       |
| 168              | Cycle Route Cont.                 |          |        |          | 10,000.00        |        | 10,000.00        | 10,000.00 (100%)       |
| <b>SUB TOTAL</b> |                                   |          |        |          | <b>56,450.00</b> |        | <b>56,450.00</b> | <b>56,450.00 (N/A)</b> |

### Grants

| Code             | Title                    | Income   |        |          | Expenditure      |        |                  | Net Position           |
|------------------|--------------------------|----------|--------|----------|------------------|--------|------------------|------------------------|
|                  |                          | Budgeted | Actual | Variance | Budgeted         | Actual | Variance         | +/- Under/over spend   |
| 41               | Grants                   |          |        |          | 15,000.00        |        | 15,000.00        | 15,000.00 (100%)       |
| 152              | Green Grants             |          |        |          |                  |        |                  | (N/A)                  |
| 169              | Service Level Agreements |          |        |          | 47,305.00        |        | 47,305.00        | 47,305.00 (100%)       |
| <b>SUB TOTAL</b> |                          |          |        |          | <b>62,305.00</b> |        | <b>62,305.00</b> | <b>62,305.00 (N/A)</b> |

### Income

| Code             | Title           | Income            |               |                    | Expenditure |        |          | Net Position             |
|------------------|-----------------|-------------------|---------------|--------------------|-------------|--------|----------|--------------------------|
|                  |                 | Budgeted          | Actual        | Variance           | Budgeted    | Actual | Variance | +/- Under/over spend     |
| 1                | Precept         | 945,392.00        |               | -945,392.00        |             |        |          | -945,392.00 (-100%)      |
| 2                | Bank Interest   | 20,000.00         | 296.20        | -19,703.80         |             |        |          | -19,703.80 (-98%)        |
| 3                | Parish Grants   |                   |               |                    |             |        |          | (N/A)                    |
| 5                | VAT Refund      |                   |               |                    |             |        |          | (N/A)                    |
| 6                | Rents - Various | 1,000.00          |               | -1,000.00          |             |        |          | -1,000.00 (-100%)        |
| <b>SUB TOTAL</b> |                 | <b>966,392.00</b> | <b>296.20</b> | <b>-966,095.80</b> |             |        |          | <b>-966,095.80 (N/A)</b> |

### IT, Website & Internet

| Code | Title                 | Income   |        |          | Expenditure |        |          | Net Position         |
|------|-----------------------|----------|--------|----------|-------------|--------|----------|----------------------|
|      |                       | Budgeted | Actual | Variance | Budgeted    | Actual | Variance | +/- Under/over spend |
| 29   | Telephone & Broadband |          |        |          | 3,500.00    | 240.00 | 3,260.00 | 3,260.00 (93%)       |



**Wellington Town Council**  
**Summary of Income & Expenditure 2024 - 2025**  
**All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)**

|                               |  |                  |                 |                  |                        |
|-------------------------------|--|------------------|-----------------|------------------|------------------------|
| 30 IT Equipment               |  | 1,200.00         |                 | 1,200.00         | 1,200.00 (100%)        |
| 31 IT Support & Email Hosting |  | 4,250.00         | 340.00          | 3,910.00         | 3,910.00 (92%)         |
| 94 IT for New Staff           |  | 1,500.00         | 274.17          | 1,225.83         | 1,225.83 (81%)         |
| 101 Telephone System          |  | 2,400.00         |                 | 2,400.00         | 2,400.00 (100%)        |
| 103 Security Software         |  | 560.00           |                 | 560.00           | 560.00 (100%)          |
| 104 Office 365                |  | 3,100.00         | 225.60          | 2,874.40         | 2,874.40 (92%)         |
| 105 Parish Online             |  | 450.00           |                 | 450.00           | 450.00 (100%)          |
| 106 Zoom                      |  |                  |                 |                  | (N/A)                  |
| 107 Scribe Accounting System  |  | 1,800.00         |                 | 1,800.00         | 1,800.00 (100%)        |
| 108 Sage Payroll & HR         |  | 1,830.00         | 46.20           | 1,783.80         | 1,783.80 (97%)         |
| 132 Councillor Tablets        |  | 850.00           |                 | 850.00           | 850.00 (100%)          |
| 144 Inspection Applications   |  | 2,000.00         |                 | 2,000.00         | 2,000.00 (100%)        |
| <b>SUB TOTAL</b>              |  | <b>23,440.00</b> | <b>1,125.97</b> | <b>22,314.03</b> | <b>22,314.03 (N/A)</b> |

### Play Areas

| Code             | Title                   | Income   |        |          | Expenditure      |        |                  | Net Position            |
|------------------|-------------------------|----------|--------|----------|------------------|--------|------------------|-------------------------|
|                  |                         | Budgeted | Actual | Variance | Budgeted         | Actual | Variance         | +/- Under/over spend    |
| 45               | Tone Play Area          |          |        |          | 5,000.00         |        | 5,000.00         | 5,000.00 (100%)         |
| 145              | Weavers Reach Play Area |          |        |          | 5,000.00         |        | 5,000.00         | 5,000.00 (100%)         |
| 146              | Annual Play Inspections |          |        |          | 500.00           |        | 500.00           | 500.00 (100%)           |
| <b>SUB TOTAL</b> |                         |          |        |          | <b>10,500.00</b> |        | <b>10,500.00</b> | <b>10,500.00 (100%)</b> |

