

# **MINUTES OF THE WELLINGTON TOWN COUNCIL COMMUNITY COMMITTEE AT UNITED REFORM CHURCH ON MONDAY 20 OCTOBER 2025 AT 6.00 PM**

**Present:** Councillor A Govier (Chair)  
Councillors J Cole, C Govier-Wiggins, J Lloyd, M Lithgow, M McGuffie, C Penk.

**In attendance:** Dave Farrow – CEO/Town Clerk  
Wasif Choudhury – Democratic Services & Finance Officer  
Laura Batcha – Community Development Officer  
One member of the press

## **284 CHAIR TO WELCOME MEMBERS**

The Chair welcomed members to the committee.

## **285 TO RECEIVE APOLOGIES AND APPROVE THE REASONS GIVEN**

There were no apologies.

## **286 DECLARATIONS OF INTEREST**

None declared.

## **287 PUBLIC PARTICIPATION**

No members of the public in attendance.

## **288 MINUTES**

It was **RESOLVED** to approve the minutes of the Community Committee meeting held 15 September 2025.

## **289 ELECTION OF CHAIR**

Councillor C Govier-Wiggins was elected as Chair.

## **290 ELECTION OF VICE CHAIR**

Councillor A Govier was elected as Vice-Chair.

## **291 BUDGET REVIEWS**

After much discussion, it was **RESOLVED** to recommend the Kings Arms Community Hub (KACH) Budget to November Policy & Finance Committee for approval on the basis that a more detailed report on the estimated income received is provided.

It was **AGREED** that to increase visibility and scrutiny of spend, earmarked reserves should all be returned to the budget.

It was **RESOLVED** to recommend the Community Budgets to November Policy & Finance Committee for approval with the following amendments:

- Youth Services, Cade Farm Community Hall and Cost of Living Crisis cost codes are to be put into the budget and should no longer be listed as Earmarked Reserves.

- The Accelerated Reform Fund (ARF) should be included in the budget.
- Specific projects should be explicitly listed in the Community Development & Support cost code.

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

Sign.....

Date.....



Title	Updates for Community Committee
Meeting	Community Committee
Date of meeting	17 November 2025
Action Required	Noting
Report Author and email address	Pete Joint – Community Connect Champion

## 1. Introduction

1.1 The purpose of this report is to provide an update on the following:

- Connect Somerset
- One Team Review
- Wacky Wednesdays
- Children and Young Peoples Plan
- Cradle to Career
- Household Support Fund

## 2. Updates

### - Connect Somerset

Connect Somerset working well as a locality model in conjunction with Cradle to Career. Now to be known as Connect Wellington. We are currently are working on a decision paper to request a further two years' worth of funding

### - One Team Review

One Teams will also be working on a locality model. There are 3 FTE One Team Early Intervention Co-ordinators included within model. I will be retiring from my One Team Role on 2 January 2026 to take up the ARF funded role. I feel that a lot of the Community based Early Intervention Work either fits within the Connect Somerset Role or the new ARF funded role in conjunction with the Kings Arms.

One Teams sit in the Community Safety Team so will continue to work alongside Council and Police ASB Officers and Violence Reduction partnership. One Teams are currently on hold in Taunton, Bridgwater and Chard areas with concerns in these areas being monitored by existing co-ordinators where required. We are looking for virtual One Teams in my areas to continue with support from an existing Early Intervention Coordinator whilst recruitment to the post takes place.

- **Wacky Wednesdays**

The latest Wacky Wednesdays took place at Wellington Sports Centre on 13th and 29th October from 11.00 – 12.45. Initially there were concerns over the potential number of attendees however on the day over 100 attended. Again, numerous agencies provided activities for those attending. The Steering Group will be meeting next week to evaluate the event and look at a survey to ensure that we continue to provide the right activities and to look at how we may attract more families to future events.

- **Children and Young Peoples Plan update**

All providing services for Young People seem to be working closely together. Thanks to Laura for her work. In The Mix have recently published their work in Wellington with Young People. Young Somerset have been providing activities in the Kings Arms Community Hub. Pop up tots has proved to be very popular. A lot of this work will fall within the Cradle to Career model.

- **Cradle to Career**

A Cradle to Career visioning breakfast will take place on 25 November at Court Fields. This will be facilitated by The C2C Steering Group and the Thread Leads. We are then looking at a Cradle to Career Conference on 10 February 2026 with guest speakers already booked. I have arranged to speak to Rachel Parker from Somerset Council who is leading on Best Start in Life Family Hubs to ensure that Cradle to Career links into this.

- **Household Support Fund**

We are currently considering a bid to the Household Support Fund through the Kings Arms. This will enable the Kings Arms to provide hot drinks and snacks when the Bold and Brave Café is not operating. Further details will follow.

### **3. Financial Implications**

None to consider at this stage.

### **4. Considerations**

To note the updates detailed above.





Title	SALC Mid Point Evaluation
Meeting	Community Committee
Date of meeting	17.11.25
Action Required	To note the progress and evaluation findings from the Kings Arms Community Hub since opening
Report Author and email address	Laura Batcha- Community Development Officer. laura@wellingtontowncouncil.co.uk  Peter Joint -Community Connect Champion peter@wellingtontowncouncil.co.uk

## 1. Introduction

1.1 This report provides an evaluation of the Kings Arms Community Hub (KACH) following its soft opening in July 2025 and official launch on 30 September 2025. It summarises progress made to date, programme delivery, community engagement, and feedback from users and partners.

1.2 The Kings Arms Community Hub was developed to provide a welcoming, inclusive, and multi-purpose space for residents and organisations to deliver activities that support health, wellbeing, and connection.

1.3 This report draws on data from the SALC Mid-Point Evaluation (September 2025), the Autumn Programme, and the Youth Drop-In Evaluation (August 2025), with appendices providing evidence of delivery, participation, and impact.

The purpose of this report is for the committee to note the progress and evaluation findings from the Kings Arms Community Hub since opening

## 2. Background

2.1 The Kings Arms Community Hub forms part of Wellington Town Council's commitment to improving community access, wellbeing, and social inclusion. The project was supported through Cradle to Career funding, which covered the

appointment of the Hub Manager, Kelly Enfield, and initial equipment and running costs.

2.2 A soft opening began on 29 July 2025, with the building operating three days per week while feedback was gathered from residents, partners, and service providers. The Hub now operates five days a week with a growing timetable of activities, including health checks, parenting groups, exercise classes, and youth sessions.

2.3 The formal opening on 30 September 2025 was marked by a ribbon-cutting event, attended by partners, councillors, and community members (Appendix A).

2.4 Delivery highlights include:

- Over 35 partner organisations and providers engaged since launch.
- Consistent bookings across the Activity Room and Meeting Rooms, including statutory health services, voluntary groups, and private hirers.
- Establishment of the Bold & Brave Café trial in partnership with Young Somerset.
- Youth provision pilot delivered by In The Mix, engaging 35 young people in its first session.
- Strong attendance across wellbeing sessions, such as Healthy Little Ones, Move It or Lose It, and Mind and Motion (Appendix B – Autumn Programme).

2.5 Feedback from participants and partners has been overwhelmingly positive. Comments include:

“This is such a welcoming, vibrant place to work. Wellington is lucky to have this space for the community.”

“Coming to the groups has been a lifeline – everyone is so lovely.”

“I’m so pleased there are activities for older people; it makes such a difference to get out and meet others.”

2.6 Challenges identified include signage visibility, noise levels between rooms, and capacity management due to high demand from groups. These issues are being addressed through operational planning, signage updates, and evaluation of hire and access arrangements.

### 3. Links to Council Vision and Place Plan

#### **Council Vision:**

- An inclusive, safe, and secure town where everyone can access support, connection, and opportunity.
- A town proud of its culture, heritage, and community spirit.
- A destination of choice for people to live, work, and participate.

**Wellington Place Plan Themes Supported:**

- Inclusive Access & Connected Communities
- Health, Wellbeing & Community Safety
- Youth, Learning & Lifelong Support
- Pride in Place: Culture, Heritage & Belonging

**4. Financial Implications**

4.1 There are ongoing opportunities to generate further income through:  
Grant-funded programmes (e.g. youth engagement, wellbeing projects);

4.2 A need for a formalised Service Level Agreement (SLA) for café operation; and  
Event and meeting space hire for local businesses and agencies.

**5.Risks**

<b>Risk</b>	<b>Potential Impact</b>	<b>Mitigation</b>
Demand exceeding available space	Pressure on scheduling and staff capacity	Prioritise bookings that align with hub priorities and community benefit.
Insufficient monitoring data	Difficulty evidencing impact for funders	Implement standard evaluation templates for all providers and sessions.
Volunteer or staffing gaps	Disruption to hub operations	Maintain volunteer register and cross-cover plan with Town Council staff.
Accessibility or signage issues	Reduced visibility and participation	Improved external signage and targeted promotion campaign.

**6.Considerations**

That the Community Committee:

1. Notes the evaluation findings and progress of the Kings Arms Community Hub since opening in July 2025.

## 7. Appendices

**Appendix A:** Kings Arms Community Hub – Ribbon Cutting Event (photograph and summary)

**Appendix B:** Autumn Programme 2025 (timetable of sessions and partners)

**Appendix C:** SALC Midpoint Evaluation – September 2025 (extract and user feedback)

**Appendix D:** Youth Drop-In Evaluation – In The Mix Project (August 2025 summary)



# THE KINGS ARMS COMMUNITY HUB Agenda Item 7b

## Autumn Programme 2025



### Mondays

-Reception Closed-

10am - 12pm

#### Chill & Chat

*Somerset Parent/Carer Forum*

For parents/carers with additional needs children aged 0-25

\*3rd Monday of the month



10am - 12pm

#### Mind & Motion

*Bluebird Care*

\*2nd and 4th Mondays of the month

6:30pm - 8:30pm

#### Talking Cafe with Village Agent

*Thrive (CCS)*

\*2nd Monday of the month

### Tuesdays



10am - 11:30am

#### Healthy Little Ones

*Wellington Health Visiting Team*

0-5  
yrs

9am - 5pm

#### Free Health Checks

*NHS Public Health*

40-74  
yrs

2pm - 3:30pm

#### Community Engagement

*Reminiscence Learning*



6pm - 7pm

#### Yoga Classes with Kath

*Kath Yoga*

### Wednesdays

9:30am - 11:30am

#### Baby & Toddler Cafe

*Bright Beginnings*

\*Term time only, £2 cash charge

0-5  
yrs



1pm - 4pm

#### Baby Spa

*Growing Minds*

\*1st & 4th Wednesdays of the month

10am - 12pm

#### Employment Hub Drop-In

*Employment Hub*

\*3rd Wednesday of the month

1:30pm - 3pm

#### Housing Drop-In\*

*Somerset Council*

\*Second Wednesday of the month



2pm - 2:45pm

#### Seated Exercise Group

*Move It Or Lose It*

Items marked  must be booked in advance

Please make bookings directly via the event  
organiser.

