

**MINUTES OF THE WELLINGTON TOWN COUNCIL ECONOMIC DEVELOPMENT COMMITTEE
MEETING HELD AT UNITED REFORMED CHURCH HALL ON WEDNESDAY 13th AUGUST
2025 AT 6.00PM**

PRESENT: Councillor C Booth (Chair),
Councillors M Lithgow, J Lloyd, S Mercer, C Penk, J. Thorne, K. Wheatley.

IN ATTENDANCE: Dave Farrow - Chief Executive Officer/Town Clerk
Annette Kirk - Facilities Manager
Wasif Choudhury – Democratic Services and Finance Officer
One member of the public

173. APOLOGIES

All councillors were present.

174. DECLARATIONS OF INTEREST

No declarations of interest were made.

175. MINUTES

RESOLVED to approve and sign the minutes of the meeting held on 11th June 2025.

176. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

One member of the public spoke in relation to possible events that could be held in the town to help promote Wellington such as New Years eve celebrations and Soap Box races.

Councillors stated that the Council is always looking for new ideas for events that could promote Wellington however careful consideration would be required depending on the event proposed.

177. EVENTS WORKING GROUP

Minutes of the Events Working Group meeting held on 28th July 2025 were noted and the following points were discussed and considered:

i) Christmas 2025

RESOLVED to approve Somerset Council's fee of £4435 plus VAT for free parking on Saturday 29th November, 6th, 13th and 20th December 2025.

It was agreed that this would be publicised with plenty of notice.

ii) Wellington Day

RESOLVED to approve holding "Wellington Day" annually on the nearest Saturday to the 16th August to commence in the 2027/2028 financial year.

It was agreed that Council Officers would work on event details and costings to include in the 2026/7 and 2027/8 budget setting processes.

It was agreed that this event should be distinct from the event held in Wellington Park in May.

178. TOWN CENTRE CAR PARKS

Councillor K Wheatley confirmed that he is continuing to pressure Somerset Council for updates and timescales on when the signage in Wellington car parks would be updated and improved.

The Facilities Manager confirmed that there are other repair and maintenance issues for Wellington car parks remaining outstanding.

It was agreed that committee would await official confirmation of new parking charges before additional requests to Somerset Council are made.

179. FILM FESTIVAL – 3rd to 5th October 2025

Councillor K Wheatley provided an update on the upcoming Film Festival which was noted.

The EAT Festival scheduled for 6th September will be the first live event where the Film Festival will be promoted and advertised.

180. PROMOTION OF WELLINGTON

Councillor K Wheatley provided an update following a meeting with Visit Somerset on 1 August 2025 which was noted.

Councillors reviewed the amended Discover Wellington artwork.

After discussion, it was **RESOLVED** to approve a cost of £500 for a two-year Licence Agreement to use artwork by a local artist to support the Discover Wellington project. This will be paid in two £250 instalments over two years.

The Committee agreed to amend the License Agreement to allow the Council to sell items for cost using this artwork and allow for a 50/50 split on profit share and Councillor Wheatley said he would discuss this with the artist.

Council Officers will ensure that the License Agreement is appropriately worded and for signing by the Mayor and Deputy Chair of the Council .

181. PULSE

An email from Pulse Smart Hubs was noted and the map of proposed locations was reviewed.

It was **AGREED** to continue to support the proposal.

The Chief Executive will ask Pulse for further information for rejecting the Westpark and Tonedale proposed locations.

There being no further business the meeting closed at 18:55.

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**WELLINGTON TOWN COUNCIL
EVENTS WORKING GROUP MEETING
HELD AT COUNCIL CHAMBERS, 28 FORE STREET, WELLINGTON TA21 8AQ.
ON WEDNESDAY 1ST OCTOBER 2025 AT 4.30PM**

MINUTES

PRESENT: Councillors C Booth (CB) J. Lloyd (JL) C. Govier-Wiggins(CGW)
Annette Kirk, Facilities Manager (AK)
Rebecca Hunt, Project Assistant (RH)

1. APOLOGIES

None

2. GARDEN OF LIGHT – Saturday 25th October 2025

- i. AK gave an update following a Zoom meeting with Sally Mann, Fuse Performance Ltd earlier in the day. Main points covered:
 - To date: 1082 tickets reserved. Donations received: £919.00.
 - Event Management Plan was discussed by the Events Working Group (EWG) and were happy with progress.
 - The Town Council have 15 volunteers to help with marshalling on the day.
 - Parking Bays to be allocated for Ambulance and Blue Badge holders at the entrance.
 - Litter pickers will be provided to marshals. We will approach Wellington Rugby Club to borrow the large blue bins for the event.
 - Community Workshop at Community Centre, White Hart Lane – 13 lantern station tickets have been sold.
 - Collection buckets will be available at the event for more donations.
 - Set up on the day will start at 10am. All vehicles to be off site by 5.30pm
 - Food and Coffee Vans to set up at 4pm.
 - Marshals briefing will be held at 5pm by Sally Mann at The Park.
 - 2 Portable toilets will be positioned near the main entrance. Park Toilets will be open.
 - Notices, posters, and leaflets have been circulated to town centre businesses.
 - Residents letter will be delivered 16th October 2025 by Council Officers.