### Pop Up Shop

| Code             | Title     | Income          |               |                  | Expenditure      |                 |                 | Net Position          |
|------------------|-----------|-----------------|---------------|------------------|------------------|-----------------|-----------------|-----------------------|
|                  |           | Budgeted        | Actual        | Variance         | Budgeted         | Actual          | Variance        | +/- Under/over spend  |
| 117              | Rent      | 4,500.00        | 150.00        | -4,350.00        | 6,000.00         | 500.00          | 5,500.00        | 1,150.00 (10%)        |
| 118              | Overheads |                 |               |                  | 3,500.00         | 864.52          | 2,635.48        | 2,635.48 (75%)        |
| 119              | Repairs   |                 |               |                  | 1,500.00         |                 | 1,500.00        | 1,500.00 (100%)       |
| 149              | Deposits  |                 | 200.00        | 200.00           |                  | 89.39           | -89.39          | 110.61 (N/A)          |
| <b>SUB TOTAL</b> |           | <b>4,500.00</b> | <b>350.00</b> | <b>-4,150.00</b> | <b>11,000.00</b> | <b>1,453.91</b> | <b>9,546.09</b> | <b>5,396.09 (N/A)</b> |

### Staff Costs & Expenses

| Code             | Title                   | Income           |                  |              | Expenditure       |        |                   | Net Position            |
|------------------|-------------------------|------------------|------------------|--------------|-------------------|--------|-------------------|-------------------------|
|                  |                         | Budgeted         | Actual           | Variance     | Budgeted          | Actual | Variance          | +/- Under/over spend    |
| 16               | Salaries                |                  |                  |              | 481,255.00        |        | 481,255.00        | 481,255.00 (100%)       |
| 17               | Staff Training          |                  |                  |              | 2,000.00          |        | 2,000.00          | 2,000.00 (100%)         |
| 18               | Staff Travelling        |                  |                  |              | 200.00            |        | 200.00            | 200.00 (100%)           |
| 19               | Staff Recruitment       | 30,000.00        | 30,053.00        | 53.00        | 3,000.00          |        | 3,000.00          | 3,053.00 (9%)           |
| 87               | Home Working Allowances |                  |                  |              |                   |        |                   | (N/A)                   |
| <b>SUB TOTAL</b> |                         | <b>30,000.00</b> | <b>30,053.00</b> | <b>53.00</b> | <b>486,455.00</b> |        | <b>486,455.00</b> | <b>486,508.00 (N/A)</b> |

### Town Centre

| Code | Title                      | Income   |        |          | Expenditure |           |            | Net Position         |
|------|----------------------------|----------|--------|----------|-------------|-----------|------------|----------------------|
|      |                            | Budgeted | Actual | Variance | Budgeted    | Actual    | Variance   | +/- Under/over spend |
| 53   | Longforth Road Toilets     |          |        |          | 11,000.00   |           | 11,000.00  | 11,000.00 (100%)     |
| 133  | Longforth Rd Toilet Refurb |          |        |          | 10,000.00   | 23,762.40 | -13,762.40 | -13,762.40 (-137%)   |
| 134  | Kings Arms                 |          |        |          | 18,000.00   |           | 18,000.00  | 18,000.00 (100%)     |
| 135  | Town Centre Projects       |          |        |          | 20,000.00   |           | 20,000.00  | 20,000.00 (100%)     |

**Wellington Town Council**  
**Summary of Income & Expenditure 2024 - 2025**  
**All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)**

|                                     |                 |                 |                |                  |                  |                  |                        |
|-------------------------------------|-----------------|-----------------|----------------|------------------|------------------|------------------|------------------------|
| 138 Carnival                        |                 |                 |                | 1,000.00         |                  | 1,000.00         | 1,000.00 (100%)        |
| 140 Summer Street Fair              | 2,000.00        | 1,310.00        | -690.00        | 7,000.00         | 1,160.76         | 5,839.24         | 5,149.24 (57%)         |
| 141 Street Fair Refundable Deposits |                 | 405.00          | 405.00         |                  |                  |                  | 405.00 (N/A)           |
| 147 Remembrance & AFD               |                 |                 |                | 1,000.00         |                  | 1,000.00         | 1,000.00 (100%)        |
| 170 Heritage                        |                 |                 |                | 5,400.00         |                  | 5,400.00         | 5,400.00 (100%)        |
| 171 Clocks                          |                 |                 |                | 500.00           |                  | 500.00           | 500.00 (100%)          |
| 179 Annual Fireworks                |                 |                 |                | 2,000.00         |                  | 2,000.00         | 2,000.00 (100%)        |
| <b>SUB TOTAL</b>                    | <b>2,000.00</b> | <b>1,715.00</b> | <b>-285.00</b> | <b>75,900.00</b> | <b>24,923.16</b> | <b>50,976.84</b> | <b>50,691.84 (N/A)</b> |

### Unitary Devolution

| Code             | Title                    | Income   |        |          | Expenditure       |        |                   | Net Position             |
|------------------|--------------------------|----------|--------|----------|-------------------|--------|-------------------|--------------------------|
|                  |                          | Budgeted | Actual | Variance | Budgeted          | Actual | Variance          | +/- Under/over spend     |
| 172              | Play Area                |          |        |          | 10,500.00         |        | 10,500.00         | 10,500.00 (100%)         |
| 173              | Toilets                  |          |        |          | 22,000.00         |        | 22,000.00         | 22,000.00 (100%)         |
| 174              | TC Planting              |          |        |          | 15,000.00         |        | 15,000.00         | 15,000.00 (100%)         |
| 175              | Park Planting & Security |          |        |          | 25,000.00         |        | 25,000.00         | 25,000.00 (100%)         |
| 176              | CCTV                     |          |        |          | 25,000.00         |        | 25,000.00         | 25,000.00 (100%)         |
| 177              | Bus Shelters             |          |        |          | 5,000.00          |        | 5,000.00          | 5,000.00 (100%)          |
| 178              | IT Impact                |          |        |          | 4,000.00          |        | 4,000.00          | 4,000.00 (100%)          |
| <b>SUB TOTAL</b> |                          |          |        |          | <b>106,500.00</b> |        | <b>106,500.00</b> | <b>106,500.00 (100%)</b> |

Restated

(N/A)

|                    |                     |                  |                    |                   |                  |                   |                         |
|--------------------|---------------------|------------------|--------------------|-------------------|------------------|-------------------|-------------------------|
| <b>NET TOTAL</b>   | <b>1,010,402.00</b> | <b>32,414.20</b> | <b>-977,987.80</b> | <b>976,302.50</b> | <b>35,700.61</b> | <b>940,601.89</b> | <b>-37,385.91 (-1%)</b> |
| <b>V.A.T.</b>      |                     |                  |                    |                   | <b>6,128.87</b>  |                   |                         |
| <b>GROSS TOTAL</b> |                     | <b>32,414.20</b> |                    |                   | <b>41,829.48</b> |                   |                         |

# 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 groups<sup>1</sup>. The purpose of such grants is to provide financial support to the wide range of organisations providing or developing services or activities around the Town.