If you have a question about the Kings Arms  
Community Hub please contact the Community Hub  
Manager, Kelly Enfield, at  
[kelly@wellingtontowncouncil.co.uk](mailto:kelly@wellingtontowncouncil.co.uk)

### Thursdays

9am - 12pm

#### 1:1 Dementia & Memory Support

*Reminiscence Learning*

10am - 11am

#### Community Police Drop-In

*Avon & Somerset Police*

1:30pm - 3pm

#### Pop-Up Tots Group

*Young Somerset*

0-5  
yrs

6:30pm - 8:30pm

#### Monument Games Club

*Monument Rotary Club*

\*Term time only - SEND Youth specific

### Fridays

-Reception Closed-



COMING SOON

#### Baby Massage

*Wellington Health Visiting Team*

COMING SOON

#### Evening Sessions for Young People

*In The Mix Project*

#### Tuesdays and Thursdays

10am - 2pm

#### Bold & Brave Cafe





## SALC – Mid Point Evaluation of Project as of 30 September 2025

### Mid-point 6-month reporting - Overview of progress:

- Date of appointment of member of staff – Kelly Enfield was appointed to the role of Hub Manager on 2 June 2025. Kelly's salary and on costs have been met from funding along with the cost of equipment from her. The Cradle to Career funding has also been set aside to meet expenditure. A full breakdown will be provided at the end of the funding period.
- A soft opening commenced on 29 July 2025 with the formal opening being on 30 September 2025. The soft opening involved opening from Tuesday – Thursdays with the time also being used to seek views of agencies and the public to ensure that the Hub met the needs of the Community. During this period the Community Development Officer at the Town Council held drop-in sessions and an open morning also took place.
- Session types – Please see attached programmes which show activities that have taken place and those that are planned for Autumn, The Hub is already being used very regularly despite us still being in the soft opening period as at the date of this report.
- Session frequencies – These are outlined on the programmes attached.
- Attendee numbers – Please see spreadsheet attached. The data attached is based on a two-month period and has vastly exceeded our anticipated figures as shown in the initial grant application. It is also based on a 3 day a week period. Sessions will take place over a 5-day period from now on in, To date the café has had little uptake although Bold and Brave have used the soft opening to promote their services.
- Attendee demographics – Please see spreadsheet attached. This has been broken down into age demographics, postcode and vulnerability. We are particularly encouraged by the number of young people using the Hub and the health-related services being offered for all ages. This data will be used to highlight areas that we need to address when looking at services in the future.
- Details of the groups and organisations delivering sessions – As shown on programmes.
- Data from delivery partners such as user satisfaction, achieved positive outcomes, etc. – Please see feedback information attached and comments below: -  
Some other comments from users-

'This is so handy to just pop in and have my health check, Andrea is so knowledgeable and what a lovely centre!'

'We love coming to the group, my granddaughter is always asking to come into the centre and has grown in confidence.'

'I am so pleased that there are activities for older people, I am really enjoying coming into the hub for my exercise class, everyone is so lovely.'

'I had a stroke a while ago and coming to the groups (Bluebird Care-Mind & Motion @ the hub and Move it or Lose it) has been a lifeline-thank you.'

'I would like to express our appreciation towards the team for the work and support they gave me when I first walked in the door. I had some concerns around the care and safety of

an elderly relative who has been recently diagnosed with Alzheimer's and was immediately introduced to a Community Engagement Co-ordinator from Reminiscent Learning, Claire, who took the time to listen in a private meeting room with me.

She was very kind and helpful towards the situation plus she introduced me to the local PCSO's. They both took it upon themselves to take details about my concerns and go about a 'Welfare Check' .

The Hub I feel was a great example of multi agency working across different professions. Both have since phoned me or emailed me to update what they had done for us. The Police carried out the check and are now aware of my relative which puts us at ease.

I also took the advice and referred to Adult Social Care. I'm pleased to say that now lots has been done towards care and safety and I am happy with the outcome for our relative.

We as a family are very grateful to have the Hub especially in the centre of the town.

I have since been back in a few times to take my granddaughter to the Toddler groups. This has given her the opportunity to explore new places and build her confidence around new people. The volunteers are fantastic.. So all in all a great service and wanted to let you all know that we think your doing great work and wish you all the success in the future with this project.'

Other feedback from agencies- 'this is such a welcoming, vibrant place to work', 'Wellington is lucky to have this space to for the community', 'Having the lovely activity room with easy storage has made it much easier for us to run our toddler group'. 'The staff have been so welcoming and helpful.' 'All of the rooms are comfortable and have everything we need.' 'What a difference being able to run our service in a purpose-built venue'.

- Information about any groups and organisations who chose not to use the spaces and why. There have been two Groups that have chosen not to use the building. Support for Armed Forces operate from St John's Church and although they looked at using the kings Arms the view of their attendees was that they should not change venue. We will continue to signpost to that support from the hub. The other Group was Slimming World where the venue was not big enough for the numbers they anticipated. The ethos of the Hub was that it was also a venue that we could signpost from and even during the soft launch period this happened particularly with referrals to warm spaces venues. The Hub has already been successful in linking up with other providers in the Community.
- Feedback from participants – Feedback has been superb. I attach a report on the impact of support offered to Young People over the Summer Holiday period. This not only provides valuable feedback but also highlights areas of improvement. There are other documents attached which also.



- Photographic evidence of projects – please be aware you may need photographic consent – All photos attached have consent. The Kings Arms Community Hub Facebook page contains numerous photos all of which have consent also along with comments on individual groups.

**Evaluation of the first drop-in provision for young people at KACH on 22/08/2025**

**What worked-**

35 young people attended- good trial run, especially navigating the use of space with many service users.

Main window on the front door - much better now we can see who is coming in/improves safeguarding.

Lots of positive feedback from young people and parents/carers (see post on Facebook page)

Older girls interested in volunteering (17 years old)

Young people with additional needs were involved in running the café. They enjoyed the responsibility and ownership of the space.

4 staff supervising different areas with a wide range of experience helped make a busy session run smoothly.

We reached our target group- many vulnerable young people attended.

Loads of ideas for future sessions from young people (see ideas section).

Quotes from young people-

'Felt safe, welcoming space just for them'.

'Liked the chill out area'

'Felt like it was ours'

'You listened to our ideas when you came into school, and it feels like a lovely space to be'.

**Areas of development/ideas for future-**

Ensure there is always adequate staffing for venue- ratio- 1/10 ( look at 3 or 4 qualified staff)

Volunteers would need a specific role and not replace qualified staff to 'keep costs down'.

Concerns around safety- opening out onto road/town centre/ lighting outside especially going into winter is not good.

Some younger children (9years) and older young people( 17 years) turned up after being signposted from the BBQ at the park. We need to adhere to the age limit due to ratios of staff and also safeguarding.

On Friday's more people are out drinking- we did have a gentleman intoxicated outside- had to be moved on and we phoned 101 to check his welfare. Kelly to speak to PCSO's and let them know when the sessions are being run.

Look at access- front door to be locked with thumb turn and young people to ring the doorbell to get in- currently people can just walk in.

Publicity -Nick to produce all the publicity moving forward and KACH/WTC will share on social media. Nick to continue promoting the September date during the detached youth work sessions. Nick to get publicity out on the 17<sup>th</sup> Sep, 2 days before the next drop-in on 19<sup>th</sup> Sep.

Concerns that people still see the venue as a pub as signage is not clear outside. Kelly to discuss the main gold signage on the building and if we can add 'community hub'.

Parental permission forms will need to be completed by 'In the Mix' when we open weekly.

We need to look at defining spaces-e.g.-

Café-board games

music, activities, art activities in the main activity room.

In the Mix staff will stay on site for the next session rather than be detached and encouraging people to attend. Due to the high numbers, we need all staff there for the whole session.

Look at opening the top circulation area for a quiet space- this worked well with a young person with additional needs who became overwhelmed and needed some 1:1 support.

It was quite noisy- speak to WTC about noise dampers. How will this impact on the restaurant next door and later the flats above?

Nick to bring some activities/ Wii/VR set for the next session.

Kelly to source art activity/canvases so they can be displayed in the activity room.

Kelly to chase up about music license (Netty & Dave).

Refreshments, hot & cold drinks, biscuits etc.- Nick to bring, Kelly to get milk and squash.

Look at a simpler/quicker registration form as the young people did not want to fill everything in. Moving forward WTC is looking at an electronic signing in system.

**Ideas from young people-**

Basketball, Sporty stuff, college/student nights, galaxy hot chocolate! (was bought!!!), disco/party nights, splitting the age group, litter picking in the park and around Wellington, volunteering, film nights, creative activities-drawing, painting canvases, arts and crafts and crochet, different rooms for different ages, game nights, PlayStation, phone chargers available, drama activities, live music- The Clovers band from Court Fields.



Title	Delivery of Youth Provision over the Christmas Period 2025
Meeting	Community Committee
Date of meeting	17.11.25
Action Required	To agree the delivery of Christmas youth services with additional funding of £400 coming from Wellington Community Support Services.
Report Author and email address	Laura Batcha- Community Development Officer. laura@wellingtontowncouncil.co.uk

## 1. Introduction

1.1 This report seeks agreement from the Community Committee for the delivery of youth provision over the Christmas period with £400 being contributed from Wellington Community Services. Delivery of youth sessions to take place during the Christmas period, on Monday 29th and Tuesday 30th December 2025, delivered in partnership with In The Mix Project (ITMP).

1.2 The sessions will provide a safe, supportive space for young people during a time of year that can be difficult for those who may not experience the festive period as positively as others. The programme aims to promote inclusion, wellbeing, and connection through creative and social activities.

1.3 Working with In The Mix enables the Council to utilise Holiday Activities and Food (HAF) funding, accessed via SASP, ensuring the sessions reach families most in need while also allowing flexibility for local discretion where additional support is beneficial.

## 2 Background

2.1 The pending Community Development Plan identifies youth engagement and wellbeing as key priorities. During 2025, the Council has worked with ITMP, Young

Somerset and Churches Together to deliver a range of youth activities and outreach projects.

2.2 In The Mix (ITMP) will deliver two half-day sessions on 29 and 30 December 2025 at the Kings Arms Community Hub, each offering 14 funded places for young people eligible for free school meals or from families on means-tested benefits, in line with HAF funding criteria.

2.3 To extend the offer and ensure wider access for vulnerable or isolated young people, it is proposed that the Council provide £400 in additional funding. This will enable the programme to increase capacity from 14 to 24 spaces per day — covering an extra 10 places on each day at £20 per head.

