

MINUTES OF THE WELLINGTON TOWN COUNCIL COMMUNITY COMMITTEE MONDAY 21 JULY 2025 AT 6.00 PM

Present: Councillor A Govier (Chair)
Councillors J Cole, M McGuffie, M Lithgow

In attendance: Dave Farrow – CEO/Town Clerk
Wasif Choudhury – Democratic Services & Finance Officer
Laura Batcha – Community Development Officer
Peter Joint – Community Connect Champion
Councillor J Thorne
Claire Care – Representative of Reminiscence Learning
One member of the press

135 ELECTION OF CHAIR

RESOLVED to elect A Govier as Chairman for the forthcoming year.

136 ELECTION OF VICE-CHAIR

RESOLVED to elect C Govier-Wilkins as Vice Chairman for the forthcoming year.

137 TO RECEIVE APOLOGIES AND APPROVE THE REASONS GIVEN

Apologies were received from Councillors C Govier-Wiggins, C Penk and J Lloyd.

138 DECLARATIONS OF INTEREST

Councillor A Govier declared an interest in relation to Cradle to Career which is a model currently being implemented by his employer, Court Fields Community School. There are no recommendations or decisions to be made in this meeting regarding this so no further action beyond noting is required.

139 PUBLIC PARTICIPATION

No members of public in attendance.

At this juncture, it was **RESOLVED** to move agenda item 10 forward.

140 REMINISCENCE LEARNING

Community Development Officer provided an update on Reminiscence Learning.

Claire Care from Reminiscence Learning spoke about her role within the organisation and how she will be based in the Kings Arms Community Hub on a one day a week basis. She also confirmed that she will request a detailed breakdown on what support will be provided to Wellington residents and what the cost to the council will be. The Community Development Officer will also liaise with Reminiscence Learning regarding this.

Further, she stated that recently she had attended a conference regarding a research project based at Bath Spa University on what are the key characteristics of dementia inclusive community and will be looking on how some of these can be implemented for Wellington.

141 MINUTES

RESOLVED to approve minutes of Community Committee meeting held 28 April 2025.

142 KINGS ARMS COMMUNITY HUB

- (i) The Committee reviewed and noted the update from the Project Officer.
- (ii) Operational Budget and overspend arrangements.

RESOLVED to approve the budget as set out in the supporting paper and give officers delegated authority to spend against the line as detailed.

RESOLVED to recommend to Full Council that Officers can overspend the budget for the sole purpose of covering essential costs such as utility bills and service charges.

RESOLVED to recommend to Full Council that the 12-month warranty cost of £4,800 should be sourced from the revenue budget line, rather than the set-up costs, noting that this would cause an additional overspend.

- (iii) To approve draft User Agreement.

Councillors agreed to amend the Charges and Donations section to confirm that Wellington Town Council reserves the right to request that venue hire costs be covered by users if the organiser is charging attendees or if they are in receipt of grant funding for the service or activity they are providing.

In addition to this, it should also state that any changes to contributions and future fees will be implemented and charged in April 2026.

RESOLVED to approve amended User Agreement.

- (iv) To approve draft Volunteer Agreement.

Councillors discussed if the agreement contained enough detail on the legal requirements of health and safety at the Kings Arms Community Hub.

Community Development officer confirmed that inductions will happen for all groups using the hub which will go into detail health and safety requirements and considerations.

RESOLVED to approve the Volunteer Agreement.

- (v) To consider the draft Vision, Mission & Priorities.

Councillors agreed to re-word phrase “one stop shop” to ensure clarity that Kings Arms Community Hub will also provide signposting for all the needs of the community.

RESOLVED to approve amended document.

143 COMMUNITY CONNECT CHAMPION UPDATE

Community Connect Champion provided an update on the following:

- (i) Cradle to career

Community Development Officer will forward the threads of this initiative to councillors.

- (ii) One Team
- (iii) Children & Young People Forum
- (iv) PFSA

These updates were all noted by the committee.

Councillors agreed that there is a need for budgetary considerations for any planned evening sessions of the Kings Arms Community Hub and that greater publicity of what is offered is required to ensure that more residents of Wellington are aware.

144 COMMUNITY DEVELOPMENT PLAN

Community Development Officer provided an update on the following:

- (i) Community Development Plan progress

Community Development Officer will forward the themes within this plan to all Wellington Town Councillors for viewing and comment.

- (ii) Budget Update

RESOLVED to approve £750 for summer engagement programme requirements.

- (iii) Council use of the Place Standard Tool

Committee agreed that this is a useful tool and the usage of it should continue however it should not be overly relied upon.

- (iv) Approve Engagement Programme for Summer.

Councillors agreed that the Community Development Officer has the expertise to determine the best methods to measure and determine what the community needs should be for the Kings Arms Community Hub.

RESOLVED to approve Engagement Programme for Summer in whatever form the Community Development Officer deems to be the most effective.

145 EMERGENCY PLAN

Committee noted the update provided.

RESOLVED to approve formation of a working group with a delegated budget of £460.

146 ACCELARATED REFORM FUNDING

Councillors agreed that the application should be tailored to ensure maximum possibility of a successful application.

RESOLVED to approve that the Community Development Officer apply for this funding.

147 BUDGET REPORT

Budget was noted.

There being no further business the meeting closed at: 19:30

Initial.....



Title	Accelerated Reform Fund (ARF) Bid
Meeting	Community Committee
Date of meeting	15.09.25
Action Required	Recommendation to Committee – To note the ARF bid submission and agree the proposed match funding contribution from the Community Development Budget (2025/26).
Report Author and email address	Laura Batcha Community Development Officer

1. Introduction

- 1.1 The purpose of this report is for the Committee to note the development and submission of the “Wellington Connect” (working title) bid to the Accelerating Reform Fund (ARF) by reviewing the updated business plan and job description
- 1.2 The purpose of this report is to seek the Council’s/committee’s agreement to approve a commitment of £10,700 from the 2025/26 Community Development Budget, should the bid be successful.

2. Background

- 2.1 Wellington Town Council has submitted a funding application to the Somerset Accelerating Reform Fund (ARF) for **£41,000** to support delivery of the “Wellington Connect” project.
- 2.2 The project will fund a 12-month fixed-term Community Project Co-ordinator to deliver a campaign supporting unpaid carers, facilitate information sharing and referrals across Wellington, and develop a sustainable working group and online Community Directory.
- 2.3 The business plan, monthly budget breakdown, and job description have all been submitted as part of the bid package.
- 2.4 The Town Council’s contribution of **£10,700** will cover a portion of the Co-ordinator’s salary and delivery of linked community engagement events.
- 2.5 A decision on the funding is expected in October 2025.

- **Appendix 1:** Project Overview
- **Appendix 2:** Job Description – Community Project Co-ordinator
- **Appendix 3:** Business Plan – Wellington Connect (Working Title)

3. Links to Council Vision and Place Plan

Links to Council Vision and Place Plan

This project directly supports the Council's strategic vision and Wellington Place Plan priorities:

Vision Alignment:

- An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community
- A town with vibrant cultural, sporting, and social communities
- A destination of choice for people to live and work

Wellington Place Plan Themes:

- Inclusive Access and Connected Communities
- Youth, Learning & Lifelong Support
- Housing, Inclusion & Community Safety

4. Financial Implications

If the bid is successful, the Council will allocate £10,700 from the 2025/26 Community Development Budget:

- £9,000 towards the salary of the Project Co-ordinator
- £1,700 towards the campaign and community event delivery

This contribution will support the bid's value-for-money case and evidence the Council's commitment to project sustainability.

