

**WELLINGTON TOWN COUNCIL MINUTES 1 MAY 2024**

**MINUTES OF THE ANNUAL MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON WEDNESDAY 1 MAY 2024 AT 7.00PM**

**PRESENT:** Councillor J Lloyd (Mayor)  
Councillors M Barr, C Booth, J Cole, C Govier, M Lithgow, M McGuffie, S Mercer, S Pringle-Kosikowsky, J Thorne and K Wheatley,

**IN ATTENDANCE:** David Farrow (Town Clerk)  
Alice Kendall (Deputy Clerk)  
Darren Hill (Open Spaces Manager) (until minute 9)  
Six members of the public  
One member of the press

Before the commencement of the meeting, Councillor Barr, as outgoing Mayor, was presented with a bible from Churches Together in Wellington.

**1 TO ELECT THE MAYOR FOR 2024/25**  
**RESOLVED** to elect Councillor J Lloyd as Mayor for 2024/25.

During this item, Councillor Booth arrived at the meeting.

**2 TO ELECT A DEPUTY MAYOR FOR 2024/25**  
**RESOLVED** to elect Councillor C Govier as Deputy Mayor for 2024/25.

**3 APOLOGIES**  
Apologies were received from Councillor A Govier. The Clerk reported that Councillor Z Barr had informed the Chairman of her resignation, and that the vacancy will be advertised as appropriate in due course.

**4 DECLARATIONS OF INTEREST**  
Councillor J Lloyd declared a personal interest in agenda item 13a (renewal of subscriptions) as a director of SALC.

Councillor Thorne declared a prejudicial interest in agenda item 20b (correspondence) as a member of the Conservative Club.

**5 MINUTES**  
**RESOLVED** to approve the minutes of the Planning and Full Council meetings held on 8 April 2024 after having an appropriate summary of the confidential minute being added.

**6 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**  
No members of the public wished to speak.

**7 TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM**  
Sergeant O'Connor had provided a report prior to the meeting which the Clerk had circulated by e-mail. He was pleased to mark one year in post and thanked Councillor Barr for his work as Mayor. He gave updates on spikes in some crimes and noted there had been spikes in certain statistics. One of these being 'offence against the person' numbers being increased by online activities, especially with secondary school aged children. He is working with the

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school to address this. Updates on other matters in the town were given, including the arrest of two suspects following theft at Brock's Convenience Store.

Councillors asked about a larger police presence in the town that day, Sgt O'Connor reported that a shoplifter had been arrested, the suspect being previously known to the local policing team.

Councillors congratulated Sgt O'Connor in securing an additional PC to his team.

At this juncture, it was agreed to bring forward agenda item 21 (Open Spaces)

### 8 OPEN SPACES

- a. **Update from the Open Spaces Manager** – more information and an update was given on the progress with the Green Flag status for Wellington Park and preparations for the In Bloom competition. The Open Spaces Manager and the Town Clerk will be working on proposals for 25/26 which will be presented to Council in September for final approval before the budget setting process. He is confident that a service will be in place before any assets are transferred so there is no gap in maintenance etc.
- b. **To consider approving delegated authority to the Town Clerk to authorise expenditure of up to £10,000 from the Open Spaces Development Reserve**

**RESOLVED** to approve delegated authority to the Town Clerk to authorise up to £10,000 of expenditure for items required for the current Community Warden team. However, the spend to be met by codes within the Community Warden cost centre rather than the Open Space Development Reserve. It was noted that this may cause some codes to be marked as overspent.

### 9 FINANCE COMMITTEE

The draft minutes of the meeting held on 12 March 2024 were circulated for information and consideration. Councillor M Lithgow provided a brief update. The Committee made the following recommendations:

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

**RESOLVED** to adopt the updated Grants Policy, Application Form and Guidance Notes.

### 10 POLICY AND RESOURCES COMMITTEE

The draft minutes of the meeting held on 12 March 2024 were circulated for information and consideration. Councillor C Govier gave an update. The Committee made the following recommendations:

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

**RESOLVED** to adopt the updated committee structure.

### 11 APPOINTMENT OF COMMITTEES INCLUDING MEMBERSHIP AND TERMS OF REFERENCE

#### a. Policy & Finance Committee

##### i. Terms of Reference

Draft Terms of Reference were circulated with the agenda. After some discussion, it was noted that the Deputy Clerk will update item 6.2 on this document, and all the

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others presented on the agenda, to allow for cancellation of a meeting if there is insufficient business. It was further **RESOLVED** to adopt the terms of reference after adding a cumulative spending cap of £15,000 per year.

ii. **Membership**

**RESOLVED** to set the membership at nine Councillors and for 2024/25 will comprise of Councillors M Barr, C Cole, A Govier, C Govier, M Lithgow, J Lloyd, S Mercer, S Pringle-Kosikowsky and J Thorne.

**b. Environment Committee**

i. **Terms of Reference**

**RESOLVED** to adopt the terms of reference after adding a cumulative spending cap of £15,000 per year.

ii. **Membership**

**RESOLVED** to set the membership at seven Councillors and for 2024/25 will comprise of Councillors C Booth, C Govier, M Lithgow, M McGuffie, S Pringle-Kosikowsky and K Wheatley (1 vacancy).