2.4 While eligibility for HAF funding is based on income, youth workers have highlighted that there are young people locally who do not meet the formal criteria but would still greatly benefit from inclusion. The additional places funded by the Council will therefore allow for discretionary allocations, ensuring that those experiencing emotional, social, or financial vulnerability are not excluded.

### 3 Links to Council Vision and Place Plan

#### **Council Vision:**

- An inclusive, safe, and secure town where all young people have opportunities to participate and thrive.
- A town that values community wellbeing, equality, and belonging.

#### **Wellington Place Plan Themes:**

- Youth, Learning & Lifelong Support
- Health, Wellbeing & Community Safety
- Inclusive Access & Connected Communities

### 4 Financial Implications

4.1 The cost of expanding the youth delivery offer is £400, calculated at £20 per additional participant place for 10 young people on each of the two delivery days. Funding will be met from Wellington Community Support Services

4.2 Monitoring and feedback will be provided by In The Mix following delivery, including attendance data and qualitative outcomes demonstrating impact for participants.

## 5 Risks

Risk	Potential Impact	Mitigation
<b>Limited take-up or attendance</b>	Sessions may not reach capacity, reducing overall impact.	Early promotion through schools, social media, and existing youth networks. Youth workers will identify and personally invite young people most likely to benefit.
<b>Eligibility barriers under HAF funding</b>	Some young people in need may not meet formal criteria and risk exclusion.	Additional £400 Council funding provides 10 discretionary places per day to ensure inclusion where the benefit and need are identified by youth workers.
<b>Short delivery window (29–30 Dec)</b>	Limited time for promotion and coordination could affect delivery quality.	Delivery partner (In The Mix) is experienced in running holiday programmes; planning and safeguarding frameworks already in place.
<b>Safeguarding and supervision requirements</b>	Potential risk to participant welfare if procedures are not robust.	In The Mix are a DBS-checked, accredited youth provider with safeguarding policies in place; oversight by the Community Development Officer.
<b>Budget overspend or cost variation</b>	Costs could increase if additional participants or activities are added.	Fixed per-head contribution agreed (£20 per place). Final claim capped at £400.

## 6 Considerations

That the Community Committee:

1. Approves Christmas Youth Delivery with funding of £400 from Wellington Community Support Services to expand delivery capacity for the Christmas youth sessions on 29 and 30 December 2025.
2. Supports the inclusion of discretionary places for young people who may not meet HAF criteria but who would benefit from structured support and social connection during the festive period, as identified by youth workers.
3. Agrees that the outcomes and feedback from these sessions will be used to inform future youth provision planning and partnership delivery in 2026.







# 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.**



**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**

## Contents

1. Overview
2. Delivery and Programme
3. Attendance Figures and Statistical Data
4. Youth Work Outcomes
5. Case Studies
6. Challenges and Learning
7. Future Recommendations and Final Outlook
8. Photos

## 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 within their communities such as parks, village and town centres, benches, shelters, shop fronts etc. 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 type of support. This resulted in the choice of both communities entered which had suffered from some minor Anti-Social Behaviour 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. Detached 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. We also sign posted young people to other services and support such as Umbrella, street pastors, youth clubs, citizens advice and PCSOs.

### 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 the End of October we have delivered a total of 36 hours of direct youth work. The total voluntary youth work hours equate to around 16-18 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 22<sup>nd</sup> August 2025 and hosted some drop in events in both Cotford st Luke and in Wellington.

Location	Date	Number of young people engaged	Number of young people returned from previous session/s (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 – Hot Choc @ the Hub	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 2 – Games and Gadgets	19th Sept	25	8

Cotford st Luke – Pizza Party Youth Drop In	20th Oct	13	4
Wellington – Kings Hub drop in 3 – The Zen Den	24th Oct	TBD	TBD

#### 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 up the Kings Arms Hub for some youth drop ins, and this allowed young people to take lead roles installing led lighting and also help make and serve hot chocolates. They have also shared ideas around activities, mental health provision, holiday activities, what is both good and needs improvement in Wellington for young people etc.

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 spoken with youth workers during our visits. This has supported the development of trust and respect in some young people. We have also consulted about services in Wellington and supported to develop new youth work opportunities in that community that will launch in 2025/2026.

Through our detached offer, we have supported increasing 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. Recent statistics highlight a reduction in crime and disorder in Wellington. Young people 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 wanted to pursue a social action activity – a litter pick working in collaboration with the parish council and local police team. This unfortunately did not take place – we had hoped to run it as part of our pizza in the park session which was postponed due to weather and ultimately moved indoors.

## Feedback from young people

See below the feedback from young people we engaged with.

Wellington	Cotford st Luke
<p>Ideas for activities:</p> <ul style="list-style-type: none"> <li>• Drama / music</li> <li>• Disco and party / karaoke</li> <li>• Creative activities like drawing and crotchet</li> <li>• Film nights</li> <li>• Litter picking around the town</li> <li>• Horse riding</li> <li>• Game nights / PlayStation</li> <li>• Sports stuff like basketball</li> </ul> <p>Things they'd like in the KACH:</p> <ul style="list-style-type: none"> <li>• Rooms for different age groups</li> <li>• Air hockey / pool</li> <li>• A clock</li> <li>• Student nights</li> <li>• Live music</li> <li>• Fairy lights</li> <li>• Air con</li> <li>• Chill zone / quite zone</li> </ul> <p>Mental Health support:</p> <ul style="list-style-type: none"> <li>• Anonymous engagement</li> <li>• Therapy animals</li> <li>• 121 and group support</li> <li>• Themed events</li> <li>• Online and face to face engagement</li> </ul> <p>Issues young people face in Wellington:</p> <ul style="list-style-type: none"> <li>• Other people / perceptions</li> <li>• Not enough bins</li> <li>• Litter / less litter</li> <li>• Boredom</li> <li>• No safe space</li> </ul> <p>What would you like to see for young people in the town?</p> <ul style="list-style-type: none"> <li>• Kindness / for everyone to get along</li> <li>• More activities for older children</li> <li>• Kitchen where you can cook</li> <li>• More extra-curricular activities</li> <li>• More businesses for young people looking for employment</li> <li>• More green spaces</li> <li>• Swimming pool</li> <li>• Music festivals / mini raves</li> <li>• Tidier places</li> </ul>	<p>When asked what they'd like they replied:</p> <ul style="list-style-type: none"> <li>• More free clubs / activities</li> <li>• Bike jumps</li> <li>• Cooking activities</li> <li>• A safe space</li> <li>• Age-appropriate activities</li> </ul> <p>What was good about Cotford for young people?</p> <ul style="list-style-type: none"> <li>• Good places to ride your bike</li> <li>• The park</li> </ul> <p>What is not so good about Cotford for young people?</p> <ul style="list-style-type: none"> <li>• It's a bit boring</li> <li>• Older kids</li> <li>• Not enough to do</li> </ul>

**Please see the enclosed report compiled from the Wellington Youth Survey.**

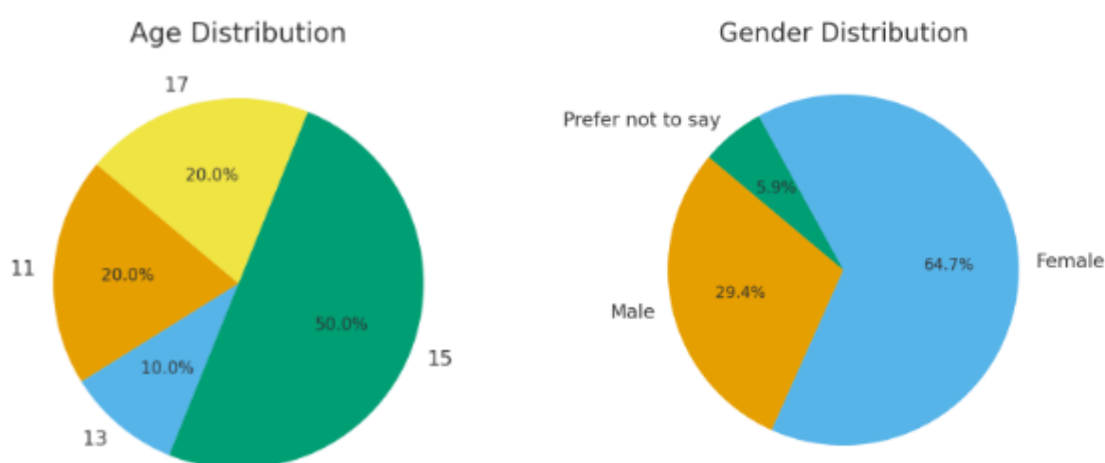
In The Mix Wellington Youth Survey Report 2025

Wellington Detached Youth Project - Young People's Survey 2025

## Executive Summary

Young people who took part in the survey shared their views about life in Wellington. They highlighted positives such as friendships, family support, and access to green spaces. Challenges included crime, lack of activities, and transport barriers. They also expressed a desire for more support, activities, and opportunities to influence decisions.

## Survey Demographics



## Key Findings

**Community Life** - Young people expressed mixed feelings about where they live, with an overall moderate sense of enjoyment. Positives included friendships, family, access to parks and shops. Negatives included boredom, lack of activities, crime concerns, and transport challenges.

**Voice & Influence** - Many feel adults care about young people, but fewer feel they have a say in decisions. A significant proportion said there aren't enough activities for their age group. Most want more involvement in decision-making.

**Trust** - There are mixed levels of trust between young people and adults. Most said they have trusted adults available for support.

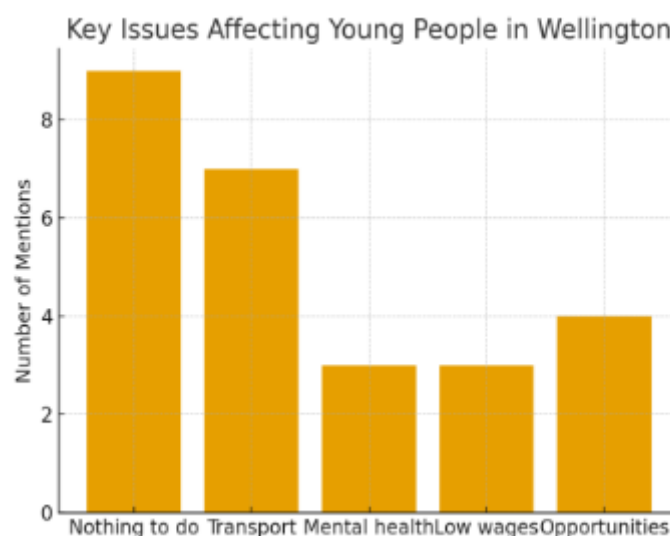
**Safety & Wellbeing** - Perceptions of safety are mixed, with some young people expressing concern. Coping with tough times can be challenging. Several reported that moods affect daily life and some reported substance use. Many would access more wellbeing support if it was available.