5. Risks

- If the bid is unsuccessful, the project cannot be delivered at the proposed scale unless alternative funding is sourced.
- If the bid is successful but Council funding is not approved, the funding award may not be viable.
- Precept setting timelines could impact the longer-term sustainability of the role; this is addressed through an end-of-project evaluation and contingency planning (as outlined in the business plan).

6. Considerations

- That the Committee notes the development and submission of the ARF funding application
- That the Committee approves if the bid is successful, £10,700 be allocated from the 2025/26 Community Development Budget to match against the £41,000 grant

7. Background Papers

- Appendix 1: Project Overview
- Appendix 2: Job Description – Community Project Co-ordinator
- Appendix 3: Business Plan – Wellington Connect (Working Title)



Wellington Connect - ARF BID

Strategic Aim

To embed a coordinated, community-first model for adult care and early intervention in Wellington by funding a Community Project Co-ordinator .

This role will strengthen local care pathways, link services, manage signposting tools and outreach, support data coordination, and facilitate delivery of the “Could You Be a Carer?” campaign to increase early identification and access to support for unpaid carers.

What the bid would fund

Project Delivery & Coordination Role

- A dedicated officer to lead service mapping, micro-provider engagement, and partner coordination
- Manages carer awareness campaign and coordinates volunteer training and referrals
- Builds connections across sectors: NHS, PCN, One Team, housing providers, churches, Local Schools and Village Agents

Community Directory

- Digital system integrated into Town Council website
- Listings of groups, micro-providers, and wellbeing services with update process
- Supports residents, volunteers, and professionals in locating services quickly

Community Engagement & Campaigning

- “Could You Be a Carer?” awareness campaign
- Neighbourhood breakfasts and carer info events
- Inclusive community steering forum to co-design future support offers

Volunteer and Micro-Provider Support

- Structured induction, DBS checks, training, and expenses
- Creation of a peer-led support network embedded in the community

Wellington Connect - ARF BID



Town Council Commitment

- Capital investment in refurbishment of the King's Arms Community Hub (KACH)
- Sustain Community Hub Manager post (covered via precept from April 2026)
- Long-term lease, running costs, and oversight included in core budget
- Standing agenda item on Community Committee to maintain governance and visibility
- Financial commitment £9,000 towards coordinator role and £1,700 towards additional campaigns and events.

Why This Model Works

- Responds to identified adult social care gap in Wellington
- Builds on Town Council's capital and operational investment
- Creates a replicable, community-first approach to prevention and care navigation
- Supports early intervention and reduces pressure on formal services

Estimated - Reach

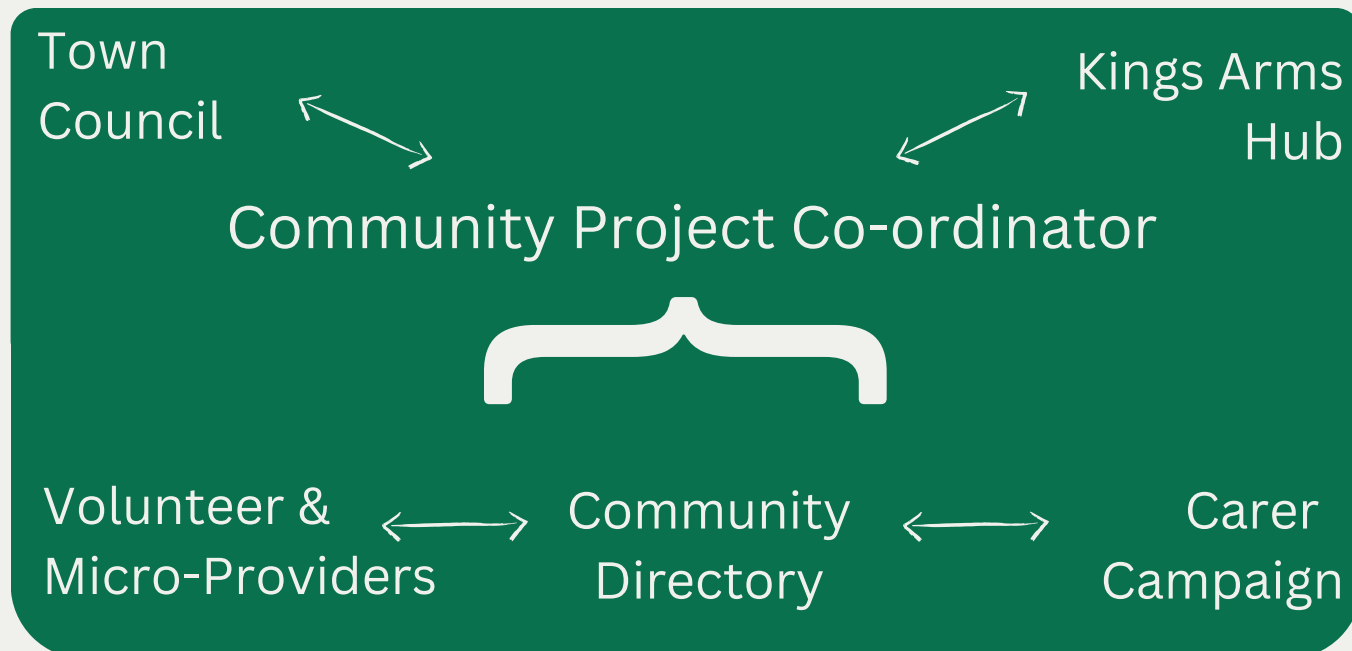
12 Months

- 500+ residents supported or signposted
- 20+ delivery partners featured in directory
- 100+ unpaid carers reached and supported
- 30-40 volunteers/micro-providers engaged
- 12+ community events/forums hosted

Wellington Connect - ARF BID



Overview



Community Project Coordinator	Community Directory	Volunteer and Mircro-provider Support	Care Campaign and Events	Total
ARF - 30.000	ARF - 5,000	ARF- 1,000	ARF - 5,000	41,000
WTC - 9,000			WTC - 1,700	10,700
39.000	5,000	1,000	6,700	51,700

JOB DESCRIPTION – COMMUNITY PROJECT CO-ORDINATOR

Location: King's Arms Community Hub, Wellington (3 days and 2 days outreach)

Reports to: Community Development Officer, Wellington Town Council

Contract: Fixed term – 12 months

Hours: 30–37 hours per week (0.8–1.0 FTE)

Salary: £39,000 per annum

Purpose of the Role

To coordinate and deliver community-based activities that strengthen local adult social care support, improve access to information and services, and raise awareness of the needs of unpaid carers. The role will lead on the implementation of the “Wellington Connect” project, including the development of a community directory, the delivery of the “Could You Be a Carer?” campaign, and the coordination of volunteers and micro-providers.

Key Responsibilities

Project Delivery & Coordination:

- Lead the delivery of the “Could You Be a Carer?” campaign, including planning, promotion, community engagement, and events.
- Support the build, population, and promotion of a new online Community Directory for adult social care and wellbeing services.
- Facilitate monthly working group meetings involving stakeholders such as Thrive (CCS), Wivey Cares, micro-providers, and service users.