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

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

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

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

### 2. Our Grants

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

<sup>1</sup> Local Government Act 1972 S137; Local Government (Miscellaneous Provisions) Act 1976

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

2.2 Grants applications will be ~~will be~~ considered ~~monthly~~ quarterly as per the timetable set out below (see also Section 6).

| <b>Quarter</b> | <b>Applications Open</b>                    | <b>Review Date*</b> |
|----------------|---|---------------------|
| Q1             | 1 <sup>st</sup> – 31 <sup>st</sup> May      | June                |
| Q2             | 1 <sup>st</sup> – 31 <sup>st</sup> August   | September           |
| Q3             | 1 <sup>st</sup> – 30 <sup>th</sup> November | December            |
| Q4             | 1 <sup>st</sup> – 28 <sup>th</sup> February | March               |

\*please refer to the Council’s meeting calendar for the specific date of the monthly Finance Committee meeting. This 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;

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- Groups with considerable financial reserves of their own.

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

3.6 Awards will *not* be made to:-

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

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

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

## 4. Submitting Applications

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

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

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

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

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

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

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

## 5. Assessment Criteria

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

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

## 6. The Council's decision

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

6.2 Grant applications will be reviewed ~~monthly~~ quarterly by the Council's Finance Committee ~~which will make a recommendation for formal approval at the full Council meeting later that evening~~ 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 ~~by full Council~~ will require a proposal which must be seconded. A vote by show of hands will then be taken. Applications require a simple majority vote to be approved. Where the vote is tied the Chairman will have the deciding vote.

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

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

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

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

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

## 7. Payments

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

## 8. Grant Conditions

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

- Identify any assets/services purchased through the grant as being acquired/provided with the assistance of a grant from the Town Council;
- Have a group bank account, with at least two authorised signatories as cheques cannot be made out to any individual;
- Allow appropriate site or project visits by representatives of the Council, subject to reasonable notice being given;
- Provide receipts or proof of expenditure subject to reasonable notice being given;
- Notify the Council immediately if the intended project is amended in any way;
- Have a full set or 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.

Wellington Town Council  
28 Fore Street  
Wellington  
Somerset  
TA21 8AQ

Tel: 01823 662855  
Clerk: David Farrow

Email: [info@wellingtontowncouncil.co.uk](mailto: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](mailto:info@wellingtontowncouncil.co.uk)

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

## Our Policy

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

Grants will be considered on a monthly-quarterly basis by the Finance Committee then recommended to the Town Council meeting, ~~which is usually held the same day 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 upto £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: **AGENDA ITEM 8A**

Finance Meeting Date:

## WELLINGTON TOWN COUNCIL FINANCIAL GRANT APPLICATION

### SECTION A: CONTACT DETAILS

|  |  |                   |  |                  |  |  |  |  |  |  |  |
|--|--|-------------------|--|------------------|--|--|--|--|--|--|--|
| <b>Name of Organisation</b>  |  |                   |  |                  |  |  |  |  |  |  |  |
| <b>Organisation Address</b>  |  |                   |  |                  |  |  |  |  |  |  |  |
| <b>Any other name you use or name of your project (if different)</b> |  |                   |  |                  |  |  |  |  |  |  |  |
| <b>Main contact for this application</b>                             |  |                   |  |                  |  |  |  |  |  |  |  |
| <b>Title</b>   |  | <b>First Name</b> |  | <b>Last Name</b> |  |  |  |  |  |  |  |
| <b>Position held in the Organisation</b>                             |  |                   |  |                  |  |  |  |  |  |  |  |
| <b>Contact Address (inc. full postcode)</b>                          |  |                   |  |                  |  |  |  |  |  |  |  |
| <b>E-mail address</b>  |  |                   |  |                  |  |  |  |  |  |  |  |
| <b>Telephone (Please include day and evening numbers)</b>            |  |                   |  |                  |  |  |  |  |  |  |  |

### SECTION B: ABOUT YOUR ORGANISATION

|  |   |
|--|---|
| <b>What type of organisation are you?</b><br>Tick all that apply | <input type="checkbox"/> Community Group, Club or Society<br><input type="checkbox"/> Company limited by guarantee<br><input type="checkbox"/> Registered Charity<br>Registration No: _____<br><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.**  
*Describe the usual activities / services you provide. If you are a new group, describe what you plan to provide. If you have a written constitution, you must enclose a copy with this application.*

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

**SECTION C: ABOUT YOUR PROJECT OR SERVICE**

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

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



WELLINGTON TOWN COUNCIL  
FINANCIAL GRANT APPLICATION

|   |   |  |                             |
|---|---|--|-----------------------------|
| <b>How have you identified the need for this project?</b>   |   |  |                             |
|   |   |  |                             |
| <b>What steps is your organisation taking either to reduce carbon emissions or to ensure it is not adding to carbon emissions?</b>  |   |  |                             |
|   |   |  |                             |
| <b>When do you intend your project or service to start?</b><br><i>(Month/Year)</i>  |   |  |                             |
| <b>Do your services benefit only people in Wellington? If not what proportion of your services benefit only people in Wellington?</b>   |   |  |                             |
|   |   |  |                             |
| <b>Tell us the cost for your project and give a breakdown of what the money is for.</b><br><i>We need this information to assess your application thoroughly. If you have a project budget, or have received estimates / quotations, please enclose copies.</i> |   |  |                             |
| <b>Item or Activity</b>   | <b>Estimated Cost</b>                                       |  |                             |
|   |   |  |                             |
|   |   |  |                             |
|   |   |  |                             |
|   |   |  |                             |
|   |   |  |                             |
| <b>Total Cost:</b>  |   |  |                             |
| <b>Have you sought funding from any other source?</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |  |                             |
| <b>If Yes, please provide details below;</b>  |   |  |                             |
| <b>Organisation</b>   | <b>Amount Requested</b>                                     | <b>Successful?</b><br><i>Yes/No (or, waiting decision)</i> | <b>Conditions Attached?</b> |
|   |   |  |                             |

