

**MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY AND FINANCE COMMITTEE
MEETING HELD AT UNITED REFORMED CHURCH HALL ON MONDAY 9 JUNE 2025 AT
6.00PM**

PRESENT: Councillor J Lloyd (Vice-Chair),
Councillors C Booth, J Cole, A Govier, C Penk, S Pringle-Kosikowsky, J
Thorne and K Wheatley

IN ATTENDANCE: Alice Kendall – Finance Manager
David Farrow – Chief Executive
Councillor S Mercer
One member of the press

Due to the previous meeting finishing late, the meeting began at 6.40pm.

58 APOLOGIES

Apologies were received from M Lithgow.

59 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.

60 PUBLIC PARTICIPATION

No members of the public were present.

61 MINUTES

RESOLVED to approve and sign the minutes of the Policy and Finance Committee held on 14 May 2025.

62 ACCOUNTING STATEMENTS

a. TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 3 JUNE 2025

RESOLVED to approve the bank reconciliation.

b. TO NOTE AND APPROVE EXPENDITURE FOR 9 MAY - 3 JUNE 2025

RESOLVED to note and approve the expenditure.

c. TO NOTE AND APPROVE INCOME RECEIVED FOR 9 MAY - 3 JUNE 2025

RESOLVED to note and approve the income.

**d. TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET
FOR THE 2025-26 YEAR AS AT 3 JUNE 2025 (attached)**

RESOLVED to note and approve the budget report.

63 REVIEW OF ACCOUNTS AND BALANCES

The Finance Manager circulated a paper with the agenda, and it was **RESOLVED**:

- a. That the Council open a new 95 day account with Redwood Bank,
- b. That the cash balances be apportioned as set out in the paper, and
- c. That the Finance Manager be given authority to update the signatories on all savings accounts to include the Mayor and Vice Chairman of the Council.

64 24-25 GRANT FEEDBACK

The feedback provided was circulated with the agenda and was duly noted. It was noted that there could be some improvement on how organisations acknowledge the Council's contribution. Going forward the Finance Manager will add a reminder to the grant award template and make sure logos etc. are forwarded at the same time. Councillors asked that organisations make sure to save any press and media acknowledgements to the Council and give copies at the next feedback round.

65 TOWN BUS WORKING GROUP

After some discussion, it was **RESOLVED** to approve the terms of reference as presented noting that there will no lead officer appointed at this time and that Membership be set as Councillors S Fox, M Lithgow and S Mercer.

66 STANDING SUB-COMMITTEE AND WORKING GROUP REVIEW

RESOLVED to adopt the Terms of Reference and set the membership as presented for the following:

- a. **HR Sub-Committee** – Councillors C Govier-Wiggins, M Lithgow and S Pringle-Kosikowsky.
- b. **External Funding Working Group** – Councillors J Cole, M Lithgow and S Pringle-Kosikowsky.
- c. **Audit Working Group** – Councillors J Cole, McGuffie and J Thorne.

67 TOWN GROWTH

The Chief Executive circulated a working paper detailing some of the issues faced given the expected growth of the town. After some discussion, it was **RESOLVED** to recommend to Full Council that a Project Manager be employed for 12 months to bring together the work required including a budget to be made available for any professional fees that may be required to employ experts on the various matters involved. The Chief Executive and Finance Manager to review available budgets.

68 PLANNING MATTERS

a. Government Consultation on the Reform of Planning Committees

Councillors considered information recently published and expressed their disappointment that there was no mention of the role of Town and Parish Councils in the planning process. It was **agreed** to take a view that Town and Parish Councils should be statutory consultees and that the Chief Executive engage with the local MP who has expertise in Planning.

b. Town Council Planning Committee

It was **RESOLVED** to recommend to Full Council that the Planning Committee be disbanded with the following outcomes:

- All planning applications received for comment will be circulated to all councillors for comment.

- A system is established through which councillors can request that planning applications be considered by Full Council.
- Significant planning proposals (e.g. multiple residences, supermarkets) should be considered by Full Council as a matter of course and that a lead Councillor be appointed (Councillor J Lloyd) to work with the Chief Executive and/or the Finance Manager to manage the process.
- A draft process/policy to be drawn up for consideration at the next Full Council meeting.

c. Planning Enforcement in Somerset

Councillors considered and noted correspondence from the Leader of the Conservative Opposition on Somerset Council.

69 BOUNDARY COMMISSION DRAFT RECOMMENDATIONS

The draft recommendations were circulated with the agenda. It was agreed that the suggestion for Wellington East & West seemed sensible, however concerns were raised over Rockwell Green and Tonedale being included in a larger division with other rural villages/parishes. Councillors asked that more data be provided for the basis on which the proposals were made. It was noted that the projected population figures seem inaccurate based on the knowledge of the number of planned developments in the town. The Chief Executive will collate a response for approval at Full Council.

70 NALC SUPER COUNCIL NETWORK REPRESENTATION

A paper was circulated at it was **agreed** that the Chief Executive continue to attend and report back as required.

There being no further business the meeting closed at 8.25 pm

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Wellington Town Council

Prepared by: Alice Kendall - Finance Manager

Name and Role (Clerk/RFO etc)

Date: 08/07/2024

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 07/07/2025 Cash in Hand 01/04/2025 ADD Receipts 01/04/2025 - 07/07/2025 SUBTRACT Payments 01/04/2025 - 07/07/2025		810,167.47 1,331,156.21 2,141,323.68 399,494.00
A	Cash in Hand 07/07/2025 (per Cash Book)		1,741,829.68
	Cash in hand per Bank Statements Petty Cash 07/07/2025 0.00 Lloyds Current Account 2195145 07/07/2025 9,733.61 Lloyds Deposit Account 07788306 07/07/2025 1,022,319.60 Lloyds Treasurers PC 87331468 07/07/2025 226.97 The Cambridge Building Society Cl 07/07/2025 210,480.03 Cambridge & Counties 15020773 07/07/2025 281,101.62 Nationwide 01343556 07/07/2025 221,433.50 Less unrepresented payments Plus unrepresented receipts		 1,745,295.33 3,300.42 1,741,994.91 -165.23
B	Adjusted Bank Balance		1,741,829.68
	A = B Checks out OK		