Partnership Working & Communication:

- Liaise with a range of local partners, including health services, voluntary groups, housing providers, and carers' organisations.
- Build and maintain strong local referral pathways and signposting mechanisms.
- Represent the Town Council at relevant network meetings and events.

JOB DESCRIPTION – COMMUNITY PROJECT CO-ORDINATOR CONT...

Volunteer and Micro-Provider Support:

- Support a network of local volunteers involved in information sharing and outreach, as well as engaging and supporting existing volunteers within the community.
- Coordinate volunteer-related processes including expenses, induction, training sessions, and ongoing feedback.
- Liaise with local micro-providers and support individuals wishing to offer micro-provision (e.g. signposting around DBS checks, insurance, and regulatory guidance).
- Facilitate use of the Community Directory by volunteers and micro-providers, supporting them to input or update service information and respond to user feedback.

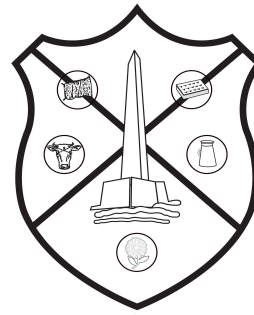
Monitoring and Evaluation:

- Track project milestones and outcomes, including service usage, referrals, and carer engagement.
- Collect data and feedback from residents, partners, and stakeholders.
- Produce monthly updates and a final impact report for internal and external use

Essential	Desirable
Experience of working in community engagement, adult social care, or project delivery	Knowledge of adult social care services or unpaid carer support
Strong coordination and organisational skills	Familiarity with Wellington and surrounding areas
Experience of working with volunteers or service users	Experience in developing promotional materials or campaigns



Department
of Health &
Social Care



Agenda Item 8c


**KINGS ARMS
COMMUNITY HUB**

WELLINGTON CONNECT

(WORKING TITLE)

BUSINESS PLAN

Prepared by

Laura Batcha

Community Development Officer

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1. EXECUTIVE SUMMARY

Wellington Town Council has invested heavily in the creation and running of the King's Arms Community Hub, addressing a long-standing gap in youth and family provision. The hub is now a focal point for local services, hosting partners including NHS teams, housing officers, employability providers, and voluntary groups.

Through community engagement during the hub's development and soft opening period, a clear unmet need for adult social care support and early intervention was identified. Residents and partners reported that service information is fragmented, making it difficult to access support, and unpaid carers are often hidden and unsupported.

To address this, the Town Council is seeking £41,000 from the Accelerating Reform Fund (ARF) and committing £10,700 to deliver Wellington Connect(working title):

- Deliver partnership coordination, lead the carer awareness campaign, and manage service signposting to improve access and early intervention.
- Create and maintain a digital community directory on the Town Council website.
- Deliver community engagement events and campaigns to capture community voice and raise awareness of available support.
- Provide training and support for volunteers and micro-providers.

This project will evidence need and impact, informing future funding of this role through the Town Council precept and other sources.

2. BACKGROUND AND CONTEXT

The King's Arms Community Hub opened in 2025 after Town Council-funded refurbishment. Initially focused on youth and family provision, the hub has attracted diverse partners, including:

- NHS health coaches and social prescribers
- Housing services (LiveWest and Somerset Council)
- Reminiscence Learning (dementia support)
- Bold and Brave, Young Somerset, and In the Mix (youth engagement)

Community voice highlighted an unmet adult social care gap, with residents and carers unsure where to go for support. Many services operate in isolation, limiting preventative support and early intervention opportunities.

The Town Council has demonstrated significant commitment by:

- Funding the hub refurbishment.
- Providing operational funding and establishing the Hub Manager post (to be sustained via the precept).
- Committing to long-term lease and running costs, with the hub a standing agenda item at the Community Committee.

The Accelerated Reform Fund project builds on this foundation to expand the hub's remit to adult social care coordination.

3. AIMS AND OBJECTIVES

Project Aim:

To create a coordinated, community-first model of adult care and early intervention in Wellington, reducing reliance on crisis and statutory services.

Objectives:

- Establish dedicated resource to lead partnership coordination and strengthen adult care signposting
- Deliver the “Could You Be a Carer?” campaign to support early identification and connection of unpaid carers.
- Develop and maintain a digital community directory.
- Facilitate stakeholder engagement and partnership development across health, housing, voluntary, and faith sectors.
- Create and manage a volunteer and micro-provider framework to expand grassroots capacity.
- Run community forums and neighbourhood breakfast meetings to capture community voice.

4. KEY DELIVERABLES & MILESTONES

Quarter 1 (Jan–Mar 2025)

- Establish partnership coordination function and set up delivery framework
- Complete baseline mapping of services.
- Develop digital community directory framework.
- Design “Could You Be a Carer?” campaign.

Quarter 2 (April–June 2026)

- Launch community directory (initial service listings live).
- Deliver first community forum and breakfast meeting.
- Run first phase of carer campaign.
- Initiate volunteer recruitment and training.

Quarter 3 (July–Sept 2026)

- Continue carer campaign and directory updates.
- Deliver additional community forums and feedback sessions.
- Establish formal volunteer and micro-provider support framework.

Quarter 4 (Oct–Dec 2026)

- Project evaluation, case studies, and final reporting.
- Sustainability planning (precept funding case, partner contributions, room hire income).
- Final community forum to share findings and next steps.

5. BUDGET BREAKDOWN (£51,700) £41,000 (ARF) £10,700 (WTC)

- Resource for partnership coordination, carer campaign delivery, and service signposting – £39,000
- Digital Community Directory (development and setup) – £5,000
- Delivery, Events & Communications – £6,700
- Volunteer Expenses & Training – £1,000

6. COMMUNITY VOICE AND ENGAGEMENT

- Community voice is central to Wellington Connect. Engagement to date has highlighted the need for clearer signposting and support. The project will:
- Host monthly community forums and utilise neighbourhood breakfast meetings.
- Run regular surveys and feedback sessions with service users and carers.
- Co-design the directory content with residents and partners.
- Use local networks (churches, schools, Village Agents, One Team Wellington) to ensure diverse voices are heard.

7. IMPACT AND EVALUATION

Expected Year One Impact:

- 500+ residents supported or signposted.
- 100+ unpaid carers identified and connected to services.
- 20+ delivery partners engaged in the directory.
- 30–40 volunteers recruited and trained.
- 12+ community engagement events/forums delivered.

Evaluation Methods:

- Service mapping baseline and post-project analysis.
- Directory usage analytics and referral tracking.
- Community voice surveys and partner feedback.
- Case studies and quarterly reporting.

8. RISK REGISTER

- Staffing Risk (recruitment and retention): Mitigated by clear job specification and competitive salary.
- Data Management Risk (directory): GDPR-compliant systems and processes in place.
- Community Engagement Risk: Mitigated by targeted outreach and multiple engagement formats.
- Sustainability Risk: Addressed through early evidence capture, partnership income exploration, and precept funding plan.

9. TOWN COUNCIL COMMITMENT & POST-ARF SUSTAINABILITY

Wellington Town Council is fully committed to supporting the legacy of the ARF-funded work and has agreed to contribute £10,700 toward the delivery of the project. This contribution will help fund the Project Co-ordinator post and campaign delivery alongside the ARF grant.