3. CHRISTMAS LIGHT SWITCH ON – Saturday 29th November 2025

AK gave an event update. The main points noted are as follows:

- Bridgwater Guy Fawkes Carnival Ltd unable to provide a chapter 8 qualified marshal for the event. Town Council to provide. 3 Council Officers hold the qualification.
- Bridgwater Guy Fawkes Carnival Ltd will drop off barriers and signs. Town Council Open Spaces Team to put them out on the day of the event.
- Langford Lakes to be contacted to order Christmas Trees
- Event Power Engineering to be contacted regarding light installation and to advise bottom banner cable in the High Street will need refixing after it was taken down during the Carnival.
- Wheelers Haulage and Somerset Council to be contacted regarding delivery of Christmas Trees.
- EWG agreed to approach the owners of the former Essentials Shop for permission to have a window wrap. Council Officers to obtain quotation.
- Santa's Grotto to be set up in Kings Arms. To have the entrance decorated. E.g. balloon archway.

- EWG agreed that we ask for donations from parents who want to Santa Claus. Donations to be go to a charity chosen by the Mayor.
- Christmas Shop Window Competition: EWG approved the purchase of a new 10 year shield. RH to get quotations.
- Christmas Shop Window Competition Judges – EWG would like to invite “Bright Beginnings” baby and toddler café group.

4. REMEMBRANCE EVENTS

RBL had sent out invitations to Councillors to attend Remembrance Events:

Tuesday 21st October 2025. Approx. 1.3pm Rockwell Green Primary School will be laying posies of flowers and remembrance crosses on the war graves in Wellington Cemetery.

Sunday 2nd November 2025 – 12noon. The Dedication of the Field of Remembrance at Wellington Baptist Church, South Street, Wellington.

Monday 3rd November 2025 – 11am. The WI Poppy Displays are going up in town, meeting outside the Conservative Club for photos with members of the WI with the displays.

Sunday 9th November 2025 – The Service of Remembrance and Wreath Laying Ceremony

- 3.15pm in Wellington Park. Assemble at Wellington School from 2.30pm. Leave the school promptly at 2.55pm.
- Wellington Town Council to provide three chapter 8 qualified people and event marshals.
- Open Spaces Team to make up more duckboards for the park.

Tuesday 11th November 2025 – 11am. Armistice Day.

- To assemble at Wellington Town Council Office at 10.45am.
- Step off for the Town Centre at 10.57am.
- AK to contact the Sgt J O'Connor to confirm they will be on duty to provide traffic management.

5. WELLINGTON DAY

AK provided a cost estimation paper to hold the event. Main points discussed and noted as follows:

- Recreation Ground event layout plan showed how the event could look.
- Agreed the family activity day should be held in the daytime between 10am and 5pm on Saturday 14th August 2027.
- Approximate revenue generated from 50 stalls and food vans would be in the region of £2,500.
- To explore grant funding and sponsorship avenues to support the event.

RECOMMENDATIONS to Economic Development Committee to consider and approve the following:

- i. Event Times: Start 10am and Finish 5pm
- ii. Total budget of £15,000 to hold Wellington Day on Saturday 14th August 2027 on the Recreation Ground. To include exploring grant funding and sponsorship options available.
- iii. To set a budget of £7,000 for the new financial year 2026/2027 to cover the cost of advance booking deposits.

- iv. To budget £15,000 in the financial year 2027/2028 to pay the event balance £8,000 for August 2027 event and £7,000 for the preparation, set up and payment of booking deposits for the event to be held August 2028.

6. BUDGET SETTING FOR 2026/2027

Recommendations to Economic Development to consider and approve the following budgets for the 2026/2027 financial year:

- a. Wellington Jumble Trail on Sunday 24th May 2026 - £500.00
- b. Remembrance & AFD - £1,000.00
- c. Christmas Lights Switch on - £8,500.00
- d. Wellington Day – as detailed in agenda item 5.
- e. Event Contingency - £7,000.00

7. DATE OF NEXT MEETING: To be confirmed.

WELLINGTON DAY – NEAREST WEEKEND TO 16TH AUGUST 2025

Rough median price estimations for one day on REC

Inflatables - £500

Falconry - £350

Music bands - £800

Stage and PA hire -£1500

Re-enactment groups £1000 - £3000 (can be cheaper)

Total - £6150.00

Additional extras –

Large marques x1 - £3500

Petting zoo - £2000

SIA (Security Industry Authority) staff x 2 - £320 for 8-hour shift – recommended to have trained staff for large outdoor events.

Benches – x20 - £500

Music licence - £200

DJ - £500

Banner and advertising (leaflets and posters etc) - £500

Free Carparking - £4500 for the day

Media and marketing - £500.00

Total with extras - £18670.00

Revenue

50 stalls – cheapest income - £2,250 (3x3) - Stall charge - £45.00

Mid income - £2,750 (4.5 x 3) – Stall charge - £55.00

- All large - £3,500 (6x3) – Stall charge - £70.00

- **Explore possible grants and sponsorship to assist with costs**

Birds of
Prey
Resting
area

Dog
show

Inflatables &
Games etc.

Stewards

Arena/Marquee

Stage/PA



Re-enactment
'village'

Emergency
Vehicles

Welfare &
First aid
station

Birds of
Prey
Resting
area

Dog
show

Inflatables &
Games etc.

