

**MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY & FINANCE
COMMITTEE HELD AT UNITED REFORM CHURCH HALL ON MONDAY 12
JANUARY 2026 AT 6.00 PM**

Present: Councillor M Lithgow (Chair)
Councillors J Cole, A Govier, J Lloyd, S Pringle-Kosikowski, J
Thorne and K Wheatley

In attendance: Alice Kendall – Democratic Services & Finance Manager
Wasif Choudhury – Democratic Services & Finance Officer
One member of the press
Representative of Wellington Tennis Club (For minute 403b)

398 APOLOGIES

Apologies were received from Councillor C Booth.

399 DECLARATIONS OF INTEREST

Councillors A Govier and J Lloyd have a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being former customers of the company.

Councillor Thorne has a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a friend of the company owner. Also, in relation to any payments to Tindle Newspapers as an employee of the company.

Councillor S Pringle-Kosikowsky declared a personal interest in item 6a (grant application from Wellesley Park) as his children attend the school.

Councillor J Cole declared a personal interest in item 6c (grant application from On Your Bike) as a customer of the organisation.

400 PUBLIC PARTICIPATION

There were no members of the public in attendance.

401 MINUTES

RESOLVED to approve and sign the minutes of the meeting held on 10 November 2025.

402 ACCOUNTING STATEMENTS

**(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 5
JANUARY 2026**

RESOLVED to approve the bank reconciliation.

**(b) TO NOTE AND APPROVE EXPENDITURE FOR 5 NOVEMBER 2025 – 5
JANUARY 2026**

RESOLVED to approve the expenditure.

It was **AGREED** that Council Officers will review the amount of hours and expenditure included in payments made to M J Fletcher.

(c) TO NOTE AND APPROVE INCOME RECEIVED 5 NOVEMBER 2025 – 5 JANUARY 2026

RESOLVED to approve income.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2025-26 YEAR AS AT 5 JANUARY 2026

RESOLVED to note and approve the budget report.

(e) TO NOTE RESERVE BALANCES AS AT 5 JANUARY 2026

The reserve balances were noted.

403 25-26 GRANT APPLICATIONS Q4

Grant applications were considered with the following decisions made:

(a) Wellesley Park School

It was **RESOLVED** to approve grant request of £900 for breakfast parcels.

It was **AGREED** that the Council should again contact all schools to gauge their need for funding for similar schemes.

(b) Wellington Tennis Club – £10,000 requested for new club house.

It was **RESOLVED** to recommend to Full council that the request of £10,000 for a new club house is approved with £5,000 coming from the un-allocated CIL reserve and £5,000 from the Grants budget.

(c) On Your Bike – £1,750 requested for free bike servicing project.

It was **RESOLVED** approve grant request of £1,750 requested for free bike servicing project with the proviso that any extra funding received should to be spent in Wellington, preferably another bike servicing session at Court Fields Community School.

There being no further business the meeting closed at 18:45pm

Signed

Date

Wellington Town Council

Agenda Item 5a

Prepared by: Alice Kendall - DSFM (RFO)Date: 02/02/2026*Name and Role (Clerk/RFO etc)*

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/01/2026		
	Cash in Hand 01/04/2025		810,167.47
	ADD Receipts 01/04/2025 - 31/01/2026		1,492,344.75
	SUBTRACT Payments 01/04/2025 - 31/01/2026		2,302,512.22
	Cash in Hand 31/01/2026 (per Cash Book)		1,224,703.23
B			1,077,808.99
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2026	0.00	
	Lloyds Current Account 2195145 31/01/2026	6,984.75	
	Lloyds Deposit Account 07788306 31/01/2026	157,989.24	
	Lloyds Treasurers PC 87331468 31/01/2026	245.68	
	The Cambridge Building Society Cl 31/01/2026	214,584.97	
	Cambridge & Counties 15020773 31/01/2026	287,056.89	
	Nationwide 01343556 31/01/2026	225,291.77	
	Redwood 31/01/2026	254,452.70	
			1,146,606.00
	Less unrepresented payments		68,700.60
			1,077,905.40
	Plus unrepresented receipts		-96.41
B	Adjusted Bank Balance		1,077,808.99
	A = B Checks out OK		