In addition, the Council has committed to:

- Funding ongoing awareness events that complement the Carer Campaign (e.g. Mental Health Week, Volunteers Week, International Day of Persons with Disabilities). This includes covering room hire, refreshments, and promotional materials.
- Sustaining the hosting and maintenance of the Community Directory via the Town Council's digital and communications budget, ensuring the platform remains accessible and up to date for residents and partners.

As the project progresses, a structured evaluation process will be undertaken. This will capture outcomes and feedback from residents, unpaid carers, delivery partners, and the Co-ordinator themselves. The results will directly inform a formal sustainability recommendation to the Community Committee before the project concludes.

At this stage, the Council has not made a formal commitment to include the Project Co-ordinator role in future precept budgets, but remains open to doing so based on the strength of the evaluation. There are three potential outcomes:

1. Continuation of core assets – such as the directory, a stakeholder working group, and periodic community events delivered via partners.
2. Continuation with part-time officer support – if light coordination is needed to sustain momentum.
3. Full continuation of the role – if the evidence shows a strong ongoing need and significant impact.

Due to the timing of precept setting (typically autumn for the following April), a 3-month funding gap could occur if the decision is made late in the project. In such a case, the Council will explore temporary bridging options, including use of reserves.



Title	Safeguarding Policy Update
Meeting	Community Committee
Date of meeting	15 September 2025
Action Required	Recommendation to Council
Report Author and email address	Laura Batcha – Community Development Officer

1. Introduction

- 1.1 The purpose of this report is to seek the Committee's agreement to proposed updates to the Town Council's Safeguarding Policy.
- 1.2 The policy has been reviewed to reflect operational changes, including the addition of the Kings Arms Community Hub under the Council's safeguarding remit.

2. Background

- 2.1 Wellington Town Council adopted its current Safeguarding Policy to ensure children and vulnerable adults accessing council services are protected from harm. The Kings Arms Community Hub now forms part of the Council's operational services and regularly works with young people and vulnerable adults, necessitating its inclusion in the policy.
- 2.2 The proposed updates also clarify the designated safeguarding roles, confirming the Community Development Officer as the Lead and the Kings Arms Community Hub Manager as the Deputy, with the Town Clerk as the escalation point in their absence.
- 2.3 Minor terminology updates (e.g. replacing 'Criminal Records Bureau' with 'Disclosure and Barring Service') and process clarifications are also included.

3. Links to Council Vision and Place Plan

- An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community
- Youth, Learning & Lifelong Support
- Housing, Inclusion & Community Safety

4. Financial Implications

There are no direct financial implications associated with adopting the revised policy. Any future training or DBS costs are included in existing operational budgets.

5. Risks

Failure to update the Safeguarding Policy to reflect current operations and staff roles could lead to unclear procedures and reduced accountability in safeguarding practice. The proposed updates mitigate this by clearly outlining responsibilities and points of contact.

6. Considerations

That the Committee agrees to adopt the revised Safeguarding Policy as presented, with the updated safeguarding lead roles and inclusion of the Kings Arms Community Hub.

Key Updates to Make

Include Kings Arms Community Hub under the policy

Where to update:

- Section 1.1 (Introduction) – Add a sentence:

"This policy also applies to all activities and services delivered at the Kings Arms Community Hub, which operates under the remit of Wellington Town Council."

- Also mention this under Section 2 (Scope) to confirm coverage.

Designated Safeguarding Roles

Update in Section 9.3 (Confidentiality/Lead Responsibilities) and Section 4 or 10:

- Clearly define the Designated Safeguarding Lead and Deputy, and who to contact in their absence:

"The Council's Designated Safeguarding Lead is the Community Development Officer.

The Deputy Designated Safeguarding Lead is the Kings Arms Community Hub Manager.

In the absence of both the Lead and Deputy, staff should report concerns to the Chief Executive/Town Clerk.

If the concern relates to the Designated Safeguarding Lead, Deputy or Town Clerk, the matter should be reported to the Chief Executive/Town Clerk or in their absence the Mayor."

Additional Recommendations

Update DBS Check Language

Section 10.1 still refers to "Criminal Records Bureau," which should be updated to Disclosure and Barring Service (DBS).

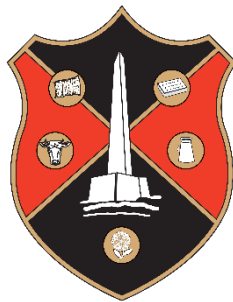
Clarify DBS Level (Basic vs Enhanced)

- Basic DBS checks will be used where appropriate
- Enhanced checks will only be required for roles meeting the regulated activity criteria

"The level of DBS check will be determined by the role's level of contact with children or vulnerable adults, following government guidance."

Ensure all contact numbers are current

Section 8 and poster references still use "Somerset County Council", confirm it's now referred to as Somerset Council throughout.



Wellington Town Council Community Engagement Policy

1. Purpose

The purpose of this policy is to establish a clear framework for effective, inclusive, and transparent two-way communication between the Council and the community. This policy ensures that community input is valued and contributes meaningfully to decision-making processes. All officers and elected members of Wellington Town Council share responsibility for ensuring that meaningful community engagement is embedded across all functions. Engagement is not limited to formal consultations — it is an ongoing process of dialogue, listening, and co-creation with the public.

2. Scope

This policy applies to all community engagement activities undertaken by the Council, including but not limited to strategic planning, service delivery, infrastructure projects, policy development, and local governance matters.

3. Objectives

- Facilitate meaningful dialogue between the Council and the community.
- Ensure community views inform council decisions.
- Build trust, transparency, and accountability.
- Foster inclusive participation that reflects the diversity of the community.

4. Principles of Engagement

The Council commits to the following principles:

- Inclusive: Engage with a broad cross-section of the community, including underrepresented and vulnerable groups.
- Transparent: Clearly communicate the purpose, process, and outcomes of engagement.
- Timely: Initiate engagement early in the decision-making process.
- Accessible: Use multiple platforms and formats to suit various needs.
- Respectful: Treat all community contributions with fairness and respect.
- Feedback-Oriented: Close the loop by reporting back on how community input influenced decisions.
- Equitable: Proactively identify and reach out to underrepresented groups, including young people, disabled residents, carers, those on low incomes, and communities who may not engage digitally.

5. Engagement Levels

The Council will apply appropriate engagement levels based on the IAP2 Spectrum of Public Participation:

- Inform – Provide information to assist understanding.
- Consult – Obtain feedback on proposals or decisions.
- Involve – Work directly with the public throughout the process.
- Collaborate – Partner with the community in decision-making.
- Empower – Place final decision-making in the hands of the public (where appropriate).

6. Two-Way Communication Strategies

To support two-way communication, the Council will:

- Host public meetings, forums, and workshops.
- Use surveys, focus groups, and online engagement tools.
- Maintain open channels for ongoing dialogue (e.g., social media, email, service centers).
- Appoint community liaisons or advisory groups where appropriate.
- Provide clear feedback on how community input was considered or implemented.

7. Responsibilities

- Councillors: Champion engagement and consider community input in decision-making.
- Council Staff: Design and deliver engagement activities aligned with this policy.
- Community Members: Participate constructively and respectfully in engagement processes.
- The Council: will also work with partners to support residents and local groups to build capacity and confidence to engage effectively, including offering tools, training, or opportunities for co-design and collaboration.