Wellington Town Council

8 July 2025 (2025 - 2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
257	Kings Arms CIL	05/06/2025		Lloyds Current Accol	BACS	Carpentry and Painting	M J Fletcher Property Main	X	920.22		920.22
260	IT Equipment	05/06/2025		Lloyds Current Accol	DD	Desk Phone & Licence for new	SW Comms	S	534.82	106.96	641.78
260	Telephone System	05/06/2025		Lloyds Current Accol	DD	Desk Phone & Licence for new	SW Comms	S	154.70	30.94	185.64
256	Promotion of Wellington	05/06/2025		Lloyds Current Accol	BACS	Comic Class Sponsorship	Wellington Carnival Commi	X	400.00		400.00
258	Longforth Rd Toilet Refurb	05/06/2025		Lloyds Current Accol	BACS	Professional Fees	Ravenslade	S	475.00	95.00	570.00
261	Fuel & Consumables	05/06/2025		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	2.00		2.00
259	Fuel & Consumables	05/06/2025		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltr	S	14.56	2.91	17.47
264	Office Equipment	06/06/2025		Lloyds Treasurers PC	Card	Office Chairs	The Office Crowd	S	375.00	75.00	450.00
262	Broadband	06/06/2025		Lloyds Treasurers PC	Card	Depot Broadband	BT	S	40.15	8.03	48.18
263	Fuel & Consumables	06/06/2025		Lloyds Current Accol	DD	Fuel	Allstar	S	112.43	22.49	134.92
274	Staff Travelling	09/06/2025		Lloyds Current Accol	BACS	Staff travel	L Batcha	X	22.50		22.50
270	Professional Fees	09/06/2025		Lloyds Current Accol	BACS	Annual Membership	Grants Online	S	125.00	25.00	150.00
267	Electricity for Street Light	09/06/2025		Lloyds Current Accol	DD	electricity for Street Light	Ecotricity	L	6.84	0.34	7.18
271	SALC	09/06/2025		Lloyds Current Accol	BACS	Annual Membership	SALC	X	2,693.67		2,693.67
269	Basins	09/06/2025		Lloyds Current Accol	BACS	Annual Membership	National Allotment Society	S	70.00	14.00	84.00
273	Telephone System	09/06/2025		Lloyds Current Accol	DD	Telephone System	SW Comms	S	145.22	29.04	174.26
272	Sage Payroll & HR	09/06/2025		Lloyds Treasurers PC	Card	HR System	Sage HR	S	108.10	21.62	129.72
266	IT	09/06/2025		Lloyds Current Accol	BACS	Annual Sub (Fob System)	Came UK Ltd	S	292.50	58.50	351.00
265	OS Responsive Maintenance	09/06/2025		Lloyds Treasurers PC	Card	Locks for bins	Earth Anchors	S	29.95	5.99	35.94
268	OS Responsive Maintenance	09/06/2025		Lloyds Current Accol	DD	Waste Removal	Biffa	S	93.47	18.69	112.16
280	Hospitality	10/06/2025		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.75		1.75
276	Kings Arms CIL	10/06/2025		Lloyds Current Accol	BACS	Materials	Screwfix	S	24.47	4.89	29.36
279	Responsive Maintenance	10/06/2025		Lloyds Treasurers PC	Card	Key Cutting	H T Perry & Son	S	17.83	3.56	21.39
275	Sundries	10/06/2025		Lloyds Current Accol	BACS	Sundries	Screwfix	S	19.98	4.00	23.98
278	Sundries	10/06/2025		Lloyds Treasurers PC	Card	Sundries	Willowbrook Nursery	S	11.64	2.33	13.97
277	Tool Hire	10/06/2025		Lloyds Current Accol	BACS	Tool Hire & Concrete	Buildbase	S	76.81	15.36	92.17
277	Wellington Park	10/06/2025		Lloyds Current Accol	BACS	Tool Hire & Concrete	Buildbase	S	97.68	19.54	117.22
283	Staff Travelling	11/06/2025		Lloyds Treasurers PC	Card	Parking	PayByPhone	X	3.20		3.20
290	Stationery & Postage	11/06/2025		Lloyds Treasurers PC	Card	Toners	Cartridge People	S	300.50	60.10	360.60
287	IT Support & Email Hosting	11/06/2025		Lloyds Current Accol	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
282	Responsive Maintenance	11/06/2025		Lloyds Current Accol	BACS	Light Bulbs & Sundries	H T Perry & Son	S	26.72	5.35	32.07
286	Planned	11/06/2025		Lloyds Current Accol	BACS	Roof Repairs	M J Fletcher Property Main	X	2,600.00		2,600.00
289	Fuel & Consumables	11/06/2025		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
285	OS Responsive Maintenance	11/06/2025		Lloyds Current Accol	BACS	Perennials	Riverside Plant Nurseries	S	770.00	154.00	924.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
281	Servicing	11/06/2025		Lloyds Treasurers PC	Card	Number Plate	South Street Motors	S	13.32	2.66	15.98
284	Servicing	11/06/2025		Lloyds Current Accol	BACS	Repairs & Tool Hire	Willis and Grabham	S	228.94	45.79	274.73
284	Tool Hire	11/06/2025		Lloyds Current Accol	BACS	Repairs & Tool Hire	Willis and Grabham	S	130.00	26.00	156.00
288	Signage	11/06/2025		Lloyds Current Accol	BACS	Replacement Sign	Somerset Sign & Print Co	S	116.00	23.20	139.20
293	Kings Arms CIL	12/06/2025		Lloyds Current Accol	BACS	Plaster	CRS Building Supplies Ltd	S	43.90	8.78	52.68
291	Fuel & Consumables	12/06/2025		Lloyds Current Accol	DD	Fuel	Allstar	S	44.01	8.81	52.82
292	Servicing	12/06/2025		Lloyds Treasurers PC	Card	Repairs	Willis and Grabham	S	15.42	3.08	18.50
295	Electricity	13/06/2025		Lloyds Current Accol	DD	Electricity for Offices	Engie	L	193.61	9.68	203.29
294	Sundries	13/06/2025		Lloyds Current Accol	BACS	Toilet Roll	SpotOn Supplies	S	57.80	11.56	69.36
303	Staff Travelling	16/06/2025		Lloyds Current Accol	Card	Staff travel	K Enfield	X	9.10		9.10
375	Staff Travelling	16/06/2025		Lloyds Treasurers PC	Card	Travel	Trainline	X	198.38		198.38
308	Hospitality	16/06/2025		Lloyds Treasurers PC	Card	Milk	Co-op	E	0.85		0.85
309	Hospitality	16/06/2025		Lloyds Treasurers PC	Card	Milk	Co-op	E	1.20		1.20
300	Hospitality	16/06/2025		Lloyds Treasurers PC	Card	Milk	one stop	X	1.35		1.35
301	Hospitality	16/06/2025		Lloyds Treasurers PC	Card	Refreshments	Co-op	E	7.50		7.50
312	Youth Services	16/06/2025		Lloyds Current Accol	BACS	error duplicate line	Various	Z			
310	Kings Arms	16/06/2025		Lloyds Current Accol	BACS	Booking System	Scribe (Starboard Systems	S	529.50	105.90	635.40
311	Sage Payroll & HR	16/06/2025		Lloyds Current Accol	DD	Payroll System	Sage	S	99.00	19.80	118.80
307	Office Cleaning & Maintenance	16/06/2025		Lloyds Treasurers PC	Card	Cleaning Supplies	Buy & Save	E	1.69		1.69
296	Basins	16/06/2025		Lloyds Current Accol	DD	Waste Removal	Biffa	S	32.64	6.53	39.17
304	Responsive Maintenance	16/06/2025		Lloyds Current Accol	BACS	Various Jobs	M J Fletcher Property Main	X	780.00		780.00
297	Planned	16/06/2025		Lloyds Current Accol	BACS	Heating & Plumbing - 28 -30 F	MBH Industrial Services Ltd	S	278.40	55.68	334.08
297	Planned	16/06/2025		Lloyds Current Accol	BACS	Heating & Plumbing - 28 -30 F	MBH Industrial Services Ltd	S	180.00	36.00	216.00
298	VE Day 80th An	16/06/2025		Lloyds Current Accol	BACS	Tower Light Hire	Blackdown Group	S	540.00	108.00	648.00
299	IT	16/06/2025		Lloyds Current Accol	BACS	Key Fob System	Came UK Ltd	S	348.00	69.60	417.60
304	OS Responsive Maintenance	16/06/2025		Lloyds Current Accol	BACS	Various Jobs	M J Fletcher Property Main	X	300.00		300.00
302	Sundries	16/06/2025		Lloyds Treasurers PC	Card	Sundries	Willis and Grabham	S	18.75	3.75	22.50
305	Sundries	16/06/2025		Lloyds Current Accol	BACS	Sundries	Screwfix	S	17.48	3.50	20.98
306	Sundries	16/06/2025		Lloyds Current Accol	BACS	Sundries	Screwfix	S	14.13	2.83	16.96
313	Depot Costs (5 Months)	16/06/2025		Lloyds Current Accol	SO	Depot Rent	Indigenous Lettings	S	1,191.15	238.23	1,429.38
314	Plants	16/06/2025		Lloyds Current Accol	BACS	error duplicate line	Various	S			
315	Plants	16/06/2025		Lloyds Current Accol	DD	basket and bedding plants 202	Riverside Plant Nurseries	S	8,967.80	1,793.56	10,761.36
310	Software	16/06/2025		Lloyds Current Accol	BACS	Booking System	Scribe (Starboard Systems	S	529.50	105.90	635.40
316	Watering	16/06/2025		Lloyds Current Accol	BACS	Watering Wellington 2025	Exe Valley Maintenance Se	S	5,361.00	1,072.20	6,433.20
374	Bank Interest	17/06/2025		Lloyds Treasurers PC	DD	Account Fee	Lloyds Bank	X	8.50		8.50

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
318	Salaries	17/06/2025		Lloyds Current Accou	BACS	Net Salaries	Various	X	31,764.23		31,764.23
319	Salaries	17/06/2025		Lloyds Current Accou	BACS	Deductions - June	HMRC	X	11,890.77		11,890.77
320	Salaries	17/06/2025		Lloyds Current Accou	BACS	Superann - June	Somerset County Council	X	11,774.65		11,774.65
329	Members Travelling	17/06/2025		Lloyds Treasurers PC	Card	Councillor Travel	Trainline	X	203.64		203.64
324	Hospitality	17/06/2025		Lloyds Treasurers PC	Card	Tea Bags	Amazon	S	25.59	5.12	30.71
326	Community Development & Su	17/06/2025		Lloyds Current Accou	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
317	Telephone & Broadband	17/06/2025		Lloyds Current Accou	DD	Telephone & Broadband	Chess	S	145.45	29.09	174.54
321	Telephone System	17/06/2025		Lloyds Current Accou	DD	Telephone System	SW Comms	S	178.85	35.77	214.62
328	Office Cleaning & Maintenance	17/06/2025		Lloyds Current Accou	BACS	Cleaning	AIS Cleaners	S	382.40	76.48	458.88
325	Longforth Rd Toilet Refurb	17/06/2025		Lloyds Current Accou	BACS	Rent (land adjacent to Toilets)	M J Tucker	X	745.28		745.28
322	Allotment Deposits	17/06/2025		Lloyds Current Accou	BACS	Allotment Refund	Alexandra Larcombe - Plot	X	50.00		50.00
327	Wellington Park	17/06/2025		Lloyds Current Accou	BACS	Bensham Bins Quote Q9650	Earth Anchors	S	1,844.00	368.80	2,212.80
328	Cleaning	17/06/2025		Lloyds Current Accou	BACS	Cleaning	AIS Cleaners	S	1,200.00	240.00	1,440.00
323	Sundries	17/06/2025		Lloyds Current Accou	BACS	Toilet Paper	SpotOn Supplies	S	28.76	5.75	34.51
330	Hospitality	18/06/2025		Lloyds Treasurers PC	Card	Tea Bags	Co-op	E	2.45		2.45
333	Professional Fees	18/06/2025		Lloyds Current Accou	BACS	Cornhill Victorian Lantern	Croft Surveyors	S	450.00	90.00	540.00
332	Kings Arms CIL	18/06/2025		Lloyds Current Accou	BACS	Mike Fletcher & Plasterer	M J Fletcher Property Main	E	800.00		800.00
331	Town Centre Projects	18/06/2025		Lloyds Current Accou	BACS	Plants for Living Wall	Riverside Plant Nurseries	S	241.00	48.20	289.20
334	Hospitality	23/06/2025		Lloyds Treasurers PC	Card	Tea & Milk	Co-op	E	3.10		3.10
369	Bank Interest	24/06/2025		Lloyds Current Accou	DD	Account Fee	Lloyds Bank	X	8.50		8.50
337	Kings Arms CIL	24/06/2025		Lloyds Treasurers PC	Card	Kitchen Equipment	H2 Catering Equipment	S	4,967.00	993.40	5,960.40
340	Kings Arms CIL	24/06/2025		Lloyds Current Accou	BACS	Furniture	Taunton Office Furniture Si	X	1,110.00		1,110.00
335	Basins	24/06/2025		Lloyds Current Accou	DD	Waste Removal	Biffa	S	31.20	6.24	37.44
339	OS Responsive Maintenance	24/06/2025		Lloyds Current Accou	BACS	Padlocks	TLS Security Systems	S	147.78	29.56	177.34
336	Vehicle Sundries	24/06/2025		Lloyds Current Accou	BACS	New Signage	Somerset Sign & Print Co	S	36.90	7.38	44.28
338	Pavilion Utilities	24/06/2025		Lloyds Current Accou	BACS	Gas Bill (Dobree Park)	TotalEnergies	L	212.40	10.63	223.03
336	Signage	24/06/2025		Lloyds Current Accou	BACS	New Signage	Somerset Sign & Print Co	S	116.67	23.33	140.00
346	Gas	25/06/2025		Lloyds Current Accou	DD	Gas Bill	British Gas	L	89.70	4.48	94.18
347	Electric	25/06/2025		Lloyds Current Accou	DD	Electricity for Depot	British Gas	L	56.49	2.82	59.31
342	Clothing & PPE	25/06/2025		Lloyds Current Accou	BACS	uniform	Shirt Attack	S	95.98	19.20	115.18
343	Clothing & PPE	25/06/2025		Lloyds Treasurers PC	Card	Tools & Sundries	Screwfix	S	19.98	4.00	23.98
344	Fuel & Consumables	25/06/2025		Lloyds Current Accou	DD	Fuel	Allstar	S	294.50	58.90	353.40
370	Mower Leases	25/06/2025		Lloyds Current Accou	DD	Mower Lease	BNP Paribas Leasing Soluti	S	501.49	100.30	601.79
341	OS Responsive Maintenance	25/06/2025		Lloyds Current Accou	BACS	Mulch for planters	Weetree Wholesale Nurseri	S	107.40	21.48	128.88