**Activities & Interests** - Popular free-time activities include music, hanging out with friends, and TV/streaming. Young people would like more opportunities for cooking, music, gaming, self-care, outdoor activities, and trips. They value the availability of youth services.

**Barriers & Issues** - The most common barriers raised were boredom and lack of transport. Other issues included mental health challenges, limited opportunities, and concerns about crime, bullying, isolation, and body image.

**Future & Aspirations** - Most feel positive or neutral about their future. There is interest in volunteering opportunities.

## Key Issues



## Gaps Identified

- Lack of structured, accessible activities for teens.
- Transport issues limiting participation.
- Concerns about crime and safety.
- Mental health support needs.
- Mixed levels of trust between young people and adults.

## Opportunities & Recommendations

- Expand youth clubs and activities (music, cooking, gaming, trips).
- Enhance transport access through subsidies/community solutions.
- Collaborate with police and leaders on crime prevention.
- Strengthen wellbeing support (counselling, peer mentoring).
- Increase youth voice through forums and advisory groups.
- Support vulnerable groups: mental health, care-experienced, education challenges.
- Raise awareness of services (e.g., Kings Arms Hub, In The Mix).



## Conclusion

Young people in Wellington value friendships and community but face barriers such as limited activities, transport, and safety concerns. They want more opportunities to shape decisions and access support. Investment in youth services, wellbeing initiatives, and partnerships will help them thrive and feel confident about the future.

## 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 engaged in 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 Detached and Outreach provision. Part of our proposed plans for 2026 will also involve developing more rurally based youth provision – this could include a mix of centre-based sessions and detached youth work models using a hub and spoke model. A final drop in is scheduled for late October 2025 in Wellington.

## 8. Photos

Due to the nature of this style of work, we have been unable to take many photos. Please see photos of some of the areas we have visited as well as our drop in events at The Kings Community Arms Hub and Cotford Community Centre.





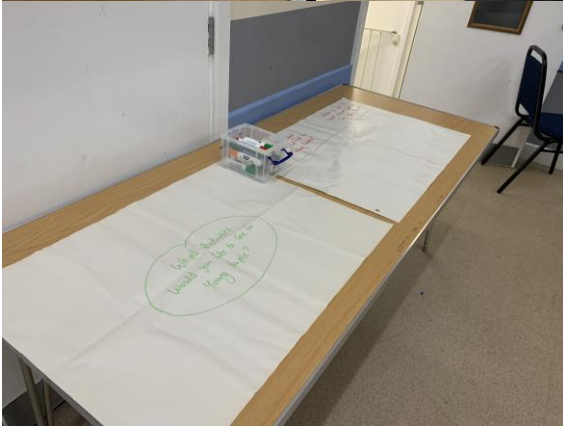
## YOUTH WORK REPORT





## YOUTH WORK REPORT











in the mix  
project



Agenda Item 8b  
**sasp**  
Somerset Activity & Sports Partnership



Department  
for Education

# WELLINGTON WINTER HAPPY HEALTHY HOLIDAY PROGRAMME 2025

- THEMED ACTIVITIES!
- LEARN NEW SKILLS!
- DEVELOP COOKING ABILITIES!
- MAKE NEW FRIENDS!
- ENRICHING ACTIVITIES!
- ACCESS SUPPORT!

**EACH SESSION WILL INCLUDE:**  
Meal and Snacks | Activities | Access to a  
Youth Worker | Sports and Games

**WELLINGTON - KINGS ARMS  
COMMUNITY HUB**  
**MONDAY 29TH DEC**  
**BAKE AND CREATE DAY**  
**BAKE SOME SWEET TREATS, WITH  
CHRISTMAS CRAFTS**  
**\*\*10:00AM-3:00PM**

**ADDITIONAL INFO AND DETAILS:**  
Programme for young people aged 8-16  
years.

Suitable for young people with SEND.  
\*\*Support with entrance fees via our  
Accessibility Fund, contact us for details.

All places on a first come, first serve basis.  
You will be contacted following registration  
to confirm your booking/s and to confirm  
event details.

\*\*Events, programmes, and timings subject  
to change or cancellation based on areas  
out of our control.

**WELLINGTON - KINGS ARMS  
COMMUNITY HUB**  
**TUESDAY 30TH DEC**  
**COOKING CLUB**  
**TAKE PART IN FOOD ACTIVITIES AND FUN  
& GAMES FOR ALL.**  
**\*\*10:00AM-3:00PM**

REGISTER TO BOOK  
A PLACE VIA THIS  
QR CODE!

BOOK A FREE SCHOOL  
MEAL PLACEMENT VIA THE  
BOOKING PORTAL USING  
YOUR SCHOOL ACCESS  
CODE VIA THIS QR CODE

FOR MORE INFO CONTACT:

EMMA.POPPEL@INTHEMIXPROJECT.ORG.UK | 01984 629510



WWW.INTHEMIXPROJECT.ORG.UK



@INTHEMIXPROJECT

**KINGS ARMS  
COMMUNITY HUB**





in the mix  
project



# WIVELISCOMBE WINTER HAPPY HEALTHY HOLIDAY PROGRAMME 2025

- THEMED ACTIVITIES!
- LEARN NEW SKILLS!
- DEVELOP COOKING ABILITIES!
- MAKE NEW FRIENDS!
- ENRICHING ACTIVITIES!
- ACCESS SUPPORT!

## ADDITIONAL INFO AND DETAILS:

Programme for young people aged 8-16 years.

Suitable for young people with SEND.

\*\*Support with entrance fees via our Accessibility Fund, contact us for details.

All places on a first come, first serve basis. You will be contacted following registration to confirm your booking/s and to confirm event details.

\*\*Events, programmes, and timings subject to change or cancellation based on areas out of our control.

## EACH SESSION WILL INCLUDE:

Meal and Snacks | Activities | Access to a Youth Worker | Sports and Games

### WIVELISCOMBE - THE HUB CENTRE

MONDAY 22ND DEC

BAKE AND CREATE DAY

BAKE SOME SWEET TREATS, WITH  
CHRISTMAS CRAFTS

**\*\*10:00AM-3:00PM**

### WIVELISCOMBE - THE HUB CENTRE

TUESDAY 23RD DEC

CHRISTMAS DINNER DAY

COME AND COOK A XMAS DINNER,  
PLUS FESTIVE FUN AND GAMES

**\*\*10:00AM-3:00PM**

BOOK A FREE SCHOOL  
MEAL PLACEMENT VIA THE  
BOOKING PORTAL USING  
YOUR SCHOOL ACCESS  
CODE VIA THIS QR CODE

REGISTER TO BOOK  
A PLACE VIA THIS  
QR CODE!

FOR MORE INFO CONTACT:  
EMMA.POPPEL@INTHEMIXPROJECT.ORG.UK | 01984 629510



WWW.INTHEMIXPROJECT.ORG.UK



@INTHEMIXPROJECT



Title	<b>Appointment of a Business Administration Apprentice (Community Development)</b>
Meeting	Community Committee
Date of meeting	17.11.25
Action Required	To approve the creation and recruitment of a Business Administration Apprentice post starting January 2026 or April 2026 (subject to funding alignment).
Report Author and email address	Laura Batcha- Community Development Officer. laura@wellingtontowncouncil.co.uk

## 1. Introduction

1.1 This report seeks approval to create and recruit a Business Administration Apprentice within Wellington Town Council's Community Development function. The role would provide vital administrative and project support across the Council's growing community portfolio, supporting delivery of the Community Development Plan, Community Engagement Strategy, and associated projects such as the Wellington Town Emergency Plan or Cradle to Career.

1.2 In Line with the Cradle to Career framework, the post offers a valuable local employment and learning opportunity for a Wellington resident of any age, strengthening the Council's commitment to lifelong learning, inclusion, and skills development.

1.3 The apprentice would work alongside the Community Development Officer (CDO) and broader Community Team, contributing to essential operational, engagement, and administrative tasks.

The purpose of this report is for the committee to approve the creation and recruitment of a Business Administration Apprentice post starting January 2026 or April 2026 (subject to funding alignment).

## 2 Background

2.1 While the original Community Development Officer role was designed to lead strategic planning, partnership development, and oversight, the portfolio has since expanded to include direct delivery of multiple community projects and events. This has significantly increased administrative, coordination, and communications workloads, highlighting the need for dedicated support through a Business Administration Apprentice.

2.2 The scope of work under Community Development has expanded significantly

- Line Management and Stakeholder Management relating to the Kings Arms Community Hub
- Line Management of the Wellington Cares Co-ordinator
- Development and implementation of the Town Emergency Plan
- Delivery of funded projects
- Community engagement, consultation and survey design
- Volunteer coordination development and support
- Communications support and monitoring

2.3 Current capacity is limited, with the CDO undertaking a strategic, operational, and administrative workload (see Appendix A: Project Tracker Summary). The addition of an apprentice would:

- Provide practical support with data entry, document formatting, and record-keeping
- Assist with resident and partner communications, event coordination, and reporting
- Free officer time for strategic project delivery and external funding development
- Strengthen the team's ability to respond promptly to community need

2.4 Apprenticeships are open to people of all ages and provide paid, structured learning alongside work. This initiative would:

- Demonstrate the Council's leadership in growing local talent
- Provide a career pathway for someone seeking to gain administrative, digital, and community-based skills
- Support Wellington's reputation as a learning and opportunity-led town

2.5 • Creates a new local employment pathway supporting Cradle to Career.

- Builds resilience within the Community Development function.
- Strengthens administrative capacity for event delivery, funding reports, and stakeholder engagement.
- Demonstrates the Council's commitment to social value and inclusive growth.

### 3 Links to Council Vision and Place Plan

#### **Council Vision**

- An inclusive, safe, and supportive town that values learning and wellbeing.
- A town with a diverse, thriving, and resilient local economy.

#### **Wellington Place Plan Themes**

- Youth, Learning & Lifelong Support
- Inclusive Access & Connected Communities
- Enterprise, Skills & Local Economies

### 4 Financial Implications

#### **Financial Implications**

The new apprenticeship role be funded from the Community Budget (staffing line) as already included in the first draft budget as reviewed by Policy & Finance.

- Estimated cost, including potential on costs (Level 3 Business Administrator): £33,475 per annum depending on age and provider.
- Training costs are fully or partially covered through the Government Apprenticeship Levy (via Somerset Council or a partner training provider).

Recruitment could take place:

- **Option A:** January 2026 start (mid-year appointment, cost covered pro rata)
- **Option B:** April 2026 start (aligned with new financial year and budget cycle)

The 25/26 Staffing budget is forecasted to be underspent therefore, there is scope to cover salary for the last quarter of the year (approx. £8,500). The equipment required (laptop, monitors, peripherals etc.) Would usually be funded from the IT for new staffing line but this would cause an overspend. Approximate costing for this equipment will be c£1,200.