8. Strategic Alignment

This engagement policy supports the delivery of the Wellington Community Development Plan (2025–2030), which relies on widespread public participation to shape priorities and outcomes. Engagement activities undertaken under this policy will directly inform the CDP and future strategic documents. This also strengthens Wellington Town Council's commitment to inclusive, accountable, and transparent governance.

9. Evaluation and Review

The effectiveness of community engagement will be regularly reviewed through:

- Feedback from participants.
- Post-engagement evaluations.
- Annual reporting on engagement activities and outcomes.

The report will include activities undertaken, who was engaged, key themes raised, and how community input has influenced Council decisions

This report will contribute to continuous improvement and transparency, and inform updates to the Community Development Plan.

This policy will be formally reviewed every three years or earlier if required.



Title	Youth Service Delivery Proposal
Meeting	Community Committee
Date of meeting	15.09.25
Action Required	Recommendation to Council – to approve funding from the Wellington Community Support Services budget.
Report Author and email address	Laura Batcha – Community Development Officer

1. Introduction

1.1 The purpose of this report is to seek the committee's agreement to fund youth provision delivered by In The Mix Project (ITMP) as part of Wellington Town Council's ongoing commitment to youth engagement and support.

1.2 The funding would support the delivery of a weekly or twice-weekly youth session in Wellington for up to 40 weeks, targeted at young people aged 11–19, with a focus on informal learning, personal development, and community engagement.

2. Background

2.1 In The Mix Project has submitted a delivery proposal (Appendix 1) to provide structured youth provision in Wellington. The offer includes one or two 2-hour youth sessions per week, staffed by experienced youth workers, with opportunities for co-designed activities and wider engagement.

2.2 The programme builds on the success of this summer's detached youth work, delivered by Nick and his team, which has already seen strong engagement and the establishment of positive relationships with local young people. Their involvement supported the initial drop-in sessions at the Kings Arms Community Hub and contributed to the development of youth voice and interest in ongoing provision.

- Appendix 1 - ITMP Delivery Package
- Appendix 2 – Youth Work Report Detached

3. Links to Council Vision and Place Plan

An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community

- A town with vibrant cultural, sporting, and social communities
- Youth, Learning & Lifelong Support
- Housing, Inclusion & Community Safety

4. Financial Implications

The cost of the proposed provision is:

- £9,602 for one weekly session (2 hours) over 40 weeks
- £17,904 for two weekly sessions (2 hours each) over 40 weeks

These costs are within the standard range for professionally staffed youth work delivery and include planning, delivery, staffing, safeguarding, reporting and co-ordination. Funding would be drawn from the Wellington Community Support Services budget.

Costs are consistent with other youth provision models where experienced, qualified staff and safeguarding procedures are included. The cost reflects not just face-to-face time but all associated planning, reporting, and supervision requirements.

5. Risks

Without continuation of youth engagement activity in Wellington, there is a risk that the positive relationships built over the summer could be lost. This may lead to young people feeling disconnected or underrepresented in the community, limiting the potential for early intervention and support.

Investing in this provision helps maintain a consistent and supportive space where young people can build life skills, confidence, and stronger community connections. While there have been some minor issues raised locally, this proposal aims to proactively support young people before these behaviours escalate, ensuring they feel heard, included, and positively engaged.

6. Considerations

Members are asked to consider whether they wish to support this proposal for youth provision delivery by ITMP with costs allocated from the Wellington Community Support Services (WCSS) budget.

Officers continue to explore additional long-term funding options to supplement and sustain youth provision in the town. Should bids be successful the funds from WCSS will be reallocated to be used elsewhere. (appendix 3 – Paul Hyman)

7. Background Papers

- Appendix 1 - ITMP Delivery Package
- Appendix 2 – Youth Work Report Detached
- Appendix 3 – Paul Hayman Foundation Bid

In The Mix Project Delivery Package Pro forma

In The Mix Project Introduction

We provide youth work support and advice to young people, relating to issues prevalent to themselves, their communities and their environment. We ensure young people have a voice and opportunity to engage in their communities and an opportunity to enhance personal development, life skills, and self-esteem through participatory informal educational activity. Youth work is voluntary in the first instance, and we strive to build positive relationships with young people to ensure they continue to engage and participate, on their terms. We have been providing successful youth and community services in Somerset since 2011 to young people, schools and communities, providing outcomes and securing futures. For more information visit our website www.inthemixproject.org.uk.

Delivery Package Outline

Please see below the outline of the service you have requested from In The Mix Projects' Alternative Provision service. If you have any queries, please do not hesitate to get in touch with us.

Project or Works Title	Youth Work provision in Wellington
Package	<p><i>Youth work provision encompassing the below;</i></p> <ul style="list-style-type: none"> • Positive activities • Awareness Programmes • Skills for Life / Personal Development • Community and Social Action • 1:2:1 support and mental health provision
Summary of Project	Youth workers will use youth work methodology to deliver a variety of informal educational and youth work-based activities in a young person led environment to increase personal, social, and emotional development, confidence and build resilience. Support young people to become more involved and engaged in their community.
Location of work	Sessions may be delivered in a variety of locations within the town including The Kings Arms Hub and within the community or at the rec.
Staffing of work	<p>During the delivery of the programme, we will draw on the expertise of our youth work team, using the available skills and experiences including our teaching qualifications, outdoor activity delivery experience, and project management knowledge to ensure successful delivery of our services. We will also ensure staff use core youth work methodology, principles and practices when working with participants, building relationships that are youth led, built on a voluntary engagement, and focused on the needs of the young person.</p> <p>Session would be staffed by two youth workers and we would encourage community volunteering. We have the ability to run same sex and dual sexed staffed deliver and provide either a male or female worker depending on need.</p>
Target audience/s	Target audience for young people aged 11-19 and those less likely to be engaged in formal provision or uniformed groups and sports clubs. Provision would be open access. This staff to young person ratio will allow us to maintain focus on relationships, education and development.

In The Mix Project Delivery Package Pro forma

Programme Scope	<p>We would use youth work practices and values to build relationships with participants, that encourages their involvement and engagement in provisions offered and other advocacy routes, as well as developing their abilities and confidence. Young people would have access to a programme of activities that would meet the needs of the project but also excite and develop. Young people will be involved in co-designing the activities and programme at the sessions. Young people will have the opportunity to participate within the Core Network – out youth voice group.</p>
Outputs	<p>Young people will have the option to engage and choose the activities to take part in as part of relationship building and project planning.</p> <ul style="list-style-type: none"> • 1 or 2x weekly evening 2-hour youth club session with a varied programme of activities and informal learning, with time built in for planning, admin, community liaison and reporting. • Termly reports every quarter based on outputs, impact and learning. • Opportunity to engage in Core Network provision. • Termly visit to Courtfields school to promote and engage young people. • Engagement at primary level to ascertain needs for 8-11 age category alongside PFSAs. • Attendance at 4 meetings per year with WTC/WCSS. • Engagement in the Welly/Wivey One team meetings <p>This work will directly support the Cradle to Career model being developed in Wellington by Court Fields School and associated community partners, alongside the Best Start Family Hubs provision, a programme aiming to join up and enhance services through transformed family hubs in local authority areas, ensuring all families can access the support they need.</p> <p>In The Mix Project will work within a clear framework around national occupational standards, health and safety, safeguarding, insurance, and risk assessment as well as other guidance and procedures to ensure quality of services.</p>
Reporting and Reflecting	<p>As part of all provision, we would ensure that regular session evaluation takes place including recording of outcomes. Participants will be involved in feedback and reflective surveys etc. Provision and sessions will be tracked, numbers of hours and targets monitored and regular review points. Any reporting systems or structure required will be adopted from Wellington Town Council / WCSS as required. We will engage in all external partner meetings and interventions where possible.</p>
Young people's outcomes	<p>Outcomes are set in relation to need in the following areas as required:</p> <ul style="list-style-type: none"> • Education engagement • Skills development • Meeting personal needs and objectives • Making positive choices • Voice and participation • Confidence and personal resilience • Being challenged and achieving • Empowerment and community connection <p>Outcomes will be measured using In The Mix Projects' data from evaluations, session feedback, feedback forms, reflective journals, surveys, consultation and participant suggestions.</p>