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
345	Tool Hire	25/06/2025		Lloyds Current Accou	BACS	Tools	Willis and Grabham	S	625.00	125.00	750.00
343	Tool Hire	25/06/2025		Lloyds Treasurers PC	Card	Tools & Sundries	Screwfix	S	25.47	5.10	30.57
348	Staff Travelling	26/06/2025		Lloyds Current Accou	BACS	Travel & Trophies	R HUNT	X	7.80		7.80
349	Stationery & Postage	26/06/2025		Lloyds Current Accou	BACS	Stationery	Viking	S	145.39	12.08	157.47
350	Kings Arms CIL	26/06/2025		Lloyds Treasurers PC	Card	timber & boards	Brookridge Timber	S	368.62	73.73	442.35
348	Community Development & Su	26/06/2025		Lloyds Current Accou	BACS	Travel & Trophies	R HUNT	X	25.00		25.00
353	Sundries	26/06/2025		Lloyds Treasurers PC	Card	Tools & Sundries	Screwfix	S	4.91	0.98	5.89
351	Signage	26/06/2025		Lloyds Current Accou	BACS	PLAYING FIELD Signs	Somerset Sign & Print Co	S	69.00	13.80	82.80
352	Signage	26/06/2025		Lloyds Current Accou	BACS	New signs	Somerset Sign & Print Co	S	55.50	11.10	66.60
354	Kings Arms CIL	30/06/2025		Lloyds Current Accou	BACS	Gas Disconnection	Wales & West Utilities	S	977.00	195.40	1,172.40
371	Responsive Maintenance	30/06/2025		Lloyds Current Accou	DD	Waste Collections	Suez	S	24.35	4.87	29.22
355	Pavilion Utilities	30/06/2025		Lloyds Current Accou	BACS	Electricity (Rec Pavilion)	EDF Energy	L	280.00	14.00	294.00
365	Hospitality	01/07/2025		Lloyds Treasurers PC	Card	Coffee	Co-op	E	7.95		7.95
366	Hospitality	01/07/2025		Lloyds Treasurers PC	Card	Milk	Co-op	E	1.75		1.75
367	Hospitality	01/07/2025		Lloyds Treasurers PC	Card	Milk	Co-op	E	0.85		0.85
361	Professional Fees	01/07/2025		Lloyds Current Accou	Standing Order	Health & Safety Advisor	WT Consultancy	S	125.00	25.00	150.00
358	Kings Arms CIL	01/07/2025		Lloyds Current Accou	BACS	Network Cabling	MTMIT	S	3,150.00	630.00	3,780.00
372	Capital Projects	01/07/2025		Lloyds Current Accou	BACS	Repairs	Somerset Council	S	4,500.00	900.00	5,400.00
357	Green Corridor	01/07/2025		Lloyds Current Accou	BACS	Green Corridors	JPJ Logs	S	1,850.00	370.00	2,220.00
362	Longforth Rd Toilet Refurb	01/07/2025		Lloyds Current Accou	BACS	Professional Fees	Ravenslade	S	3,643.25	728.65	4,371.90
363	Longforth Rd Toilet Refurb	01/07/2025		Lloyds Current Accou	BACS	Initial Work for Toilet Refurb	Ravenslade	S	166.25	33.25	199.50
359	Clocks	01/07/2025		Lloyds Current Accou	DD	Clock Electric	British Gas	L	16.97	0.84	17.81
360	Planned	01/07/2025		Lloyds Current Accou	BACS	Heating & Plumbing - 28 -30 Fr	MBH Industrial Services Ltr	S	718.40	143.68	862.08
356	Responsive Maintenance	01/07/2025		Lloyds Current Accou	BACS	Mower Repairs	Willis and Grabham	S	74.00	14.80	88.80
364	Fuel & Consumables	01/07/2025		Lloyds Current Accou	DD	Fuel	Allstar	S	6.07	1.21	7.28
376	Hospitality	02/07/2025		Lloyds Treasurers PC	Card	Tea & Biscuits	Co-op	E	13.40		13.40
378	Kings Arms CIL	02/07/2025		Lloyds Current Accou	BACS	Wall Cladding	TaylorWest	S	1,744.22	348.84	2,093.06
379	Kings Arms CIL	02/07/2025		Lloyds Current Accou	BACS	Flooring	TaylorWest	S	10,880.40	2,176.08	13,056.48
377	Sage Payroll & HR	02/07/2025		Lloyds Current Accou	DD	Payroll System	Sage	S	99.00	19.80	118.80
382	Kings Arms CIL	03/07/2025		Lloyds Treasurers PC	Card	Kitchen Units & Worktop	Adexa Direct	S	189.00	37.80	226.80
384	Community Development & Su	03/07/2025		Lloyds Current Accou	BACS	Flowers	Bloomin Lovely	E	72.50		72.50
380	Plants	03/07/2025		Lloyds Current Accou	BACS	Summer Plants - Town Centre	Riverside Plant Nurseries	S	45.00	9.00	54.00
381	Tool Hire	03/07/2025		Lloyds Current Accou	BACS	Tool Hire & Concrete	Buildbase	S	12.50	2.50	15.00
383	Pavilion Utilities	03/07/2025		Lloyds Current Accou	BACS	Gas Bill (Dobree Park)	TotalEnergies	L	129.35	6.47	135.82

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
391	Kings Arms	04/07/2025		Lloyds Current Accou	BACS	Network Implementation	MTMIT	S	4,250.00	850.00	5,100.00
387	Kings Arms	04/07/2025		Lloyds Current Accou	BACS	Laptop	MTMIT	S	363.55	72.71	436.26
388	Kings Arms CIL	04/07/2025		Lloyds Current Accou	BACS	IT for KA	MTMIT	S	1,760.20	352.04	2,112.24
390	Office 365	04/07/2025		Lloyds Current Accou	BACS	Software & Set Up	MTMIT	S	115.20	23.04	138.24
393	Rent	04/07/2025		Lloyds Current Accou	Standing Order	Pop Up Shop Rent	H T Perry & Son	X	500.00		500.00
392	Electricity	04/07/2025		Lloyds Current Accou	BACS	Electricity	British Gas	L	228.08	11.40	239.48
389	Office Equipment	04/07/2025		Lloyds Current Accou	BACS	IT cables	MTMIT	S	129.00	25.80	154.80
385	Responsive Maintenance	04/07/2025		Lloyds Current Accou	DD	Waste Collections	Suez	S	25.83	5.17	31.00
386	Fuel & Consumables	04/07/2025		Lloyds Current Accou	DD	Fuel	Allstar	S	15.61	3.12	18.73
386	Fuel & Consumables	04/07/2025		Lloyds Current Accou	DD	Fuel	Allstar	S	82.59	16.52	99.11
386	Fuel & Consumables	04/07/2025		Lloyds Current Accou	DD	Fuel	Allstar	S	11.16	2.23	13.39
399	Hospitality	07/07/2025		Lloyds Treasurers PC	Card	Milk	Co-op	E	0.85		0.85
401	Hospitality	07/07/2025		Lloyds Treasurers PC	Card	Milk	Co-op	E	1.75		1.75
402	Electricity for Street Light	07/07/2025		Lloyds Current Accou	BACS	electricity for Street Light	Ecotricity	L	22.63	1.13	23.76
398	Office Equipment	07/07/2025		Lloyds Treasurers PC	Card	Various OS Items	Amazon	S	26.23	5.25	31.48
398	Green Corridor	07/07/2025		Lloyds Treasurers PC	Card	Various OS Items	Amazon	S	9.95	2.01	11.96
400	Broadband	07/07/2025		Lloyds Treasurers PC	Card	Telephone & Broadband	BT	S	40.15	8.03	48.18
394	Fuel & Consumables	07/07/2025		Lloyds Treasurers PC	Card	Van Charging	Lidl	X	26.33		26.33
395	Fuel & Consumables	07/07/2025		Lloyds Treasurers PC	Card	Van Charging	Lidl	X	27.11		27.11
396	Fuel & Consumables	07/07/2025		Lloyds Treasurers PC	Card	Van Charging	Lidl	X	9.03		9.03
397	Fuel & Consumables	07/07/2025		Lloyds Treasurers PC	Card	Van Charging	Lidl	X	28.68		28.68
398	Wellington Park	07/07/2025		Lloyds Treasurers PC	Card	Various OS Items	Amazon	S	27.07	5.42	32.49
Total									138,508.51	14,093.54	152,602.05

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
28	Bank Interest	06/06/2025		Nationwide 0134355		Interest	Nationwide	X	689.72		689.72
29	Rent	12/06/2025		Lloyds Current Accou		Pop Up Shop	The Rotary Club of Welling	X	150.00		150.00
29	Deposits	12/06/2025		Lloyds Current Accou		Pop Up Shop	The Rotary Club of Welling	X	100.00		100.00
30	Deposits	16/06/2025		Lloyds Current Accou	Pop-Up Shop Refu	Pop-Up Shop Refund	Creative Crafters	X	-60.50		-60.50
31	Basins	16/06/2025		Lloyds Current Accou		Allotment Deposit & Rent	Jennifer Wheeler	E	15.00		15.00
31	Basins	16/06/2025		Lloyds Current Accou		Allotment Deposit & Rent	Jennifer Wheeler	E	50.00		50.00
32	VAT Refund	17/06/2025		Lloyds Current Accou		VAT Refund	HMRC	R		8,421.74	8,421.74
33	Longforth Rd Toilet Refurb	30/06/2025		Lloyds Current Accou		Insurance Settlement	Zurich Insurance	X	19,110.68		19,110.68
40	Bank Interest	30/06/2025		Cambridge & Countie		Interest	Cambridge & Counties	X	908.45		908.45
36	Basins	01/07/2025		Lloyds Current Accou	500305	Allotment Deposit & Rent	Rebecca Bush	E	15.00		15.00
36	Basins	01/07/2025		Lloyds Current Accou	500305	Allotment Deposit & Rent	Rebecca Bush	E	50.00		50.00
34	Rent	01/07/2025		Lloyds Current Accou		Pop Up Shop	Weight Loss Wardrobe	X	150.00		150.00
34	Deposits	01/07/2025		Lloyds Current Accou		Pop Up Shop	Weight Loss Wardrobe	X	100.00		100.00
35	Deposits	01/07/2025		Lloyds Current Accou		Pop Up Shop	Transition Town Wellington	X	100.00		100.00
37	Bank Interest	07/07/2025		Nationwide 0134355		Interest	Nationwide	X	664.12		664.12
39	Bank Interest	07/07/2025		Lloyds Deposit Accou		Interest	Lloyds Bank	X	1,291.95		1,291.95
38	Office Rent	07/07/2025		Lloyds Current Accou		Museum Rent	Wellington Museum	X	62.50		62.50
Total									23,396.92	8,421.74	31,818.66

Wellington Town Council
Summary of Income & Expenditure 2025 - 2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

