

MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY AND FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 10 JUNE 2024 AT 6.00PM

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

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

72 APOLOGIES

All Committee members were present.

73 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.

74 PUBLIC PARTICIPATION

No members of the public wished to speak.

75 MINUTES

RESOLVED to approve and sign the minutes of the Policy and Finance Committee held on 13 May 2024 after correcting Councillor Cole’s initial in the list of those present.

76 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 4 JUNE 2024

RESOLVED to approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 8 MAY – 4 JUNE 2024

RESOLVED to note an approve the expenditure. The Deputy Clerk was asked to check the documents available on the website for items b and c.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 8 MAY – 4 JUNE 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 4 JUNE 2024 (attached)

RESOLVED to note an approve the budget report.

77 DEVOLUTION WORKING GROUP

The notes from the meeting held 24 May were noted. Councillor Cole reported that matters are moving forward with officers as required. More information had been received from Somerset Council relating to open spaces, it is planned that at the next meeting a working document will be reviewed to assess the options for outsourcing or in an inhouse work force for the open spaces. The date of the next meeting will be 26th June.

78 BEECH GROVE SCHOOL FUNDING

Following the approval of £2,842.50 to provide bagels and cereal to children at Beech Grove until the end of the academic year; Councillor Cole provided an update from the follow up meeting held on 4th June. He explained that there had been some issues in getting the scheme started but was since working well and had been positively received. Under the scheme, all pupils receive half a bagel at the gates before starting classes and all pupils in KS2 receive a cup of cereal at breaktime. It was envisaged that the Council might offer support for a town wide scheme but , other schools did not report a need for this at this time. Given the feedback from the previous funding provided, it was **RESOLVED** to recommend to Full Council that the Council provide funding for the scheme at Beech Grove for the next academic year.

Councillor M Lithgow declared an interest as he is a Governor at Beech Grove School and did not vote on the proposal.

79 LONGFORTH ROAD TOILET BLOCK

Having considered the updated fee proposal from Ravenslade it was **RESOLVED** to accept the quotation in the amount of £6,310 (£4,450 of which had been previously approved) for works required up to the planning stage.

80 SCHEME OF DELEGATION AND TERMS OF REFERENCE FOR COMMITTEES

A paper and draft Scheme of Delegation was circulated with the agenda. After some discussion, it was **RESOLVED**:

1. To recommend to Full Council that the Terms of Reference for all committees be adopted as previously circulated with the Annual Meeting (i.e. Committees have full spending authority within the parameters detailed in the paper) after updating the Budget Cost Centres each committee is responsible for so that there is no overlap.
2. To recommend to Full Council that the Scheme of Delegation be adopted following any changes required by item 1 above, and that Officers are given delegation to spend specific budget codes as will be defined in the updated draft.

81 TOWN COUNCIL WEBSITE AND E-MAIL ADDRESSES

A paper was circulated with the agenda detailing information on the expectation that Parish, Town and Community Council's should make use of a .gov.uk domain and website accessibility requirements. **RESOLVED** to approve the principle of moving to a .gov.uk domain for the Council's website and e-mail addresses. Officers were asked to bring more information back to a future meeting on costings required in relation to the current IT budget.

82 SCHEDULE OF POLICIES

A schedule of the Council's Policies and procedures was circulated with the agenda. It was **RESOLVED** that Officers be delegated authority to update documents where only drafting

changes were required (i.e. updating references to Somerset West & Taunton to Somerset Council, etc.). If a document is identified as requiring more in depth review, it will be brought back to a future meeting.

83 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).

84 UPDATE ON IVY HOUSE AND THE OLD VICARAGE
The contents of this minute are confidential due to a non-disclosure agreement being in place.

