

**MINUTES OF THE WELLINGTON TOWN COUNCIL ECONOMIC DEVELOPMENT COMMITTEE
MEETING HELD AT UNITED REFORMED CHURCH HALL ON WEDNESDAY 10th
DECEMBER 2025 AT 6.00PM**

PRESENT: Councillor M Lithgow (Vice-Chair),
Councillors S Mercer, J Lloyd, J. Thorne.

IN ATTENDANCE: Annette Kirk - Facilities Manager
Wasif Choudhury – Democratic Services and Finance Officer
Laura Batcha – Community Development Officer
Sally Mann – Fuse Performance (Minute 376)
John Lee – Fuse Performance (Minute 376)
Deborah Richardson – Somerset Film (Minute 377)
Councillor S Pringle-Kosikowski

371. APOLOGIES

Apologies were received from Councillor C Booth, C Penk & K Wheatley.

372. DECLARATIONS OF INTEREST

There were no declarations of interest declared.

373. MINUTES

RESOLVED to approve and sign the minutes of the meeting held on 15th October 2025.

374. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

There were no members of the public in attendance.

375. WELLINGTON EMPLOYER AND SKILLS PARTNERSHIP

The Community Development Officer provided a briefing on a new network aimed at bringing local employers, training providers, and community partners together with the key aim to strengthen Wellington's economy while building a stronger future workforce for the town.

This work will tie directly into the Cradle to Career programme by focusing on improving outcomes for young people and allowing us to bring employers into that conversation to help shape skills development, work experience, and future job pathways.

Laura Batcha, the Community Development Officer, will represent the Town Council as lead convenor. The project currently involves the following individuals: Rob Morish (Somerset Careers Hub), Charity Hunt (Careers Lead at Court Fields Community School), Collen Blake (Somerset Council Employment Hub), Hattie Winter (Somerset Council Economic Development), Claire Care (Reminisce Learning) and Charlotte Joyner (Young Somerset).

Councillor J Thorne noted his support for this initiative and confirmed that this further demonstrates the additional responsibilities and growth of Wellington Town Council.

Councillors confirmed they would like updates to be fed back directly to the Economic Development Committee.

376. GARDEN OF LIGHT REPORT

Sally Mann and John Lee of Fuse Performance Ltd provided a verbal post-event report which was noted.

Councillors thanked Fuse Performance for their efforts in organising the event which was well received by those that attended.

It was **RESOLVED** to approve holding another event in October 2026.

It was **AGREED** that the funds raised from the 2025 event (£2,124.31) would be retained by Fuse Somerset Outdoor Arts for future arts projects/events in Wellington.

It was **AGREED** to produce a one-year Service Level Agreement with Fuse Somerset Outdoor Arts that will be drafted by the Events Working Group. The Economic Development Committee will review and finalise this agreement.

It was noted that Council Officers have delegated authority to pay £2,000 post event expenses.

At this juncture, Laura Batcha, Sally Mann and John Leigh left the meeting.

377. FILM FESTIVAL

A verbal post event report and presentation was provided by Deborah Richardson of Somerset Film which was noted.

It was noted that some of the content of the Film Festival has since appeared on BBC Somerset. Visit Somerset and BBC Somerset also advertised the event.

Deborah noted that in planning the event and deciding which films to showcase they attempt to deliver a diverse range of cinema which is as broad and popular as possible.

At this juncture, Deborah Richardson and Councillor S Pringle-Kosikowski left the meeting.

378. CHRISTMAS LIGHTS SWITCH ON EVENT

A post event report was circulated, and a verbal update was provided by the Facilities Manager which was noted.

It was **RESOLVED** to approve event expenditure.

It was **RESOLVED** to approve a token gift of £50 to Chris Thenbergh who played Santa Claus.

379. BUS SHELTERS

A report was circulated which was noted.

It was **RESOLVED** to approve the proposed scheme and gives delegated power to Council Officers and two committee members to proceed with sponsor recruitment, design finalization, and installation scheduling.

Councillors J Lloyd and M Lithgow volunteered to be the committee members for this project.

380. PROMOTION OF WELLINGTON

A verbal report was provided by the Facilities Manager which was noted.

It was noted that Councillor K Wheatley has been writing statement for the Promotion of Wellington website focusing on a series of niches and sectors where the town has strength e.g. Fashionista Wellington and Vintage Wellington. He has also been liaising with the CEO of Berrys Coaches about using the Guild of British Coach Operators to promote the Wellington coach stop as an alternative to the nearby M5 services as a comfort break.