Administration

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Photocopier	70.00	10.00	-60.00	1,350.00	225.83	1,124.17	1,064.17 (74%)
34	Insurances				10,000.00	3,902.12	6,097.88	6,097.88 (60%)
35	Stationery & Postage				1,250.00	713.22	536.78	536.78 (42%)
36	Audit Fees				2,470.00	395.00	2,075.00	2,075.00 (84%)
40	Hire of Hall				1,860.00	540.00	1,320.00	1,320.00 (70%)
54	Professional Fees				20,000.00	1,122.00	18,878.00	18,878.00 (94%)
SUB TOTAL		70.00	10.00	-60.00	36,930.00	6,898.17	30,031.83	29,971.83 (94%)

Affiliation Fees

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	SALC				2,700.00	2,693.67	6.33	6.33 (0%)
99	SLCC				420.00		420.00	420.00 (100%)
100	CCS				100.00		100.00	100.00 (100%)
SUB TOTAL					3,220.00	2,693.67	526.33	526.33 (100%)

Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Basins	3,040.00	325.00	-2,715.00	2,500.00	375.79	2,124.21	-590.79 (-10%)
92	Longforth	3,000.00		-3,000.00	2,500.00		2,500.00	-500.00 (-9%)
148	Allotment Deposits					50.00	-50.00	-50.00 (N/A)
190	Longforth Allotments CIL							(N/A)
194	Management Software				500.00	432.00	68.00	68.00 (13%)
SUB TOTAL		6,040.00	325.00	-5,715.00	5,500.00	857.79	4,642.21	-1,072.79 (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				13,000.00		13,000.00	13,000.00 (100%)
116	Switch on Event	1,320.00		-1,320.00	7,500.00		7,500.00	6,180.00 (70%)
123	Stall Deposits							(N/A)
136	Electricity				500.00		500.00	500.00 (100%)
137	Additional Lights & Install							(N/A)
160	Free Parking				4,750.00		4,750.00	4,750.00 (100%)
195	Smaller Trees				400.00		400.00	400.00 (100%)
SUB TOTAL		1,320.00		-1,320.00	36,150.00		36,150.00	34,830.00 (N/A)

CIL

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71	C.I.L							(N/A)
181	Committed CIL							(N/A)

Wellington Town Council
Summary of Income & Expenditure 2025 - 2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

SUB TOTAL							(N/A)	
Community Services								
		Income			Expenditure			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Wellington One							(N/A)
58	Community Safety							(N/A)
60	Community Services & Priorities							(N/A)
61	Health & Wellbeing							(N/A)
64	Community Warden							(N/A)
66	Other Payments				300.00		300.00	300.00 (100%)
67	Youth Services		2,500.00	2,500.00				2,500.00 (N/A)
96	Post Office Provision							(N/A)
97	Cades Farm Community Hall							(N/A)
134	Kings Arms				18,000.00	5,301.46	12,698.54	12,698.54 (70%)
139	Cost of Living Crisis							(N/A)
153	Charity Fundraising							(N/A)
154	Community Warden Set Up							(N/A)
189	Kings Arms CIL		1,500.00	1,500.00		37,744.76	-37,744.76	-36,244.76 (N/A)
196	Community Development & Suppo				11,000.00	217.84	10,782.16	10,782.16 (98%)
SUB TOTAL			4,000.00	4,000.00	29,300.00	43,264.06	-13,964.06	-9,964.06 (N/A)
Community Warden								
		Income			Expenditure			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
161	Van Charging							(N/A)
162	Van Maintenance							(N/A)
163	Storage Unit Rental							(N/A)
164	Tools							(N/A)
165	Equip. Maintenance							(N/A)
166	Clothing/PPE							(N/A)
167	Sundries					-26.90	26.90	26.90 (N/A)
SUB TOTAL						-26.90	26.90	26.90 (N/A)
Cost of Democracy								
		Income			Expenditure			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Mayors Allowance				387.50		387.50	387.50 (100%)
21	Councillors Allowance				11,625.00		11,625.00	11,625.00 (100%)
22	Members Training				250.00		250.00	250.00 (100%)
23	Members Travelling				200.00	228.64	-28.64	-28.64 (-14%)
24	Hospitality				600.00	119.44	480.56	480.56 (80%)
25	Elections							(N/A)
89	Deputy Mayor's Expenses				200.00		200.00	200.00 (100%)
132	Councillor Tablets				850.00		850.00	850.00 (100%)
197	Mayoral Events				2,500.00	38.00	2,462.00	2,462.00 (98%)
198	Cllr 365				975.00		975.00	975.00 (100%)
SUB TOTAL					17,587.50	386.08	17,201.42	17,201.42 (N/A)

Wellington Town Council
Summary of Income & Expenditure 2025 - 2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

Economic Development

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Promotion of Wellington				10,000.00	400.00	9,600.00	9,600.00 (96%)
65	Emergency Planning				1,000.00		1,000.00	1,000.00 (100%)
75	Railway Station							(N/A)
76	Capital Projects					4,500.00	-4,500.00	-4,500.00 (N/A)
135	Town Centre Projects				20,000.00	1,026.47	18,973.53	18,973.53 (94%)
170	Heritage	500.00		-500.00	5,400.00		5,400.00	4,900.00 (83%)
171	Clocks				750.00	67.61	682.39	682.39 (90%)
176	CCTV				18,500.00		18,500.00	18,500.00 (100%)
177	Bus Shelters				7,500.00		7,500.00	7,500.00 (100%)
SUB TOTAL		500.00		-500.00	63,150.00	5,994.08	57,155.92	56,655.92 (N/A)

Environment

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							(N/A)
51	Planning Administration							(N/A)
52	Environmental Improvements				30,000.00	0.60	29,999.40	29,999.40 (100%)
113	Electricity for Street Light				1,500.00	296.31	1,203.69	1,203.69 (80%)
129	Additional Street Lighting				10,000.00		10,000.00	10,000.00 (100%)
168	Cycle Route Cont.				4,000.00		4,000.00	4,000.00 (100%)
SUB TOTAL					46,000.00	296.91	45,703.09	45,703.09 (N/A)

Events

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
73	Film Festival				10,000.00		10,000.00	10,000.00 (100%)
138	Carnival				1,000.00		1,000.00	1,000.00 (100%)
147	Remembrance & AFD				1,000.00		1,000.00	1,000.00 (100%)
179	Annual Fireworks							(N/A)
199	VE Day 80th An	280.00		-280.00	4,250.00	1,257.63	2,992.37	2,712.37 (59%)
200	Night Walk				8,000.00	50.00	7,950.00	7,950.00 (99%)
201	VJ Day 80th An	280.00		-280.00	4,250.00		4,250.00	3,970.00 (87%)
SUB TOTAL		560.00		-560.00	28,500.00	1,307.63	27,192.37	26,632.37 (N/A)

Fore Street

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00	125.00	-125.00				-125.00 (-50%)
28	Electricity				6,000.00	738.55	5,261.45	5,261.45 (87%)
32	Office Equipment				2,000.00	530.23	1,469.77	1,469.77 (73%)
37	Office Cleaning & Maintenance				4,000.00	766.49	3,233.51	3,233.51 (80%)
95	Office Furniture Replacement				2,000.00		2,000.00	2,000.00 (100%)
143	Internal Office Re-Decoration							(N/A)
156	Gas				3,000.00	352.67	2,647.33	2,647.33 (88%)
157	Business Rates				11,000.00	10,853.25	146.75	146.75 (1%)

Wellington Town Council
Summary of Income & Expenditure 2025 - 2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

158 Responsive Maintenance				5,000.00	1,551.07	3,448.93	3,448.93 (68%)
159 IT Upgrades				5,000.00		5,000.00	5,000.00 (100%)
191 Community Office					1,831.60	-1,831.60	-1,831.60 (N/A)
192 Water				350.00	111.97	238.03	238.03 (68%)
193 Planned				20,000.00	5,406.93	14,593.07	14,593.07 (72%)
SUB TOTAL	250.00	125.00	-125.00	58,350.00	22,142.76	36,207.24	36,082.24 (N/A)

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				49,045.00	43,480.00	5,565.00	5,565.00 (11%)
202	Beech Grove Funding				4,000.00		4,000.00	4,000.00 (100%)
SUB TOTAL					68,045.00	43,480.00	24,565.00	24,565.00 (N/A)

Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	1,234,120.00	1,234,120.00					(0%)
2	Bank Interest	25,000.00	6,286.15	-18,713.85		34.85	-34.85	-18,748.70 (-74%)
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							(N/A)
SUB TOTAL		1,260,120.00	1,240,456.15	-19,663.85		34.85	-34.85	-19,698.70 (N/A)

IT, Website & Internet

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				3,550.00	1,273.90	2,276.10	2,276.10 (64%)
30	IT Equipment				2,000.00	534.82	1,465.18	1,465.18 (73%)
31	IT Support & Email Hosting				4,250.00	1,069.00	3,181.00	3,181.00 (74%)
94	IT for New Staff				2,500.00	2,443.90	56.10	56.10 (2%)
101	Telephone System				3,500.00	838.77	2,661.23	2,661.23 (76%)
103	Security Software				650.00	310.50	339.50	339.50 (52%)
104	Office 365				1,850.00	230.40	1,619.60	1,619.60 (87%)
105	Parish Online				450.00		450.00	450.00 (100%)
107	Scribe Accounting System				2,000.00		2,000.00	2,000.00 (100%)
108	Sage Payroll & HR				2,750.00	704.20	2,045.80	2,045.80 (74%)
144	Inspection Applications				2,000.00		2,000.00	2,000.00 (100%)
178	IT Impact							(N/A)
203	Other IT Licences				1,750.00	1,455.85	294.15	294.15 (16%)
SUB TOTAL					27,250.00	8,861.34	18,388.66	18,388.66 (N/A)

Open Spaces Development

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

Wellington Town Council
Summary of Income & Expenditure 2025 - 2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

182 Machinery Purchase				(N/A)
183 Mower Lease (3 Month)				(N/A)
184 Depot Set Up	-1,849.18	1,849.18	1,849.18	(N/A)
185 Depot Costs (5 Months)	2,903.30	-2,903.30	-2,903.30	(N/A)
186 People (excl. Salaries)				(N/A)
187 Insurance				(N/A)
188 Contingency				(N/A)
SUB TOTAL	1,054.12	-1,054.12	-1,054.12	(N/A)

OS Depot

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
204	Rent				15,000.00	1,191.15	13,808.85	13,808.85 (92%)
205	Rates				10,000.00	4,178.50	5,821.50	5,821.50 (58%)
206	Broadband				1,200.00	160.60	1,039.40	1,039.40 (86%)
207	Electric				2,000.00	230.51	1,769.49	1,769.49 (88%)
208	Water				500.00	117.84	382.16	382.16 (76%)
209	Cleaning/Sundries				2,500.00		2,500.00	2,500.00 (100%)
210	Alarm & CCTV Service				1,250.00		1,250.00	1,250.00 (100%)
211	Bin Collections				1,000.00		1,000.00	1,000.00 (100%)
212	Responsive Maintenance				1,000.00	74.00	926.00	926.00 (92%)
SUB TOTAL					34,450.00	5,952.60	28,497.40	28,497.40 (92%)