There being no further business the meeting closed at 7.30 pm

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Wellington Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
207	Salaries	06/06/2024		Lloyds Current Accou	BACS	Temporary Staffing (Comm Wa	Meridian Business Support	S	405.09	81.02	486.11
210	Summer Street Fair	06/06/2024		Lloyds Current Accou	BACS	Sound & Lighting Hire	DJ Steve	X	595.00		595.00
208	Summer Street Fair	06/06/2024		Lloyds Current Accou	BACS	Road Closure	Bridgwater Guy Fawkes Ca	S	1,400.00	280.00	1,680.00
209	Summer Street Fair	06/06/2024		Lloyds Current Accou	BACS	Food	Odette's Tearooms	X	149.00		149.00
216	Promotion of Wellington	07/06/2024		Lloyds Current Accou	BACS	'Presented By' Enamel Pin Badg	Insignia Ltd	S	200.00	40.00	240.00
217	Summer Street Fair	07/06/2024		Lloyds Current Accou	BACS	Fire Extinguisher	Screwfix	S	20.83	4.16	24.99
214	Summer Street Fair	07/06/2024		Lloyds Treasurers PC	Card	Napkins etc.	Buy & Save	S	7.87	1.58	9.45
213	Summer Street Fair	07/06/2024		Lloyds Treasurers PC	Card	Event Day Refreshments	Co-op	X	5.90		5.90
215	Van Maintenance	07/06/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltr	S	11.36	2.27	13.63
212	Tools	07/06/2024		Lloyds Current Accou	BACS	Socket Set	Screwfix	S	37.49	7.50	44.99
211	Tools	07/06/2024		Lloyds Current Accou	BACS	Brush	Tudor Envirnomental	S	19.35	3.87	23.22
218	Sundries	07/06/2024		Lloyds Current Accou	BACS	Rubble Sacks & Gloves	Buildbase	S	18.76	3.75	22.51
220	Members Travelling	10/06/2024		Lloyds Current Accou	BACS	Mayor's Travel	Councillor Mrs J Lloyd	X	53.10		53.10
221	Stationery & Postage	10/06/2024		Lloyds Current Accou	BACS	Printing	Somerset Sign & Print Co	S	56.00	11.20	67.20
225	Community Safety	10/06/2024		Lloyds Current Accou	BACS	Crossing Patrol Funding	St John's C of E Primary Sc	X	460.00		460.00
223	Sage Payroll & HR	10/06/2024		Lloyds Treasurers PC	Card	HR System	Sage HR	S	50.60	10.12	60.72
226	Weavers Reach Play Area	10/06/2024		Lloyds Treasurers PC	Card	Paint Brushes	H T Perry & Son	S	22.48	4.50	26.98
219	Remembrance & AFD	10/06/2024		Lloyds Current Accou	BACS	Wreaths (AFD & DDay)	Royal British Legion	X	45.00		45.00
222	Responsive Maintenance	10/06/2024		Lloyds Current Accou	BACS	Outside Tap Installation	GRS Heating and Plumbing	S	110.00	22.00	132.00
224	Office Equipment	10/06/2024		Lloyds Treasurers PC	Card	Lanyards	We Print Gifts Ltd	S	56.84	11.37	68.21
227	Community Safety	11/06/2024		Lloyds Current Accou	BACS	Grit Bin Repair	M J Fletcher Property Main	X	58.00		58.00
229	Van Charging	11/06/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltr	S	15.89	3.18	19.07
230	Van Charging	11/06/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
228	Sundries	11/06/2024		Lloyds Current Accou	BACS	Graffiti Removal	Screwfix	S	31.65	6.33	37.98
235	Salaries	14/06/2024		Lloyds Current Accou	BACS	Temporary Staffing (Comm Wa	Meridian Business Support	S	685.98	137.20	823.18
238	Green Corridor	14/06/2024		Lloyds Current Accou	BACS	Water Rates	Water2Business	S	34.65	6.93	41.58
236	Promotion of Wellington	14/06/2024		Lloyds Current Accou	BACS	Editing (Richard Fox Film)	Somerset Film and	S	240.00	48.00	288.00
238	Overheads	14/06/2024		Lloyds Current Accou	BACS	Water Rates	Water2Business	S	99.32	8.31	107.63
231	Office Cleaning & Maintenance	14/06/2024		Lloyds Treasurers PC	Card	Milk, Toilet Roll etc.	Co-op	X	7.65		7.65
233	Town Centre Projects	14/06/2024		Lloyds Current Accou	BACS	Summer Plants - Town Centre	Riverside Plant Nurseries	S	117.90	23.58	141.48
234	Town Centre Projects	14/06/2024		Lloyds Current Accou	BACS	Cornhill Victorian Lantern	LS Fabrications	X	660.00		660.00
238	Responsive Maintenance	14/06/2024		Lloyds Current Accou	BACS	Water Rates	Water2Business	S	55.81	5.26	61.07
232	Tools	14/06/2024		Lloyds Current Accou	BACS	Battery Upgrade	Willis and Grabham	S	120.86	24.14	145.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
237	Sundries	14/06/2024		Lloyds Current Accou	BACS	Wire Brush (graffiti removal)	Screwfix	S	9.16	1.83	10.99
233	TC Planting	14/06/2024		Lloyds Current Accou	BACS	Summer Plants - Town Centre	Riverside Plant Nurseries	S	3,219.05	643.81	3,862.86
233	Park Planting & Security	14/06/2024		Lloyds Current Accou	BACS	Summer Plants - Town Centre	Riverside Plant Nurseries	S	5,505.10	1,101.02	6,606.12