Wellington Town Council

2 February 2026 (2025 - 2026)

PAYMENTS LIST

Agenda Item 5b

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1191	Hospitality	06/01/2026		Lloyds Treasurers PC	CARD	Milk	Lidl	Z	2.98		2.98
1210	Hire of Hall	06/01/2026		Lloyds Current Accol	BACS	Hall Hire	Wellington URC	X	460.00		460.00
1196	Sage Payroll & HR	06/01/2026		Lloyds Current Accol	DD	Payroll System	Sage	S	108.50	21.70	130.20
1203	IT Support & Email Hosting	06/01/2026		Lloyds Current Accol	BACS	IT Support & e-mail	MTMIT	S	1,620.00	324.00	1,944.00
1204	Telephone & Broadband	06/01/2026		Lloyds Current Accol	BACS	Starlink Broadband	MTMIT	S	187.50	37.50	225.00
1206	Professional Fees	06/01/2026		Lloyds Current Accol	BACS	E-Learning	WorkNest Ltd	S	2,689.94	537.99	3,227.93
1206	Professional Fees	06/01/2026		Lloyds Current Accol	BACS	E-Learning	WorkNest Ltd	S	363.88	13.00	376.88
1207	Professional Fees	06/01/2026		Lloyds Treasurers PC	CARD	Title Register Payment	Gov.uk	Z	7.00		7.00
1181	Responsive Maintenance	06/01/2026		Lloyds Current Accol	BACS	Museum Ceiling Repairs	M J Fletcher Property Main	Z	294.00		294.00
1197	Office Cleaning & Maintenance	06/01/2026		Lloyds Current Accol	BACS	Cleaning Supplies	SpotOn Supplies	S	26.68	5.34	32.02
1205	Office Cleaning & Maintenance	06/01/2026		Lloyds Current Accol	BACS	Office Cleaning	AIS Cleaners	S	382.40	76.48	458.88
1209	Electric	06/01/2026		Lloyds Current Accol	DD	Electricity for Depot	British Gas	L	57.49	2.87	60.36
1202	IT	06/01/2026		Lloyds Current Accol	BACS	Various IT Equipment & Repair	MTMIT	S	449.00	89.80	538.80
1204	Broadband	06/01/2026		Lloyds Current Accol	BACS	Starlink Broadband	MTMIT	S	600.00	120.00	720.00
1208	Utilities	06/01/2026		Lloyds Current Accol	DD	Electricity (KA)	British Gas	S	496.15	99.23	595.38
1211	Fuel & Consumables	06/01/2026		Lloyds Current Accol	DD	Card Fee	Allstar	S	8.00	1.60	9.60
1212	Cleaning	06/01/2026		Lloyds Current Accol	BACS	Cleaning	AIS Cleaners	S	1,200.00	240.00	1,440.00
1222	Staff Training	07/01/2026		Lloyds Current Accol	BACS	Staff Training	NFP Workshops	Z	190.00		190.00
1215	Hospitality	07/01/2026		Lloyds Treasurers PC	CARD	Sugar	Co-op	Z	1.10		1.10
1216	Hospitality	07/01/2026		Lloyds Treasurers PC	CARD	Milk	Co-op	Z	0.85		0.85
1220	Stationery & Postage	07/01/2026		Lloyds Current Accol	BACS	Stationery	Viking	S	60.14	12.03	72.17
1217	Help Through Winter	07/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Lidl	S	44.25	0.79	45.04
1218	Help Through Winter	07/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Buy & Save	Z	71.00		71.00
1219	Responsive Maintenance	07/01/2026		Lloyds Treasurers PC	CARD	Jumper Cables	South Street Motors	Z	19.99		19.99
1223	Broadband	07/01/2026		Lloyds Current Accol	DD	Depot Broadband	BT	S	40.15	8.03	48.18
1224	Garden of Light	07/01/2026		Lloyds Current Accol	BACS	Wellington Garden Of Light	Fuse Performance	Z	2,000.00		2,000.00
1221	Green Waste	07/01/2026		Lloyds Current Accol	DD	Waste Removal	Biffa	S	21.40	4.28	25.68
1233	Stationery & Postage	08/01/2026		Lloyds Current Accol	BACS	Lanyards	We Print Lanyards	S	57.75	11.55	69.30
1230	Sage Payroll & HR	08/01/2026		Lloyds Treasurers PC	CARD	Payroll System	Sage HR	S	119.60	23.92	143.52
1227	Responsive Maintenance	08/01/2026		Lloyds Current Accol	DD	Various OS Items	Screwfix	S	18.32	3.67	21.99
1227	Clothing & PPE	08/01/2026		Lloyds Current Accol	DD	Various OS Items	Screwfix	S	134.14	1.83	135.97
1225	Utilities	08/01/2026		Lloyds Current Accol	DD	Electricity for Public Toilets	British Gas	L	48.16	2.40	50.56
1226	Routine Maintenance	08/01/2026		Lloyds Treasurers PC	CARD	Padlock & Latch	Screwfix	S	8.32	1.67	9.99
1227	Fuel & Consumables	08/01/2026		Lloyds Current Accol	DD	Various OS Items	Screwfix	S	4.41	0.88	5.29