OS Overheads

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
174	TC Planting							(N/A)
175	Park Planting & Security							(N/A)
213	Bin Emptying				32,000.00		32,000.00	32,000.00 (100%)
214	Bulbs				3,000.00		3,000.00	3,000.00 (100%)
215	Clothing & PPE				2,500.00	214.73	2,285.27	2,285.27 (91%)
216	Fuel & Consumables				10,000.00	1,787.79	8,212.21	8,212.21 (82%)
217	Green Waste				1,000.00		1,000.00	1,000.00 (100%)
218	In Bloom & Green Flag				1,250.00		1,250.00	1,250.00 (100%)
219	Inspections				3,000.00		3,000.00	3,000.00 (100%)
220	Insurance				5,000.00	2,951.20	2,048.80	2,048.80 (40%)
221	IT				3,000.00	682.14	2,317.86	2,317.86 (77%)
222	Locking Park				30,000.00		30,000.00	30,000.00 (100%)
223	Mower Leases				6,050.00	1,504.47	4,545.53	4,545.53 (75%)
224	OS Responsive Maintenance				5,000.00	1,968.98	3,031.02	3,031.02 (60%)
225	PA Responsive Maintenance				5,000.00	110.00	4,890.00	4,890.00 (97%)
226	Park Water Bill				2,500.00		2,500.00	2,500.00 (100%)
227	Phone Contracts				1,400.00	264.00	1,136.00	1,136.00 (81%)
228	Pitch Marking				2,500.00		2,500.00	2,500.00 (100%)
229	Plants				15,000.00	9,012.80	5,987.20	5,987.20 (39%)
230	Servicing				5,000.00	894.02	4,105.98	4,105.98 (82%)
231	Software				4,000.00	529.50	3,470.50	3,470.50 (86%)
232	Sundries				2,000.00	500.20	1,499.80	1,499.80 (74%)
233	Tool Hire				1,500.00	869.78	630.22	630.22 (42%)
234	Tractor Flailing				3,000.00		3,000.00	3,000.00 (100%)
235	Training				2,500.00		2,500.00	2,500.00 (100%)
236	Tree Inspections				5,750.00		5,750.00	5,750.00 (100%)

Wellington Town Council
Summary of Income & Expenditure 2025 - 2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

237 Tree Works			5,000.00		5,000.00	5,000.00 (100%)
238 Vehicle Sundries			1,000.00	36.90	963.10	963.10 (96%)
239 Watering			15,000.00	5,753.47	9,246.53	9,246.53 (61%)
240 Pavilion Utilities			3,500.00	621.75	2,878.25	2,878.25 (82%)
250 Leases Income	728.46	728.46				728.46 (N/A)
SUB TOTAL	728.46	728.46	176,450.00	27,701.73	148,748.27	149,476.73 (N/A)

OS Projects

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	Provision of Benches & Litter/Dog				2,500.00		2,500.00	2,500.00 (100%)
77	Playing Pitch Strategy							(N/A)
131	Green Corridor				15,000.00	2,387.50	12,612.50	12,612.50 (84%)
172	Play Area Reserve							(N/A)
241	Signage				2,000.00	1,595.80	404.20	404.20 (20%)
242	PA Planned Maintenance				10,000.00		10,000.00	10,000.00 (100%)
243	Weed Management				5,000.00	1,600.00	3,400.00	3,400.00 (68%)
244	Wellington Park				20,000.00	5,284.31	14,715.69	14,715.69 (73%)
SUB TOTAL					54,500.00	10,867.61	43,632.39	43,632.39 (N/A)

Pop Up Shop

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	3,500.00	750.00	-2,750.00	6,000.00	2,000.00	4,000.00	1,250.00 (13%)
118	Overheads				2,000.00	2,620.08	-620.08	-620.08 (-31%)
119	Repairs				1,000.00		1,000.00	1,000.00 (100%)
149	Deposits		600.88	600.88				600.88 (N/A)
SUB TOTAL		3,500.00	1,350.88	-2,149.12	9,000.00	4,620.08	4,379.92	2,230.80 (N/A)

Public Toilets

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets							(N/A)
133	Longforth Rd Toilet Refurb		19,110.68	19,110.68		6,029.78	-6,029.78	13,080.90 (N/A)
173	Toilets							(N/A)
245	Cleaning				30,000.00	3,600.00	26,400.00	26,400.00 (88%)
246	Sundries				1,500.00	214.63	1,285.37	1,285.37 (85%)
247	Utilities				4,000.00		4,000.00	4,000.00 (100%)
248	Responsive Maintenance				5,000.00	94.20	4,905.80	4,905.80 (98%)
249	Loan				20,000.00		20,000.00	20,000.00 (100%)
SUB TOTAL			19,110.68	19,110.68	60,500.00	9,938.61	50,561.39	69,672.07 (N/A)

Staff Costs & Expenses

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				699,000.00	152,148.06	546,851.94	546,851.94 (78%)
17	Staff Training				2,000.00		2,000.00	2,000.00 (100%)
18	Staff Travelling				250.00	242.08	7.92	7.92 (3%)

Wellington Town Council
Summary of Income & Expenditure 2025 - 2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

19 Staff Recruitment	30,000.00	31,000.00	1,000.00	3,000.00		3,000.00	4,000.00 (12%)
87 Home Working Allowances							(N/A)
SUB TOTAL	30,000.00	31,000.00	1,000.00	704,250.00	152,390.14	551,859.86	552,859.86 (N/A)
Restated							(N/A)
NET TOTAL	1,302,360.00	1,297,106.17	-5,253.83	1,459,132.50	348,715.33	1,110,417.17	1,105,163.34 (40%)
V.A.T.		33,440.04			23,428.58		
GROSS TOTAL		1,330,546.21			372,143.91		

Council Use				Organisation Name	Funding				Financial Position			
App. No	Date Received	Quarter	Meeting		Project Cost	Other Funding	Own Money Used	Grant Request	Last YE	Inc	Expenditure	P/L
02	03/07/2025	2	July	1st Wellington Scout Group	£ 20,000.00	£ 13,000.00	£ 4,000.00	£ 2,999.00	Apr-25	£ 26,913.00	£ 23,483.00	£ 3,430.00
03	07/07/2025	2	July	Wellington Netball Club	£ 1,775.00	£ -	£ 900.00	£ 900.00	May-25	£ 26,211.28	£ 18,577.90	£ 7,633.38
04	07/07/2025	2	July	Wellington Youth Theatre (Part of SYT)	£ 8,249.00	£ 7,249.00	£ 2,212.00	£ 1,000.00	Jan-24	£ 94,257.00	£ 91,949.00	£ 2,308.00
05	08/07/2025	2	July	Welliestock	£ 15,145.00	£ 13,800.00	£ 1,345.00	£ 1,500.00		£ 13,800.00	£ 15,145.00	£ 1,345.00

Summary		
Grants Paid YTD	Budget	Balance
£ -	£ 15,000.00	£ 15,000.00

Total Paid YTD from Other Codes
£ -

Licence to occupy

(1) J S BLOOR (SWINDON) LIMITED

and

(2) WELLINGTON TOWN COUNCIL

Contents

1	Definitions	1
2	Interpretation	2
3	Licence	3
4	Payments	4
5	Licensee's obligations	4
6	Dealings, sharing, etc.....	5
7	Remedying breach of Licensee's obligations.....	5
8	VAT	5
9	Interest	5
10	Indemnity.....	5
11	Termination	6
12	Costs	6
13	No warranty.....	6
14	Service of notices.....	6
15	Limitation of liability.....	6
16	No tenancy	6
17	Third parties	7
	The Appendix Plan & Transfer	8

DATE

2025

PARTIES

- (1) J S BLOOR (SWINDON) LIMITED incorporated in England and Wales with company registration number 02300003 whose registered office is at Ashby Road, Measham, Swadlincote, Derbyshire, DE12 7JP (**Licensor**);
- (2) WELLINGTON TOWN COUNCIL of 28 Fore Street, Wellington, TA21 8AQ (**Licensee**).

1 Definitions

In this Licence, the following definitions apply:

Completion Date	the date of completion of the Transfer of the Property from the Licensor to the Licensee in accordance with the s106 Agreement;
Estate	the Licensor's land known as land lying to the east of Longforth Farm, Wellington registered at HM Land Registry with title number ST306203 (save for the Property);
Estate Roads	the estate roads and footpaths constructed on the Estate until the same may be adopted as highways maintainable at public expense;
Legislation	<p>all legislation having effect in the United Kingdom at any time during the term of this Licence, including:</p> <ul style="list-style-type: none">(a) Acts of Parliament;(b) orders, regulations, consents, licences, notices and bye laws made or granted:<ul style="list-style-type: none">(i) under any Act of Parliament;(ii) by a local authority or by a court of competent jurisdiction;(c) any approved codes of practice issued by a statutory body;
Licence	this Licence and any supplemental or collateral document;

Licence Fee a peppercorn (if demanded));

Commented [GWL61]: My client is not expecting to receive any fee from the Council in consideration for granting the License.

Licence Period	the period starting today and (unless terminated under clause 11.2) ending on the Completion Date;
Permitted Use	the use of the Property as allotment land;
Plan	the plan annexed to this Licence at 0;
Property	the Allotment Land at land lying to the east of Longforth Farm, Wellington shown edged red on the Plan;
S106 Agreement	the S106 Agreement dated 16 January 2013 made between (1) Taunton Deane Borough Council (2) Somerset County Council (3) J S Bloor (Swindon) Limited and Bloor Holdings Limited and (3) Susanna Melhuish Pulman and Sarah Passingham;
Transfer	the transfer of the Property which comprises part of title number ST306203 made between the Licensor and the Licensee in accordance with the terms of the S106 Agreement;

VAT	value added tax payable by virtue of the Value Added Tax Act 1994 or any similar tax levied in addition to or by way of replacement for value added tax;
Working Day	any day other than Saturday, Sunday, or a bank or public holiday.

2 Interpretation

In this Licence:

- 2.1 the table of contents and clause headings are for reference only and do not affect its construction;
- 2.2 general words introduced by the word 'other' do not have a restrictive meaning even where preceded by words indicating a particular class of acts, things or matters;
- 2.3 the words:
 - 2.3.1 'in particular', 'include', 'includes' and 'including' are deemed to be followed by the words 'without limitation';
 - 2.3.2 'liability' and 'liable' include all claims, demands, proceedings, damages, costs and expenses and loss incurred or suffered by the relevant party;

Commented [GWL2]: As per the Transfer, water is not included. We understand that the water connection point is located adjacent to the allotment access road, and water is not being provided to the allotment land.