243	Film Festival	17/06/2024		Lloyds Current Accou	BACS	Film Festival	Somerset Film and	S	8,000.00	1,600.00	9,600.00
239	Telephone & Broadband	17/06/2024		Lloyds Current Accou	Direct Debit	Telephone & Broadband	Chess	S	135.43	27.09	162.52
244	Allotments	17/06/2024		Lloyds Current Accou	BACS	Membership	National Allotment Society	S	55.00	11.00	66.00
240	Electricity	17/06/2024		Lloyds Current Accou	BACS	Electricity for Offices	EDF Energy	L	259.14	12.95	272.09
241	Van Charging	17/06/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.20		1.20
242	Clothing/PPE	17/06/2024		Lloyds Current Accou	BACS	OSM Clothing	Paramount Workwear	S	213.50	42.70	256.20
255	Salaries	19/06/2024		Lloyds Current Accou	BACS	Net Salaries	Various	X	14,929.01		14,929.01
256	Salaries	19/06/2024		Lloyds Current Accou	BACS	Deductions - June	HMRC	X	6,982.59		6,982.59
257	Salaries	19/06/2024		Lloyds Current Accou	BACS	Superann - June	Somerset County Council	X	5,819.79		5,819.79
262	Staff Travelling	19/06/2024		Lloyds Current Accou	BACS	Staff travel	D Hill	X	24.50		24.50
246	Councillors Allowance	19/06/2024		Lloyds Current Accou	BACS	Councillors Allowance	Councillor R Henley	X	280.00		280.00
245	Councillors Allowance	19/06/2024		Lloyds Current Accou	BACS	Councillors Allowance	Councillor A Govier	X	280.00		280.00
248	Councillors Allowance	19/06/2024		Lloyds Current Accou	BACS	Councillors Allowance	Councillor J Thorne	X	205.20		205.20
247	Councillors Allowance	19/06/2024		Lloyds Current Accou	BACS	Councillors Allowance	Councillor Mrs J Lloyd	X	720.50		720.50
250	Councillors Allowance	19/06/2024		Lloyds Current Accou	BACS	Councillors Allowance	Councillor C Booth	X	280.00		280.00
249	Councillors Allowance	19/06/2024		Lloyds Current Accou	BACS	Councillors Allowance	Councillor M Lithgow	X	280.00		280.00
252	Councillors Allowance	19/06/2024		Lloyds Current Accou	BACS	Councillors Allowance	Councillor K Wheatley	X	280.00		280.00
251	Councillors Allowance	19/06/2024		Lloyds Current Accou	BACS	Councillors Allowance	Councillor M McGuffie	X	280.00		280.00
254	Councillors Allowance	19/06/2024		Lloyds Current Accou	BACS	Councillors Allowance	Councillor K Canham	X	280.00		280.00
253	Councillors Allowance	19/06/2024		Lloyds Current Accou	BACS	Councillors Allowance	Councillor C Govier	X	350.00		350.00
265	Telephone System	19/06/2024		Lloyds Current Accou	Direct Debit	Telephone System	SW Comms	S	173.72	34.74	208.46
259	Sage Payroll & HR	19/06/2024		Lloyds Current Accou	Direct Debit	Payroll System	Sage	S	48.00	9.60	57.60
264	Summer Street Fair	19/06/2024		Lloyds Current Accou	BACS	Entertainment	The Liberty Sisters	X	600.00		600.00
263	Summer Street Fair	19/06/2024		Lloyds Current Accou	BACS	Stage Hire	Karats Ltd T/A Pro Sound &	S	710.00	142.00	852.00
261	Allotments	19/06/2024		Lloyds Current Accou	BACS	Allotment Rent & Deposit	Mr P J Finnegan	X	28.00		28.00
261	Allotment Deposits	19/06/2024		Lloyds Current Accou	BACS	Allotment Rent & Deposit	Mr P J Finnegan	X	50.00		50.00
258	Heritage	19/06/2024		Lloyds Current Accou		Card Transaction Fees	SumUp Payments Ltd	X	0.17		0.17
260	Van Charging	19/06/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltr	S	9.38	1.88	11.26
275	Misc Income	27/06/2024		Lloyds Current Accou	BACS	Error Correction	Farmhouse Pies and Pastie	X	183.00		183.00
266	Salaries	27/06/2024		Lloyds Current Accou	BACS	Temporary Staffing (Comm Wa	Meridian Business Support	S	685.98	137.20	823.18
287	Hospitality	27/06/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.65		1.65
289	Hire of Hall	27/06/2024		Lloyds Current Accou	BACS	Q1 Hall Hire	Wellington URC	X	455.00		455.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
288	Emptying Dog Bins	27/06/2024		Lloyds Current Accou	BACS	Waste Coll. , Grass Cut & Empt	Somerset Council	S	2,643.16	528.63	3,171.79
279	Green Corridor	27/06/2024		Lloyds Current Accou		signs	Somerset Sign & Print Co	S	98.00	19.60	117.60
279	Green Corridor	27/06/2024		Lloyds Current Accou		signs	Somerset Sign & Print Co	S	20.00	4.00	24.00
277	IT Support & Email Hosting	27/06/2024		Lloyds Current Accou	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
272	Summer Street Fair	27/06/2024		Lloyds Current Accou	BACS	First Aid	St John Ambulance	S	257.40	51.48	308.88
278	Summer Street Fair	27/06/2024		Lloyds Current Accou	BACS	D-Day Banner	Somerset Sign & Print Co	S	85.00	17.00	102.00
271	Deposits	27/06/2024		Lloyds Current Accou		Pop Up Shop	Diane Goring	X	89.39		89.39