### 5 Risks

<b>Risk</b>	<b>Potential Impact</b>	<b>Mitigation</b>
Workload and supervision commitments	Risk of officer time diverted	Establish clear supervision plan and learning schedule with provider.

Funding continuity beyond 12 months	Possible gap in provision	Review after 9 months for future continuation or conversion to permanent role.
Limited candidate interest	Recruitment delay	Promote through local schools, colleges, and online networks including LinkedIn, Somerset Skills & Learning, and local press.

## 6 Considerations

That the Community Committee

1. Approves the creation a Business Administration Apprentice post within the Community Development function.
2. Authority for the Community Development Officer and Town Clerk to proceed with recruitment for a start date of January 2026 (or April 2026 if more appropriate).
3. If the start date is agreed for January, a recommendation to Full Council that IT equipment requirements are met by an overspend of the IT for new starter budget line.
4. Approval for the post to be funded through the Community Budget (2025/26–26/27) as per the first draft previously presented.

## 7. Appendices

**Appendix A:** Summary of Community Development Projects and Workload Tracker

**Appendix B:** Draft Job Description – Business Administration Apprentice

**Appendix C:** Level 3 Business Administrator Apprenticeship Standard (Knowledge, Skills, Behaviours – KSBs)

## Community Development Dashboard Summary (2025–26)

Category	Indicator	Current Figure / Estimate	Trend / Comment
<b>Active Projects</b>	Number of ongoing community development projects	<b>10+</b>	● Expanded portfolio including new wellbeing and resilience initiatives
<b>Strategic Themes Covered</b>	Aligned with Place Plan / Community Development Plan	<b>6</b>	● Inclusive Communities • Youth & Learning • Health & Wellbeing • Culture & Heritage • Resilience • Volunteering
<b>Partnerships Managed</b>	External agencies, voluntary groups, funders	<b>30+</b>	● Includes NHS, Thrive, SASP, SDAS, Rem Learning, Somerset Council, schools & local organisations
<b>Recorded Actions</b>	Logged on internal tracker (meetings, events, reports, bids etc.)	<b>400+</b>	● Represents both strategic and operational activity requiring regular updates
<b>Community Engagements</b>	Consultations, events, or resident sessions supported	<b>25+</b>	● Includes Community Breakfasts, Whacky Wednesdays, Independent Market, Community Drop Ins, Training facilitation.
<b>Funding Bids Researched/Supported / Submitted</b>	Individual or partnership bids	<b>10+</b>	● Mix of local, regional, and national funding applications (e.g. SALC, ARF, Active Travel Fund, Climate Action Fund, Lottery)

Category	Indicator	Current Figure / Estimate	Trend / Comment
<b>Administrative Load</b>	Average weekly admin time (emails, reports, data, minutes)	<b>40–50% of total role</b>	● Indicates capacity strain and rationale for additional support
<b>Potential Apprentice Tasks</b>	Estimated proportion of actions an apprentice could support	<b>Approx. 45%</b>	● Data entry, filing, meeting prep, social media prep, consultation logistics

## Summary Insight

The Community Development Officer currently coordinates 10+ projects, 30+ partners, and over 400 logged actions. Almost half of all work undertaken is administrative in nature. This evidence supports the creation of a Business Administration Apprentice role to release officer capacity, sustain delivery, and build local opportunities aligned with the Cradle to Career framework, Kings Arm Community Hub priorities and the cocreation of a town emergency plan.

## Visual Key

● = On track    ● = Stretching capacity    ● = Unsustainable without additional support

## Projects/Work Tracker Overview Dashboard Summary (2025–26)

Note: The projects listed below are reflective of the Community Development portfolio as of November 2025. This summary provides an overview of current priorities and active programmes but does not capture all ongoing administrative tasks, partnership activities, or responsive community support undertaken as part of the role.

Project / Programme	Theme / Focus Area	Current Phase	Key Partners / Stakeholders	Summary of Work
<b>Cradle to Career</b>	Education & Skills Pathways	Partnership Development	Somerset Council Education Leads, local schools, Visit Somerset,	Linking community development with local skills and

<b>Project / Programme</b>	<b>Theme / Focus Area</b>	<b>Current Phase</b>	<b>Key Partners / Stakeholders</b>	<b>Summary of Work</b>
<b>Partnership Engagement</b>			Employment Hubs, Reminiscence Learning, Somerset Careers Hub	supported internship opportunities.
<b>C2C Youth Engagement &amp; Pilot</b>	Youth, Learning & Lifelong Support	Delivery	In The Mix/ Young Somerset/ Wellington Community Counselling	Supporting youth sessions, engagement, safeguarding, and evaluation. Stakeholder Management
<b>C2C Visioning Community Breakfasts</b>	Inclusion & Connection	Delivery	Somerset Council, Cosmic, Discoveries and more	Community breakfasts specifically for planning C2C conference in Feb
<b>Men's &amp; Grief Support Groups</b>	Wellbeing & Inclusion	Development	Somerset Men's Talk, local counsellors, SSL, Mens Shed, Andys Man Club, SASP	Supporting development of peer-led support groups for men and those experiencing loss.
<b>Kings Arms Community Hub (KACH)</b>	Inclusive Access & Connected Communities	Delivery & Monitoring	Thrive, In The Mix, Somerset Council, SDAS, Employment Hubs	Support to manager, partner liaison and stakeholder management, budget management
<b>Welly Cares Network</b>	Health & Wellbeing / Community Resilience	Establishment & Delivery	Thrive CCS, NHS Wellbeing Service, local faith and voluntary groups	Developing a network to reduce isolation and improve local wellbeing support. Please note the first phase of this was for



<b>Project / Programme</b>	<b>Theme / Focus Area</b>	<b>Current Phase</b>	<b>Key Partners / Stakeholders</b>	<b>Summary of Work</b>
				CDO in Jan this will go to a co-ordinator and my part will be line a management and stakeholder support only
<b>Together in Tone</b>	Culture & Inclusion	Delivery	SALC, Actiontrack, Somerset Council	Development of bid and stakeholder management. In Jan (if not sooner) this will be contract management only and stake holder support.
<b>Wellington Emergency Plan</b>	Resilience & Preparedness	Planning & Implementation	Somerset Council, EVAG, River Authorities, Police, Churches	Creating the Town Emergency Plan and community working group, mapping vulnerable support (yearlong co-creation then maintenance hopefully carried out by lead volunteer).
<b>Wellington Active Access</b>	Inclusive Access & Connected Communities	Funding Preparation/ Planning	Somerset Council, Transition Town Wellington, Welly Wheelers, Grand Western Greenway	Drafting funding bid for improving active travel access, signage, and connectivity across the town's parks, community hubs, and neighborhoods.
<b>Safeguarding</b>	Safeguarding & Governance	Implementation	WTC Staff & Councillors	Monthly "Safeguarding Spotlight" updates to keep safeguarding visible across council

**Project /  
Programme**

**Theme /  
Focus Area**

**Current Phase**

**Key Partners /  
Stakeholders**

**Summary of Work**

operations. Safeguarding  
delivery and training,  
DBS management

## Appendix B: Draft Job Description – Business Administration Apprentice (Community Development)

Job Title: Business Administration Apprentice

Responsible to: Community Development Officer (Line Manager)

Location: Wellington Town Council Offices / Kings Arms Community Hub

Hours: 37 hours per week (Flexible hours may occasionally include evening/weekend community events)

Contract: Fixed-term Apprenticeship (12–18 months)

Salary: In line with National Apprenticeship Wage

Qualification: Level 3 Business Administrator Apprenticeship (ST0070)

Training Provider: To be confirmed (e.g. Somerset Skills & Learning or equivalent)

---

### 1. Purpose of the Role

To provide administrative and project support across Wellington Town Council's Community Development function, assisting in the delivery of projects, events, and community engagement activities that align with the Council's strategic priorities.

This role forms part of the Council's commitment to the Cradle to Career approach – offering meaningful learning and employment pathways within Wellington, supporting residents of all ages to develop valuable workplace skills while contributing to their local community.

---

### 2. Key Responsibilities

Administrative Support - Provide general office support including word processing, filing, photocopying, and responding to enquiries. - Maintain accurate electronic and paper records, ensuring compliance with GDPR and Council policies. - Support minute-taking, meeting preparation, and report formatting for the Community Committee and partner meetings.

Community Development Support - Assist with data entry and collation of surveys, consultations, and engagement results. - Support community events and projects, including volunteer coordination and communication with residents. - Help prepare publicity materials, social media posts, and newsletters under supervision. - Record and track project progress, collating information for reports and funding submissions.

Customer Service - Greet visitors and respond to public enquiries in person, by phone, and via email in a professional manner. - Direct residents and partners to relevant Council services or community resources.

Project & Hub Support - Assist with bookings, invoicing, and administrative tasks for the Kings Arms Community Hub. - Support the organisation of community workshops, meetings, and training sessions.

Learning & Development - Participate in on-the-job and off-the-job training as part of the Level 3 Business Administrator Apprenticeship. - Complete all learning modules, portfolio work, and assessment requirements with the training provider. - Take an active role in personal development reviews and reflective learning activities.

---

### 3. Person Specification

Criteria	Essential	Desirable
Qualifications	GCSE (or equivalent) in English and Maths	A-levels or Level 2 qualification in Business, Administration, or IT
Experience	None required – role suitable for new entrants to administration	Previous voluntary or work experience in an office, customer service, or community setting
Skills	Good written and verbal communication; attention to detail; ability to prioritise workload; confidence using IT and Microsoft Office	Knowledge of social media or content creation tools
Personal Attributes	Enthusiastic and willing to learn; positive attitude; reliable; respectful and professional; team player	Interest in community development or local government

---

### 4. Training and Supervision

The apprentice will: - Receive structured supervision and mentoring from the Community Development Officer. - Attend regular 1:1 meetings and reviews to track progress. - Work towards achieving the Level 3 Business Administrator qualification through an accredited training provider. - Gain hands-on experience in local government administration, community engagement, and partnership working.

---

### 5. Benefits and Development Opportunities

- Paid apprenticeship with recognised national qualification.

- Experience working in a supportive and values-led environment.
  - Opportunity to participate in community events, civic projects, and Council initiatives.
  - Potential for continued employment or progression following successful completion of the apprenticeship.
- 

End of Appendix B

## Appendix C: Business Administrator Apprenticeship Standard (Level 3)

Standard Reference: ST0070 (Version 1.0)

Typical Duration: 12–18 months

Source: Skills England (Institute for Apprenticeships & Technical Education)

---

### Overview

The Level 3 Business Administrator apprenticeship provides a structured route for individuals to develop the core skills, knowledge, and behaviours required to deliver high-quality business and administrative support across an organisation. Apprentices learn to manage priorities, communicate effectively, use digital systems, and support project delivery. The qualification offers a foundation for progression into more senior administrative, project management, or customer-facing roles.