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1228	PA Responsive Maintenance	08/01/2026		Lloyds Current Accou	BACS	PA Maintenance	Buildbase	S	64.28	12.86	77.14
1229	Fuel & Consumables	08/01/2026		Lloyds Current Accou	DD	Fuel	Allstar	S	120.54	24.11	144.65
1231	Pavilion Utilities	08/01/2026		Lloyds Current Accou	DD	Gas Bill (Dobree Park)	EDF Energy	L	63.63	3.18	66.81
1232	Pavilion Utilities	08/01/2026		Lloyds Current Accou	DD	Gas Bill (Playing Field Pavilion)	EDF Energy	L	131.33	6.57	137.90
1237	Staff Travelling	09/01/2026		Lloyds Treasurers PC	CARD	Car Park	PayByPhone	X	2.10		2.10
1239	Photocopier	09/01/2026		Lloyds Current Accou	BACS	Printing & Copier Rental	Konica Minolta	S	158.73	31.75	190.48
1235	Professional Fees	09/01/2026		Lloyds Treasurers PC	CARD	The Purple Guide	The Events Industry Forurr	S	25.00	5.00	30.00
1238	Help Through Winter	09/01/2026		Lloyds Treasurers PC	CARD	Level 2 Hygiene and Safety For	High Speed Training Limite	S	60.00	12.00	72.00
1234	Green Corridor	09/01/2026		Lloyds Current Accou	BACS	Timber for Green Corridor	Milverton Sawmill	S	280.80	56.16	336.96
1240	Rent	09/01/2026		Lloyds Current Accou	SO	Depot Rent	Indigenous Lettings	S	1,191.15	238.23	1,429.38
1236	Locking Park	09/01/2026		Lloyds Current Accou	BACS	CCTV for Wellington Park	Magenta Alam and Security	S	7,062.50	1,412.50	8,475.00
1241	Mayoral Events	12/01/2026		Lloyds Current Accou	BACS	Civic Service Catering	Jackies Cakes	Z	360.00		360.00
1244	Professional Fees	12/01/2026		Lloyds Current Accou	BACS	Reinstatement Cost Assessmen	Croft Surveyors	S	650.00	130.00	780.00
1259	Office Equipment	12/01/2026		Lloyds Treasurers PC	CARD	Office Supplies	Vista Print	S	114.92	22.99	137.91
1242	Basins	12/01/2026		Lloyds Current Accou	BACS	Skip for Allotments	Tivvy Skip Hire	S	340.00	68.00	408.00
1245	Office Cleaning & Maintenance	12/01/2026		Lloyds Current Accou	BACS	Hand Towels	SpotOn Supplies	S	32.65	6.53	39.18
1243	Green Waste	12/01/2026		Lloyds Current Accou	DD	Waste Removal	Biffa	S	12.90	2.58	15.48
1264	Fuel & Consumables	12/01/2026		Lloyds Treasurers PC	CARD	Van Charging	Swarco Smart Charging Ltr	S	16.22	3.24	19.46
1248	Electricity	13/01/2026		Lloyds Current Accou	DD	Electricity for Offices	British Gas	L	99.81	4.99	104.80
1246	Office Cleaning & Maintenance	13/01/2026		Lloyds Current Accou	BACS	Various Items	H T Perry & Son	S	2.38	0.47	2.85
1246	Responsive Maintenance	13/01/2026		Lloyds Current Accou	BACS	Various Items	H T Perry & Son	S	17.00	3.39	20.39
1246	Responsive Maintenance	13/01/2026		Lloyds Current Accou	BACS	Various Items	H T Perry & Son	S	8.47	1.70	10.17
1247	Deposits	13/01/2026		Lloyds Current Accou	SUMUP	Card Transaction Fees	SumUp Payments Ltd	X	1.69		1.69
1246	PA Responsive Maintenance	13/01/2026		Lloyds Current Accou	BACS	Various Items	H T Perry & Son	S	27.29	5.46	32.75
1246	OS Responsive Maintenance	13/01/2026		Lloyds Current Accou	BACS	Various Items	H T Perry & Son	S	15.82	3.17	18.99
1246	Responsive Maintenance	13/01/2026		Lloyds Current Accou	BACS	Various Items	H T Perry & Son	S	7.49	1.50	8.99
1249	Pavilion Utilities	13/01/2026		Lloyds Current Accou	DD	Electricity (Playing Field Pavilio	British Gas	L	215.57	10.77	226.34
1250	Hospitality	14/01/2026		Lloyds Treasurers PC	CARD	Milk	Co-op	Z	0.85		0.85
1253	Hospitality	14/01/2026		Lloyds Treasurers PC	CARD	Milk	Co-op	Z	1.35		1.35
1251	Professional Fees	14/01/2026		Lloyds Current Accou	BACS	Surveyor Drawings	Property Plans (Southwest	Z	280.00		280.00
1252	Professional Fees	14/01/2026		Lloyds Current Accou	BACS	Surveyor Drawings	Property Plans (Southwest	Z	350.00		350.00
1254	Park Planting & Security	14/01/2026		Lloyds Current Accou	BACS	CCTV SIGNS	Somerset Sign & Print Co	S	30.00	6.00	36.00
1255	Fuel & Consumables	14/01/2026		Lloyds Current Accou	BACS	Fuel	Willis and Grabham	S	95.83	19.16	114.99
1256	Telephone & Broadband	15/01/2026		Lloyds Current Accou	DD	Broadband	Cobalt Communication	S	39.00	7.80	46.80
1257	Help Through Winter	15/01/2026		Lloyds Current Accou	BACS	Wellington Warm Welcome Sup	SpotOn Supplies	S	73.85	14.77	88.62