Stewards

Arena/Marquee

Stage/PA

WC
WC
WC
WC
WC

Re-enactment
'village'

Emergency
Vehicles

Welfare &
First aid
station



Quotation

Quote No	GWQ2278	Date	24/07/2025	
Customer	Wellington Town Council	Site Address	Various sites see below	
Contact	Annette Kirk 01823 662855 / 07496 662855	Delivery Period	8 weeks receipt of order	
Item No	Description	Qty	Unit cost	Total
1. B3187 High Street outside Casey Warren Hairdresser, TA21 8RA - bespoke 3 bay Abacus cantilever shelter with quarter end panels				
1a	Clear polycarbonate 2335 x 370 x 10mm shaped and cut on site	2	200.00	£400.00
1b	20mm u-shaped aluminium retention piece @ 2300mm long	2	20.00	£40.00
1c	20mm u-shaped aluminium retention piece @ 2500mm long	2	20.00	£40.00
1d	Angle pieces	4	5.00	£20.00
1e	Clean shelter, clean roof poly as best as possible, rub down and re-paint shelter	inc		
2. B3187 High Street outside Post Office, TA21 8RA - bespoke 4 bay Abacus cantilever shelter with full end panels				
2a	Clean shelter, clean roof poly as best as possible, rub down and re-paint shelter	inc		
3. High Street, outside St John's Church, TA21 8RF - 3m B & C enclosed shelter FL/RR openings				
3a	Clear polycarbonate 1970 x 980 x 5mm	6	162.53	£975.18
3b	Clean shelter, clean roof poly as best as possible, rub down and re-paint shelter	inc		
Note	Certain trims are missing that cannot be replaced. With this in mind and the need to repaint the shelter and replace the poly, we would suggest a new shelter at this location			
4. North Street, South of Victoria Street Junction, TA21 8NA - 3m Abacus enclosed shelter with two front entrances				
4a	Clear polycarbonate 970 x 980 x 6mm	12	79.22	£950.64
4b	AA4 timetable case	1	144.00	£144.00
4c	Clean shelter, re-paint seat, clear weeds from rear of shelter	inc		
5. B3187 Station Road outside Aerosols International, Swallowfields, TA21 8NJ - 3m cantilever shelter without end panels				
5a	Clear toughened glass 985 x 1080 x 6mm	1	49.63	£49.63
5b	Clean shelter and roof panels, repaint graffiti areas on lower panels and mid rail and repaint?	inc		
6. Milverton Road, opposite Millstream Gardens, TA21 0BG - 2m Abacus enclosed with single front left entrance				
6a	Clear polycarbonate panel size 1970 x 1000 x 6mm	5	164.17	£820.85
6b	Clean shelter, clean roof poly as best as possible, rub down and re-paint shelter	inc		
Note	Certain trims are missing that cannot be replaced. With this in mind and the need to repaint the shelter and replace the poly, we would suggest a new shelter at this location			
7. Exeter Rd, Rockwell Green, adjacent Barley Italian Restaurant, TA21 9DU - 4m Abacus enclosed shelter with two front entrances				
Notes	Replacing with new bus shelter - see quotation GWQ2278.3 and GWQ2278.4			
8. Rockwell Green, near Post Office, Exeter Road, TA21 9DH - 3m Arun enclosed with open front				
8a	Clean shelter and roof panels	inc		
9. B3187 outside Lidl near the Cades Farm development, TA21 9AG - 3m B & C enclosed with two front entrances				
9a	Clear polycarbonate 1085 x 980 x 5mm	4	86.49	£345.96
9b	Clear polycarbonate 980 x 870 x 5mm	6	75.18	£451.08

9c	Clean shelter, clean roof poly as best as possible, rub down and re-paint shelter	inc		
10. B3187 opp Lidl near the Cades Farm development, TA21 9AG - 3m B & C enclosed with two front entrances				
10a	Clear polycarbonate 1085 x 980 x 5mm	4	86.49	£345.96
10b	Clear polycarbonate 980 x 870 x 5mm	6	75.18	£451.08
10c	Aluminium angle 30 x 30 @ 1043mm long	1	21.50	£21.50
10d	Clean shelter, clean roof poly as best as possible, rub down and re-paint shelter	inc		
11. B3187 Milverton Road, o/s Washington Tile Co, TA21 0AA - 3m Abacus enclosed shelter with two front entrances				
11a	Clear polycarbonate 975 x 940 x 6mm	12	£75.98	£911.76
11b	AA4 timetable case	1	£144.00	£144.00
11c	Clean shelter, clean roof poly as best as possible, rub down and re-paint shelter	inc		
12. Ancillary parts				
12a	Sealant	2	15.00	£30.00
12b	Various fixings (Rivets / screws)	1	100.00	£100.00
13 Installation				
13a	To carry out all of the above work	1	7700.00	£7,700.00
14. Exclusions				
14a	Out of hours or exceptional working	exc		
14b	Exceptional Traffic management	exc		
14c	Any additional parts required after site surveys	exc		
			GRAND TOTAL	£13,941.64

SPECIFIC TERMS & CONDITIONS OF THIS QUOTATION

- 1 Quotation is valid for 30 days
- 2 Terms of payment - strictly 30 days nett
- 3 GW Shelter Solutions shelters are to be dug-in to the ground unless otherwise stated (to approximately 350mm)
- 4 Slopes in excess of 150mm must also be notified
- 5 Prices are exclusive of VAT and any charges relating to obtaining opening/planning notices & utility plans etc
- 6 Prices include for standard chapter 8 traffic management, anything extra such as traffic lights will be an extra cost

