

**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

**84 APOLOGIES**

All Committee members were present.

**85 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.

**86 PUBLIC PARTICIPATION**

No members of the public wished to speak.

**87 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.

**88 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 and 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 and 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 and approve the budget report.

**89 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 26<sup>th</sup> June.

**90 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 4<sup>th</sup> 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.

**91 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.

**92 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.

**93 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.

**94 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.

**95 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).

**96 UPDATE ON IVY HOUSE AND THE OLD VICARAGE**  
Due to a non-disclosure agreement being in place, this minute is confidential at the time of writing.

There being no further business the meeting closed at 7.30 pm

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