In The Mix Project Delivery Package Pro forma

Cost of the Project	<p>This covers 1x 2hr youth club session for 40 weeks of the year 2x 2hr youth club sessions for 40 weeks of the year</p> <p><i>ITMP is committed to local fundraising to support the cost of provision including accessing Rotary Club funding, attending local events, and delivering youth-led initiatives to reduce dependency on council funds over time. We are also keen to support partnership fundraising initiatives alongside the council, local school, and other groups.</i></p>		
	<p>Staffing – Youth Worker/s and other staff/s (admin/marketing/management):</p> <ul style="list-style-type: none"> • Admin/Planning of sessions (consent form management, activity prep, printing, emails, setup) – 2hrs per week • Delivery of sessions (2 hour youth sessions) – 8hrs per week (two workers) • Reflection and evaluation of sessions, work on report writing, data management – 1.5hr per week • School / community engagement, youth consultation, linking in with other agencies – 1.5hrs per week <p>Total 13hrs per week (two sessions)</p>	<p>Travel – Use of Vehicles to transport young people and resources for sessions, events, and trips including holiday provision and special events, youth participation activity etc.</p>	<p>Delivery / Other – Cost of food such as free tea and toast, use of ITMP equipment (wear and tear), access to resources, printing materials, support to external visits etc. Programme delivery including informal educational workshops and discussions. Service support costs such as printing and office costs etc., accreditation – access to youth training programmes like first aid, food hygiene etc.</p>
	<p>Total Cost of works: £ 9,602.00 £ 17,904.00</p>		

Please do contact us if you have questions regarding the above outline. If this package needs amending please get in touch to discuss your requirements further.

Terms and Conditions

Subject to acceptance of initial delivery package, we would issue a Service Level Agreement with a clear project timeline and milestones/outputs, dates for review and payment terms. In The Mix Project reserves the right to amend costs prior to Service Level Agreement.

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Charity No. 1161486

For more information contact - info@inthemixproject.org.uk or visit www.inthemixproject.org.uk



in the mix *project*

In The Mix Project Detached Youth Work Project – Wellington and Cotford St Luke – Spring / Summer 2025



Avon and Somerset Police
SERVE.PROTECT.RESPECT.



**cotford
st. luke**
PARISH COUNCIL



WELLINGTON
TOWN COUNCIL
Serving Wellington & Rockwell Green

*Enabling brighter futures for young people
and communities through informal education
and youth work activity*

Charity number 1161486

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1. Overview

The majority of young people we support, by default of their limited access to resources and mobility, usually spend their time locally and occupy public spaces. They interact with other community members in both positive and negative ways. Detached youth work is a community based practise that takes place in public and social spaces, a democratic process that focuses on working with the young people in that context, spaces where young people may feel a greater in sense of ownership and more power than they may feel in places such as school or building based facilities and services like youth clubs and sports teams.

Detached youth work endeavours to provide broad based open-ended social education in which the problems and issues to be dealt with, and the manner in which they are dealt with, emerges from dialogue between the youth worker and the young person. This can support create better community cohesion and social benefits. Detached youth workers may often although not exclusively work with young people who have chaotic and complex lifestyles.

Our detached programme is in direct response to issues raised by communities and local police teams. We plan to work with local community representatives and groups to support cohesion and reduce the impact of young people within areas raised such as anti-social behaviour, litter, and substance abuse. We will also look to seek the views and thoughts of young people to share with others. This project is specifically designed to be a short term piece of work with a clear end date, ideally, we will connect young people into other services we are delivering or other statutory and VCFSE sector services within their communities such as counselling services, youth groups, uniformed organisations or other support agencies.

2. Delivery and Programme

Part of the initial tasks were communicating with our local police teams to ascertain any specific needs or areas which would benefit from this support. This resulted in the choice of both communities entered which had suffered from some minor ASB and issues regarding theft and suspected county lines. Part of our response was to support these issues with young people working with core partners. We also discussed with local councils undertaking some survey and questionnaire-based activities to seek the views of young people on their communities, wants and needs. Sessions were staffed by Nick Harvey, Emma Carberry, Matt Davis, and Emma Poppel.

Sessions were designed to be street based with a clear brief at the beginning around safety, practice and approach, and debrief at the end to inform any future sessions and follow up actions. Activities would be brought in depending on relationships and engagement with young people. Activities delivered included; sports, board games, a BBQ, advice and information sessions, pizza making and provision of snacks / drinks.

Young people we met asked for lollies and this was provided on the following session – these were a great conversation starter and enabled us to build dialogue with young people about their lives and community. During our sessions we actively promoted the Wellington Town Council funded “summer

sessions” hosted by Young Somerset at the Kings Arms Community Hub in Wellington, as well as the Community Youth Clubs in Cotford st Luke and Bishops Lydeard to young people we engaged.

3. Attendance Figures and Statistical Data

Please see below information on the number of young people engaged during our work, as well as those engaged on a regular basis. Young people engaged have been from Cotford st Luke, Wellington and areas surrounding those communities. Barriers young people told us they faced included access to education, transport, cost of living, lack of employment opportunities, limited things to do for young people their age, and perceived roles of young people in the community.

Each community was due to receive a total of 8 individual youth work sessions, and as of 5th September we have delivered a total of 30 hours of direct youth work. The total voluntary youth work hours equate to around 16 hours. See below for attendance, dates, and sessional data. In addition to our proposed sessions, we also supported a summer BBQ event in Wellington on 22nd August 2025.

Location	Date	Number of young people engaged	Number of young people returned from previous sessions (AVG)
Cotford st Luke	23rd May	25	N/A
Wellington	30th May	35	N/A
Cotford st Luke	6th June	40	18
Wellington	13th June	36	16
Cotford st Luke	20th June	15	8
Wellington	27th June	21	5
Cotford st Luke	4th July	<i>Cancelled due to staffing</i>	<i>n/a</i>
Wellington	11th July	15	8
Cotford st Luke	18th July	15	11
Wellington	25th July	43	35
Cotford st Luke	1st Aug	10	6
Wellington	8th Aug	8	3
Cotford st Luke	15th Aug	8	2
Wellington – BBQ Event	22nd Aug	42	20
Wellington – Kings Hub drop in	22nd Aug	35	15
Cotford st Luke	29th Aug	<i>Cancelled due to weather</i>	<i>n/a</i>
Wellington	5th Sept	48	24
Wellington – Kings Hub drop in	19th Sept		
Cotford st Luke – Pizza Party in the Park	3rd Oct		

4. Youth Work Outcomes

Any outcomes we expected to deliver were based on our profiling, information we gave to young people, and what they said in return. We spoke with them and asked questions such as; how are you

feeling about going back to school? What are you doing for the holidays? What do young people your age do? What would you like to see change in your community? What's missing for young people?