Please refer to additional document for full terms and conditions

GW Shelter Solutions Ltd
Registered Office
28 Woodstock Avenue
Hordean, Waterlooville
Hampshire PO8 9TG

GW Shelter Solutions Ltd
Head Office
Unit 11 Partnership Park, Rodney Road,
Southsea
Hampshire PO4 8DF

www.gwsheltersolutions.co.uk
sales@gwsheltersolutions.co.uk

02392 210052

Registered in England: 11996824 VAT Number: 323 2730 36



Quotation				
Quote No	GWQ2278.4	Date	24/07/2025	
Customer	Wellington Town Council 28 Fore Street Wellington Somerset TA21 8AQ	Site Address	Exeter Rd adj Barley Italian Restaurant Rockwell Green TA21 9DH	
Contact	Annette Kirk annette@wellingtontowncouncil.co.uk	Delivery Period	8 weeks from receipt of order	
Item No	Description	Qty	Unit cost	Total
1. Shelter	To supply, deliver and install Arun Barrel roof enclosed shelter to the following specification:	1	£6,405.00	£6,405.00
1a	3m (3 bay) long x 1.38m wide			
1b	4mm bronze polycarbonate barrel roof			
1c	6mm clear polycarbonate upper and lower panels			
1d	Mid rails			
1e	Standard height			
1f	Double front entrance			
2. Options				
2a	3 bay aluminium seat	1	£293.00	£293.00
2b	AA4 timetable case	1	£144.00	£144.00
2c	RTI compatibility inc extra height, internal cables, and mounting bracket	1	£591.00	£591.00
3. Colour				
3a	Polyester powder coated green RAL 6005	inc		
4. Install				
4a	For dig into level site, back of path	inc		
4b	Standard give / take traffic management - work from layby	inc		
5. Removal				
5a	Remove and dispose of existing shelter	1	£275.00	£275.00
6. Exclusions				
6a	Out of hours or exceptional working	exc		
6b	Permit	exc		
	Where excavation work is involved, a licence / permit is likely to be required. Any costs associated with applying for permits, opening notices or additional information requested by the customer/contractor are excluded and will be charged extra			
GRAND TOTAL			£7,708.00	

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 - 4 Slopes in excess of 150mm must also be notified
 - 5 Prices are exclusive of VAT and any charges relating to obtaining opening/planning notices & utility plans etc
 - 6 Prices include for standard chapter 8 traffic management, anything extra such as traffic lights will be an extra cost
- Please refer to additional document for full terms and conditions

GW Shelter Solutions Ltd
Registered Office
28 Woodstock Avenue
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Hampshire PO8 9TG

Registered in England: 11996824 VAT Number: 323 2730 36

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Annette Kirk
Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

24 September 2025

Dear Annette

**PROJECT: PROPOSED ALTERATIONS TO PAVILION BUILDING FOR PARK VISITORS
RECREATION GROUND PAVILION COURTLAND ROAD WELLINGTON**

Thank you for the opportunity to submit a fee proposal for preparing design layout drawings for proposed internal use of public toilets and 'pop' up cafe venu.

Proposed schedule of work:

Element 1) Travel & Site Survey: Carry out measured building survey of pavilion building, prepare existing drawings (floor plans & elevations) for Element 2.

Element 2) Design: Prepare design layout scheme based on client brief to include public toilets and 'pop' up cafe venu for visitors to the playground and park

Final presentation of design drawings to include floor plans & elevations to scale 1:50.

FEES & EXPENSES

I have given my fees careful consideration and estimate my fees based on my hourly rate of **£70.00**. Based on the scope of work identified above, and to give you a guide, I have anticipated my hours of time to cover the time I would need to spend working on the project up for preparing the supporting drawing documents. My fees are formed on the basis of the estimated effort to achieve the required objectives of the project and are projected at

Estimate of 14 hours - max. £980 (NO VAT).

(Terms of Payment Nett 7 days of invoice date).

Fees will be invoiced in interim stages of works or upon delivery of all elements. Accepting this quotation also confirms your agreement to these payment terms.

Fees are based on an assessment of the time that will be needed to carry out the services specified above in an efficient manner in "one hit" and avoiding stop-go working arrangements. The fees exclude variations to the scope of works. You will be informed in advance of any expected over-run of the time estimated to complete any of the specified work stages. Any work outside of the quoted basis, including additional work request, will be charged at our standard hourly rates of £70 per hour including any site meetings inclusive of travel time.

Field work lead in timescale - TBC

Fieldwork on site - 1.0 day

Final drawings delivery timescale - 5 days from completion of site visit

Limits on access to fulfil brief - Unrestricted access on day of visit to the building - Keys required.

Drawing Format - PDF & CAD.dwg electronic formats

Yours sincerely

Gareth Anderson BENG (Hons)



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Annette Kirk
Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

23 September 2025

Dear Annette

**PROJECT: PROPOSED ALTERATIONS TO PUBLIC CONVENIENCES FOR PARK VISITORS
WELLINGTON PARK COURTLAND ROAD WELLINGTON**

Thank you for the opportunity to submit a fee proposal for preparing design layout drawings for proposed remodelling of the public conveniences.