WELLINGTON TOWN COUNCIL  
FINANCIAL GRANT APPLICATION

|               |  |  |  |
|---------------|--|--|--|
|               |  |  |  |
|               |  |  |  |
| <b>Total;</b> |  |  |  |

|   |  |
|---|--|
| <b>How much of your organisation's money will be used for this project?</b> |  |
|---|--|

|   |  |
|---|--|
| <b>How much money are you asking the Town Council to grant?</b> |  |
|---|--|

**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**

|                                      |  |
|--------------------------------------|--|
| <b>Bank/Building Society Name</b>    |  |
| <b>Bank/Building Society Address</b> |  |
| <b>Branch Sort Code</b>              |  |
| <b>Account Number</b>                |  |
| <b>Name as on the Account</b>        |  |

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

|  |  |
|--|--|
| <b>Accounts for the Year Ending</b><br><i>(Month/Year)</i> |  |
| <b>Gross Income</b>  |  |

WELLINGTON TOWN COUNCIL  
FINANCIAL GRANT APPLICATION

|   |  |      |  |
|---|--|------|--|
| <b>(minus) Total Expenditure</b>  |  |      |  |
| <b>(equals) Profit/Loss for the Year</b>  |  |      |  |
| <b>Savings</b><br><i>(reserves, cash, investments)</i>  |  |      |  |
| <b>PLEASE ENCLOSE A COPY OF YOUR FINAL AUDITED ACCOUNTS FOR THE PAST TWO YEARS, WHICH COVER ALL OF YOUR ORGANISATION'S ACTIVITIES.</b>  |  |      |  |
| <b>SECTION E: AUTHORITY AND APPLICATION</b>   |  |      |  |
| <b>Declaration and Signature of Applicant</b>   |  |      |  |
| <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 |  |

WELLINGTON TOWN COUNCIL  
FINANCIAL GRANT APPLICATION

**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.

| App. No | Organisation Name                | Start Date | Length (Y) | 24-25 Funding |           | Payment Due |
|---------|----------------------------------|------------|------------|---------------|-----------|-------------|
|         |                                  |            |            | Amount        |           |             |
| 01      | Citizens Advice Somerset         | 01/04/2024 | 3          | £             | 5,600.00  | 30/04/2024  |
| 02      | Mind Somerset                    | 01/02/2024 | 3          | £             | 5,565.00  | 31/01/2025  |
| 03      | Reminiscence Learning            | 01/04/2023 | 3          | £             | 12,000.00 | 30/04/2024  |
| 04      | Wellington Community Counselling | 01/04/2023 | 3          | £             | 19,140.00 | 30/04/2024  |
| 05      |                                  |            |            |               |           |             |
|         |                                  |            |            | £             | 42,305.00 |             |
|         |                                  |            | Budget     | £             | 47,305.00 |             |

## Finance Committee Meeting

17 April 2024

### Request to Increase the Service Level Agreement (SLA) with Reminiscence Learning

#### 1. Introduction

1.1 We had previously been approached by Reminiscence Learning with a request to increase funding through their SLA. A paper setting out their funding requests was considered the special budget setting meeting. It was agreed at that meeting that an additional £5,000 be added to the budget line with specifics to be confirmed. This was less than the amount originally asked for.

#### 2. Background

2.1 The SLA with RL has just entered the second of three years which provides £12,000 per annum. The current SLA supports them in providing community support, Forest School and support for carers.

2.2 The Current SLA is attached at Append A for information.

2.3 Details of the Creative Outdoor Project that requires funding are set out in Appendix B. This would form Appendix B of any new agreement as 'services to be provided'.

#### 3. Consideration

3.1 Do the Committee wish to recommend to Full Council that an additional amount of £5,000 per annum be awarded to the organisation for their Creative Outdoor Project?

3.2 If yes, how should this be administered?

- New 3 Year SLA (this would cause a disconnect of end dates in agreements)
- New 2 Year SLA (to bring end date inline with current SLA)
- Cancel current SLA and combine the services to be provided sections and funding amounts. If so – what is the run time of the new agreement?

Alice Kendall  
Deputy Clerk  
April 2024



# SERVICE LEVEL AGREEMENT

# WELLINGTON TOWN COUNCIL AND REMINISCENCE LEARNING

|  |    |
|--|----|
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| APPENDIX B.....                        | 10 |



## **PART 1 – INTRODUCTION**

### **1. DATE OF AGREEMENT**

1<sup>ST</sup> April 2023

to

31<sup>ST</sup> March 2026

### **2. PARTIES**

This is a Service Level Agreement (hereafter referred to as the Agreement) between:

The Council:

WELLINGTON TOWN COUNCIL (hereafter referred to as 'The Council')

The Service Provider:

REMINISCENCE LEARNING (hereafter referred to as RL)

### **3. REPRESENTATIVE/CONTACT PERSON**

Authorised representatives/contact persons for the purpose of this Agreement shall be:

The Council:

Wellington Town Council - Town Clerk

Service Provider:

Reminiscence Learning – Fiona Mahoney, Chief Executive

### **4. OBJECT OF AGREEMENT**

The Council have agreed to provide grant funding to enable RL to deliver services within Wellington.