Using the National Youth Agency framework for curriculum we have supported the following outcomes and learning. From a youth work curriculum point of view; we have mainly worked towards; identity and belonging, health and wellbeing, and health and safe relationships. We have also worked a little on; democracy and participation, and creativity and fun. Our youth workers have built strong relationships with attendees to support built their confidence

In Wellington, we have been able to work with older teens who are less engaged within their community. We opened the Kings Arms Hub, and this allowed young people to take lead roles installing led lighting and also help make and serve hot chocolates.

As part of our interventions, we have demonstrated an increase in Positive Relationships with young people in the community. Many have regularly come back and spoke with youth workers during our visits. This has supported develop trust and respect in some young people. We have also consulted about services in Wellington and supported develop new youth work opportunities in that community.

Through our detached offer, we have supported increase community safety working with partners like the local police teams, the Wellington street pastors team, and local businesses. We have worked with young people around their views on safety and feeling safe and even kept young people safe.

Young people have enjoyed the activities offered and provided us with positive feedback. During our partnership sessions in Wellington, we collaborated with other agencies which in turn have allowed young people to learn more about these providers and build connections.

Young people have been provided with advice, information and support that has helped them make decisions and shape their futures, this has helped them to change the world around them. In Cotford st Luke we pursued a social action activity – a litter pick.

5. Case Studies

Due to the nature of this work, we do not have a specific case study for this project. We can however mention about some of things we have undertaken whilst on session. Namely an intervention with two females in Cotford st Luke, one of whom appeared to be either intoxicated or used some drugs. We had approached to support them but one of the females who did not appear to be in need of assistance moved the pair on. We visited the local youth club and found that they had sought respite there and were in a separate room. We undertook a welfare check on them and the girl who appeared fine came to chat with us and explained the situation and that the other girl had fallen out with her parents. We spend some time on site with other youth work staff to provide support.

Similarly in Wellington on one occasion, we met a new group of girls for the first time at a local park, and explained our role and the work we are doing, having a chat, building relationships etc. Later that same evening we bumped into them outside of Asda and they were being engaged by an older male, they sought us out for some support (silently voicing “help us”), and we provided an intervention with the girls – talking directly to them and asking questions about going into the store. This was

enough to move the gentlemen on (who appeared to have been drinking) away from the group. We then stayed with them to offer some support and advice and eventually walked them through town to a parent. We subsequently reported the incident via 101 to Avon and Somerset Police the same evening.

We have also engaged within local businesses providing support and advice and seeking out any details that may assist our role in the community when chatting with young people, particularly around community impact and anti-social behaviour.

6. Challenges and Learning

This work did take longer than planned to get off the ground, and we had initially intended to start in late 2024, however capacity within the organisation and the change of season and dark nights stopped us from undertaking the project. We had hoped to start the programme around April 2025 – post the Easter holiday break but ultimately did not get started until the end of May due to the lack of dedicated personnel available. Through our engagement with the local neighbourhood police team, we were requested to get started as soon as possible in Cotford but other service provision like our warm weekends programme ultimately stopped this.

Ensuring that we communicated with local agencies and partners supported the success of the project, while this is normal practice, it made others aware of our service offer as well as the wider community. We also worked other the youth club in Cotford. As part of this project, we have been working collaboratively with Wellington Town Council on a wider and more permanent youth work offer for the town, this work is ongoing.

Staff undertaking the programme have also completed the NYA intermediate detached youth work CPD training programme online to up skill and inform practice when delivering the project. Undertaking prelim activity both with partner agencies and within the places and spaces we intended to access ensured that not only were we working to our policy framework and good practice, and also setup the project and enabled its initial success.

As part of our offer we were invited to work with local community groups to support and attend other events namely the Summer Youth BBQ event in Wellington and the Village Fete at Cotford st Luke, it was great to be invited and shows there is a need and that as a youth and community service provider we are been asked to contribute to community events and activity as well our specific youth sessions and events. It would have been great to engage in the Wacky Wednesday events in Wellington however due to our holiday club offer in August and limited staff capacity we were unable to pursue.

This programme has been a great opportunity to reintegrate us into local communities and link in with other service providers. It also has been great to deliver a more street style youth work offer, working within a town centre vs small village has been an interesting experience and provided a unique review of the difference in approach needed depending on age, place, time etc.

It is hoped that this work will directly support an increase in youth work in Wellington supported by local agencies as well as our future involvement in other youth opportunities in Cotford st Luke and its Blaze youth club. As of this report we are actively exploring youth work delivery in Wellington.

7. Future Recommendations and Final Outlook

We are grateful to the support of Avon and Somerset Police, and Somerset Council who have provided some funding towards this service offer. Thanks to both Wellington Town Council and Cotford st Luke Parish Council for the collaboration and support. Thanks also to Wellington North, and Wellington Centre and South neighbourhood police teams for their support and engagement.

Whilst this was a short-term intervention based around high need areas in relation to anti-social behaviour and impact on communities, it has proven a useful exercise in developing opportunities for young people within our local catchment area as well as gathering data towards developing youth work opportunities in Wellington moving forward. Copies of this information will be made available to other agencies.

It is noted that as part of ongoing relationships with Somerset Council and the Violence Reduction Partnership we will be delivering an on demand youth hub offer in communities around the West Somerset, Taunton Deane and Sedgemoor areas that will be based in communities, town centres etc and will link with ongoing Deatched and Outreach provision.

8. Photos

Due to the nature of this style of work, we have been unable to take any photos.

Three-Year Vision – Wellington Youth Voice & Leadership Programme**Funding Ask: £150,000 (3 years)****Core Elements****1. Youth Engagement & Delivery (£90,000 over 3 years / £30,000 per year)**

- Expand delivery through In the Mix and other partners.
- Sessions include wellbeing, creative arts, employability, digital skills, climate action.
- Annual youth residential or away day to build resilience, confidence, and peer networks.
- Youth-led mini-projects: fund a small grant pot for young people to design and deliver their own community ideas.

Empowerment angle: Young people decide what activities run in the hub and beyond — e.g. skatepark improvements, music nights, intergenerational projects.

2. Youth Leadership Development (£15,000 over 3 years / £5,000 per year)

- Ongoing Citizens UK-style leadership training for new cohorts each year.
- Expand to 10+ youth leaders trained over 3 years, forming a core Wellington Youth Leadership Group.
- Cover travel, materials, mentoring, and stipends for youth leaders where appropriate.

Empowerment angle: Youth leaders run campaigns (e.g. “Safe Nights Out” or “Youth Mental Health Matters”), influencing Town Council and community partners.