Council J Lloyd noted that she had recently attended a Highways Somerset meeting regarding Car Park signage where it was confirmed that new boards and signage will be incoming however there is currently no timeline provided for this.

381. BUDGETS

The budget paper was circulated and noted.

There being no further business the meeting closed at 19:20.

Signed.....

Date.....

**WELLINGTON TOWN COUNCIL
EVENTS WORKING GROUP MEETING
HELD AT COUNCIL CHAMBERS, 28 FORE STREET, WELLINGTON TA21 8AQ.
ON WEDNESDAY 28TH JANUARY 2026 AT 4.00PM**

MINUTES

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

1. APOLOGIES

None

2. GARDEN OF LIGHT – Saturday 24th October 2026

- i. Budget expenditure was discussed at length. It was asked that Fuse Performance Ltd (FPL) improve the lighting around the dark areas in the park. Town Council staff costs, adverts in the edge and clearing up of the park are included in the expenditure budget. Increased security staff. FPL have a contingency plan in place in case the event is cancelled due to weather or unforeseen circumstances.
- ii. It was agreed that should Fuse Performance Ltd not be successful in their bid for funding from the Arts Council England they should be applying for additional income streams as they are hosting the event. This to be built in the Service Level Agreement.
It was agreed that Council officers look at applying for funding for Town Council events to include Christmas Lights Switch On November 2026 and Wellington Day August 2027.
- iii. AK advised the EWG that she is working with the Democratic Services and Finance Manager to produce the first draft of the Service Level Agreement. This will be circulated to members of the EWG for comment.

RECOMMENDATION to Economic Development to approve the fixed price ticket charges as follows:

Adults - £2.00
Children - £1.00 (5 to 16 years old)
Under 5 – Free

3. WELLINGTON DAY – AUGUST 2027

- i. EWG agreed that Council Officers should investigate further costs and deposits and report at the next meeting for the following:
 - a. Falconry Display
 - b. Re-enactment Groups (Medieval/Tudor) – To contact Wessex Medieval Alliance for a quotation.
 - c. Dog Show – contact WAG
 - d. Pony rides
 - e. Animal HQ
 - f. Marquees
 - g. Portable Toilets – 6 unisex
 - h. Security officers
 - i. Inflatables- course/etc.

Recreation Ground will also include stalls and interactive activities for all ages.

- ii. Council officers to investigate further additional funding available.
- iii. Council officers to email community groups and sports clubs to see if they wish to take part in day. E.g. Demonstrations, Games, Membership Recruitment.

4. JUMBLE TRAIL – May Bank Holiday Sunday 24th May 2026

EWG agreed £4.00 entry fee would include access to the event Facebook page, Jumble Trail leaflet and cover costs for posters and other marketing materials.

RECOMMENDATIONS to Economic Development Committee to approve the following:

- I. The entry fee would be £4.00. Event marketing to commence 1st March. Initial deadline date would be Friday 17th April 2026.
- II. The setup of an event Facebook page.
- III. The poster and QR code on the poster and other marketing material with a link to the event Facebook page.
- IV. Half page advert in April/May edition of “The Edge”. Cost £50.00
- V. Any profit going towards the Mayor’s Charity
- VI. Carly Press Quotation of £69.00 plus VAT for 250 copies of the Jumble Trail Leaflet

5. CHRISTMAS LIGHT SWITCH ON – Saturday 28th November 2026

Councillor John Thorne asked that we considered moving the times for event to the evening.

After much discussion, concerns were raised with regards traffic management and road closure timings. School choirs and stallholders. Council staff hours of work.

It was agreed before any further consideration is given, we consult with schools for their feedback.

6. REMEMBRANCE EVENTS.

- a) Remembrance Parade - Sunday 8th November 2026:

RECOMMENDATION to Economic Development Committee to approve a Wet Weather Contingency Plan. Council officers to draft the plan with input from Deputy Head, Wellington School, RBL and Wellington Baptist Church Pastor.

- b) Remembrance Armistice Day – Wednesday 11th November 2026

7. DATE OF NEXT MEETING: Wednesday 11th March 2026 at 4pm – Council Chamber

Remembrance Parade Wet Weather Contingency Plan

1. Event Details:

- Date & Time: [Insert Date and Time]
- Location: [Insert Location]
- Expected Attendance: [Insert Details]
- Key Activities: Parade, Wreath Laying, Silence, Speeches

2. Weather Risks:

- Heavy rain, strong winds, cold temperatures, slippery surfaces
- Monitor local forecasts in the days leading up to the event

3. Alternative Arrangements:

- Indoor Venue: [Insert Venue Name]
- Shortened Parade Route or cancellation of marching
- Adjusted Timings to avoid worst weather
- Provide shelter options (gazebos, tents, etc.)