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1265	Bank Interest	16/01/2026		Lloyds Current Accou	DD	Account Fee	Lloyds Bank	X	13.73		13.73
1262	Photocopier	16/01/2026		Lloyds Current Accou	BACS	Printing & Photocopying	Konica Minolta	S	98.43	19.69	118.12
1261	Help Through Winter	16/01/2026		Lloyds Current Accou	BACS	Warm Welcome Cafe Printing	Carly Press	Z	77.00		77.00
1266	IT Equipment	16/01/2026		Lloyds Current Accou	BACS	IT Equipment for New Starter	MTMIT	S	1,357.20	271.44	1,628.64
1267	Office Equipment	16/01/2026		Lloyds Current Accou	BACS	IT Equipment	MTMIT	S	88.00	17.60	105.60
1268	Other IT Licences	16/01/2026		Lloyds Current Accou	BACS	IT Licences	MTMIT	S	300.00	60.00	360.00
1269	Councillor Tablets	16/01/2026		Lloyds Current Accou	BACS	Councillor iPads	MTMIT	S	790.20	158.04	948.24
1270	Telephone & Broadband	16/01/2026		Lloyds Current Accou	BACS	SIM Cards	MTMIT	S	1,584.00	316.80	1,900.80
1263	Clothing & PPE	16/01/2026		Lloyds Current Accou	BACS	Hi Vis Coats	Shirt Attack	S	82.02	16.40	98.42
1258	Fuel & Consumables	16/01/2026		Lloyds Treasurers PC	CARD	Van Charging	Swarco Smart Charging Ltr	S	16.24	3.24	19.48
1260	Fuel & Consumables	16/01/2026		Lloyds Current Accou	DD	Vehicle Tax	DVLA	X	345.00		345.00
1272	Hospitality	19/01/2026		Lloyds Treasurers PC	CARD	Milk	Lidl	Z	2.98		2.98
1271	Telephone System	19/01/2026		Lloyds Current Accou	BACS	Telephone System	SW Comms	S	180.36	36.07	216.43
1273	Green Waste	19/01/2026		Lloyds Current Accou	DD	Waste Removal	Biffa	S	32.50	6.50	39.00
1275	Salaries	20/01/2026		Lloyds Current Accou	BACS	Net Salaries	Various	X	37,250.59		37,250.59
1276	Salaries	20/01/2026		Lloyds Current Accou	BACS	Deductions - Jan	HMRC	X	14,757.00		14,757.00
1277	Salaries	20/01/2026		Lloyds Current Accou	BACS	Superann - Jan	Somerset County Council	X	13,758.60		13,758.60
1274	Hospitality	20/01/2026		Lloyds Treasurers PC	CARD	Tea & Biscuits	Co-op	Z	2.30		2.30
1278	Responsive Maintenance	20/01/2026		Lloyds Current Accou	BACS	Responsive Maintenance	M J Fletcher Property Main	Z	50.00		50.00
1284	Councillors Allowance	21/01/2026		Lloyds Current Accou	BACS	Councillors Allowance	Councillor S Fox	X	-246.83		-246.83
1280	Hospitality	21/01/2026		Lloyds Treasurers PC	CARD	Coffee	Co-op	Z	7.50		7.50
1281	Grants	21/01/2026		Lloyds Current Accou	BACS	Grant	Wellesley Park Primary Sch	X	900.00		900.00
1282	Grants	21/01/2026		Lloyds Current Accou	BACS	Grant	On Your Bike Recycle Ltd	X	1,750.00		1,750.00
1283	Electric	21/01/2026		Lloyds Current Accou	DD	Electricity for Depot	British Gas	L	58.47	2.92	61.39
1285	Switch on Event	21/01/2026		Lloyds Treasurers PC	CARD	Christmas Light Switch On Sup	Asda	Z	50.00		50.00
1279	Servicing	21/01/2026		Lloyds Current Accou	BACS	Van Service	South Street Motors	S	245.86	49.17	295.03
1286	Plants	21/01/2026		Lloyds Treasurers PC	CARD	Plants	Blackdown Garden Centre	S	20.83	4.16	24.99
1287	Staff Travelling	22/01/2026		Lloyds Treasurers PC	CARD	Car Park	PayByPhone	X	1.50		1.50
1292	Community Development & Su	22/01/2026		Lloyds Current Accou	BACS	New Notice Boards	Taunton Office Furniture Si	X	65.00		65.00
1296	IT Support & Email Hosting	22/01/2026		Lloyds Current Accou	BACS	New website development and	Aubergine	S	899.00	179.80	1,078.80
1296	IT Support & Email Hosting	22/01/2026		Lloyds Current Accou	BACS	New website development and	Aubergine	S	100.00	20.00	120.00
1289	Gas	22/01/2026		Lloyds Current Accou	DD	Fore Street Gas Bill	British Gas	S	571.78	114.35	686.13
1291	Management Software	22/01/2026		Lloyds Current Accou	BACS	Scribe - Allotments	Scribe (Starboard Systems	S	432.00	86.40	518.40
1295	Clothing & PPE	22/01/2026		Lloyds Treasurers PC	CARD	Van Charging	Swarco Smart Charging Ltr	S	13.47	2.69	16.16
1297	Green Corridor	22/01/2026		Lloyds Current Accou	BACS	Green Corridor Supplies	Buildbase	S	257.06	51.41	308.47