Proposed schedule of work:

Element 1) Travel & Site Survey: Carry out measured building survey of public toilet building, prepare existing drawings (floor plans & elevations) for Element 2.

Element 2) Design: Prepare design scheme based on client brief for revised public convenience sanitary layout provision to deter vandalism.

Final presentation of design drawings to include floor plans & elevations to scale 1:50.

FEES & EXPENSES

I have given my fees careful consideration and estimate my fees based on my hourly rate of **£70.00**. Based on the scope of work identified above, and to give you a guide, I have anticipated my hours of time to cover the time I would need to spend working on the project up for preparing the supporting drawing documents. My fees are formed on the basis of the estimated effort to achieve the required objectives of the project and are projected at

Estimate of 12 hours - max. £840 (NO VAT).

(Terms of Payment Nett 7 days of invoice date).

Fees will be invoiced in interim stages of works or upon delivery of all elements. Accepting this quotation also confirms your agreement to these payment terms.

Fees are based on an assessment of the time that will be needed to carry out the services specified above in an efficient manner in "one hit" and avoiding stop-go working arrangements. The fees exclude variations to the scope of works. You will be informed in advance of any expected over-run of the time estimated to complete any of the specified work stages. Any work outside of the quoted basis, including additional work request, will be charged at our standard hourly rates of £70 per hour including any site meetings inclusive of travel time.

Field work lead in timescale - TBC

Fieldwork on site - 1.0 day

Final drawings delivery timescale - 5 days from completion of site visit

Limits on access to fulfil brief - Unrestricted access on day of visit to the building - Keys required.

Drawing Format - PDF & CAD.dwg electronic formats

Yours sincerely

Gareth Anderson BENG (Hons)

09 October 2025

WELLINGTON TOWN COUNCIL
Summary of Income & Expenditure 2025 - 2026

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

Christmas		Income			Expenditure							
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	Notes
114	Hire of Lights			0 00	10 000 00		10 000 00		10 000 00	0 00	0 00	PO 390 Covering cntracted hire and install
115	Lights Install			0 00	13 000 00		10 316 28	2 100 00	12 416 28	583 72	583 72	POs cover light install contract and tree staffing from SC for tree insallations. Haulage amount not yet confirmed so assumed same cost as last year (£2,100)
116	Switch on Event	1 320 00	545 00	-775 00	7 500 00	240 00	2 363 00		2 603 00	4 897 00	4 122 00	Planning ongoing - reviewed at Events WG.
123	Stall Deposits			0 00	0 00				0 00	0 00	0 00	
136	Electricity			0 00	500 00				0 00	500 00	500 00	
137	Additional Lights & Install			0 00	0 00				0 00	0 00	0 00	
160	Free Parking			0 00	4 750 00		4 435 00		4 435 00	315 00	315 00	
195	Smaller Trees			0 00	400 00			400 00	400 00	0 00	0 00	
Total		1 320 00	545 00	-775 00	36 150 00	240 00	27 114 28	2 500 00		6 295 72	5 520 72	

Economic Development		Income			Expenditure							
Code	Title	Inc Budget	Inc Actual	Inc Variance	Exp Budget	Ex Actual	Ex Committed (POs	Ex Committed by Co	Ex Total	Ex Variance	Net Position	Notes
59	Promotion of Wellington			0 00	10 000 00	4 180 00	3 650 00		7 830 00	2 170 00	2 170 00	PO 355 - £7,400 Visit Somerset package.
65	Emergency Planning			0 00	1 000 00				0 00	1 000 00	1 000 00	
75	Railway Station			0 00					0 00	0 00	0 00	EMR
76	Capital Projects			0 00		8 091 75			8 091 75	-8 091 75	-8 091 75	EMR
135	Town Centre Projects			0 00	20 000 00	1 640 82		16 504 18	18 145 00	1 855 00	1 855 00	Based on assumptions of items to be agreed at June meeting (see below table for detail). Remaining budget to serve as contingency for all projects.
170	Heritage	500 00		-500 00	5 400 00				0 00	5 400 00	4 900 00	
171	Clocks			0 00	750 00	67 61			67 61	682 39	682 39	No PO but inserted likely electricity costs for remainder of the year. Likely service cost c£300 (to be reviewed at a later meeting)
176	CCTV			0 00	18 500 00	8 394 50	8 394 50		16 789 00	1 711 00	1 711 00	PO 391 for known amount as per SLA. Possible uplift inline with RPI (to be confirmed)
177	Bus Shelters			0 00	7 500 00			7 500 00	7 500 00	0 00	0 00	Assumes plans in paper are approve at June meeting.
Total		500 00	0 00	-500 00	63 150 00	22 374 68	12 044 50	24 004 18		4 726 64	4 226 64	

Town Centre Projects Detail				
Code	Item	Budget	Of Which acti Balance	
	Victorian Lantern – Cornhill. Excludes Power. Subject Quotations Received.	6 000 00	540 00	5 460 00
	Bus Shelter Budget Top Up	5 000 00		5 000 00
	Hanging Basket Post Replacements	2 000 00		2 000 00
	Railing Trough – plants, compost and maintenance	1 000 00	455 82	544 18
	Car Park Improvements include signage, markings etc.	3 000 00		3 000 00
	Flagpole – Front of office	500 00		500 00
Total		17 500 00	995 82	16 504 18