The Agreement covers the services as specified in Appendix B. Any tendered, contracted or traded services that RL operates are beyond the scope of the core services and will be separately accounted for.

### **5. PERIOD OF AGREEMENT**

This Agreement is effective from [ ] December 2022 covering the period from 1<sup>ST</sup> April 2023 to 31<sup>ST</sup> March 2026 unless terminated earlier in accordance with Section 25.

### **6. STATUS OF SERVICE PROVIDER**

In carrying out this Agreement RL, as an independent Agency, is acting in its own right and not as an agent of the Council.

### **7. FREEDOM OF INFORMATION**

Both parties to this Agreement will comply with the provisions of the Data Protection Act 1998 and all subsequent Data Protection legislation including the General Data Protection Regulations 2018. Both parties will ensure they respond within the appropriate timeframe to any actionable Freedom of Information requests relating to this service from service users, members of the public and other organisations where disclosure of such information is in the public interest and would not have a detrimental effect on the commercial interests of either party to this Agreement.

## 8. THE SERVICE PROVIDER'S OBLIGATIONS – GRANT CONDITIONS

- To provide the services specified in Appendix B of this Agreement
- To submit annual monitoring information as specified in Part 2 (Monitoring Arrangements)
- To notify the Council if there are any significant changes in its work plan constitution, personnel structure, and funding external to this agreement
- To maintain a proper set of financial accounts of its activities and arrange for the accounts to be audited annually in a manner required by the Charities Act 1992, or by Company Law. These accounts shall be made available to the Council within a reasonable period of any request to see them
- A base budget and details of other sources of funding shall also be provided annually
- To be responsible for the recruitment and selection of all paid and volunteer staff.
- Activities carried out by RL will give acknowledgement of the Council's financial support
- RL will recognise within the work that they do their role in enhancing community wellbeing, reducing inequalities and promoting diversity.
- RL shall safeguard the Grant against fraud generally and, in particular, fraud by any of its Directors and its suppliers. RL shall notify the Council immediately if it has reason to suspect that any fraud has occurred or is occurring or is likely to occur.

## 9. REPRESENTATIONS AND COMPLAINTS

RL shall operate a procedure for dealing with representations and complaints about the service (as set out in Appendix B of this Agreement) and shall take all reasonable steps to bring this to the attention of service users. The Council should be informed of any formal complaints about the service. RL have a complaints procedure in place which is monitored by it's trustees.

## 10. EQUAL OPPORTUNITIES

RL shall follow all current legislative requirements in respect of Equal Opportunities and shall implement these with regard to all personnel and users. RL shall provide the Council with copies of its Equality and Diversity Policies.

## 11. HEALTH & SAFETY

RL shall comply with the requirements of the Health & Safety at Work etc. Act 1974 and of any other Acts, Regulations or Orders about Health & Safety. RL should have in place a Health and Safety Policy and provide a copy to the Council if requested.

## 12. SAFEGUARDING

RL ensure that the appropriate level of Disclosure and Barring Service (DBS) check is made for all personnel or volunteers who will be working with clients whether adults, young people, or children. Staff & Volunteers must not be allowed to work unsupervised with any vulnerable individual until a DBS disclosure relevant to RL has been received. RL shall not employ or use in any voluntary capacity any individual who has been barred from working with vulnerable adults through the government's DBS scheme.

RL shall comply with the Safeguarding Vulnerable Groups Act (SVGA) 2006 and all subsequent regulations and guidance. It is required to have in place a policy for the safeguarding of vulnerable adults and children.

RL will provide the Council with copies of their Safeguarding Policy.

### 13. USE OF OTHER ORGANISATIONS

RL shall not discharge any of their responsibilities within this agreement to a third party without prior written agreement by the Council.

In the event of insolvency of RL, if the Company is wound up under the Insolvency Act 1986 and all its liabilities have been satisfied, any residual assets shall not be paid to or distributed among the members of the Charity. Instead, assets shall be given or transferred to some other institution or institutions established for exclusively charitable purposes having similar objects to those of the Charity. The institution or institutions which are to benefit may be chosen by the members of the Charity or, subject to any such resolution of the members, by resolution of the Trustees at or before the time of winding up or dissolution.

### 14. HUMAN RIGHTS

In recognition that the Council is a public body subject to the provisions of the Human Rights Act, RL will adopt a human rights-centred approach to the services provided to clients to reinforce the aim to secure the enjoyment of full human rights for all.

### 15. INFORMATION SECURITY/INFORMATION SHARING

It is the responsibility of RL to ensure full compliance with current and future legislation and law relating to personal information held on paper and within electronic databases.

### 16. INSURANCE AND BUSINESS CONTINUITY

RL shall maintain with insurers, appropriate insurance arrangements in respect of any group and individual liability.

At the request of the Council, RL shall produce the necessary insurance certificate(s) for inspection.

Business continuity contingencies should be in place within RL's operational regime to minimise interruption to business due to unforeseen events.

### 17. VALUE ADDED TAX

It is understood that the grant funding payable under this agreement is outside of the scope of VAT but if for any reason this is not the case then RL shall be paid such Value Added Tax as may be properly chargeable in connection with the provisions of the service. RL shall issue a tax invoice in respect thereof. It is the responsibility of RL to account for Value Added Tax and to seek advice from HMRC if in doubt.

### 18. TRANSFER OR ASSIGNMENT

RL should not, without the prior written permission of the Council, transfer or assign, directly or indirectly, to any person or persons or other organisation, the whole or any part of this Agreement.

## 19. INSOLVENCY

If RL becomes bankrupt or insolvent or (being a company) makes an arrangement with their creditors or has a Receiver appointed or commences to be wound up, other than for the purposes of amalgamation or reconstruction, the Council may, without prejudice to any of its rights, terminate the Agreement forthwith by notice to RL.