Wellington Town Council

2 February 2026 (2025 - 2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1288	Routine Maintenance	22/01/2026		Lloyds Current Accou	BACS	Cleaning	Star Shine Cleaning Compa	X	400.00		400.00
1290	Pavilion Utilities	22/01/2026		Lloyds Current Accou	DD	Electricity (Playing Field Pavilio	British Gas	L	26.13	1.30	27.43
1293	Responsive Maintenance	22/01/2026		Lloyds Current Accou	BACS	KA Supplies	SpotOn Supplies	S	9.48	1.90	11.38
1294	Responsive Maintenance	22/01/2026		Lloyds Current Accou	BACS	KA Supplies	SpotOn Supplies	S	28.49	5.70	34.19
1309	Bank Interest	23/01/2026		Lloyds Treasurers PC	BACS	Account Fee	Lloyds Bank	X	8.50		8.50
1312	Staff Travelling	23/01/2026		Lloyds Treasurers PC	CARD	Car Park	PayByPhone	S	1.75	0.35	2.10
1298	Help Through Winter	23/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Co-op	X	6.39		6.39
1299	Help Through Winter	23/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Asda	S	19.63	0.33	19.96
1301	Help Through Winter	23/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Amazon	S	12.49	2.50	14.99
1302	Help Through Winter	23/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Amazon	S	44.99	9.00	53.99
1303	Help Through Winter	23/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Amazon	S	16.37	3.28	19.65
1304	Help Through Winter	23/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Amazon	S	9.38	1.88	11.26
1305	Help Through Winter	23/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Amazon	X	10.98		10.98
1306	Help Through Winter	23/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Amazon	S	4.87	0.97	5.84
1307	Help Through Winter	23/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Amazon	S	42.07	8.41	50.48
1308	Help Through Winter	23/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Amazon	S	26.66	5.33	31.99
1310	Youth Services	23/01/2026		Lloyds Treasurers PC	CARD	Youth Club Supplies	Amazon	X	103.12		103.12
1310	Youth Services	23/01/2026		Lloyds Treasurers PC	CARD	Youth Club Supplies	Amazon	S	19.96	4.24	24.20
1311	Community Development & Su	23/01/2026		Lloyds Treasurers PC	CARD	Bin	Amazon	S	14.54	2.92	17.46
1300	Pavilion Utilities	23/01/2026		Lloyds Current Accou	DD	Pavillion Water Bill	Water2Business	S	1,692.51	255.37	1,947.88
1313	Hospitality	26/01/2026		Lloyds Treasurers PC	CARD	Milk	Co-op	X	0.85		0.85
1315	Hospitality	26/01/2026		Lloyds Treasurers PC	CARD	Milk	Co-op	Z	1.35		1.35
1316	Hospitality	26/01/2026		Lloyds Treasurers PC	CARD	Milk	Global Fuel	Z	2.25		2.25
1317	Help Through Winter	26/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Tesco	X	16.14		16.14
1318	Switch on Event	26/01/2026		Lloyds Current Accou	BACS	Wellington Majorettes Donatior	Wellington Majorettes	Z	300.00		300.00
1314	Green Waste	26/01/2026		Lloyds Current Accou	DD	Waste Removal	Biffa	S	25.80	5.16	30.96
1319	Utilities	26/01/2026		Lloyds Current Accou	DD	Rockwell Green Toilets Water E	Water2Business	S	139.24	12.59	151.83
1320	Mower Leases	26/01/2026		Lloyds Current Accou	DD	Mower Lease	BNP Paribas Leasing Soluti	S	501.49	100.30	601.79
1324	Staff Training	27/01/2026		Lloyds Current Accou	BACS	Staff Training	SALC	X	40.00		40.00
1321	Hospitality	27/01/2026		Lloyds Treasurers PC	CARD	Coffee	Co-op	X	6.50		6.50
1333	Office Equipment	27/01/2026		Lloyds Treasurers PC	CARD	Keyboard & Mouse	Amazon	S	20.82	4.16	24.98
1322	Bin Emptying	27/01/2026		Lloyds Current Accou	DD	Litter and Dog Bins Collection 2	Somerset Council	S	7,925.12	1,585.02	9,510.14
1326	Lights Install	27/01/2026		Lloyds Current Accou	BACS	Christmas Tree Install	Somerset Council	S	1,316.28	263.26	1,579.54
1327	Responsive Maintenance	27/01/2026		Lloyds Current Accou	BACS	Fire Alarm System Maintenance	Coomber Security Systems	S	128.04	25.60	153.64