This aligns closely with the proposed Business Administration Apprentice role within Wellington Town Council, supporting the Community Development function and reflecting the Council's commitment to learning, inclusion, and the Cradle to Career framework.

---

### Knowledge

The apprentice will gain knowledge of:

Area	Summary
Organisational Understanding	Purpose, vision, values, and structure of the organisation; how departments and teams interconnect; role in the wider local government and community context.
Policies and Legislation	Key regulations and frameworks (e.g. health and safety, data protection, safeguarding, equality, and inclusion).
Business Fundamentals	Principles of business administration, financial processes, record-keeping, and supporting governance or committee functions.
Stakeholders and Customers	Understanding internal and external customer needs, communication channels, and relationship management.
Project and Process Support	Basics of project management, continuous improvement, and use of digital tools to enhance efficiency.

Area	Summary
IT and Digital Systems	Use of software and technology to produce accurate records, manage data, and improve workflow (e.g. Microsoft Office, Teams, databases).

## Skills

The apprentice will develop the ability to:

Area	Summary
Communication	Communicate clearly through written, digital, and verbal means with staff, councillors, partners, and residents.
Planning and Organisation	Manage priorities, coordinate meetings or events, maintain records, and meet deadlines.
Technology and Systems	Confidently use digital tools and administrative systems to create, store, and retrieve information.
Project Delivery	Support planning, monitoring, and evaluation of projects and community initiatives.
Teamwork	Work collaboratively within the Community & Place team and across departments.
Record-Keeping and Data Management	Ensure accuracy, confidentiality, and compliance with GDPR.
Continuous Improvement	Identify opportunities for improved processes and suggest practical solutions.

## Behaviours

The apprentice will demonstrate:

Behaviour	Description
Professionalism	Acts with integrity, reliability, and respect in all interactions. Maintains confidentiality and high standards of conduct.
Adaptability	Responds positively to change, new technologies, and varied tasks across community and administrative settings.

Behaviour	Description
Responsibility	Takes ownership of work and personal development, seeks feedback, and contributes proactively to team objectives.
Customer Focus	Delivers quality service to residents, community groups, and partners, responding with empathy and efficiency.
Team Orientation	Supports colleagues, contributes to a positive team culture, and helps others to achieve shared goals.
Commitment to Learning	Demonstrates curiosity, motivation, and a desire for continuous professional development.

---

## Application to Wellington Town Council Role

The apprenticeship directly supports the Council's Community Development function by: -  
Providing structured administrative support for community engagement, events, and project delivery.

- Building a local pathway for learning and employment, supporting the Cradle to Career and Youth, Learning & Lifelong Support priorities within the Wellington Place Plan.
- Enhancing efficiency in reporting, communications, and partnership coordination.
- Supporting future succession planning and workforce resilience.

---

End of Appendix C





Title	<b>Youth Development Budget 2026–27: Approval for Allocation and Delivery Framework</b>
Meeting	Community Committee
Date of meeting	17.11.25
Action Required	To approve the creation and allocation of a dedicated Youth Development Budget within the Community Budget for 2026–27 and agree the proposed framework for delivery and partnership working.
Report Author and email address	Laura Batcha- Community Development Officer. laura@wellingtontowncouncil.co.uk

## 1. Introduction

1.1 This report seeks approval from the Community Committee to establish and deliver a dedicated Youth Development Budget as part of the 2026–27 Community Budget.

1.2 The budget will enable Wellington Town Council to strengthen its support for young people through targeted engagement, partnership development, and local projects aligned with the Cradle to Career and Youth, Learning & Lifelong Support priorities within the Wellington Place Plan.

1.3 It will also allow the Council to respond to identified needs highlighted through consultation, particularly around wellbeing, belonging, and opportunity for local young people.

## 2.1

A total of £50,000 has been previously allocated by the Council for youth provision and is currently held in reserve. The Community Committee is now asked to consider formally incorporating this sum into the 2026–27 Community Budget to provide greater transparency, accountability, and opportunity for structured development.

## 2.2

Wellington previously lacked a structured and coordinated approach to youth

development. With these funds now coming into the core budget, and the recruitment of the Community Development Officer, the Council has an opportunity to establish a strategic and dedicated approach to supporting young people in the town.

### 2.3

Integrating the £50,000 reserve into the main budget will enable a more deliberate and cohesive framework for delivery, aligning resources with the Cradle to Career vision and the Youth, Learning & Lifelong Support priority within the Wellington Place Plan. This will ensure that investment is planned, targeted, and transparent.

### 2.4

This approach reframes youth development as a core strategic function rather than an isolated funding stream, supporting effective planning, partnership working, and measurable impact for the benefit of Wellington's young people and the wider community.

## 1 Links to Council Vision and Place Plan

### **Council Vision**

- An inclusive, safe, and secure town where young people can thrive.
- A town with a diverse, thriving, and resilient local economy.

### **Wellington Place Plan Themes**

- Youth, Learning & Lifelong Support
- Inclusive Access & Connected Communities
- Health, Wellbeing & Community Safety

## 2 Financial Implications

The Youth Development Budget will be drawn from the new Community Budget line approved for 2026–27.

- The proposed allocation is within the draft Community Budget envelope, pending full council approval.
- Delivery will be managed within existing staffing capacity, with flexibility to seek external match funding or partnership contributions.

## 3 Risks

<b>Risk</b>	<b>Impact</b>	<b>Mitigation</b>
Lack of sustainable funding for youth projects	Short-term delivery only	Build partnerships with Thrive/ CCS, SASP, ITMP, Young Somerset and schools to leverage joint resources
Limited engagement from young people	Low participation or visibility	Develop youth voice through schools, community events, and peer-led consultation
Oversight and monitoring capacity	Risk of under-reporting impact	Use project templates and feedback forms to track outcomes quarterly

#### 4 Considerations

It is recommended that the Community Committee:

1. Approves the creation of a Youth Development Budget line within the 2026–27 Community Budget.
2. Approves the proposed allocation and framework as outlined in Section 3.
3. Delegates authority to the Community Development Officer, in consultation with the Town Clerk, to administer the budget in line with the Council's financial regulations and report progress to the Community Committee on a bi-monthly basis.

#### 7. Appendices

##### **Appendix A:** Youth Development Delivery Framework Table

**Wellington Youth Development Draft Budget 2026–27 (£50,000)***(Aligned to Cradle to Career structure)***Overview**

Funding supports local delivery under three C2C pillars, Local Systems Coherence, Curriculum Coherence, and Relationships Coherence, with five projects underneath. Each project contributes to Wellington's long-term aims around inclusion, opportunity, wellbeing, and aspiration for young people from pre-birth to early careers.

**1. Local Systems Coherence – £14,000 (28%)**

Focuses on early years access, employability pathways, and connecting families into local systems of support.

<b>Project</b>	<b>Description</b>	<b>Est. Cost</b>
<b>Early Years Access (EY at 2)</b>	Support local preschools to expand places; parent outreach to increase take-up of EY education at 2; joint work with Health Visitors	£7,000
<b>Employability &amp; Skills Pathways</b>	Supported internships, youth volunteering with In The Mix / VIY, mentoring pilot with employers	£7,000
<b>Subtotal</b>		<b>£14,000</b>

**2. Curriculum Coherence – £13,000 (26%)**

Improves learning continuity from early years through to adulthood, promoting literacy, creativity, and aspiration.

<b>Project</b>	<b>Description</b>	<b>Est. Cost</b>
<b>A Reading Town</b>	Literacy and reading promotion across schools, families and the community (e.g. Imagination Library, reading trails, events)	£8,000
<b>Digital Wellbeing / Mobile Phones</b>	Community-wide initiative on healthy phone use, digital literacy workshops, and family guidance sessions	£5,000
<b>Subtotal</b>		<b>£13,000</b>

**3. Relationships Coherence – £11,000 (22%)**

Builds family connection and resilience through multi-family learning, mental health awareness, and inclusive support networks.

Project	Description	Est. Cost
<b>Family Workshops / Parent Café Model</b>	Facilitated family sessions to improve relationships, social skills, and shared learning	£7,000
<b>Subtotal</b>		<b>£7,000</b>

#### 4. Core Training, CPD, and Operational Delivery – £7,000 (14%)

Supports sustainability and quality across all strands.

Item	Description	Est. Cost
Staff & Partner Training	Cradle 2 Career Framework Delivery. Safeguarding, youth work skills, MHFA, trauma-informed approaches	£5,000
Travel & Outreach	Local mileage, outreach to schools and families	£3,000
Equipment & Comms	Resources, publicity, consent materials, monitoring tools	£3,000
<b>Subtotal</b>		<b>£11,000</b>

#### 5. Grassroots & Bespoke Youth Delivery Fund – £5,000 (10%)

Provides flexibility to respond to emerging youth needs and support grassroots ideas.

Fund	Description	Est. Cost
<b>Youth Innovation &amp; Microgrants</b>	Small grants (up to £1,000) for new or youth-led initiatives (e.g. Youth Forums, art projects, wellbeing sessions, skill workshops)	£5,000

#### ◆ Summary Table

Category	Allocation % of Total	
Local Systems Coherence (EY + Employability)	£14,000	28%
Curriculum Coherence (Reading Town + Mobile Phones)	£13,000	26%
Relationships Coherence (Family Workshops)	£7,000	22%
Core Training, CPD & Ops	£11,000	14%
Grassroots Youth Fund	£5,000	10%

Category	Allocation % of Total	
Total	£50,000	100%

#### Next Steps

- Identify potential match-funding or shared costs for larger C2C projects.
- Create a light-touch monitoring framework for each strand (outputs, engagement reach, impact stories).
- Review budget mid-year (Oct 2026) for reallocation or scaling successful pilots.



Title	Community Kitchen and Café Enhancement
Meeting	Community Committee
Date of meeting	17.11.2025
Action Required	To approve allocation of the remaining £8,000 from the 2025–26 Community Development Budget towards the development of the Kings Arms Community Kitchen and Café, supporting cost-of-living, resilience, and volunteer development.
Report Author and email address	Laura Batcha- Community Development Officer. laura@wellingtontowncouncil.co.uk

## 1. Introduction

- 1.1. This report seeks approval from the Community Committee to allocate the remaining £8,000 from the 2025–26 Community Development Budget to support the next phase of development for the Kings Arms Community Kitchen and Café.
- 1.2. The investment will provide essential equipment and training to enable cookery sessions, food-skills workshops, and community café activities that promote household resilience and wellbeing.
- 1.3. The proposal builds on existing facilities and the lessons learned from the Bold and Brave pilot café arrangement, ensuring that the space continues to deliver value for residents while creating new opportunities for volunteer involvement and community learning.

## 2. Background

- 2.1. The Kings Arms Community Hub was established as a multi-purpose venue supporting wellbeing, inclusion, and community connection. Since

opening, the Hub has hosted a broad range of sessions, from health checks and parent groups to youth activities and social programmes.