## 20. THE COUNCIL'S OBLIGATIONS

- The Council shall pay the sums set down in Appendix A
- Payments will be made by direct bank transfer unless agreed otherwise
- The Council shall notify RL of any likely changes in funding levels at the earliest opportunity and with at least 3 months written notice

## 21. MONITORING

The Council and RL shall together operate the monitoring arrangements set out in Part 2 of this Agreement with the Council. Both parties shall be equally responsible for ensuring the information required is submitted by the due dates.

## 22. CORPORATE IMAGE/MEDIA COVERAGE

The parties to this Agreement recognise that as part of the public sector, special public accountability exists. To avoid potentially damaging, inaccurate or untimely media coverage, the following protocol applies which both parties should comply with:

- Avoidance of inaccurate or misleading reporting;
- Confidentiality of personal or sensitive information;
- Compliance with all Data Protection Regulations;
- Avoiding communication or the use of material that may become liable to mislead the public or be materially detrimental to the good name, goodwill, reputation and image of either Party.

As a minimum there will be one annual press release to positively promote the services enabled by the funding provided within this Agreement.

Both parties contract to jointly agree wording for any publicity materials relating to the grant-funded activities or services.

## 23. RESOLVING PROBLEMS

If either the Council or RL have difficulty in meeting their obligations under the terms of this Agreement, it should in the first instance request a meeting with the other party

The Council acknowledges that RL is dependent upon continuing support, financial or otherwise of other persons or organisations, including volunteers, and if such support is withdrawn or resources otherwise cease to be available, RL may be unable to fulfil its obligations under this Agreement. Additionally, it may not be able to fulfil its obligations in the case of prolonged vacancies or absences of key personnel. In these circumstances RL reserves the right to adjust the service provided and if appropriate to seek a review of the Agreement. Such instance is to be reported to The Council at the earliest opportunity.

If it should become apparent that funds have been applied by RL to purposes other than those set down in this Agreement, the Council may seek repayment of all or part of the funds.

In the event that any dispute between the parties cannot be resolved by negotiation, the dispute shall be referred for the determination of an independent mediator whose identity shall be agreed by both parties.

The parties agree that the findings of the independent appointed mediator are final and binding on both parties, and that the costs of the reference to mediation shall be borne equally by the parties.

#### 24. REVIEW AND VARIATION

This Agreement shall be reviewed annually in March and the review shall cover all aspects of the working of the Agreement. The Agreement may be reviewed at such other times as the parties jointly agree. The Agreement can be varied with the agreement of both the Council and the RL and any amendments shall be recorded in writing.

Reasonable notice, detailed in Appendix A, shall be given in writing by the Council if there are any changes in funding to RL.

If, during the duration of the Agreement the costs of providing the core service increase substantially above that shown in the annual budget provided, this will require negotiation by RL with the Council outside this Agreement, and such negotiation will commence as early as possible. Any outcome arising from negotiation will be subject to formal approval by Full Council, and no undertaking can be given as part of this Agreement.

#### 25. TERMINATION

Notwithstanding section 23 (above) the following termination provisions shall apply: -

The Council or RL can terminate this Agreement by giving reasonable notice, as set down in Appendix A, in writing to the other party.

If either the Council or RL has failed or is failing to comply with the terms of this Agreement, then in the first instance the other party shall instigate discussions. If failure to comply continues the other party may notify that party in writing of the nature of the default which has occurred, the steps which are required to remedy the default, and the date by which the steps are to be taken. If the party in default fails to comply with the requirements of this notice, then the other party shall be entitled to terminate the Agreement by written notice with immediate effect.

In the event that this Agreement is terminated, the Council shall not be liable to provide any funding to RL for any period following the financial year (i.e. 1<sup>st</sup> April to 31<sup>st</sup> March) in which the Agreement is terminated. At its discretion, the Council may also request repayment of unspent funds within the year of termination.

The Council shall also be entitled to terminate the Agreement with immediate effect in the event of RL;

- Making an arrangement/compromise with its creditors
- Becoming subject to an administration order
- Appointing an Administrative Receiver
- Seeking/becoming subject to a winding up order

- Or any person acting on the RL's behalf:
  - giving or agreeing to give any member or officer of the Council consideration of any kind as an inducement or reward with respect to the Agreement or any Grant awarded; or
  - committing or being found to have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or under Section 117(2) and 117(3) of the Local Government Act 1972.

## 26. TRANSPARENCY AND FAIR DEALING

Where there has been negligence or misconduct ratified by the professional body RL will formally report any findings to the Council.

Where any incident gives cause for concern that reputational damage will be experienced by either party, both parties will work closely in partnership to minimise any reputational loss.

Both parties contract as part of this Agreement to be open and honest in their dealings.

## 27. SEVERANCE

If any part of this Agreement becomes invalid, illegal or unenforceable the parties shall, in such event, negotiate in good faith in order to agree the terms of a mutually satisfactory provision to be substituted, which gives effect to their original intentions.

## **PART 2 – MONITORING ARRANGEMENTS**

1. RL will monitor and evaluate its service in accordance with procedures and directions set out by its Directors. RL will produce performance monitoring reports and present these reports to the Town Council every year.