Wellington Town Council

2 February 2026 (2025 - 2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1330	Office Cleaning & Maintenance	27/01/2026		Lloyds Current Accou	BACS	Office Cleaning	AIS Cleaners	S	382.40	76.48	458.88
1331	Rates	27/01/2026		Lloyds Current Accou	BACS	Pop Up Shop Insurance	H T Perry & Son	X	90.00		90.00
1323	Tree Inspections	27/01/2026		Lloyds Current Accou	DD	Tree Inspections	Somerset Council	S	1,055.00	211.00	1,266.00
1325	Tree Works	27/01/2026		Lloyds Current Accou	BACS	Tree works at Wellington Park	Somerset Council	S	2,740.20	548.04	3,288.24
1328	In Bloom & Green Flag	27/01/2026		Lloyds Current Accou	BACS	Green Flag Application 2026	Keep Britain Tidy	S	524.00	104.80	628.80
1329	Cleaning	27/01/2026		Lloyds Current Accou	BACS	Cleaning	AIS Cleaners	S	800.00	160.00	960.00
1332	Fuel & Consumables	27/01/2026		Lloyds Treasurers PC	CARD	Van Charging	Swarco Smart Charging Ltr	S	13.54	2.70	16.24
1334	Staff Travelling	28/01/2026		Lloyds Current Accou	BACS	Travel & Expenses	R Odams	X	19.80		19.80
1335	Staff Travelling	28/01/2026		Lloyds Current Accou	BACS	Travel & Expenses	Miss A Kendall	X	9.65		9.65
1336	Photocopier	28/01/2026		Lloyds Current Accou	BACS	Printing & Photocopying	Konica Minolta	S	88.17	17.63	105.80
1334	Office Equipment	28/01/2026		Lloyds Current Accou	BACS	Travel & Expenses	R Odams	X	16.29		16.29
1335	Professional Fees	28/01/2026		Lloyds Current Accou	BACS	Travel & Expenses	Miss A Kendall	X	29.95		29.95
1337	Fuel & Consumables	29/01/2026		Lloyds Current Accou	DD	Fuel	Allstar	S	94.88	18.98	113.86
1338	Utilities	29/01/2026		Lloyds Current Accou	DD	Electricity (KA)	British Gas	S	716.13	143.22	859.35
1339	Plants	29/01/2026		Lloyds Current Accou	BACS	War Grave Flowers	Bloomin Lovely	X	72.50		72.50
1340	OS Responsive Maintenance	29/01/2026		Lloyds Treasurers PC	CARD	Chainsaw Repairs	Willis and Grabham	S	15.42	3.08	18.50
1341	Help Through Winter	30/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Amazon	Z	14.39		14.39
1342	Help Through Winter	30/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Amazon	Z	68.36		68.36
1343	Help Through Winter	30/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Amazon	Z	106.94		106.94
1344	Help Through Winter	30/01/2026		Lloyds Treasurers PC	CARD	Wellington Warm Welcome Sup	Amazon	Z	13.54		13.54
1345	Planned	31/01/2026		Lloyds Current Accou	DD	Waste Collections	Suez	S	20.37	4.07	24.44
1345	Routine Maintenance	31/01/2026		Lloyds Current Accou	DD	Waste Collections	Suez	S	37.67	7.53	45.20
Total									119,509.43	8,769.22	128,278.65