269	Deposits	27/06/2024		Lloyds Current Accou		Pop Up Shop	Grand Western Greenway	X	91.84		91.84
291	Heritage	27/06/2024		Lloyds Current Accou	Direct Debit	Card Transaction Fees	SumUp Payments Ltd	X	0.25		0.25
288	Tone Play Area	27/06/2024		Lloyds Current Accou	BACS	Waste Coll. , Grass Cut & Empt	Somerset Council	S	512.72	102.54	615.26
280	Weavers Reach Play Area	27/06/2024		Lloyds Current Accou		Caps on Play equipment	Proludic The Play Hub	S	21.60	4.32	25.92
280	Weavers Reach Play Area	27/06/2024		Lloyds Current Accou		Caps on Play equipment	Proludic The Play Hub	S	18.00	3.60	21.60
280	Weavers Reach Play Area	27/06/2024		Lloyds Current Accou		Caps on Play equipment	Proludic The Play Hub	S	10.00	2.00	12.00
282	Weavers Reach Play Area	27/06/2024		Lloyds Treasurers PC	Card	Paint etc. (Weavers Reach)	H T Perry & Son	S	134.31	26.86	161.17
284	Weavers Reach Play Area	27/06/2024		Lloyds Treasurers PC	Card	Paint etc. (Weavers Reach)	H T Perry & Son	S	38.73	7.74	46.47
283	Weavers Reach Play Area	27/06/2024		Lloyds Treasurers PC	Card	Paint etc. (Weavers Reach)	H T Perry & Son	S	31.45	6.29	37.74
288	Weavers Reach Play Area	27/06/2024		Lloyds Current Accou	BACS	Waste Coll. , Grass Cut & Empt	Somerset Council	S	238.67	47.73	286.40
290	Electricity	27/06/2024		Lloyds Current Accou	Direct Debit	Electricity for Offices	Engie	L	240.06	12.00	252.06
279	Office Equipment	27/06/2024		Lloyds Current Accou		signs	Somerset Sign & Print Co	S	25.00	5.00	30.00
285	Office Equipment	27/06/2024		Lloyds Treasurers PC	Card	Hose	H T Perry & Son	S	22.48	4.50	26.98
268	Office Cleaning & Maintenance	27/06/2024		Lloyds Current Accou	BACS	Office Cleaning	AIS Cleaners	S	160.56	32.11	192.67
286	Responsive Maintenance	27/06/2024		Lloyds Treasurers PC	Card	Light Bulbs	H T Perry & Son	S	4.16	0.83	4.99
281	Responsive Maintenance	27/06/2024		Lloyds Current Accou	BACS	Roof Repairs	Aztec Roofing South West	X	195.00		195.00
292	Van Charging	27/06/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
273	Van Maintenance	27/06/2024		Lloyds Current Accou	BACS	Storage (Van Interior)	Screwfix	S	20.59	4.12	24.71
279	Van Maintenance	27/06/2024		Lloyds Current Accou		signs	Somerset Sign & Print Co	S	305.00	61.00	366.00
267	Tools	27/06/2024		Lloyds Current Accou	BACS	Tools	Tudor Environmental	S	37.90	7.58	45.48
267	Tools	27/06/2024		Lloyds Current Accou	BACS	Tools	Tudor Environmental	S	44.00	8.80	52.80
274	Tools	27/06/2024		Lloyds Current Accou	BACS	Sander & Paper	Screwfix	S	86.44	17.29	103.73
276	Sundries	27/06/2024		Lloyds Current Accou	BACS	Decorating Supplies	Screwfix	S	12.46	2.50	14.96
270	Sundries	27/06/2024		Lloyds Current Accou	BACS	Strimmer Line & Fuel	Willis and Grabham	S	36.67	7.33	44.00
303	Hospitality	01/07/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.65		1.65
300	Insurances	01/07/2024		Lloyds Current Accou	BACS	Insurance (additional equipmer	Zurich Insurance	X	141.21		141.21
297	Professional Fees	01/07/2024		Lloyds Current Accou	Standing Order	Health & Safety Advisor	WT Consultancy	S	125.00	25.00	150.00
293	Green Corridor	01/07/2024		Lloyds Current Accou	BACS	Bridge Inspection	Gown Engineers	S	1,650.00	330.00	1,980.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
301	Green Corridor	01/07/2024		Lloyds Current Accou		Fencing	M J Fletcher Property Main	X	3,601.66		3,601.66
295	Longforth Road Toilets	01/07/2024		Lloyds Current Accou	BACS	Rent (land adjacent to Toilets)	M J Tucker	X	1,000.00		1,000.00
296	Rent	01/07/2024		Lloyds Current Accou	Standing Order	Pop Up Shop Rent	H T Perry & Son	X	500.00		500.00
294	Town Centre Projects	01/07/2024		Lloyds Current Accou	BACS	Lantern Inspection	Gown Engineers	S	650.00	130.00	780.00
304	Weavers Reach Play Area	01/07/2024		Lloyds Current Accou	BACS	Gate repairs	GB Sport and Leisure	S	1,435.00	287.00	1,722.00
302	Weavers Reach Play Area	01/07/2024		Lloyds Treasurers PC	Card	Paint & Sundries	H T Perry & Son	S	19.98	3.99	23.97
299	Responsive Maintenance	01/07/2024		Lloyds Current Accou	Direct Debit	Waste Collections	Suez	S	4.81	0.96	5.77
298	Storage Unit Rental	01/07/2024		Lloyds Current Accou	Standing Order	Storage Unit	Wellington Self Storage	S	116.67	23.33	140.00
305	Staff Training	02/07/2024		Lloyds Current Accou	BACS	Brushcutter/Strimmer Training	Blake Training Ltd	S	170.00	34.00	204.00
								Total	72,426.07	6,399.22	78,825.29