2.3.3 'demand', notice', notify', 'nominate' or 'request' (and any expression which is cognate with any of them) require the demand, notice, notification, nomination or request to be in writing;

2.4 an obligation:

2.4.1 to do something includes an obligation to procure that it is done;

2.4.2 not to do something includes an obligation not to cause or allow that thing to be done;

2.4.3 owed by or to more than one person is owed by or to them jointly and severally;

2.5 a reference to:

2.5.1 the end of the Licence Period is to its expiry or sooner determination;

2.5.2 particular Legislation is, unless otherwise specified, a reference to:

(a) that particular Legislation as amended, consolidated or re-enacted from time to time;

(b) all subordinate legislation made under it from time to time;

2.5.3 'today' is to the date of this Licence;

2.6 any gender includes every gender;

2.7 the singular includes the plural, and vice versa;

2.8 'person' includes a corporate or unincorporated body.

3 Licence

3.1 In consideration of:

3.1.1 the Licence Fee; and

3.1.2 the Licensee's obligations in this Licence;

the Licensor grants the Licensee a non-exclusive licence to use the Property for the Permitted Use from the date of this Licence to the Completion Date, together with the rights set out in clause 3.2 hereof..

3.2 The Licensor grants the Licensee the right to access to and egress from the Property over the Estate Roads.. These rights are granted:

3.2.1 in common with anyone else who is entitled to similar rights; and

3.2.2 on condition that the Licensee does not obstruct or interfere with the rights of any such person or the Licensor.

3.3 The Licensor grants the Licensee the right to erect signage at the entrance to the Property (subject always to the Licensor's prior written approval) and PROVIDED THAT any changes to such signage are to be first approved by the Licensor in writing.

4 Payments

- 4.1 The Licensee must pay the Licence Fee to the Licensor by monthly instalments in advance on the first day of each month, the first payment to be made today (if demanded).
- 4.2 In addition to the Licence Fee, the Licensee must pay within 5 Working Days of demand a fair proportion of:
- 4.2.1 the cost of Utilities supplied to and consumed within the Property;
 - 4.2.2 the cost incurred by the Licensor in insuring the Property against damage or destruction caused by an event covered by a commercial all risks insurance policy maintained by the Licensee ; and
 - 4.2.3 other present and future rates, taxes and other outgoings incurred in respect of or attributable to the Property and the Permitted Use.

Commented [GWL3]: My client do not intend on maintaining an insurance policy in respect of the Property during the License Period. We understand that all works to be undertaken by the Council are under their risk/insurance.

5 Licensee's obligations

- 5.1 During the Licence Period, the Licensee must:
- 5.1.1 at its own cost and to the satisfaction of the Licensor, make good any damage caused to any part of the Estate by the exercise of the licence or rights granted under clause 3;
 - 5.1.2 keep the Property clean and tidy and not place in or on it, or the Estate, anything that might constitute an obstruction or a risk to the health and safety of anyone working at or visiting the Estate;
 - 5.1.3 comply with:
 - (a) all Legislation relating to the Property and to the health and safety of persons working at or visiting the Estate; and
 - (b) all regulations made by the Licensor from time to time for the management and operation of the Estate;
 - 5.1.4 not display any signs or notices at the Property without the prior written consent of the Licensor;
 - 5.1.5 not do, nor omit to do, anything which might vitiate any insurance in respect of the Estate;
 - 5.1.6 not use the Property or the access ways referred to in clause 3.2 so as to cause any nuisance, damage, disturbance, annoyance or interference to the owners, occupiers or users of the Estate or any nearby or adjoining property;
 - 5.1.7 not to use the Property other than for the Permitted Use;
 - 5.1.8 not do anything on the Property which is illegal or in contravention of statute;
 - 5.1.9 not to allow any person to reside on the Property provided that this shall not prevent the Licensee from employing security personnel who may remain on the Property overnight; and

5.1.10 it will ensure that the Property is not contaminated by the Licensee by any pollutant or in the event of any contamination by the Licensee the pollutant is cleaned up and render harmless and the Property is restored to its former condition.

6 Dealings, sharing, etc

- 6.1 This Licence is personal to Wellington Town Council , who must not deal with it, nor share or allow any other person to use the rights conferred by it, in any way whatsoever.
- 6.2 The rights granted under clause 3.2 may only be exercised by the Licensee and its employees and users of the allotments.

7 Remedying breach of Licensee's obligations

If the Licensor notifies the Licensee of a breach of the Licensee's obligations under this Licence, the Licensee must within 5 Working Days (or immediately in case of emergency) remedy that breach to the Licensor's satisfaction. If the Licensee does not do so, the Licensor may remedy the breach and all liability incurred by the Licensor is recoverable from the Licensee as a debt.

8 VAT

Any obligation of the Licensee:

- 8.1 to pay any sum under this Licence includes an obligation to pay any VAT properly payable in respect of the supply to which payment of that sum relates.
- 8.2 to repay to or reimburse the Licensor in respect of any expenditure incurred by the Licensor includes an obligation to repay or reimburse any VAT forming part of that expenditure.

9 Interest

If the Licensee fails to pay any sum due under this Licence within 5 Working Days after the due date (whether formally demanded or not), the Licensee must pay interest on that sum at a rate of 4% above the base rate of Lloyds Bank Plc for the period beginning on the due date and ending on the date of payment (after as well as before any judgment).

10 Indemnity

The Licensee must indemnify and keep the Licensor indemnified against all liability, loss, claims, demands, actions, proceedings, costs, expenses or other liability in any way arising from :

- 10.1 the use of the Property for the Permitted Use;
- 10.2 the exercise of any rights under this Licence; any injury or damage whatsoever to any person or to any property real or personal and any loss resulting from any enforcement action taken against the Licensor by any competent authority in respect of the occupation permitted by this Licence in so far as such injury or damage or enforcement action arises out of or in the course of or by reason of the occupation permitted by this Licence and/or by reason of any breach by the Licensee of the terms and conditions of this Licence provided that the Licensee shall take such reasonable steps as the Licensor may request (at the Licensee's cost) in order to mitigate any losses suffered by the Licensor and the Licensee has full conduct of any claims; and
- 10.3 any breach of the Licensee's obligations under this Licence.

11 Termination

- 11.1 This Licence automatically terminates at the end of the Licence Period.
- 11.2 If the Licensor (acting reasonably) considers that the Licensee is in material breach of any of its obligations under this Licence, the Licensor may (notwithstanding clause 7 of this Licence) give notice terminating this Licence with immediate effect. On service of that notice, the Licensee must immediately leave the Property in a clean and tidy condition and free of all the Licensee's furniture, equipment, goods and chattel and indemnify the Licensee in respect of any failure to comply with this.
- 11.3 Termination of this Licence does not release the Licensee from its obligation to pay the Licence Fee and any other sums due under this Licence up to the end of the Licence Period.

Commented [GWL64]: Should the License not terminate on completion of the Allotments Land Transfer?

12 Costs

The Licensor must pay the Licensee's legal costs of £425.00 plus VAT in connection with the preparation, negotiation and completion of this Licence.

13 No warranty

The Licensor gives no warranty that the Property is fit for the purposes specified in this Licence.

14 Service of notices

Any notice required to be served under this Licence is validly served if delivered personally to the recipient.

15 Limitation of liability

- 15.1 The Licensor is not liable to the Licensee or any other person for:
- 15.1.1 any damage or liability caused by:
- (a) any stoppage or defect in any plant or machinery; or
 - (b) any interruption to services or Utilities;
- serving the Estate or the Property; nor
- 15.1.2 death of, or injury to, the Licensee; nor
- 15.1.3 damage to any property.
- 15.2 Nothing in clause 15.1 excludes or limits liability for death or personal injury caused by negligence.

16 No tenancy

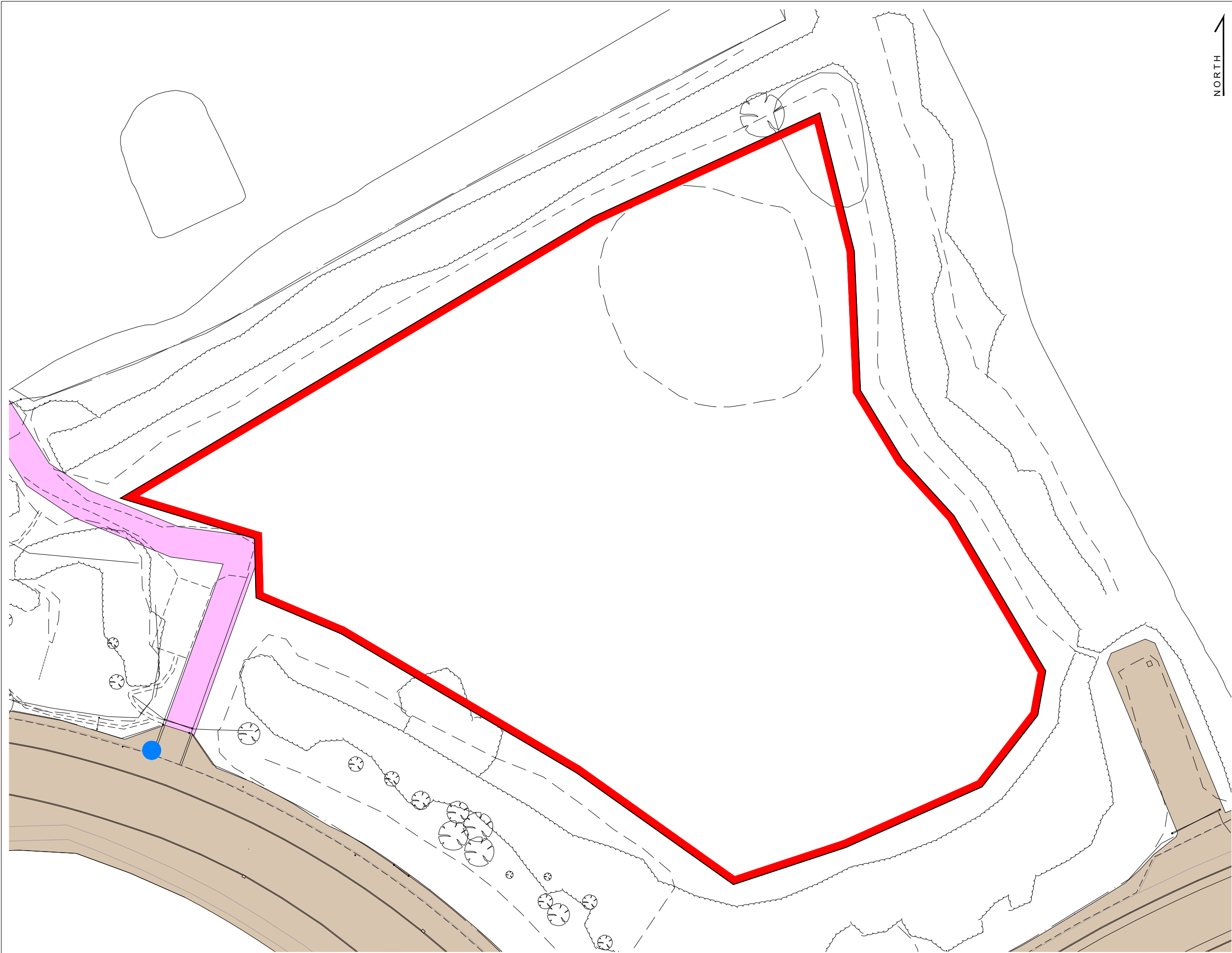
The Licensee acknowledges that:

- 16.1 this Licence does not confer a right of exclusive possession in respect of any part of the or the Property;
- 16.2 nothing in this Licence is intended to create a tenancy;

17 Third parties

Unless stated otherwise, nothing in this Licence confers any right on any person under the Contracts (Rights of Third Parties) Act 1999 Signed by the parties on the date of this Licence.