- 2.2. Developing the community kitchen and café area represents the next step in expanding the Hub's use and ensuring long-term sustainability. It will provide facilities to host cookery sessions, warm-space activities, and household skills workshops, helping residents reduce food costs and improve wellbeing.
- 2.3. The existing café furniture, storage, and serving area are already in place following the Bold and Brave pilot. Therefore, the proposed funding focuses on kitchen equipment, hot drink provision, engagement materials, and volunteer development.
- 2.4. Volunteers will play a key role in the café's future operation and community activities. Investment in volunteer training, including Food Safety and Hygiene Level 2 certification, will ensure the café and kitchen are operated safely and confidently, while supporting skills development for local residents.

### 3. Links to Council Vision and Place Plan

#### **Council Vision:**

- An inclusive, safe, and secure town where residents are supported to thrive.
- A town that values wellbeing, inclusion, and opportunity for all.
- A community that encourages volunteering and shared responsibility.

#### **Wellington Place Plan Themes:**

- Inclusive Access & Connected Communities
- Health, Wellbeing & Community Safety
- A Healthy, Sustainable & Green Town
- Enterprise, Skills & Local Economies

### 4. Financial Implications

#### 4.1

All costs will be met from existing 2025–26 Community Development funds.



#### 4.3

Procurement will follow the Council's Financial Regulations, with quotations sought for any major equipment or installation work.

The proposal seeks approval to allocate the remaining £8,000 from the 2025–26 Community Development Budget as follows:

Purpose / Item	Indicative Allocation	Rationale / Outcome
Kitchen Equipment (hob, small oven, prep area)	£2,500	Enables delivery of cookery and food-skills sessions that support cost-of-living and household resilience priorities.
Hot Drinks Provision (coffee/hot-water machine, ingredients, consumables)	£1,500	Supports low-cost café activity and warm-space engagement using existing café infrastructure.
Volunteer Training & Support (including Food Safety courses, induction materials, volunteer recognition)	£2,000	Builds capacity for safe and sustainable operation of the kitchen and café while developing local skills and confidence.
Engagement & Workshop Materials	£1,000	Supports community cookery and wellbeing sessions with partners such as Thrive CCS, Transition Town, In The Mix, SASP, or Public Health.
Contingency (installation, certification, minor works)	£1,000	Covers safety checks, equipment fitting, or other unforeseen costs.
<b>Total</b>	<b>£8,000</b>	—

#### 5.Risks

Risk	Potential Impact	Mitigation
Equipment costs exceed estimates	Overspend or delay to implementation	Obtain multiple quotes and prioritise essential items.
Limited volunteer capacity	Reduced operational delivery	Early recruitment, training, and clear role descriptions for volunteers.
Health and safety non-compliance	Risk to users and reputation	Ensure all volunteers complete accredited Food Safety training; annual reviews of policies and risk assessments.

Low community engagement	Underuse of facilities	Promote through cost-of-living initiatives, Thrive/CCS, SDAS and social media campaigns.
--------------------------	------------------------	--

#### 6.Considerations

1. That the Community Committee consider allocating the remaining £8,000 from the 2025–26 Community Development Budget to develop the Kings Arms Community Kitchen and Café.



Title	<b>Community Development Budget 2026–27: Approval of Allocations and Delivery Framework</b>
Meeting	Community Committee
Date of meeting	17.11.25
Action Required	To approve the proposed Community Development Budget 2026–27 (£11,000)
Report Author and email address	Laura Batcha- Community Development Officer. laura@wellingtontowncouncil.co.uk

## 1. Introduction

1.1 This report presents the proposed Community Development Budget for 2026–27, totalling £11,000, for consideration and approval by the Community Committee.

1.2 The proposed allocations have been developed to support the ongoing implementation of the Community Development Plan (CDP) and are structured around five key thematic areas. Each strand contributes to the delivery of the Wellington Place Plan, supporting wellbeing, inclusion, sustainability, and civic pride.

1.3 The purpose of this report is to seek approval for these allocations and the associated delivery framework.

## 2. Background

2.1 The Community Development Budget provides the Council with a flexible mechanism to support partnership projects, small-scale initiatives, and engagement activities that align with its strategic priorities.

2.2 During 2025–26, the budget supported the development of the pending Community Development Plan with community drop ins and the attendance of

community engagement, engagement for the Emergency Plan, and the Mayors civic awards. These projects have strengthened partnership working and community participation across Wellington.

2.3 The proposed 2026–27 budget builds on this foundation, introducing a structured allocation across five thematic strands that reflect the emerging priorities within the Community Development Plan and allow for clearer monitoring, transparency, and impact measurement.

#### 2.4 Proposed Additional Budget Request for 2026–27

To build on the investment made in developing the Kings Arms Community Kitchen and Café, it is proposed that a modest allocation of £3,000 be included in the 2026–27 budget to support delivery of cookery and café-style engagement sessions. This would ensure that the newly equipped space is used to its full potential, enabling regular food-based community activities that promote wellbeing, connection, and household resilience.

### 3 Links to Council Vision and Place Plan

#### **Council Vision**

- An inclusive, safe, and secure town where all residents can thrive.
- A community proud of its heritage, culture, and environment.
- A connected and sustainable town that values wellbeing, participation, and opportunity.

#### **Wellington Place Plan Themes**

- Inclusive Access & Connected Communities
- Pride in Place: Culture, Heritage & Belonging
- A Healthy, Sustainable & Green Town
- Housing, Inclusion & Community Safety

### 4 Financial Implications

4.1 The total allocation for 2026–27 is £11,000, to be included within the approved Community Budget line.

4.2 Expenditure will be managed in accordance with the Council's financial regulations and procurement policy.

4.3 A mid-year and year-end summary will be presented to the Community Committee to evidence delivery, outputs, and outcomes.

## 5 Risks

<b>Risk</b>	<b>Potential Impact</b>	<b>Mitigation</b>
Demand exceeds available funding	Unable to support all eligible projects	Prioritise projects that align directly with CDP outcomes; seek partnership or match funding.
Low project uptake in specific strands	Uneven delivery or underspend	Maintain Flex Fund to reallocate underused amounts mid-year.
Insufficient monitoring data	Difficulty evidencing impact	Use standard evaluation templates for each strand.

## 6 Considerations

It is recommended that the Community Committee:

1. Approves the proposed Community Development Budget 2026–27 (£11,000) and its allocations as set out in Appendix A.
2. Agrees that delivery be managed by the Community Development Officer in line with the priorities of the pending Community Development Plan and Wellington Place Plan.

## 7. Appendices

### Appendix A

Community Development Budget 2026–27 (£11,000) Breakdown

**Community Development Budget 2026–27 (£11,000-£14,000)****1. Inclusive Access & Connected Communities – £2,000 (18%)**

**Purpose:** Strengthen access to community activities, improve inclusion, and increase resident participation ensuring events and initiatives remain open, connected, and welcoming.

**Proposed Spend:**

- £1,700 – Community engagement and inclusive event delivery (as committed through the ARF carers and wellbeing projects).
- £300 – Community conversation sessions or mini engagement incentives (e.g. refreshments, surveys, posters).

**2. Pride in Place: Culture, Heritage & Belonging – £2,000 (18%)**

**Purpose:** Strengthen local identity and connection through creative and heritage-led engagement.

**Proposed Spend:**

- £1,000 – Support for community-led cultural participation or small creative projects (could include Somerset Art Works collaboration- Community cohesion).
- £500 – Heritage interpretation or storytelling projects linked to civic pride and belonging (Mayoral Awards and Schemes)
- £500 – Engagement activity promoting inclusivity and cross-cultural understanding (Cultural Inclusion)

**3. A Healthy, Sustainable & Green Town – £3,000 (27%)**

**Purpose:** Support wellbeing and grassroots sustainability projects while promoting resilience and environmental awareness.

**Proposed Spend:**

- £2,000 – Grassroots sustainability and wellbeing microgrants (supporting projects aligned with the future sustainability initiatives).
- £500 – Pilot community resilience activities or partnerships (e.g. resilience cafés, repair/skills workshops).
- £500 – Local engagement linked to nature-based wellbeing, climate awareness, or health promotion.

#### **4. Housing, Inclusion & Community Safety – £2,000 (18%)**

**Purpose:** Encourage stronger neighbourhood links, inclusive housing engagement, and awareness of safety and wellbeing.

**Proposed Spend:**

- £1,000 – Partnership projects with LiveWest, SASP, or local safety partners to improve neighbourhood inclusion.
- £500 – Community safety or wellbeing awareness events (lighting, Safe Spaces, social connection).
- £500 – Support for resident-led initiatives or volunteer recognition linked to the Wellington Emergency Plan.

#### **5. Grassroots Development & Engagement Flex Fund – £2,000 (18%)**

**Purpose:** Maintain flexibility to respond to emerging opportunities, small community-led ideas, or partnership projects that align with the CDP.

**Proposed Spend:**

- £1,000 – Microgrants (up to £500 each) for grassroots community projects or pilot ideas.
- £500 – Engagement events for underrepresented groups or youth-led ideas.
- £500 – Visual materials, design, or digital comms for campaigns (shared branding across CDP).

**Notes:**

This creates the space for projects or new collaborations that arise mid-year without requiring new approvals.

#### **6. Additional Budget Request for 2026–27 - Kings Arms Community Kitchen and Café - £3,000**

**Purpose:** This would ensure that the newly equipped space is used to its full potential, enabling regular food-based community activities that promote wellbeing, connection, and household resilience.

**Proposed Spend:**

- £2,000 - Cookery Workshops & Food Skills
- £1,000 - Community Café Engagement (Parent Café, Carers Café, Afterschool Social Café)

**Delivery Approach**

Project delivery will be coordinated by the Community Development Officer in collaboration with relevant partners and community organisations.

Each strand will include measurable outputs such as the number of residents engaged, community partners involved, and projects supported.

A flexible “microgrant” approach will be maintained to respond to community ideas mid-year without requiring separate Committee approval, ensuring responsiveness and inclusivity.