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
56	Bank Interest	10/06/2024		Nationwide 0134355		Interest	Nationwide	X	762.58		762.58
58	Bank Interest	11/06/2024		Lloyds Deposit Accou		Interest	Lloyds Bank	X	1,237.27		1,237.27
57	Rent	11/06/2024		Lloyds Current Accou		Pop Up Shop	Crafting Friends	X	300.00		300.00
57	Deposits	11/06/2024		Lloyds Current Accou		Pop Up Shop	Crafting Friends	X	100.00		100.00
59	Heritage	14/06/2024		Lloyds Current Accou		Toneworks Tours Donation	Various	X	48.41		48.41
61	VAT Refund	17/06/2024		Lloyds Current Accou		VAT Refund	HMRC	R		8,335.15	8,335.15
60	Heritage	17/06/2024		Lloyds Current Accou		Toneworks Tours Donation	Eventbrite	X	19.52		19.52
66	Office Rent	19/06/2024		Lloyds Current Accou		Office Rent	Cash Access UK Ltd	X	700.00		700.00
66	Office Rent	19/06/2024		Lloyds Current Accou		Office Rent	Cash Access UK Ltd	X	700.00		700.00
62	Switch on Event	19/06/2024		Lloyds Current Accou		Stall Fee	The Nomadic Barista	X	70.00		70.00
63	Switch on Event	19/06/2024		Lloyds Current Accou		Stall Fee	The Cream of the Westcou	X	45.00		45.00
64	Switch on Event	19/06/2024		Lloyds Current Accou		Stall Fee	Tweety Heaven	X	45.00		45.00
65	Heritage	19/06/2024		Lloyds Current Accou		Toneworks Tours Donation	SumUp Payments Ltd	X	10.00		10.00
67	Misc Income	19/06/2024		Lloyds Current Accou		Error?	Farmhouse Pies and Pastie	X	183.00		183.00
68	Heritage	19/06/2024		Lloyds Current Accou		error duplicate line	Various	X			
69	Heritage	24/06/2024		Lloyds Current Accou		Toneworks Tours Donation	Various	X	15.00		15.00
72	Allotments	27/06/2024		Lloyds Current Accou		Allotment Deposit & Rent	Adrian Rose - Plot 86	X	14.00		14.00
71	Switch on Event	27/06/2024		Lloyds Current Accou		Stall Fee	Thai Style Thai Food	X	70.00		70.00
70	Stall Deposits	27/06/2024		Lloyds Current Accou		Stall Fee	Somerset Wildlife Trust	X	45.00		45.00
72	Allotment Deposits	27/06/2024		Lloyds Current Accou		Allotment Deposit & Rent	Adrian Rose - Plot 86	X	50.00		50.00
73	Heritage	27/06/2024		Lloyds Current Accou		Toneworks Tours Donation	Eventbrite	X	21.48		21.48
74	Heritage	27/06/2024		Lloyds Current Accou		Toneworks Tours Donation	Various	X	15.00		15.00
75	Rents - Various	02/07/2024		Lloyds Current Accou		Promotional Space	Eat Festival	X	50.00		50.00
76	Rent	02/07/2024		Lloyds Current Accou		Pop Up Shop	Fran Elliston & Une Lee	X	150.00		150.00
76	Deposits	02/07/2024		Lloyds Current Accou		Pop Up Shop	Fran Elliston & Une Lee	X	100.00		100.00
Total									4,751.26	8,335.15	13,086.41