Wellington Town Council

2 February 2026 (2025 - 2026)

RECEIPTS LIST

Agenda Item 5c

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
259	VAT Refund	07/01/2026		Lloyds Current Accou	BACS	VAT Refund	HMRC	R		5,216.36	5,216.36
260	Deposits	09/01/2026		Lloyds Current Accou		Pop Up Shop	Linda Bennett	X	100.00		100.00
261	Rent	13/01/2026		Lloyds Current Accou	BACS	Pop-Up Shop	National Trust	X			
261	Deposits	13/01/2026		Lloyds Current Accou	BACS	Pop-Up Shop	National Trust	X	100.00		100.00
262	Garden of Light	15/01/2026		Lloyds Current Accou		Garden of Light Overspend	Fuse Performance	Z	188.70		188.70
263	Bank Interest	16/01/2026		Nationwide 0134355		Interest	Nationwide	X	639.18		639.18
264	Rent	21/01/2026		Lloyds Current Accou		Pop-Up Shop	SB Bakes	X	150.00		150.00
266	Rent	21/01/2026		Lloyds Current Accou		Pop Up Shop	Birch Villa Cakes	X	150.00		150.00
266	Rent	21/01/2026		Lloyds Current Accou		Pop Up Shop	Birch Villa Cakes	X	150.00		150.00
266	Deposits	21/01/2026		Lloyds Current Accou		Pop Up Shop	Birch Villa Cakes	X	100.00		100.00
264	Deposits	21/01/2026		Lloyds Current Accou		Pop-Up Shop	SB Bakes	X	100.00		100.00
265	Leases Income	21/01/2026		Lloyds Current Accou		Rent	Wellington Cricket Club	X	422.25		422.25
267	Basins	26/01/2026		Lloyds Current Accou		Allotment Deposit & Rent	Sean Tuddenham	Z	32.00		32.00
267	Allotment Deposits	26/01/2026		Lloyds Current Accou		Allotment Deposit & Rent	Sean Tuddenham	Z	50.00		50.00
268	Deposits	27/01/2026		Lloyds Current Accou		Pop Up Shop	Jamieson Jewellers	X	-34.46		-34.46
269	Rent	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X			
269	Rent	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X			
269	Rent	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X			
269	Rent	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X			
269	Rent	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X			
269	Rent	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X			
269	Rent	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X			
269	Deposits	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X	100.00		100.00
271	Bank Interest	31/01/2026		Lloyds Deposit Accou		Interest	Lloyds Bank	X	151.70		151.70
272	Bank Interest	31/01/2026		Cambridge & Countie		Interest	Cambridge & Counties	X	799.92		799.92
273	Bank Interest	31/01/2026		Redwood		Interest	Redwood Bank	X	794.32		794.32
270	Kings Arms CIL	31/01/2026		Lloyds Current Accou		Donation	K Church	X	100.00		100.00
Total									4,093.61	5,216.36	9,309.97

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

Accelerating Reform Fund (AF

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
266	Grant Income		25,000.00	25,000.00				25,000.00 (N/A)
267	Staffing							(N/A)
268	Directory							(N/A)
269	Volunteer Support							(N/A)
270	Carer Campaign							(N/A)
SUB TOTAL			25,000.00	25,000.00				25,000.00 (N/A)

Administration

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Photocopier	70.00	10.00	-60.00	1,350.00	1,043.07	306.93	246.93 (17%)
34	Insurances				10,000.00	4,071.20	5,928.80	5,928.80 (59%)
35	Stationery & Postage				1,250.00	1,073.80	176.20	176.20 (14%)
36	Audit Fees				2,470.00	2,890.00	-420.00	-420.00 (-17%)
40	Hire of Hall				1,860.00	1,870.00	-10.00	-10.00 (-0%)
54	Professional Fees				20,000.00	11,222.66	8,777.34	8,777.34 (43%)
SUB TOTAL		70.00	10.00	-60.00	36,930.00	22,170.73	14,759.27	14,699.27 (59%)

Affiliation Fees

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

Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Basins	3,040.00	3,451.00	411.00	2,500.00	821.74	1,678.26	2,089.26 (37%)
92	Longforth	3,000.00		-3,000.00	2,500.00	425.00	2,075.00	-925.00 (-16%)
148	Allotment Deposits		414.00	414.00		200.00	-200.00	214.00 (N/A)
190	Longforth Allotments CIL							(N/A)
194	Management Software				500.00	864.00	-364.00	-364.00 (-72%)
251	Basins Allotment C.I.L					4,145.20	-4,145.20	-4,145.20 (N/A)
SUB TOTAL		6,040.00	3,865.00	-2,175.00	5,500.00	6,455.94	-955.94	-3,130.94 (N/A)

Christmas

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Hire of Lights				10,000.00		10,000.00	10,000.00 (100%)
115	Lights Install				13,000.00	3,066.28	9,933.72	9,933.72 (76%)
116	Switch on Event	1,320.00	951.75	-368.25	7,500.00	5,933.10	1,566.90	1,198.65 (13%)
123	Stall Deposits		45.00	45.00				45.00 (N/A)

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

136 Electricity				500.00		500.00	500.00 (100%)
137 Additional Lights & Install							(N/A)
160 Free Parking				4,750.00	4,435.00	315.00	315.00 (6%)
195 Smaller Trees				400.00	400.00		(0%)

SUB TOTAL	1,320.00	996.75	-323.25	36,150.00	13,834.38	22,315.62	21,992.37 (N/A)
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CIL