Events		Income			Expenditure							
Code	Title	Inc Budget	Inc Actual	Inc Variance	Exp Budget	Ex Actual	Ex Committed (POs	Ex Committed by Co	Ex Total	Ex Variance	Net Position	Notes
73	Film Festival			0 00	10 000 00				10 000 00	0 00	0 00	Funding committed at budget setting
138	Carnival			0 00	1 000 00	1 000 00			1 000 00	0 00	0 00	
147	Remembrance & AFD			0 00	1 000 00				0 00	1 000 00	1 000 00	
179	Annual Fireworks			0 00					0 00	0 00	0 00	
199	VE Day 80th	280 00		-280 00	4 250 00	1 257 83			1 257 83	2 992 17	2 712 17	
200	Night Walk		230 00	230 00	8 000 00	6 150 00			6 150 00	1 850 00	2 080 00	£6k paid upfront, balance to be reviewed after event.
201	VJ Day 80th	280 00		-280 00	4 250 00	784 40	150 00		934 40	3 315 60	3 035 60	Assumes similar costs as per VE day
Total		560 00	230 00	-330 00	28 500 00	9 192 23	150 00	10 000 00		9 157 77	8 827 77	

Pop Up Shop		Income			Expenditure							
Code	Title	Inc Budget	Inc Actual	Inc Variance	Exp Budget	Ex Actual	Ex Committed (POs	Ex Committed by Co	Ex Total	Ex Variance	Net Position	Notes
117	Rent	£3 500 00	£1 950 00	-£1 550 00	£6 000 00	£3 500 00	£2 500 00		£6 000 00	£0 00	-£1 550 00	This cost centre needs re-configuring based on previous recommendation to FC. Will be implemented before the next meeting.
118	Overheads			£0 00	£2 000 00	£2 939 29			£2 939 29	-£939 29	-£939 29	
	Utilities			£0 00					£0 00	£0 00	£0 00	
119	Repairs			£0 00	£1 000 00				£0 00	£1 000 00	£1 000 00	
149	Deposits		£753 49	£753 49			£171 11		£171 11	-£171 11	£582 38	
Total		£3 500 00	£2 703 49	-£796 51	£9 000 00	£6 439 29	£2 671 11	£0 00	£9 110 40	-£110 40	-£906 91	1

Public Toilets		Income			Expenditure							Notes
Code	Title	Inc Budget	Inc Actual	Inc Variance	Exp Budget	Ex Actual	Ex Committed (POs	Ex Committed by Co	Ex Total	Ex Variance	Net Position	
53	Longforth Road Toilets			0 00	0 00				0 00	0 00	0 00	
133	Longforth Rd Toilet Refurb		19 110 68	19 110 68	0 00	9 509 36	9 586 63		19 095 99	-19 095 99	14 69	This line is currently being used for all items relating to Longforth Road Toilets. The RFO will review as the project goes on. Will eventually be off set by income from insurance and further loan. PO 366 - Ravenslade stage 4 as previously agreed £17,487.60 (code will change once charged). PO388 - CCTV drain survey £474
173	Toilets			0 00	0 00	3 787 77	7 200 00		10 987 77	-10 987 77	-10 987 77	
245	Cleaning			0 00	30 000 00	4 800 00	10 800 00		15 600 00	14 400 00	14 400 00	PO 393 Annual Cleaning charges at £1,200 every four weeks.
246	Sundries			0 00	1 500 00	311 09			311 09	1 188 91	1 188 91	
247	Utilities			0 00	4 000 00	3 766 34			3 766 34	233 66	233 66	
248	Responsive Maintenance			0 00	5 000 00	499 29	1 598 00		2 097 29	2 902 71	2 902 71	
249	Loan			0 00	20 000 00				0 00	20 000 00	20 000 00	
Total		0 00	19 110 68	19 110 68	60 500 00	22 673 85	29 184 63	0 00	51 858 48	8 641 52	27 752 20	

WELLINGTON TOWN COUNCIL
Economic Development Committee
Budget Setting Review 26/27 and beyond

Christmas		Previous Year		Current Year		Next Year 1 of 3		Year 2 of 3		Year 3 of 3	
Code	Title	24-25 Receipts Budget	24-25 Payments Budget	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget	27-28 Receipts Budget	27-28 Payments Budget	28-29 Receipts Budget	28-29 Payments Budget
114	Hire of Lights	-	£10,000.00	-	£10,000.00	-	£11,000.00	£11,000.00	£11,000.00	£11,000.00	£11,000.00
115	Lights Install	-	£11,900.00	-	£13,000.00	-	£13,500.00	£13,500.00	£13,500.00	£13,500.00	£13,500.00
116	Switch on Event	£1,350.00	£10,000.00	£1,320.00	£7,500.00	£1,000.00	£8,500.00	£1,000.00	£9,000.00	£1,000.00	£9,000.00
123	Stall Deposits	-	-	-	-	-	-	-	-	-	-
136	Electricity	-	£500.00	-	£500.00	-	£500.00	£500.00	£500.00	£500.00	£500.00
137	Additional Lights & Install	-	-	-	-	-	-	-	-	-	-
160	Free Parking	-	£5,500.00	-	£4,750.00	-	£4,750.00	£5,000.00	£5,000.00	£5,200.00	£5,200.00
	Smaller Trees	-	-	-	£400.00	-	£ 450.00	£500.00	£500.00	£525.00	£525.00
Total		£1,350.00	£37,900.00	£1,320.00	£36,150.00	£1,000.00	£38,700.00	£1,000.00	£39,500.00	£1,000.00	£39,725.00

