

MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY AND FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 13 MAY 2024 AT 6.00PM

PRESENT: Councillor M Lithgow (Chair),
Councillors M Barr, C Cole, A Govier, C Govier, S Pringle-Kosikowsky and J Thorne.

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

As Chair of the former Policy & Resources Committee, Councillor C Govier opened the meeting.

22 TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR
RESOLVED to elect Councillor M Lithgow as Chairman.

23 TO ELECT A VICE CHAIRMAN FOR THE FORTHCOMING YEAR
RESOLVED to elect Councillor J Cole as Vice Chairman.

Councillor M Barr arrived at the meeting.

24 APOLOGIES
Apologies were received from Councillor J Lloyd who was carrying out Mayoral duties.
Councillor S Mercer was absent.

25 DECLARATIONS OF INTEREST
Councillors A Govier and J Lloyd have a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being former customers of the company.

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

26 PUBLIC PARTICIPATION
One member of public spoke in favour of the Mayor travelling to Torres Vedras, Portugal to strengthen links with the Twinned Town as the links relate to the Duke of Wellington. It was suggested that a visit for their Annual Day would be appropriate as well as the Carnival visit.

Councillor M Barr left the meeting.

27 MINUTES
RESOLVED to approve and sign the minutes of the Finance and Policy and Resources Committees held on 17 April 2024.

28 SUB-COMMITTEE AND WORKING GROUP TERMS OF REFERENCE AND MEMBERSHIP
The Committee has appointed the following sub-committees and working groups as part of its Terms of Reference, their membership and Terms of Reference were considered.

(a) HR Sub-Committee

RESOLVED to accept and adopt the terms of reference as presented.

RESOLVED to set membership as Councillors C Govier, M Lithgow and S Pringle-Kosikowsky.

(b) SLA Review Working Group

RESOLVED that this group be re-named External Funding Review Working Group, the updated Terms of Reference were adopted as circulated by the Deputy Clerk prior to the meeting.

RESOLVED to set membership as Councillors J Cole, M Lithgow and S Pringle-Kosikowsky.

(c) Audit Working Group

RESOLVED to accept and adopt the terms of reference as presented.

RESOLVED to set membership as Councillors J Cole, M McGuffie and J Thorne.

(d) Devolution Working Group

RESOLVED to accept and adopt the terms of reference as presented.

It was noted that membership has already been set as Councillors J Cole, C Govier and J Lloyd

29 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 7 MAY 2024

RESOLVED to approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 10 APRIL – 7 MAY 2024

RESOLVED to note an approve the expenditure.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 10 APRIL – 7 MAY 2024

RESOLVED to note an approve the income.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2024-25 YEAR AS AT 7 MAY 2024 (attached)

RESOLVED to note an approve the budget report. Particular note was made of the overspend on Business Rates for 28-30 Fore Street. The Deputy Clerk reported that she was looking into what relief schemes the Council would be eligible for.

30 BANKING ARRANGEMENTS

- (a) **RESOLVED** to approve the addition of Councillors S Mercer and S Pringle-Kosikowsky as Lloyds signatories.
- (b) **RESOLVED** that the Mayor (Councillor J Lloyd) and Deputy Mayor (Councillor C Govier) be confirmed as signatories for the Council's saving accounts held with Nationwide, the Cambridge Building Society and Cambridge and Counties.
- (c) **RESOLVED** to approve a debit card for the Open Spaces Manager.

31 DEVOLUTION WORKING GROUP

The notes from the meeting held 26 April were noted, Councillor Cole and the Clerk gave an update. It was agreed that the maintenance of the Cemetery was an important service to take on to improve upon the current situation. Within this context, the Open Spaces Manager is also considering the set up of 'Friends of' type groups to assist in delivery. Councillor A Govier asked that the Clerk and Open Spaces Manager copy him on e-mails to Somerset Council so that he can follow up with their officers in his capacity as Somerset Councillor to try and improve the blocks being experienced.

32 ST JOHN'S CROSSING PATROL

RESOLVED to note and approve that the shortfall of funding for the Crossing Patrol at St John's Primary School is £460. The Council had previously agreed allocation of £690 from the Community Services & Priorities budget.

33 LONGFORTH ROAD TOILET BLOCK

- (a) To consider additional project management requirements.
- (b) To consider design options for replacement buildings to inform work on costings.

After some discussion, it was **RESOLVED** that:

- The building should consist of 2 no. cubicles, 1 no. accessible/disabled cubicle plus storage area,
- The building should have a 'flat' roof construction,
- Ravenslade be appointed for further project management work as required to a maximum of £4,750 with a deadline of 31st July for the comparative plans to be presented to the Council. The Clerk and Deputy to review with them the hours required, and
- That a Working Group be formed to assist the Assets and Events Officer in preparing specifics to move the project forward outside of formal meetings. Councillors A Govier and J Lloyd were appointed.

- (c) To consider placing the Monument Planter on the site as part of any landscaping scheme.

RESOLVED that the Monument Planter be included in the site, the abovementioned Working Group to review overall landscaping and street furniture on the site.

34 WORK PLAN 24/25

The Clerk reported that a timetable/overview will be compiled for the review of Standing Orders, Financial Regulations and other policies and procedures including those relating to

HR being reviewed by Worknest. Councillors should get in touch with the Clerk or Deputy Clerk with any suggestions for the Work Plan.

35 TO CONSIDER EXCLUDING MEMBERS OF THE PRESS AND PUBLIC
RESOLVED to exclude the press and public under Schedule 12A of the Local Government Act 1972. Reason: taken from legislation Information relating to the financial or business affairs of any particular person (including the authority holding that information).

36 UPDATE ON IVY HOUSE AND THE OLD VICARAGE
The Clerk gave an update on a recent working group meeting as a non-disclosure agreement is in place, information cannot be published at the time of writing.

Councillor C Govier left the meeting.

37 EQUIPMENT UPDATE
Further information was requested from the person in receipt of the Council equipment.

There being no further business the meeting closed at 7.40 pm

.....