Signed:
	(EXECUTED as a LICENSE by JS BLOOR (SWINDON) LIMITED acting by its attorneys:) Attorney signature: Attorney Name: In the presence of: Witness signature: Witness name: Witness address: Witness occupation: Attorney signature: Attorney Name: In the presence of: Witness signature: Witness name: Witness address: Witness occupation:
Signed:
	(On behalf of the Licensee)



WELLINGTON

NORTH

BLOOR HOMES LIMITED
UNIT 7, LATHAM ROAD, SWINDON, SN25 4DL
TELEPHONE: 01793 835600

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THIS DRAWING IS TO BE READ IN CONJUNCTION WITH SEPARATE GROUP / SITE SPECIFIC CONSTRUCTION NOTES AND MATERIALS SPECIFICATION.

KEY

- TRANSFER BOUNDARY
- HIGHWAYS LAND
- ACCESS FOR ALLOTMENTS AND ECOLOGY LAND
- APPROXIMATE LOCATION OF WESSEX WATER CONNECTION STOP

REVISION.			
A	Highways land and right of access added.	10.06.24	KMF
B	Wessex Water connection stop has been added.	08.10.24	MAC

ALLOTMENTS
LONGFORTH FARM
WELLINGTON

TRANSFER PLAN

DATE: 17.04.23
SCALE: 1:500 @ A3
DRAWN: MW
CHECKED: FC

BLOOR HOMES

DRAWING NO. SW096-LE-925 B



WELLINGTON TOWN COUNCIL POLICY AND FINANCE COMMITTEE

MONDAY 14 JULY 2025

LOCAL COUNCIL AWARD SCHEME

1. Introduction

The purpose of this paper is to explain the Local Council Award Scheme (LCAS), what are the benefits and which grade and criteria we currently meet.

2. Background

The Local Council Award Scheme (LCAS) is a national accreditation framework that celebrates councils which demonstrate:

- Good governance
- Effective community engagement
- Strong financial management
- Commitment to continuous improvement

The idea is to:

- Give local people confidence in their council
- Provide councils with a benchmark for development
- Recognise and share best practice

There are three different awarding levels: **Bronze, Silver & Gold** (Previously these were Foundation, Quality & Gold).

3. Costs

There are fees at each level that a council wishes to apply for. A £50 + VAT registration fee is required regardless of the level applied for. The registration fee and below fees are halved if a member of NALC.

Award Level	Turnover ≤ £25k	Turnover > £25k
Registration (all)	£50 (+VAT)	£50 (+VAT)
Foundation / Bronze	£50 accreditation	£80 accreditation
Quality / Silver	£80 accreditation	£100 accreditation
Quality Gold	£100 accreditation	£200 accreditation

4. How Councils Qualify & Criteria

For each award level, councils must meet certain criteria grouped into:

Documentation and Information

- Having up-to-date policies (e.g., standing orders, financial regs)
- Maintaining a transparent website with required content
- Publishing annual reports, budgets, audit documents

Democratic Services

- Meeting standards for meetings, agendas, and minutes
- Holding the required number of meetings per year
- Promoting and demonstrating openness and accountability

Community Engagement and Improvement

- Showing how they engage and respond to residents
- Having action plans
- Demonstrating training and development for councillors and staff

Leadership in the Community (for Gold)

- Evidencing innovation, partnerships, and advocacy

Councils also must have:

- A qualified clerk (e.g., Certificate in Local Council Administration—CiLCA) for Silver and Gold
- A minimum percentage of councillors elected (not co-opted)

5. Benefits

- Recognition of high standards
- Improved credibility and trust within the community
- A framework for improvement and development
- Motivation for councillors and staff
- Ability to influence and lead other councils

6. Where we currently are

The appendix attached to this document demonstrates a mapping exercise which shows where we currently are in relation to the criteria for the different levels awarded by the scheme.

APPENDIX

	Complete						
BRONZE	Partially Complete						
Website requirements	Not Complete				Evidence required for Assessment Panel		
Link to guidance.							
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors			Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Governance	Community	Development			Governance	Community	Development
Its standing orders	Council contact details				A risk management policy	Evidence of considering the impact of their functions and decisions on crime and disorder in their local area	Disciplinary and grievance procedures
Its financial regulations	Councillor information, including registers of interests, in line with the Transparency Code				A register of assets		A policy for training and development of staff and councillors
Its Code of Conduct	Its action plan for the current year				Up-to-date insurance policies that mitigate risks to public money		A record of all training undertaken by staff and councillors in the last year
Its accessibility statement	Evidence of consulting the community						The clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year
Its publication scheme	Publicity advertising council activities						Signed up to the Civility & Respect Pledge, including adopting a Dignity at Work policy
Its complaints procedure	Evidence of participating in town and country planning						
Its privacy notice	Evidence of publicising elections and vacancies on the council						
Its last annual return							
Transparent information about council payments							
A calendar of all meetings including the annual meeting of electors							
Minutes for at least one year of full council meetings and all committee and sub-committee meetings							
Current agendas							
The budget and precept information for the current or next financial year							
Its biodiversity policy							

	Complete					
SILVER	Partially Complete					
Website requirements	Not Complete			Evidence required for Assessment Panel		
Link to guidance.						
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors		Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Governance	Community	Development		Governance	Community	Development
A Health and Safety policy	A community engagement policy involving two-way communication between council and community			A scheme of delegation (where relevant)	At least two-thirds of its councillors who stood for election, or significant evidence of the council advertising vacancies	A qualified clerk
Its policy on equality	Councillor profiles				Evidence of a customer service in how the council handles correspondence with the public	A formal appraisal process for all staff
A co-option policy	A grant awarding policy					
	Evidence showing how electors contribute to the Annual Parish or Town Meeting					
	An action plan and related budget responding to community engagement and setting out a timetable for action and review					
	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report that is actively shared with the community, online material and regular news bulletins					
	Evidence of helping the community plan for its future					
	Evidence of encouraging public engagement in local democracy					

	Complete						
GOLD	Partially Complete						
Website requirements	Not Complete				Evidence required for Assessment Panel		
Link to guidance.							
Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors			Criteria demonstrating good governance in managing the business and finances of a council	Criteria representing a council's role in the community and how it engages with the community	Criteria representing council improvement through the management and development of staff and councillors
Governance ▼	Community ▼	Development ▼			Governance ▼	Community ▼	Development ▼
A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community	An annual report, online material, news bulletins and other council communications with evidence of:				Ensures that the council delivers value for money	Provides leadership in planning for the future of the community	Manages the performance of staff and the council as a corporate body to achieve its business plan
	Engaging with diverse groups in the community using a variety of methods					Engages with the community on issues related to the environment and climate change	Supports a culture of civility and respect in the council
	Community engagement influencing council activity and priorities						
	A wide range of council activities, including innovative projects, that produce positive outcomes for the community						
	Co-operating constructively with other organisations						
	Active promotion of elections, including that at least two-thirds of its councillors stood for election						

**WELLINGTON TOWN COUNCIL
POLICY & FINANCE COMMITTEE
MONDAY 14 JULY 2025**

PITCH HIRE FEES

1. Introduction

- 1.1. The purpose of this paper is to review and recommend the fees for the playing pitches which were transferred to the Town Council under the devolution of assets and services from Somerset Council.
- 1.2. As the transfer of these assets fell while the football season was still active, it was agreed internally that Somerset Council should continue to administer the pitch bookings until the 24/25 season ended and the Town Council will receive the fees. Wellington Town Council will now administer all pitch bookings.
- 1.3. Pitch layout plans are detailed in Appendix 1.

2. Past charges made by Somerset Council

- 2.1. The table below indicates the charges made to hirers based on the size of the pitch.

Size	Charge
11v11	£69.08
9x9	£37.29
7x7	£37.29
5x5	£37.29

- 2.2. Somerset Council provided the pitches at these costs which were subsidised rates agreed by Somerset Council Officers. It is not clear how much subsidy was given.
- 2.3. VAT was included on these fees by Somerset Council, but the Town Council is not VAT registered and it is understood that when the service is supplied by the Town Council, the charges would be exempt from VAT. Further advice will be sought over the forthcoming season in readiness for the next review.
- 2.4. Bookings include use of the changing rooms/pavilion.
- 2.5. It is understood that Somerset Council Officers were to recommend an 8% uplift in cost for 25/26.

3. Cost Considerations

- 3.1. Council Officers have calculated the projected cost to the Council based on each pitch size per use. These costs relate to the grounds maintenance of the pitch only.

These costs include allowances for grass cutting (staff time and consumables), overlining (staff time and consumables), post-match checks as required and an amount for annual maintenance such as re-seeding/goal mouth works, initial lining preparations and goal post maintenance. There is very little difference in working times and consumables for the smaller pitches.

The cost below assumes that a pitch is booked every other week over the season (22 times).

Size	Estimated Cost
11v11	£58.28
9x9	£49.21
7x7	£49.21
5x5	£49.21

- 3.2. As Somerset Council did not provide any usage data for utilities at each pavilion, it has proved difficult to assess these costs at the current time. There are also other maintenance related items to assess over the next 12 months or so.

4. Income vs Expenditure

- 4.1. This section provides comparable information on charges vs costings and options for increases.

- 4.1.1. **Option 1** – Hire Charges remain at the current level.

Size	Charge
11v11	£69.08
9x9	£37.29
7x7	£37.29
5x5	£37.29
Anticipated Income	£6,952
Anticipated Expenditure	£7,026
Balance	(£74)

4.1.2. **Option 2** – Hire Charges increase by current rate of inflation (3.4%)

Size	Charge
11v11	£71.43
9x9	£38.56
7x7	£38.56
5x5	£38.56
Anticipated Income	£7,188
Anticipated Expenditure	£7,026
Balance	£162

4.1.3. **Option 3** – Hire Charges increase by Somerset Council suggested rate of 8%.