	Notes		
	25/26	26/27	27/28 & 28/29
Hire of Lights	Final year of contract Dec 2025.	Inflationary increase added in draft. Decision Required: Do the Committee want to allow extra to add to or change the contract? If so, how much extra? Or, are the Committee happy to renew the contract of the current scheme?	Fixed cost once re-contracted
Lights Install	Contract install £9,000. Extra allowance used for tree haulage, and install etc.	Inflationary increase added in draft.	Contract install will be fixed but inflationary increase for haulage etc. Will be amended in future drafts once contract cost known.
Switch on Event		Inflationary increases added to both stall income and costs.	
Electricity		Covers Non Metered Supply connections. Energy price fixed for two years but billing still unclear.	
Free Parking		Budget to remain the same, amount is still sufficient based on 25/26 cost plus inflation increase.	Inflationary increase applied
Smaller Trees	2x small trees for Rockwell Green and Tonedale. Exact cost not yet quoted.	Assumed inflationary increase required. May change based on 25/26 quotes.	

Economic Development		Previous Year		Current Year		Next Year 1 of 3		Year 2 of 3		Year 3 of 3	
Code	Title	24-25 Receipts Budget	24-25 Payments Budget	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget	27-28 Receipts Budget	27-28 Payments Budget	28-29 Receipts Budget	28-29 Payments Budget
135	Town Centre Projects	-	£20,000.00	-	£20,000.00	-	£20,000.00	-	£20,000.00	-	£20,000.00
170	Heritage	-	£5,400.00	£500.00	£5,400.00	-	-	-	-	-	-
171	Clocks	-	£500.00	-	£750.00	-	£750.00	-	£750.00	-	£750.00
59	Promotion of Wellington	-	£5,000.00	-	£10,000.00	-	£10,000.00	-	£10,000.00	-	£10,000.00
65	Emergency Planning	-	£1,000.00	-	£1,000.00	-	£1,000.00	-	£1,000.00	-	£1,000.00
176	CCTV	-	£25,000.00	-	£18,500.00	-	£18,500.00	-	£20,500.00	-	£20,500.00
177	Bus Shelters	-	£5,000.00	-	£7,500.00	-	£10,000.00	-	£10,000.00	-	£10,000.00
75	Railway Station	-	-	-	-	-	-	-	-	-	-
76	Capital Projects	-	-	-	-	-	-	-	-	-	-
Total		-	£61,900.00	£500.00	£63,150.00	-	£60,250.00	-	£62,250.00	-	£62,250.00

	Notes		
	25/26	26/27	27/28 & 28/29
Town Centre Projects		To include renewal of street closure (18 months) £700. EWG Recommendation: Event contingency £7,000. Committee Consideration needed for projects for 26/27 and beyond.	
Heritage	Line not used in current year. No tours planned in near future.	RFO recommendation: removed based on lack of use in 25/26	
Clocks		<ul style="list-style-type: none"> Electricity (2 year fixed) Annual Service Repairs contingency 	
Promotion of Wellington		Chief Executive to confirm ongoing commitment to Visit Somerset Site	
Emergency Planning		RFO Recommendation: move line to an Officer Delegated Cost Centre as plan is being taken forward by the Community Development Officer	
CCTV		Fixed cost via SLA with Somerset Council ends March 2027.	Assumed 10% price increase based on past increases on other SC contracts (bin emptying etc.). Also not clear if planned upgrades will affect ongoing costs.
Bus Shelters		Increase based on previously approved three year replacement/maintenance plan.	
Railway Station	Legacy line to be removed		
Capital Projects	Earmarked reserves, current balance £37k Note this does not appear in the core revenue budget, but is detailed on the final reserves sheet.	To be used for improvements to North Street and Park Toilets? Costing indications and plans still awaited. RFO recommendation: top up by £13,000 to meet previous level of £50,000.	

Events		Previous Year		Current Year		Next Year 1 of 3		Year 2 of 3		Year 3 of 3	
Code	Title	24-25 Receipts Budget	24-25 Payments Budget	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget	27-28 Receipts Budget	27-28 Payments Budget	28-29 Receipts Budget	28-29 Payments Budget
140	Summer Street Fair	£2,000.00	£7,000.00	-	-	-	-	-	-	-	-
141	Street Fair Refundable Deposits	-	-	-	-	-	-	-	-	-	-
147	Remembrance & AFD	-	£1,000.00	-	£1,000.00	-	£1,000.00	-	£1,200.00	-	£1,200.00
73	Film Festival	-	-	-	£10,000.00	-	-	-	£10,000.00	-	-
	VE Day 80th	-	-	£280.00	£4,250.00	-	-	-	-	-	-
	Garden of Light	-	-	-	£8,000.00	-	£8,000.00	-	£8,000.00	-	£8,000.00
	VJ Day 80th	-	-	£280.00	£4,250.00	-	-	-	-	-	-
138	Carnival	-	£1,000.00	-	£1,000.00	-	£1,000.00	-	-	-	-
179	Annual Fireworks	-	£2,000.00	-	-	-	-	-	-	-	-
	Wellington Day	-	-	-	-	-	£7,500.00	£2,250.00	£15,000.00	£2,250.00	£15,000.00
	Jumble Trail	-	-	-	-	£200.00	£500.00	£ 200.00	£500.00	£200.00	£500.00
Total		£2,000.00	£11,000.00	£560.00	£28,500.00	£200.00	£18,000.00	£2,450.00	£34,700.00	£2,450.00	£24,700.00