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

Agenda item 5d

28-30 Fore Street

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00	2,100.00	1,850.00				1,850.00 (740%)
28	Electricity				6,000.00	747.09	5,252.91	5,252.91 (87%)
32	Office Equipment				2,000.00	129.50	1,870.50	1,870.50 (93%)
37	Office Cleaning & Maintenance		140.00	140.00	2,500.00	1,003.61	1,496.39	1,636.39 (65%)
143	Internal Office Re-Decoration				5,000.00	416.23	4,583.77	4,583.77 (91%)
156	Gas				3,000.00	447.68	2,552.32	2,552.32 (85%)
157	Business Rates				2,000.00	10,542.87	-8,542.87	-8,542.87 (-427%)
158	Responsive Maintenance				5,000.00	1,460.16	3,539.84	3,539.84 (70%)
159	IT Upgrades				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL		250.00	2,240.00	1,990.00	30,500.00	14,747.14	15,752.86	17,742.86 (93%)

Administration

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Photocopier				1,300.00	173.26	1,126.74	1,126.74 (86%)
34	Insurances				6,000.00	6,768.83	-768.83	-768.83 (-12%)
35	Stationery & Postage				1,000.00	322.45	677.55	677.55 (67%)
36	Audit Fees				2,505.00	395.00	2,110.00	2,110.00 (84%)
40	Hire of Hall				1,620.00	455.00	1,165.00	1,165.00 (71%)
54	Professional Fees				20,000.00	3,285.00	16,715.00	16,715.00 (83%)
SUB TOTAL					32,425.00	11,399.54	21,025.46	21,025.46 (86%)

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%)
SUB TOTAL					2,457.00		2,457.00	2,457.00 (100%)

Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Allotments	2,910.00	70.00	-2,840.00	2,910.00	471.58	2,438.42	-401.58 (-6%)
92	Longforth Allotment	3,000.00		-3,000.00	3,000.00	4,650.00	-1,650.00	-4,650.00 (-77%)
148	Allotment Deposits		250.00	250.00		50.00	-50.00	200.00 (N/A)
SUB TOTAL		5,910.00	320.00	-5,590.00	5,910.00	5,171.58	738.42	-4,851.58 (N/A)

Christmas

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Hire of Lights				10,000.00		10,000.00	10,000.00 (100%)
115	Lights Install				11,900.00		11,900.00	11,900.00 (100%)
116	Switch on Event	1,350.00	230.00	-1,120.00	10,000.00		10,000.00	8,880.00 (78%)

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		45.00	45.00				45.00 (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%)
SUB TOTAL	1,350.00	275.00	-1,075.00	37,900.00	37,900.00		36,825.00 (N/A)

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	518.00	1,482.00	1,482.00 (74%)
59	Promotion of Wellington				5,000.00	1,721.44	3,278.56	3,278.56 (65%)
60	Community Services & Priorities				5,000.00	120.84	4,879.16	4,879.16 (97%)
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	39.00	261.00	261.00 (87%)
153	Charity Fundraising							(N/A)
154	Community Warden Set Up							(N/A)
SUB TOTAL					17,300.00	2,356.52	14,943.48	14,943.48 (N/A)

Community Warden

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
161	Van Charging				1,560.00	144.55	1,415.45	1,415.45 (90%)
162	Van Maintenance				750.00	463.76	286.24	286.24 (38%)
163	Storage Unit Rental				1,500.00	466.68	1,033.32	1,033.32 (68%)
164	Tools				2,000.00	2,627.30	-627.30	-627.30 (-31%)
165	Equip. Maintenance				1,000.00	132.09	867.91	867.91 (86%)
166	Clothing/PPE				750.00	350.40	399.60	399.60 (53%)
167	Sundries				3,000.00	303.84	2,696.16	2,696.16 (89%)
SUB TOTAL					10,560.00	4,488.62	6,071.38	6,071.38 (90%)

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	3,235.70	2,014.30	2,014.30 (38%)
22	Members Training				250.00	20.00	230.00	230.00 (92%)
23	Members Travelling				150.00	53.10	96.90	96.90 (64%)
24	Hospitality				300.00	54.65	245.35	245.35 (81%)
89	Deputy Mayor's Expenses				200.00		200.00	200.00 (100%)
SUB TOTAL					6,700.50	3,363.45	3,337.05	3,337.05 (92%)

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				8,000.00	-8,000.00		-8,000.00	(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				2,842.50	-2,842.50		-2,842.50	(N/A)
SUB TOTAL				10,842.50	-10,842.50		-10,842.50	(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	2,643.16	9,956.84	9,956.84 (79%)
50	Provision of Benches & Litter/Dog				2,500.00		2,500.00	2,500.00 (100%)
51	Planning Administration							(N/A)
52	Environmental Improvements					63.50	-63.50	-63.50 (N/A)
113	Electricity for Street Light				850.00	310.41	539.59	539.59 (63%)
129	Additional Street Lighting							(N/A)
131	Green Corridor				30,000.00	5,414.75	24,585.25	24,585.25 (81%)
168	Cycle Route Cont.				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL					56,450.00	8,431.82	48,018.18	48,018.18 (N/A)

Grants

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00	3,420.00	11,580.00	11,580.00 (77%)
152	Green Grants							(N/A)
169	Service Level Agreements				47,305.00	36,740.00	10,565.00	10,565.00 (22%)
SUB TOTAL					62,305.00	40,160.00	22,145.00	22,145.00 (N/A)

Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	945,392.00	945,392.00					(0%)
2	Bank Interest	20,000.00	5,265.59	-14,734.41				-14,734.41 (-73%)
3	Parish Grants							(N/A)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00	50.00	-950.00				-950.00 (-95%)
180	Misc Income		183.00	183.00		-1,307.00	1,307.00	1,490.00 (N/A)
SUB TOTAL		966,392.00	950,890.59	-15,501.41		-1,307.00	1,307.00	-14,194.41 (N/A)

IT, Website & Internet

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend

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

29 Telephone & Broadband	3,500.00	510.86	2,989.14	2,989.14 (85%)
30 IT Equipment	1,200.00	61.66	1,138.34	1,138.34 (94%)
31 IT Support & Email Hosting	4,250.00	1,360.00	2,890.00	2,890.00 (68%)
94 IT for New Staff	1,500.00	808.99	691.01	691.01 (46%)
101 Telephone System	2,400.00	789.19	1,610.81	1,610.81 (67%)
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	291.40	1,538.60	1,538.60 (84%)
132 Councillor Tablets	850.00		850.00	850.00 (100%)
144 Inspection Applications	2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL	23,440.00	4,047.70	19,392.30	19,392.30 (N/A)

Play Areas

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Tone Play Area				5,000.00	512.72	4,487.28	4,487.28 (89%)
145	Weavers Reach Play Area				5,000.00	2,026.22	2,973.78	2,973.78 (59%)
146	Annual Play Inspections				500.00		500.00	500.00 (100%)
SUB TOTAL					10,500.00	2,538.94	7,961.06	7,961.06 (89%)

Pop Up Shop

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	4,500.00	900.00	-3,600.00	6,000.00	2,000.00	4,000.00	400.00 (3%)
118	Overheads				3,500.00	1,400.50	2,099.50	2,099.50 (59%)
119	Repairs				1,500.00		1,500.00	1,500.00 (100%)
149	Deposits		1,100.00	1,100.00		541.07	-541.07	558.93 (N/A)
SUB TOTAL		4,500.00	2,000.00	-2,500.00	11,000.00	3,941.57	7,058.43	4,558.43 (N/A)

Staff Costs & Expenses

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				481,255.00	80,679.82	400,575.18	400,575.18 (83%)
17	Staff Training				2,000.00	213.37	1,786.63	1,786.63 (89%)
18	Staff Travelling				200.00	94.85	105.15	105.15 (52%)
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)
SUB TOTAL		30,000.00	30,053.00	53.00	486,455.00	80,988.04	405,466.96	405,519.96 (N/A)

Town Centre

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				11,000.00	1,097.01	9,902.99	9,902.99 (90%)
133	Longforth Rd Toilet Refurb				10,000.00	52,669.20	-42,669.20	-42,669.20 (-426%)
134	Kings Arms				18,000.00		18,000.00	18,000.00 (100%)

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

135 Town Centre Projects				20,000.00	2,711.80	17,288.20	17,288.20 (86%)
138 Carnival				1,000.00		1,000.00	1,000.00 (100%)
140 Summer Street Fair	2,000.00	2,160.00	160.00	7,000.00	9,755.65	-2,755.65	-2,595.65 (-28%)
141 Street Fair Refundable Deposits		540.00	540.00				540.00 (N/A)
147 Remembrance & AFD				1,000.00	45.00	955.00	955.00 (95%)
170 Heritage		413.89	413.89	5,400.00	0.59	5,399.41	5,813.30 (107%)
171 Clocks				500.00		500.00	500.00 (100%)
179 Annual Fireworks				2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL	2,000.00	3,113.89	1,113.89	75,900.00	66,279.25	9,620.75	10,734.64 (N/A)

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	8,659.30	6,340.70	6,340.70 (42%)
175	Park Planting & Security				25,000.00	5,505.10	19,494.90	19,494.90 (77%)
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%)
SUB TOTAL					106,500.00	14,164.40	92,335.60	92,335.60 (77%)

Restated (N/A)

NET TOTAL	1,010,402.00	988,892.48	-21,509.52	976,302.50	271,614.07	704,688.43	683,178.91 (34%)
V.A.T.		17,426.64			23,422.34		
GROSS TOTAL		1,006,319.12			295,036.41		

WELLINGTON TOWN COUNCIL
POLICY AND FINANCE COMMITTEE

8 JULY 2024

ACCESS TO THE PLAYING FIELD ON MATCH DAYS

1. INTRODUCTION

1.1 The purpose of this paper is to seek councillors' views to feedback to Somerset Council on a request from Wellington AFC that the permissive footpath that runs through the Playing Field from North Street Car park to the Courtland Road Car park and the access from Court Drive are closed to the public for the duration of matches.

2. BACKGROUND

2.1 Wellington AFC currently play at Level 5 in the Western League.

2.2 Each year the club is subject to a visit under the Stadium Accreditation Programme to ensure that its facilities are suitable for the level of football it is competing at. This year's review has identified a number of issues all of which have to be met by March 2025 which the club is dealing with .