Size	Charge
11v11	£74.61
9x9	£40.27
7x7	£40.27
5x5	£40.27
Anticipated Income	£7,508
Anticipated Expenditure	£7,026
Balance	£482

4.2. Any surplus raised from the increase of fees will offset pavilion utilities, etc.

5. Recommendations / Decisions Required

5.1. The Committee is asked:

- i. To consider and recommend to Full Council the charges as per the information in section 4 above,
- ii. To give delegated authority to Officers to set the terms and conditions for hire including items relating to booking procedures, cancellations, facility misuse and health and safety. The Council members of the Playing Pitch Working Group to review the final copy (Councillors A Govier and J Lloyd).
- iii. To note that Officers will conduct a broader review covering all aspects relating to pitch hire in readiness to review the fees in 12 months for the 26/27 season.

Alice Kendall
Democratic Services & Finance Manager
July 2025

APPENDIX 1 PITCH LAYOUT PLANS

1. Playing Field

- a. Pitch 1 – 11v11 Football Club 1st team & reserves by agreement
- b. Pitch 2 – 11v11 Senior
- c. Pitch 3 – 5v5 Junior



2. Recreation Ground

- a. Pitch 1 – 11v11 Senior
- b. Pitch 2 – 7x7 Junior



3. Dobree Park

a. Pitch 1 – 9v9 Junior



WELLINGTON TOWN COUNCIL
POLICY AND FINANCE COMMITTEE
14 JULY 2025

LICENCE TO CARRY OUT WORK ON TOWN COUNCIL LAND

1. Introduction

- 1.1 The purpose of this paper is to ask the Committee to consider recommending to Full Council
- (i) That Licences are granted to Wellington AFC to install a new pitch barrier and replace the hardstanding running the length of the Clubhouse/Dressing Rooms with asphalt and the terms of the licence
 - (ii) That in future decisions on issuing licences to work on Town Council land are delegated to the Chief Executive.

2. Background

- 2.1 The Committee will recall that an FA inspection of the football club facilities identified a number of issues that needed to be addressed. The club is now in a position to move these projects forward and require a Licence from the Council to allow the work to be undertaken.
- 2.2 There are two projects that require Licences
- (i) Replacement of hardstanding. The work will involve the replacement of the section of footpath/pitch hardstanding running the length of the Clubhouse/Dressing Rooms with asphalt that was deemed to contain trip hazards by the FA. The Committee will recall that the Council has previously agreed to provide funding to contribute to this work. The Club have yet to remove the existing floodlight columns on that side before this work can be undertaken and are currently negotiating to have them removed. Once done the work can commence but this will entail closure of the path for the duration. We will keep you advised of developments.
 - (ii) Replacement of Pitch Barrier. The replacement of the existing, out of date, pitch barrier with an FA Approved Fastmesh SPX system similar to that installed adjacent to the new 3G pitch at Court Fields School. It includes a 1.2m gate in the barrier to allow access to the playing area and a 2.4m gate to allow the dugouts to be installed and removed as well as two 2.75m gates situated above and below the dressing rooms. These will be hinged against the barrier and only used immediately before, at either end of half-time. and at the end of the game to allow 'safe passage' for the officials and players. This is to comply with FA regulations. The section on the Clubhouse side of the pitch, adjacent to the footpath/hardstanding, will be replaced shortly after the path has been replaced with the two ends being replaced once the cricket season has finished and in conjunction with the floodlight installation. A plan and details of the fencing are attached as Appendices A and B.

2.3 In terms of the model Licence it is proposed that we use the same Licence that Somerset Council have previously used a copy of which is attached as Appendix C.

2.4 The Committee is also asked to consider that, given that decisions like this are broadly operational, it recommends to Full Council that in future decision in relation to the granting of licences to work on Town Council land are delegated to the Chief Executive

3. Considerations

3.1 That the Committee recommends to Full Council

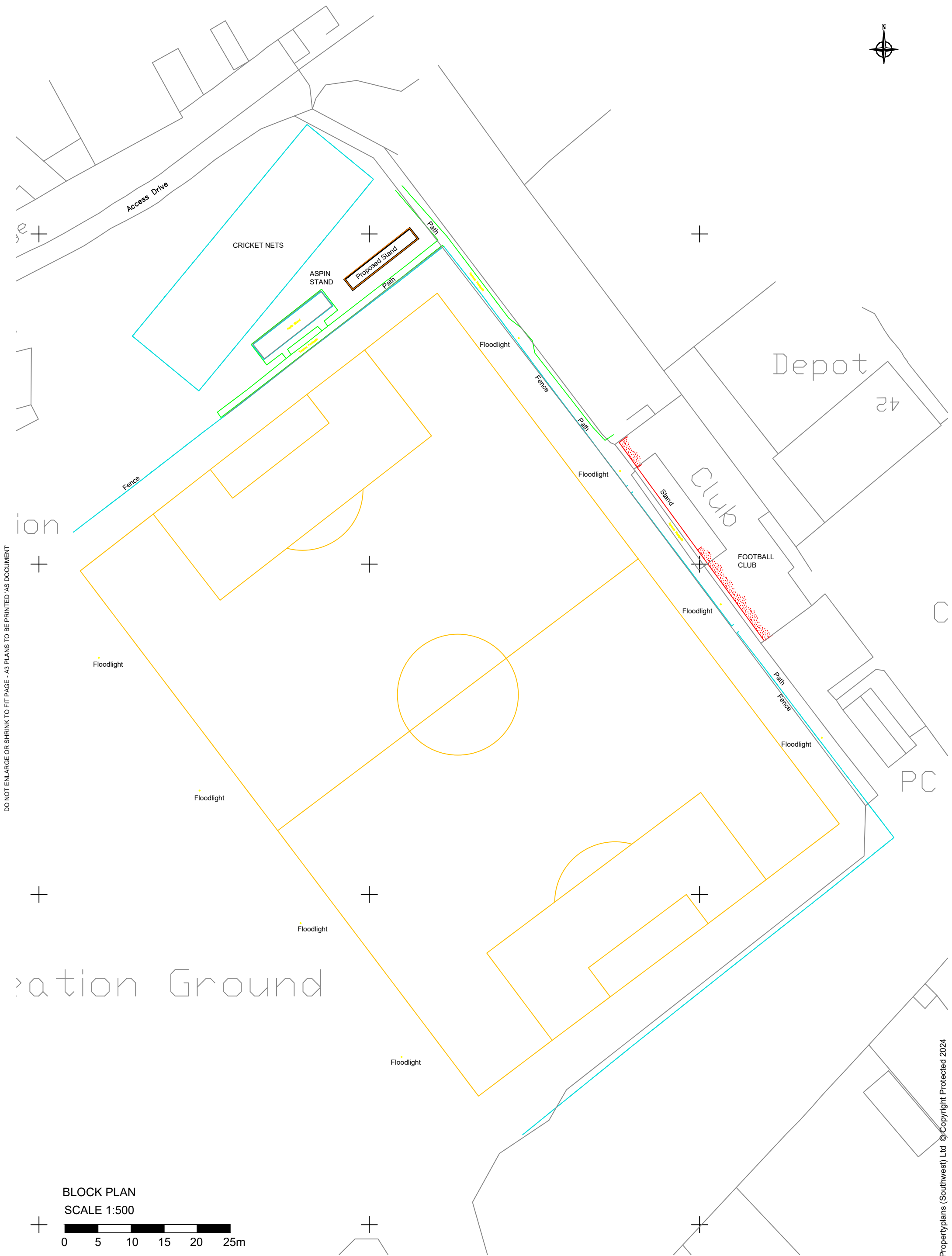
(i) that Licences are granted to Wellington AFC to carry out work to replace the hardstanding/footpath as detailed above and the pitch surround fencing as set out in this paper and

(ii) that future decisions on granting licences to work on Council land are delegated to the Chief Executive.

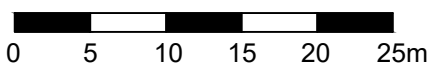
Dave Farrow

Chief Executive

July 2025



BLOCK PLAN
SCALE 1:500



client WELLINGTON AFC	address NORTH STREET CAR PARK WELLINGTON TA21 8NA	dwg PROPOSED BLOCK PLAN	date 12.12.2024	scale 1:500	sheet A3	Propertyplans (Southwest) Ltd 11 west villas cotford st luke taunton ta4 1td tel. 01823 215 005 mob. 07866 422 575 email. info@property-plans.net web. www.property-plans.net
			dwg.no. 2024075 003	revision		

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Wellington Town Council
28-30 Fore Street
Wellington
Somerset
TA21 8AQ

Enter Date Here

Enter Address Here

Dear Sirs/Madam,

Dear Sirs,

Licence to Enter and Undertake Works on Land at [Site Address or Description]

Wellington Town Council has agreed to grant you and your appointed contractor a licence to access the land shown on the attached plan on the conditions below. This licence is granted solely to allow you access to the land to carry out the works specified below.

This licence does not confer exclusive occupation or create a tenancy.

The authorised works comprise and are limited to:

- [Description of authorised works, e.g., “installation of replacement floodlighting as approved by Planning Consent reference [number]”]

Terms of Licence

1. Term

The licence is granted for a period of [e.g., 6 months] commencing on [start date] or until completion of the works, whichever is earlier.

2. Licence Fee

No licence fee shall be charged. *(or state agreed fee if applicable)*

3. Insurance and Indemnity

- You will be responsible for maintaining public liability insurance to a minimum cover of £[amount] for any single claim.
- You will indemnify Wellington Town Council against all losses, claims, demands, actions, proceedings, damages, costs, expenses or other liabilities arising from the works or your occupation of the land.

4. Standards and Conduct of Works

- All works must be carried out in a proper manner that complies with all relevant Health and Safety legislation and ensures the protection of the public and other users of the land.
- You must minimise any disruption or inconvenience.

5. Ongoing Maintenance

- You agree that any equipment installed will be maintained by [Licensee] at your own expense.
- You will be responsible for any future repair, maintenance or removal costs.

6. Completion

- Upon completion, you must make good any damage to the land to the satisfaction of Wellington Town Council.

Please confirm acceptance of these terms by signing and returning a copy of this letter.

Yours faithfully,

[Name]

[Position]

Wellington Town Council

[Email / Phone]

I confirm acceptance of the terms of this licence:

Signed on behalf of [Licensee Name]:

Authorised Signatory

Name: _____

Position: _____

Date: _____

Attachments:

- Plan identifying the licensed area
- Copy of any relevant planning consent