Reports will include anonymised data as follows:-

- Demand for the service including;
    - Number of repeat clients or carers
    - Number of new clients or carers
    - Number of weeks and hours operated
  - Summary of client and or carer feedback about the service received
2. RL will provide the following documents to the Council each year:-
    - Annual Report
    - Annual Audited Accounts including details of other secured funding
    - Annual revision of the Business Plan/Development Plan
    - Budget for the forthcoming year
    - Evidence of continuous development of engagement through consultation with service users and referrers
    - A summary report of complaints or representations received
    - Additional reports/work plans as appropriate and available
  3. The Council and RL may, by mutual agreement instigate an in-depth evaluation of any aspect of the work of the Service Provider should the need arise.
  4. Documents will be held on file and submitted to the Council whenever updated:
    - Articles of Association/Constitution
    - Business plan (including Development Plan)
    - Equal Opportunities Policy
    - Safeguarding Vulnerable Adults and Children Policy
    - Complaints Procedures/Records
    - Training/workforce development plan

## **PART 3 - SIGNATURES**

For and on behalf of Wellington Town Council;

.....  
Town Clerk

.....  
Mayor (Chairman) of Wellington Town Council

.....  
Date

For and on behalf of REMINISCENCE LEARNING;

.....  
Fiona Mahoney, Chief Executive

.....  
Date



## **APPENDIX A**

### **1. FUNDING**

The Council shall pay a total of £36,000 to RL as follows:

- £12,000 for services to be provided between 1<sup>st</sup> April 2023 and 31<sup>st</sup> March 2024 payable no later than 31<sup>st</sup> May 2023.
- £12,000 for services to be provided between 1<sup>st</sup> April 2024 and 31<sup>st</sup> March 2025 payable no later than 31<sup>st</sup> May 2024.
- £12,000 for services to be provided between 1<sup>st</sup> April 2025 and 31<sup>st</sup> March 2026 payable no later than 31<sup>st</sup> May 2026.

### **2. PERIOD OF NOTICE OF CHANGES IN FUNDING LEVELS**

The Council shall give three months' notice in writing if there are to be any changes in funding to RL.

### **3. PERIOD OF NOTICE FOR TERMINATION OF AGREEMENT**

The Council or RL can terminate this Agreement by giving three months' notice in writing to the other party.

## APPENDIX B

Services to be provided by Reminiscence Learning:

1. Community Sessions comprising of;
  - a. Free Community sessions “Funday Friday” for the benefit of older people, those living with dementia/ memory loss and their carers and those feeling isolated and lonely within the community
  - b. “Funday Friday” will combine with Singing with friends - this will include activities such as Fitness, Memory games, Dancing, Creative crafting, Reminiscence and Sharing memories in a safe setting encouraging individuals to network and support each other
  - c. Utilisation of RL’s ever-expanding library of resources which include props, themed boxes, costumes, hats, musical instruments and books all led by our experienced and qualified team
  - d. An invitation will be offered to Beech Grove School to take part in their Intergenerational dementia awareness sessions as part of the Archie Project
  - e. Provide meaningful activities that are beneficial in the following ways:
    - i. Give an overall sense of purpose and routine,
    - ii. Acknowledge and use the skills and life experiences of the person with dementia
    - iii. Emotionally nurture experiences which increase self esteem and help the person to feel valued
    - iv. Provide an opportunity for more social time with family
    - v. Maintain the skills and independence and in some cases improve the persons ability to perform certain daily activities
    - vi. Provide the opportunity to make decisions and have choice
  - f. Provide, on a weekly basis, a 3 hour session between 10am-1pm, with light refreshments for approximately 20 people.
2. Forest School Plus Sessions
  - a. Forest School sessions are for more physically able adults with dementia, memory impairment and their family carers. The weekly sessions take place at Otterhead Forest School, which is set within approximately 230 acres of mixed woodland, lakes and rivers in the Blackdown hills, Somerset, 8 miles from Wellington. The aim of the sessions is to provide a rich learning environment in which individuals are encouraged and inspired to grow in confidence, self-esteem and independence through mastering achievable tasks in an outdoor setting. Activities include seasonal woodland crafts, preparation and lighting of a camp fire including the cooking of lunch, woodland walks, flora and fauna recognition, clearing woodland spaces, making rustic signage using a Pyro-pen, learning o use new tools and equipment, building wooden garden furniture and planting out and taking care of vegetable and flower beds.
  - b. This project runs weekly, during Term time, 10am – 2pm, and we are looking for funding to host the Forest School Plus, to ensure continuity of support through the holiday periods using outdoor spaces in Wellington.
  - c. Provision of 10 sessions for approximately 16 people.
3. Carers Support Group
  - a. Two weekly sessions of up to 15 people in each session.
  - b. Each session to have one or two facilitators to provide admin support to include personal introductory call and follow ups where required.

## Creative Outdoor Project

### 4. Creative Outdoor Project comprising of:

- a) Outdoor Sessions aimed at the younger and more physically able adults with dementia and their family carers. This group is aimed at people in the earlier stages of dementia with the overall goal of introducing them to the wide variety of services Reminiscence Learning have to support people on their dementia journey.
- b) Indoor creative sessions looking at our surroundings and taking produce from our local environment to be used within our crafts
- c) The sessions will help to reduce social isolation and loneliness within our community whilst encouraging and supporting people's mental health and physical well being
- d) The sessions will take place in and around Wellington with a focus on giving back to the local community. We will rotate sessions including walk and talk, litter picking to improve our local green spaces, planting and maintaining a flower bed in the town and expressing ourselves through nature based creativity.
- e) We will host 20 weekly sessions, 10:00am-1:00pm during term times, for approximately 16 people

**From:** [Deb McKie](#)  
**To:** [Alice Kendall](#)  
**Subject:** request for funding  
**Date:** 11 April 2024 14:10:21  
**Attachments:** [WTC application.docx](#)  
**Importance:** High

---

Good afternoon, Alice

Many thanks for taking my call on 28<sup>th</sup> March, enquiring about funding from the WTC to support our initiative to provide a healthy start to the day for all the pupils at Beech Grove Primary School.

Please find attached, my letter explaining our proposal and providing estimated costs for this, which I hope can be considered at the finance meeting on 17<sup>th</sup> April.

As you will see from my calculations, I have not included the ancillary costs involved with this project (such as heating the bagels and staffing to implement the service) as these will be born out of our school funds.

I hope this information is sufficient for the panel to consider our request but please do let me know if you require anything further at this stage.

Thanks again for your time.