◆ **Summary Table**

<b>Strand</b>	<b>Allocation</b>	<b>% of Budget</b>	<b>Example Activities</b>
Inclusive Access & Connected Communities	£2,000	18%	Inclusive engagement, events, and consultation
Pride in Place: Culture, Heritage & Belonging	£2,000	18%	Cultural projects, heritage, cohesion activities
A Healthy, Sustainable & Green Town	£3,000	27%	Grassroots sustainability & wellbeing microgrants
Housing, Inclusion & Community Safety	£2,000	18%	Neighbourhood inclusion, emergency plan engagement
Grassroots Development & Engagement Flex Fund	£2,000	18%	Small grants, pilot ideas, promotional materials
<b>Total</b>	<b>£11,000</b>	<b>100%</b>	
Cookery Workshops & Food Skills	£2,000		Cookery Workshops & Food Skills
Community Café Engagement (Parent Café, Food Café, Men’s Social Café)	£1,000		Community Café Engagement (Parent Café, Food Café, Men’s Social Café)
<b>New Total</b>	<b>£14,000</b>		





Title	<b>Kings Arms Community Hub – Income Summary and Future Charging Arrangements</b>
Meeting	Community Committee
Date of meeting	17.11.25
Action Required	To note the confirmed income position for 2025–26 and approve the proposed approach to room hire charging and income generation from April 2026.
Report Author and email address	Laura Batcha- Community Development Officer. laura@wellingtontowncouncil.co.uk

## 1. Introduction

1.1 This report provides an overview of the current income position for the Kings Arms Community Hub, including confirmation of the £15,495.60 forecast previously submitted to Committee, and presents a proposed framework for future room hire charging arrangements from April 2026.

1.2 The Kings Arms Community Hub was established as a community-led, inclusive space supporting the delivery of local wellbeing, skills, and engagement initiatives. It provides accessible facilities for community groups, charities, statutory partners, and small businesses, enabling collaboration across health, inclusion, and social projects.

1.3 As the Hub matures, it is essential to ensure that financial management and hire arrangements are transparent, equitable, and sustainable while maintaining accessibility for groups that align with the Council's community priorities.

1.4 This report therefore outlines:

- The basis of the current income projection;
- A benchmark of full-capacity potential;
- The agreed approach to charging from April 2026; and

- Opportunities for wider income generation through grants and café arrangements.

## 2. Background

The current annual income forecast of £15,495.60 was presented to the Community Committee at its previous meeting. This figure has been calculated from the verified bookings and charges currently in place at the Hub, based on regular weekly and monthly use of the Activity Room, Meeting Rooms, and Café.

2.2 The monthly total of £1,291.30 reflects bookings across a balanced mix of community, charitable, statutory, and private/commercial users. Standard rates applied are £10 per hour for the Activity Room and £5–£10 per hour for the Meeting Rooms, depending on user type and space.

2.3 Several groups currently use the Hub without charge where activities directly support the Council's wellbeing and inclusion priorities (e.g. Talking Café, Youth Group, and Police Drop-Ins).

2.4. A full-capacity projection was also modelled to provide a benchmark for income potential under maximum utilisation:

Space	Assumed Use	Hours per Week	Rate per Hour	Weekly Income	Annual Income
Activity Room (daytime)	Mon–Fri, 9am–5pm	40h	£10	£400	£20,800
Activity Room (evening)	Mon–Fri, 2h per evening	10h	£10	£100	£5,200
Activity Room (weekend)	1 full-day hire (Sat or Sun)	8h	£10	£80	£4,160
Large Meeting Room	Mon–Fri, 9am–5pm	40h	£10	£400	£20,800

Small Meeting Room	Mon– Fri, 9am– 5pm	40h	£5	£200	£10,400
--------------------	--------------------	-----	----	------	---------

Total Potential Annual Income (Full Capacity): £61,360

This benchmark highlights the upper income ceiling but recognises that a portion of bookings must remain at reduced or no charge to deliver community benefit.

2.5 From April 2026, the Council will implement a standard charging policy for all organisations using the Kings Arms Community Hub. Voluntary and charitable organisations that meet the Hub’s community priorities but do not generate income will be supported to access suitable funding to cover hire costs.

2.6 Should funding applications be unsuccessful, the Town Clerk will have delegated authority to determine whether the Council will absorb the hire cost in exceptional cases.

2.7 While hire income may not cover the full operational costs of the Hub, there will be opportunities throughout the year to pursue funding and grant applications where the Hub can be used as a venue for income-generating activities.

2.8 The Hub Café is currently within a trial period. Should a Service Level Agreement (SLA) be developed for the café to be managed by a third-party organisation, a bespoke usage agreement will be created to generate an additional income stream. Alternatively, if operated voluntarily, a modest income can still be achieved through small-scale sales of refreshments, with any surplus reinvested into Hub operations or community activity.

## 2 Links to Council Vision and Place Plan

### **Council Vision:**

- An inclusive, safe, and secure town where people and organisations work together for community wellbeing.
- A thriving local economy supported by resilient, active, and connected communities.
- A town proud of its culture, heritage, and environment.

### **Wellington Place Plan Themes:**

- Inclusive Access & Connected Communities
- Health, Wellbeing & Community Safety

- Enterprise, Skills & Local Economies
- Pride in Place: Culture, Heritage & Belonging

### 3 Financial Implications

3.1 The current verified annual income of £15,495.60 reflects the Hub's existing usage and realistic operational capacity.

3.2 The introduction of a standardised charging policy from April 2026 is expected to increase transparency and modestly enhance income levels, while continuing to provide flexibility for community users.

3.3 Additional income opportunities will be explored through:

- Café Service Level Agreement (SLA) or voluntary operation model;
- Partnership events and externally funded projects;
- Future bids to regional and national grant programmes.

3.4 All income and expenditure will continue to be monitored by the Community Development Officer in accordance with the Council's financial regulations, with updates provided to Committee.

### 4 Risks

Risk	Impact	Mitigation
Overreliance on hire income	Income remains below running costs	Diversify income through café operations and funding bids
Resistance from existing non-charged users	Potential reputational impact	Early engagement and funding support offer for voluntary groups
Insufficient data to evidence impact	Difficulty justifying subsidy or investment	Use standard evaluation templates for all Hub activities and tenants
SLA or café model fails to generate anticipated income	Reduced sustainability	Maintain flexible options including voluntary-run café model

## 5 Considerations

That the Community Committee:

1. Notes the confirmed annual income position of £15,495.60 for the Kings Arms Community Hub based on current verified bookings.
2. Approves the introduction of a standard room hire charging policy for all organisations using the Hub from April 2026, ensuring consistency and transparency across all room bookings.
3. Agrees that voluntary and charitable organisations delivering activities which meet the Kings Arms Community Hub priorities but do not generate income will be supported to access external funding to cover hire costs.
4. Delegates authority to the CEO/Town Clerk to determine, on a case-by-case basis, whether the Council will absorb hire costs where funding is not secured and community benefit is demonstrated.
5. Notes that while room hire alone may not cover the full operational costs of the Hub, there will be opportunities throughout the year to generate additional income through funding bids, partnership projects, and the future operation of the Hub Café (either via a Service Level Agreement with a third-party operator or a voluntary-run café model).

## 7. Appendices

**Appendix A:** Current Room Hire Breakdown and Income Schedule

**Appendix B:** Full-Capacity Income Projection Model

**Appendix C:** Draft Charging and Support Framework (from April 2026)

## Appendix A – Current Room Hire Breakdown and Income Schedule

The table below summarises the verified bookings at the Kings Arms Community Hub as of November 2025.

This data represents the basis of the £15,495.60 annual income forecast presented to Committee.

All hire rates are calculated using the agreed hourly rates: £10 per hour (Activity Room) and £5–£10 per hour (Meeting Rooms).

Room / Space	User Type	Typical Use	Frequency	Monthly Income	Annual Income	Notes
Activity Room	Mixed (Community, Private, Statutory)	Group sessions, exercise, parent/carer activities	Approx. 45 hours/month	£771.30	£9,255.60	Includes Thrive, Rotary, Everyone Active, Public Health, and Young Somerset use
Meeting Rooms (x2)	Mixed (Community, Statutory, Private)	One-to-ones, surgeries, health checks, small meetings	Approx. 48 hours/month	£520.00	£6,240.00	Includes Somerset Council, Blue Bird Care, LiveWest, Counselling, MP Surgeries
Café Space	Community	Talking Café and drop-ins	Weekly	£0 (non-charged)	£0	Community engagement use aligned to wellbeing priorities
<b>Totals</b>	—	—	—	<b>£1,291.30 / month</b>	<b>£15,495.60 / year</b>	Verified actual income projection for 2025–26

*Several groups (Youth Group, Talking Café, Police Drop-In) are non-charged where activity directly supports council community priorities.*

## Appendix B – Full-Capacity Income Projection Model

To provide a benchmark for maximum potential income, the table below models full utilisation of all hireable spaces during staffed hours (9 am–5 pm, Monday–Friday), plus evening and weekend use of the Activity Room.

Room / Space	Hours per Week	Rate per Hour	Weekly Income	Annual Income (48 weeks)
Activity Room – daytime	40 h	£10	£400	£19,200
Activity Room – evenings	10 h	£10	£100	£4,800
Activity Room – weekend hire	8 h	£10	£80	£3,840
Large Meeting Room	40 h	£10	£400	£19,200
Small Meeting Room	40 h	£5	£200	£9,600
<b>Total (approx.)</b>	—	—	—	<b>£56,640 – £61,000 potential</b>

### Key Notes:

- Full-capacity usage is not a practical operating model due to statutory and voluntary bookings that must remain low- or no-charge.
- This figure serves as a benchmark to understand potential revenue if future programming or third-party hires expand.
- Estimated achievable growth with improved scheduling and marketing: 25 – 35 % increase over current levels.

## Appendix C – Draft Charging and Support Framework (from April 2026)

The framework below sets out how room-hire charges and community support will be managed from April 2026.

It ensures fairness, transparency, and sustainability while maintaining community access.

### 1. Standard Hire Rates (subject to annual review)

Room / Space	Hourly Rate (Community / Voluntary)	Hourly Rate (Commercial / Statutory)	Full-Day Rate (approx. 8 h)
Activity Room	£10	£12	£80–£96
Large Meeting Room	£10	£12	£80–£96
Small Meeting Room	£5	£7	£40–£56
Café Space (if hired separately)	Negotiated	Negotiated	Bespoke per SLA

### 2. Funding Support for Eligible Groups

- Voluntary or charitable organisations that meet the Kings Arms Community Hub priorities but do not generate income will receive officer support to identify and apply for external funding (e.g. Somerset Community Foundation, Thrive CCS grants, NHS health promotion funds).
- Where a group is unsuccessful in securing funding, the Town Clerk may authorise the Council to absorb the hire cost in exceptional circumstances.
- Any such decisions will be recorded for transparency and reviewed annually by the Community Committee.

### 3. Café Operation and Future Income

- The Hub Café is currently in a trial period.
- If managed under a Service Level Agreement (SLA) with a third-party organisation, a bespoke usage and income arrangement will be negotiated, generating an additional income stream for the Hub.
- Should the café continue to operate on a voluntary model, a small level of income may still be achieved through refreshments sales, with proceeds reinvested into Hub maintenance or community programming.



#### **4. Monitoring and Review**

- All income, waivers, and funding allocations will be monitored by the Community Development Officer and reported to Committee.
- Hire rates and eligibility for support will be reviewed annually as part of the budget-setting process.