4. Communication Plan:

- Pre-event Notices to public and participants
- On-the-day Updates via social media, signage, or radio
- Assign a coordinator for weather-related decisions

5. Safety Measures:

- Ensure First Aid availability
- Accessibility considerations for wet conditions
- Brief stewards/marshals on contingency protocols

6. Documentation:

- Maintain a copy of this plan with contact details
- Include risk assessment and emergency contacts

1	123 Address Street	20	123 Address Street	39	123 Address Street	55	123 Address Street
2	123 Address Street	21	123 Address Street	40	123 Address Street	56	123 Address Street
3	123 Address Street	22	123 Address Street	41	123 Address Street	57	123 Address Street
4	123 Address Street	23	123 Address Street	42	123 Address Street	58	123 Address Street
5	123 Address Street	24	123 Address Street	43	123 Address Street	59	123 Address Street
6	123 Address Street	25	123 Address Street	44	123 Address Street	60	123 Address Street
7	123 Address Street	26	123 Address Street	45	123 Address Street	61	123 Address Street
8	123 Address Street	27	123 Address Street	46	123 Address Street	62	123 Address Street
9	123 Address Street	28	123 Address Street	47	123 Address Street	63	123 Address Street
10	123 Address Street	29	123 Address Street	48	123 Address Street	64	123 Address Street
11	123 Address Street	30	123 Address Street	49	123 Address Street	65	123 Address Street
12	123 Address Street	31	123 Address Street	50	123 Address Street	66	123 Address Street
13	123 Address Street	32	123 Address Street	51	123 Address Street	67	123 Address Street
14	123 Address Street	33	123 Address Street	52	123 Address Street	68	123 Address Street
15	123 Address Street	34	123 Address Street	53	123 Address Street	69	123 Address Street
16	123 Address Street	35	123 Address Street	54	123 Address Street	70	123 Address Street
17	123 Address Street	36	123 Address Street				
18	123 Address Street	37	123 Address Street				
19	123 Address Street	38	123 Address Street				

Follow Wellington Town Council to stay up to date on our news and events!



FOLLOW THE TRAIL...



...FIND A BARGAIN!



WELLINGTON
TOWN COUNCIL
Serving Wellington & Rockwell Green

WHAT TREASURES WILL YOU FIND?



Rebecca Hunt
Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

23/01/2026**Estimate No: 4565395****Reference:**

Dear Rebecca,

Thank you for your enquiry. We have pleasure in submitting the following estimate which we hope will be of interest to you. This estimate is subject to sight of artwork or repro.

Job Title	Jumble Trail Leaflets A5 2pp		
Size	: A5		
Extent	: Double Sided		
Prepress	: From customer supplied print ready artwork, Preflight check and PDF proof via email		
Printing	: 4 colour process		
Materials	: 170gsm Fedrigoni Symbol Silk		
Finishing	: Guillotining, Pack in Double Wall Cartons		
Delivery	: Van Local Delivery		
Quantity	250	Price	£69.00

Job Title	Jumble Trail Leaflets Trifold		
Flat Size	: A4 Landscape - Folded to 99x210mm 6pp (Trifold)		
Prepress	: From customer supplied print ready artwork, Preflight check and PDF proof via email		
Printing	: 4 colour process		
Materials	: 170gsm Fedrigoni Symbol Silk		
Finishing	: Crease, Trifold, Trim and Pack		
Delivery	: Van Local Delivery		
Quantity	250	Price	£103.00

Any shortages, damages or complaints should be reported to us within 7 days. All goods remain the property of The Carly Press Limited until paid for in full. Although nearly all orders arrive on time, there are rare occasions when our delivery partner lets us down. If your order is urgent, i.e for an event, we advise collecting it yourself by collecting it from our offices in Wellington, Somerset. Carly Press is not responsible for courier tracking and is not liable for refunds or reprints if our courier partner fails to deliver on time.

All prices are subject to VAT where applicable.

I trust our estimate meets with your approval, and look forward to receiving your instructions in due course. If I can be of any further assistance, please do not hesitate to contact me. Full terms of sale available on our website.