2.3 However one requirement they now have to meet is that the ground needs to be classed as 'a closed ground' to satisfy matchday requirements. Having the footpath running through the Playing Field and open access at Court Drive means that that condition cannot be met.

2.4 The implications of this condition not being met is that the club may no longer be able to compete at its current level and also that it will not be able to access funding from the Premier League Stadium Fund for other work that is required to enable it to meet the standards required. For example, it has recently applied for funding for new LED floodlights, which will address the clashes with the cricket club season and make the lighting more efficient.

2.5 It has always been a requirement of the ground grading policy that clubs need to play on "a closed ground". What has changed is that in previous years the ground grading assessment was carried out by the League in which the club participates (The Western League) on behalf of the FA, but from this season onwards the assessments are being completed by the FA themselves.

2.6 In previous seasons the League were happy to accept that the footpath would remain open throughout the duration of a match provided that the Club gave an assurance that anyone wishing to walk through would be escorted from one entrance to another by a member of Club.

2.7 However, the FA has indicated that this will no longer be acceptable and that to meet the grading criteria the Club must demonstrate its ability to be able to restrict access to the Playing Field from North Street Car Park, Courtland Road and Court Drive from 1:30pm to 5:30pm for 3:00pm kick offs and from 6:00pm to dusk (when the gates would ordinarily be locked anyway) for 7:45pm kick offs . The restriction would only apply to

people wishing to walk through the Playing Field. The FA are happy for access to be allowed to the Tennis Club and the Changing Rooms and Cricket Pavilion.

2.8 The Club has made a request to Somerset Council, which owns the Playing Field, that the footpath be closed to the public on First Team matchdays from 1.30pm until 5.30pm on Saturdays and from 6pm until dusk for scheduled First Team evening games to make the Club fully compliant. They have said they would display permanent appropriate signage and notice of forthcoming games. This approach was previously applied during the COVID period to allow for social distancing. It may also be necessary that the entrance at Court Drive be closed on the same basis.

2.9 Given that in April 2025 responsibility for the Playing Field and other open spaces in the town will be transferred to the Town Council, Somerset Council has asked for the Council's views on the request and specifically whether it would support the proposal.

2.10 If agreed the revised arrangements would come in to effect at the beginning of the 2024/5 season.

3. Consideration

3.1 The Committee is asked to consider whether it would recommend to the Town Council that it supports the request from Wellington AFC to Somerset Council that the permissive footpath between Noth Street Car Park and Courtland Road be closed to the public on First Team matchdays from 1.30pm until 5.30pm on Saturdays and from 6pm until dusk for scheduled First Team evening games and that access from Court Drive be closed on the same basis to make the Club fully compliant with the standards required for the level it is playing at, with appropriate advance warning notices and signage.

Dave Farrow
Town Clerk
July 2024

Alice Kendall

From: SHIRLEY EVETT
Sent: 16 June 2024 19:58
To: Alice Kendall
Subject: Wellington Carnival Toilets

Follow Up Flag: FollowUp
Flag Status: Completed

Hi Alice

We are just dealing with the Toilet Hire for this years carnival and are assuming that Longforth Toilets will not be rebuilt by September 28th (Carnival day)

if we are correct we feel and I am sure you agree toilets will need to hired in for that night

we are planning to have two toilets in Rockwell Green where the Procession Lines up
one toilet at Coxes corner where the carnival carts break down for transporting home
and three toilets plus a disabled toilet at Longforth Road

the cost of these toilets is £790 + vat

Breakdown of this is, £65 plus vat per toilet

Disabled Toilet £120 + vat

Transportation £140 + vat each way

at this moment in time i have not got a quote on headed paper this is a messaged quotation but have asked for one as soon as possible

as you can see the majority of our expenses are down to the lack of toilets at Longforth and I was just wondering if the council would be able to see their way to covering the cost of our toilet hire or at least part of it

any further questions do not hesitate to contact me

regards

Andy Thorne

Wellington carnival

07555 117249

Council Use				Organisation		Funding				Financial Position			
App. No	Date Received	Quarter	Meeting	Name	Other Names	Project Cost	Other Funding	Own Money Used	Grant Request	Last YE	Inc	Expenditure	P/L
06	19/06/2024	2	July	Wellington Warm place	Wellington Baptist Church	£ 3,000.00	N	£ 600.00	£ 2,400.00	31/12/2023	£ 144,690.00	£ 139,189.00	£ 5,501.00
07	19/06/2024	2	July	Somerset Youth Theatre		£ 8,863.00	Y	£ 1,800.00	£ 1,000.00	31/01/2023	£ 83,854.00	£ 83,477.00	£ 377.00

Service Level Agreements Summary

App. No	Organisation Name	Start Date	24-25 Funding			Payment Due
			Length (Y)	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	

Organisation Type
Community Group, Club or Society
Company limited by guarantee
Registered Charity
Other