	Notes		
	25/26	26/27	27/28 & 28/29
Summer St Fair Street Fair refundable Deposits	Legacy lines to be removed (data contained in previous year)		
Annual Fireworks			
Remembrance & AFD			Probable inflationary increase applied.
Film Festival		Awaiting confirmation of the date of the next event. Every 18 months is the norm putting the next date in April 2027, costs therefore fall in 27/28 so removed from 26/27.	
VE & VJ Day	Lines only used in current year, will be eventually removed.		
Garden of Light	First event in 25/26 still to take place. Events Working Group to review its success after the event.	EWG recommend including the budget for 26/27 on the assumption that it will be renewed in future years.	Some refinement may happen based on final figures of current event's income etc.
Carnival	Annual contribution to First Aid Cover. Amount based on past grant applications. Remains unchanged.		
Wellington Day		First annual event date will be August 2027 (27/28) with an expenditure budget of £15,000. 50% included in 26/27 to allow for upfront booking deposits and other costs.	
Jumble Trail		To cover basic admin costs, offset by some expected income from registrations.	

Pop Up Shop		Previous Year		Current Year		Next Year 1 of 3		Year 2 of 3		Year 3 of 3	
Code	Title	24-25 Receipts Budget	24-25 Payments Budget	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget	27-28 Receipts Budget	27-28 Payments Budget	28-29 Receipts Budget	28-29 Payments Budget
117	Rent	£4,500.00	£6,000.00	£3,500.00	£6,000.00	£3,500.00	£6,000.00	£3,500.00	£6,000.00	-	-
118	Rates	-	£3,500.00	-	£2,000.00	-	£2,500.00	-	£2,600.00	-	-
119	Responsive Maintenance	-	£1,500.00	-	£1,000.00	-	£1,000.00	-	£1,000.00	-	-
149	Deposits	-	-	-	-	-	-	-	-	-	-
	Utilities	-	-	-	-	£300.00	£750.00	£300.00	£780.00	£300.00	£780.00
Total		£4,500.00	£11,000.00	£3,500.00	£9,000.00	£3,800.00	£10,250.00	£3,800.00	£10,380.00	£300.00	£780.00

RFO Recommendation: That the Committee recommend that this cost centre be delegated to Officers with the exception that the Committee/Council will review any lease renewal and rental amounts and the chargeable fees for shop usage.

	Notes		
	25/26	26/27	27/28 & 28/29
Rent		Lease expires Oct 2026 – no indication of rent increase from landlord.	
Rates (previously Overheads)	Name change and overspend agreed/noted by Full Council	Based on 25/26 spend plus contingency for increase.	Inflationary increase.
Responsive Maintenance		Flooring replacement to more hard-wearing surface possibly required. Line rarely used so no indication for need to increase.	
Deposits		Amounts received on this line are mostly refunded. Residual amount kept to offset electricity costs and transferred to utilities cost code below.	
Utilities	New line created by resolution at Full Council and appropriate spending approved (outside of budget)	Electricity contract fixed for two years from Sept 25, estimated yearly cost £550, water bill c£200py. Income based on usage data for electricity charges made in 24/25 using updated contract pricing.	Inflationary increase.

Public Toilets		Previous Year		Current Year		Next Year 1 of 3		Year 2 of 3		Year 3 of 3	
Code	Title	24-25 Receipts Budget	24-25 Payments Budget	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget	27-28 Receipts Budget	27-28 Payments Budget	28-29 Receipts Budget	28-29 Payments Budget
173	Toilets	-	£22,000.00	-	-	-	-	-	-	-	-
53	Longforth Road Toilets	-	£11,000.00	-	-	-	-	-	-	-	-
133	Longforth Rd Toilet Refurb	-	£10,000.00	-	-	-	-	-	-	-	-
	Cleaning	-	-	-	£30,000.00	-	£45,000.00	-	£45,000.00	-	£45,000.00
	Sundries	-	-	-	£1,500.00	-	£2,250.00	-	£2,250.00	-	£2,250.00
	Utilities	-	-	-	£4,000.00	-	£6,000.00	-	£6,000.00	-	£6,000.00
	Responsive Maintenance	-	-	-	£5,000.00	-	£7,500.00	-	£7,500.00	-	£7,500.00
	Loan	-	-	-	£20,000.00	-	£20,000.00	-	£20,000.00	-	£20,000.00
Total		-	£43,000.00	-	£60,500.00	-	£80,750.00	-	£80,750.00	-	£80,750.00

RFO Recommendation: that this cost centre be re-delegated to Officers. Tables at current year levels given for **information only**. Further forecasting work still underway with final outcomes, proposals and updated notes to be presented with the first draft budget (November P&F).