Yours sincerely,

Imogen Parker
01823667063
imogen@carlypress.co.uk

Any shortages, damages or complaints should be reported to us within 7 days. All goods remain the property of The Carly Press Limited until paid for in full. Although nearly all orders arrive on time, there are rare occasions when our delivery partner lets us down. If your order is urgent, i.e for an event, we advise collecting it yourself by collecting it from our offices in Wellington, Somerset. Carly Press is not responsible for courier tracking and is not liable for refunds or reprints if our courier partner fails to deliver on time.



Meeting	Economic Development Committee
Date of meeting	11/02/2025
Briefing Item	Item 7a – Visit Somerset
Author and email address	Wasif Choudhury wasif@wellingtontowncouncil.co.uk

1. Context

Councillor J Lloyd requested an update on the progress of Visit Somerset and returns that have been received for the money paid.

2. Briefing

At the March 2025 meeting of the Economic Development Committee it was agreed to purchase the Microsite – Full Operational Package for Visit Somerset. This was approved by Full Council in April 2025 at a cost of £7,400 to be funded from the Promotion of Wellington budget line.

Since then, Wellington has its own page included in the main Visit Somerset website as part of the 'Popular Somerset Towns' options (See screenshot below).

Somerset on Screen**Frequently Asked Questions****Popular Somerset Towns****Inspiration**

Brean	Glastonbury
Burnham on Sea & Highbridge	Minehead Street
Clevedon	Wellington
Dunster	Wells
Frome	Weston-super-Mare

Paranormal Somerset	Hidden Gems
Visit Somerset Ebook	Coastal Adventures
Book, Stay, Visit	National Landscapes
Visit Somerset Image Library	History and Heritage

Visiting, Staying & Living in Somerset[Dog Friendly Somerset Beaches](#)[Visitor Information](#)**Somerset Wedding and Event Venues**[Somerset Wedding Venues](#)[Event Venue](#)

As of writing this paper, there have been 3 payments of £2,250 made to Visit Somerset for the microsite, totalling £6,750.

3. Background Papers

See below a link to the Wellington page on the Visit Somerset website.

<https://www.visitsomerset.co.uk/wellington-news-1>



Meeting	Economic Development Committee
Date of meeting	11 th February 2026
Briefing Item	Bus Shelter - Rockwell Green
Author and email address	Annette Kirk Facilities Manager

1. Context:

Installation of new bus shelter adjacent to Villa Verde Italian Restaurant, Rockwell Green.

2. Briefing:

Bus shelter installation details as per below

- Installation date 04/02/26. GW Shelter Solutions will arrive onsite for around 8.30am and hope to be finished around 3pm. This will include removal of the existing shelter
- GW Shelter Solutions will park off road so that the bus layby will stay clear. The shelter will be delivered fully assembled on a lorry so that we can minimise time required onsite. The only time they will need to use the bus layby is when we crane the shelter off the lorry. This will only take around 15 mins
- As the stop pole is a little way past the shelter, people should still be able to use the raised Kerbs to access the bus

See photograph of new bus shelter below:





Meeting	Economic Development
Date of meeting	11/02/2026
Briefing Item	Item 10 – Cradle to Career
Author and email address	Laura Batcha – Laura@welingtontowncouncil.com

1. Context

This briefing provides an update on the planned employer engagement activity linked to skills, employment, and workforce development in Wellington, and explains a change to the originally proposed delivery timeline.

2. Briefing

The initial employer engagement event, originally planned for **23 January**, has been **rescheduled to 24 March**.

The decision to move the date was taken to ensure the event is delivered effectively and with appropriate focus. In January, capacity and attention across partner organisations was heavily concentrated on the **Wellington Cradle to Career launch**, which required significant coordination and preparation. Moving the employer engagement event allows sufficient time to dedicate to planning, outreach, and securing meaningful employer participation, rather than delivering the event at pace or in competition with other commitments.

The **March event** will form the first engagement session under the **Wellington Employer & Skills Partnership (WESP)** and will focus on:

- Supporting local employers to understand available workforce and skills support
- Exploring how employers can engage with the local community through work experience, supported internships, and careers education
- Creating a structured employer contact base to support ongoing engagement

Partners involved or invited include:

- **Hattie Winter**, promoting **Connect to Work**
- **Giles Adams**, offering **fully funded promotional space** via **Visit Wellington**, supported by Wellington Town Council

- Representation from **Court Fields School** and/or the **Somerset Careers Hub**, focusing on careers education and employer engagement (e.g. work experience opportunities)

This session will act as a foundation for further sector-specific engagement later in the year.

3. Background Papers

N/A