Kind regards

Deb McKie  
School Business Manager

**Beech Grove Primary School**

Courtland Road

Wellington

TA21 8NE

Tel: 01823 662 438

[office@beechgrove.somerset.sch.uk](mailto:office@beechgrove.somerset.sch.uk)

<https://beechgroveprimaryschool.org.uk/>

At Beech Grove Primary School, we take our safeguarding responsibilities very seriously. If you have a concern, please speak to our Designated Safeguarding Lead: **Ms Karen Turnbull** or one of our Deputy Safeguarding Leads: **Ms Claire Joyce**, **Mrs Mandie Huggett** or **Ms Sarah Eades**. Alternatively, you can telephone Children's Social Care on: **0300 123 2224**.

The information in this message should be regarded as confidential and is intended for the addressee only. If you have received this message in error, please permanently delete it and inform the sender.



## BEECH GROVE PRIMARY SCHOOL

Headteacher: Miss C Joyce

Courtland Road, Wellington, Somerset TA21 8NE

Telephone: 01823 662438

Website: [www.beechgrove.somerset.sch.uk](http://www.beechgrove.somerset.sch.uk)

Email: [office@beechgrove.somerset.sch.uk](mailto:office@beechgrove.somerset.sch.uk)

Wellington Town Council  
28 Fore Street  
Wellington  
TA21 8AQ

11<sup>th</sup> April 2024

To whom it may concern

I am writing on behalf of Beech Grove Primary School, to make a request for funding from the Wellington Town Council. I understand that there is a finance meeting taking place on 17<sup>th</sup> April and I would be extremely grateful if our proposal could be considered at this time.

You have generously supported us in the past, from the cost of living funding, which we used to increase the number of places we could offer to our vulnerable pupils, to attend breakfast club. Our sincere thanks for this funding.

We now have an ambitious aim to provide food to all the children at Beech Grove. We recognise the financial strain on our parents and carers and we want to do what we can to ensure that the children are having a healthy start to the day. It is our aim to provide the children with morning bagels and a healthy cereal snack at mid-morning break.

We already work with the National School's Breakfast Scheme, to supply us with bagels and cereals for breakfast club, after-school club and our nurture provision, all at a subsidised rate. We would like to increase our order so that we could realise our plans to offer all of the children at Beech Grove a healthy start to the day.

I am asking whether the WTC could fund this initiative for the remainder of this academic year, and for the next. I appreciate that this might be more than funding may allow and I am grateful for any contribution that the WTC can make. I understand that your funding streams may work on the financial year, and this could affect the funds that may be available.



I have included my estimates for this project based on providing every child in school with half a bagel each morning, and a healthy cereal snack at morning break for the children in key stage 2 (please see appendix 1).

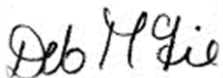
As the children in reception and key stage 1 are provided with a piece of fruit for mid-morning snack, funded through the government's School's Fruit and Veg Scheme, we will not need to provide them with cereal, hence the reduced numbers in my calculations.

As you will see from my estimates, the cost of providing a child in key stage 2, with half a bagel and a cup of cereal is approx. 13p per day.

If you require any further information or have any questions regarding this proposal, I would be very happy to answer them. Please feel free to contact me via my email at [dmckie@beechgrove.somerset.sch.uk](mailto:dmckie@beechgrove.somerset.sch.uk) or by phoning the school office on 01823 662438.

Thank you, in advance for taking the time to consider this application for funding. I hope to hear from you in the near future.

Yours sincerely

A handwritten signature in black ink that reads "Deb McKie". The signature is written in a cursive, slightly slanted style.

Deb McKie  
School Business Manager



## BEECH GROVE PRIMARY SCHOOL

Headteacher: Miss C Joyce  
 Courtland Road, Wellington, Somerset TA21 8NE  
 Telephone: 01823 662438  
 Website: [www.beechgrove.somerset.sch.uk](http://www.beechgrove.somerset.sch.uk)  
 Email: [office@beechgrove.somerset.sch.uk](mailto:office@beechgrove.somerset.sch.uk)

Appendix 1

| <b>April 2024 - July 2024</b>     |                          |                               |                        |                    |               |                  |
|-----------------------------------|--------------------------|-------------------------------|------------------------|--------------------|---------------|------------------|
| Box of bagels (36)<br>£ 5.55      | Cost per bagel<br>£ 0.15 | Cost per half bagel<br>£ 0.08 | x285 pupils<br>£ 22.80 | x5days<br>£ 114.00 | x15weeks<br>£ | <b>1,710.00</b>  |
| Box of cereal<br>£ 1.10           | Cost per cup<br>£ 0.05   |                               | x170 pupils<br>£ 8.50  | x5days<br>£ 42.50  | x15weeks<br>£ | <b>637.50</b>    |
| NSBP delivery<br>£ 29.00          |                          |                               |                        |                    | x15weeks<br>£ | <b>435.00</b>    |
| 1KG butter/spread<br>£<br>4.00    |                          |                               |                        |                    | x15weeks<br>£ | <b>60.00</b>     |
| <b>September 2024 - July 2025</b> |                          |                               |                        |                    |               |                  |
| Box of bagels (36)<br>£ 5.55      | Cost per bagel<br>£ 0.15 | Cost per half bagel<br>£ 0.08 | x285 pupils<br>£ 22.80 | x5days<br>£ 114.00 | x38weeks<br>£ | <b>4,332.00</b>  |
| Box of cereal<br>£ 1.10           | Cost per cup<br>£ 0.05   |                               | x170 pupils<br>£ 8.50  | x5days<br>£ 42.50  | x38weeks<br>£ | <b>1,615.00</b>  |
| NSBP delivery<br>£ 29.00          |                          |                               |                        |                    | x38weeks<br>£ | <b>1,102.00</b>  |
| 1KG butter/spread<br>£ 4.00       |                          |                               |                        |                    | x38weeks<br>£ | <b>152.00</b>    |
| <b>Total funding request</b>      |                          |                               |                        |                    | <b>£</b>      | <b>10,043.50</b> |

*Butter/spread prices are based on current offers from ASDA – dairy free alternatives would be provided for children with allergies or other dietary considerations*