**c. Community Committee**

i. **Terms of Reference**

**RESOLVED** to adopt the terms of reference after adding a cumulative spending cap of £15,000 per year.

ii. **Membership**

**RESOLVED** to set the membership at seven Councillors and for 2024/25 will comprise of Councillors C Both, J Cole, A Govier, C Govier, M Lithgow, J Lloyd, and M McGuffie.

**d. Economic Development Committee**

i. **Terms of Reference**

**RESOLVED** to adopt the terms of reference after adding a cumulative spending cap of £15,000 per year.

ii. **Membership**

**RESOLVED** to set the membership at seven Councillors and for 2024/25 will comprise of Councillors C Both, M Lithgow, J Lloyd, M McGuffie, S Mercer, J Thorne and K Wheatley.

**e. Planning Committee**

i. **Terms of Reference**

**RESOLVED** to adopt the Terms of Reference.

ii. **Membership**

**RESOLVED** to set the membership at nine Councillors and for 2024/25 will comprise of Councillors C Booth, A Govier, C Govier, J Lloyd, M McGuffie, S Mercer, S Pringle-Kosikowsky and J Thorne (1 vacancy).

At this juncture, it was agreed to bring forward agenda item 20 (Abbeyfield) and Councillor Barr left the meeting without giving apologies.

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### 12 ABBEYFIELD – IVY HOUE AND THE OLD VICARAGE

The Clerk gave a brief update and reported that he was working on the position of a previous Council resolution to consider purchase of the buildings as a last resort. However, it must be noted that any transfer as a going concern has to be made with an existing housing provider. There is a Non-Disclosure Agreement in place so some conversations will have to be in private session. He and Councillor C Govier are working with Citizens Advice Somerset to provide advice to the residents.

During this item, Councillor Thorne left and returned before the next item.

### 13 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

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

### 14 TO REVIEW AND ELECT REPRESENTATIVES TO OUTSIDE BODIES

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

- a. **Wellington Twinning Association** Councillor S Mercer
- b. **Wellington Community Association** Councillor M Lithgow
- c. **Somerset Association of Local Councils** Councillor J Lloyd
- d. **Hospital of Sir John Popham Knight** Councillor M Lithgow
- e. **Friends of Wellington Park** Councillor M Lithgow
- f. **Wellington Museum and Local History Committee** Councillor S Pringle-Kosikowsky
- g. **Devon and Somerset Metro Group** Councillor M Barr
- h. **Representative Governor at Wellington School** Councillor K Wheatley
- i. **Wellington One** Councillors A Govier and M McGuffie
- j. **Basins Volunteer Group** Councillor M Barr
- k. **Local Community Network** Councillor C Govier

### 15 RENEWAL OF ANNUAL SUBSCRIPTIONS

- a. **Somerset Association of Local Councils (SALC)**  
**RESOLVED** to renew the subscription to SALC.

Councillor Booth left the room.

- b. **The Community Council for Somerset (CCS)**  
**RESOLVED** to renew the subscription to CCS.

- c. **The Society of Local Council Clerks (SLCC)**  
**RESOLVED** to renew the subscription to SLCC.

Councillor Booth returned.

### 16 REVIEW PROCEDURES AND POLICIES INCLUDING CODE OF CONDUCT

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

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**17 CALENDAR OF MEETINGS FOR 2024/25**

**RESOLVED** to adopt the calendar of meetings after changing the start time of committees to 6pm.

**18 COUNCILLOR ATTENDANCE**

The Summary of Councillor’s attendance was noted.

**19 YEAR END ACCOUNTS AND ANNUAL RETURN 2023-24**

a. Year End Bank Reconciliation

**RESOLVED** to approve the year end bank reconciliation.

b. Summary of Funds Report 2023-24

**RESOLVED** to approve the Summary of Funds Report.

c. Internal Auditor’s Report 2023-24

**RESOLVED** to note the Internal Auditor’s report.

d. AGAR Section 1 - Annual Governance Statement

Having noted the comments from the Internal Auditor indicating that a ‘No’ response should be given for item 3, it was **RESOLVED** that it was appropriate for ‘Yes’ responses to be given for all items on Section 1.

e. AGAR Section 2 – Accounting Statements (attached)

**RESOLVED** to approve Section 2.

f. Draft notice of Exercise of Public Rights (attached)

**RESOLVED** to approve the notice for the Exercise of Public Rights, noting the dates being Monday 3 June – Friday 12 July 2024.

**20 CLERK’S REPORT**

The report was noted.

**21 CORRESPONDENCE**

a. Request from Wellington Khaki Sox Baseball Team (attached)

**RESOLVED** to approve a sponsorship of the event at £50.

b. Request for comments on an application to vary club premises certificate at Wellington and District Conservative Club (attached)

Having declared a prejudicial interest, Councillor Thorne left the meeting.

Agreed to note the application.

Councillor Thorne returned to the meeting.

The meeting closed at 9.05pm

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