3. Youth Voice & Civic Engagement Infrastructure (£30,000 over 3 years / £10,000 per year)

- Establish a permanent Youth Forum feeding into Town Council and Community Development Plan.
- Quarterly Youth Assemblies bringing together 50+ young people to set priorities.
- Staff support (part-time Youth Engagement Coordinator) to manage communications, events, and youth representation.
- Fund materials and digital platforms to amplify youth voice (e.g. video equipment, social media, podcasts).

Empowerment angle: Young people co-design decisions on local priorities (climate, open spaces, safety, health).

4. Staff & Project Coordination (£15,000 per year / £45,000 total)

- Fund a **part-time Youth Engagement Coordinator (approx. 2 days/week)**.
- Role: manage youth forum, support youth leaders, oversee delivery partners, track outcomes, and connect youth voice into wider community strategy.

Empowerment angle: Ensures youth voice isn't tokenistic but embedded across Wellington & Wiveliscombe.

5. Materials, Accessibility & Inclusion (£10,000 over 3 years / £3–4,000 per year)

- Cover accessibility: transport, food, interpretation, inclusive materials.
- Fund project materials for youth-led initiatives (e.g. skatepark design, community art, environmental projects).

Empowerment angle: Young people have real resources to deliver **their** ideas — not just talk about them.

Total: £150,000 over 3 years

- **£90,000** – Youth Engagement & Delivery
 - **£45,000** – Staffing (Youth Engagement Coordinator)
 - **£15,000** – Leadership Training
 - **£10,000** – Materials, Inclusion, Accessibility
-

6. Potential Stakeholders

- In The Mix
- Young Somerset
- Citizen Somerset
- Court Fields School



Title	Youth Delivery October Half Term
Meeting	Community Committee
Date of meeting	15.09.25
Action Required	Recommendation to agree delivery
Report Author and email address	Laura Batcha: Community Development Officer – laura@wellingtontowncouncil.co.uk

1. Introduction

1.1 The purpose of this report is to seek the committee's agreement for the proposed delivery which is expected to be led by In The Mix Project, a provider who has already built strong relationships with young people in the town through detached youth work over the summer. Funding approval will allow planning and engagement to progress without delay while final program details are confirmed to allocate funding for youth activities during October half term 2025, with funds to be drawn from the Wellington Community Support Services budget.

2. Background

2.1 In summer 2025, Wellington Town Council commissioned In The Mix Project to undertake detached youth work across key locations in the town. This work has been well-received, successfully engaging local young people, and helping to build trust and consistent contact.

2.2 Following this success, and feedback from young people and stakeholders, we are seeking to extend youth engagement activity into the October half term by funding a short programme of delivery. This will ensure continuity of support during the school holidays and provide meaningful, positive activity for young people aged 11–17.

3. Links to Council Vision and Place Plan

- An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community
- A town with vibrant cultural, sporting, and social communities
- Youth, Learning & Lifelong Support
- Housing, Inclusion & Community Safety

4. Financial Implications

The cost of this provision will be drawn from the Wellington Community Support Services budget (£1,576).

5. Risks

Without continued engagement over the October half term, there is a risk that momentum and trust built through recent detached youth work will be lost. This funding allows continuity and early intervention, providing structured, supportive activity during a key school holiday period. Provision at this stage also enables the Council to demonstrate its commitment to long-term youth engagement.

6. Considerations

Members are asked to approve the delivery of youth provision during October half term.

The cost of which (£1,576) from the Wellington Community Support Services (WCSS) budget.

The proposed delivery, coordinated by In The Mix Project, includes:

- **Two Wellington-based daytime sessions** (4–5 hours each) at the Kings Arms Hub, including cooking and music-based activities shaped by previous consultation with Court Fields students.
- **A shared trip for young people** in collaboration with Wiveliscombe provision with a potential visit to Bristol.
- **Access** for Wellington participants to attend the Wiveliscombe-based craft and themed activity days and a younger children's farm visit.

The total cost includes staffing, programme materials, minibus/transport costs, session refreshments, and a participation subsidy to support inclusivity. Final activity details will be developed with young people via light-touch consultation to ensure the offer is relevant and engaging.

This proposal continues the council's commitment to accessible youth engagement, maintaining momentum established through summer detached work and recent hub-based activity.

See costs below for WTC for October half term delivery:

Contribution to Salaries - joint external visit trip	£150.00	Youth worker x1 (delivery)
Salaries - welly based day	£378.00	Youth worker x3 (delivery)
Salaries - welly based day	£378.00	Youth worker x3 (delivery)
Contribution to Programme/Session Budget and refreshments	£50.00	This includes all activities, purchases relevant to this project only
Contribution to ITMP on-costs	£220.00	Including ICT, report writing, insurances, stationery, HR, etc.
Contribution to Minibus + Transport Costs	£150.00	Costs associated with use of ITMP vehicle/s and/or hire of relevant transport/travel fees
<i>Subsidy for Welly YPs attendance</i>	£250.00	<i>£10 PP x 25 places (equates to feeding Britain PP subsidies)</i>
Total	£1,576.00	

WELLINGTON TOWN COUNCIL
Summary of Income & Expenditure 2025 - 2026

All Cost Centres and Codes Delegated to Community Committee (Between 01/04/2025 and 31/03/2026)

Community Services		Income			Expenditure							Notes
Code	Title	Inc Budget	Inc Actual	Inc Variance	Exp Budget	Ex Actual	Ex Committed (POs)	Ex Committed by Committee	Ex Total	Ex Variance	Net Position	
66	Other Payments			0.00	300.00				0.00	300.00	300.00	
67	Youth Services		2,500.00	2,500.00		38.87			38.87	-38.87	2,461.13	Earmarked Reserve balance £50,000
97	Cades Farm Community Hall			0.00					0.00	0.00	0.00	Earmarked Reserve balance £6,900
134	Kings Arms			0.00	18,000.00	5,481.23	3,360.00	13,408.77	22,250.00	-4,250.00	-4,250.00	
139	Cost of Living			0.00	0.00				0.00	0.00	0.00	Earmarked Reserve balance £20,000
189	Kings Arms CIL		1,500.00	1,500.00	0.00	60,519.11	6,324.37		66,843.48	-66,843.48	-65,343.48	
196	Community Development & Support			0.00	11,000.00	698.20		1,663.86	2,362.06	8,637.94	8,637.94	
Total		0.00	4,000.00	4,000.00	29,300.00	66,737.41	9,684.37	15,072.63		-62,194.41	-58,194.41	

Kings Arms Detail						
Code	Item	Budget	Of Which Act	Of Which PO	Balance	Notes
July	Rent	10,000.00			10,000.00	
July	Cleaning	4,200.00	200.00	3,250.00	750.00	Contract confirmed below budget
July	Broadband	1,600.00			1,600.00	
July	Rubbish Collections	200.00			200.00	
July	Responsive/Sundries	500.00	163.12	110.00	226.88	
July	Proportion of booking system	550.00	529.50		20.50	
July	Surplus	950.00	338.61		611.39	Actual spend on this line is utilities etc. and is expected to be over budget come year end.
Total		18,000.00	1,231.23	3,360.00	13,408.77	

Community Dev & Support Detail						
Code	Item	Budget	Of Which Act	Of Which PO	Balance	Notes
July	Engagement	750.00	30.00		720.00	
July	Emergency Plan	460.00			460.00	
On going	Wargrave Flowers (year)	725.04	241.18		483.86	
Total		1,935.04	271.18	-	1,663.86	