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

Community Services

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Other Payments				300.00		300.00	300.00 (100%)
67	Youth Services		2,500.00	2,500.00		344.34	-344.34	2,155.66 (N/A)
97	Cades Farm Community Hall							(N/A)
139	Cost of Living Crisis							(N/A)
153	Charity Fundraising		42.11	42.11		42.11	-42.11	(N/A)
196	Community Development & Suppo		119.00	119.00	11,000.00	1,588.57	9,411.43	9,530.43 (86%)
279	Help Through Winter		12,000.00	12,000.00		739.30	-739.30	11,260.70 (N/A)
SUB TOTAL			14,661.11	14,661.11	11,300.00	2,714.32	8,585.68	23,246.79 (N/A)

Community Warden

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
161	Van Charging							(N/A)
162	Van Maintenance							(N/A)
163	Storage Unit Rental							(N/A)
164	Tools							(N/A)
165	Equip. Maintenance							(N/A)
166	Clothing/PPE							(N/A)
167	Sundries							(N/A)
SUB TOTAL								(N/A)

Cost of Democracy

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Mayors Allowance				387.50	387.40	0.10	0.10 (0%)
21	Councillors Allowance				11,625.00	8,656.22	2,968.78	2,968.78 (25%)
22	Members Training				250.00	25.00	225.00	225.00 (90%)
23	Members Travelling				200.00	313.35	-113.35	-113.35 (-56%)
24	Hospitality				600.00	341.11	258.89	258.89 (43%)
25	Elections					299.00	-299.00	-299.00 (N/A)
89	Deputy Mayor's Expenses				200.00		200.00	200.00 (100%)
132	Councillor Tablets				850.00	790.20	59.80	59.80 (7%)

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

197 Mayoral Events	136.79	136.79	2,500.00	959.09	1,540.91	1,677.70 (67%)
198 Cllr 365			975.00		975.00	975.00 (100%)
SUB TOTAL	136.79	136.79	17,587.50	11,771.37	5,816.13	5,952.92 (N/A)

Economic Development

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Promotion of Wellington				10,000.00	6,305.00	3,695.00	3,695.00 (36%)
65	Emergency Planning				1,000.00		1,000.00	1,000.00 (100%)
75	Railway Station							(N/A)
76	Capital Projects					8,091.75	-8,091.75	-8,091.75 (N/A)
135	Town Centre Projects				20,000.00	1,640.82	18,359.18	18,359.18 (91%)
170	Heritage	500.00		-500.00	5,400.00		5,400.00	4,900.00 (83%)
171	Clocks				750.00	388.61	361.39	361.39 (48%)
176	CCTV				18,500.00	8,394.50	10,105.50	10,105.50 (54%)
177	Bus Shelters				7,500.00	1,000.00	6,500.00	6,500.00 (86%)
SUB TOTAL		500.00		-500.00	63,150.00	25,820.68	37,329.32	36,829.32 (N/A)

Environment

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Footpaths PRoW Maintenance				500.00	121.86	378.14	378.14 (75%)
49	Emptying Dog Bins							(N/A)
51	Planning Administration							(N/A)
52	Environmental Improvements				30,000.00	4,044.81	25,955.19	25,955.19 (86%)
113	Electricity for Street Light				1,500.00	450.17	1,049.83	1,049.83 (69%)
129	Additional Street Lighting				10,000.00		10,000.00	10,000.00 (100%)
168	Cycle Route Cont.				4,000.00	3,900.00	100.00	100.00 (2%)
SUB TOTAL					46,000.00	8,516.84	37,483.16	37,483.16 (N/A)

Events

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
73	Film Festival				10,000.00	10,000.00		(0%)
138	Carnival				1,000.00	1,000.00		(0%)
147	Remembrance & AFD				1,000.00	614.70	385.30	385.30 (38%)
179	Annual Fireworks							(N/A)
199	VE Day 80th An	280.00		-280.00	4,250.00	1,257.63	2,992.37	2,712.37 (59%)
200	Garden of Light		488.70	488.70	8,000.00	8,188.70	-188.70	300.00 (3%)
201	VJ Day 80th An	280.00		-280.00	4,250.00	934.40	3,315.60	3,035.60 (67%)
SUB TOTAL		560.00	488.70	-71.30	28,500.00	21,995.43	6,504.57	6,433.27 (N/A)

Fore Street

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00	250.00					(0%)
28	Electricity				6,000.00	3,711.52	2,288.48	2,288.48 (38%)
32	Office Equipment				2,000.00	1,461.45	538.55	538.55 (26%)

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

37 Office Cleaning & Maintenance	4,000.00	4,374.66	-374.66	-374.66 (-9%)
95 Office Furniture Replacement	2,000.00	535.00	1,465.00	1,465.00 (73%)
143 Internal Office Re-Decoration				(N/A)
156 Gas	3,000.00	979.17	2,020.83	2,020.83 (67%)
157 Business Rates	11,000.00	10,853.25	146.75	146.75 (1%)
158 Responsive Maintenance	5,000.00	3,793.92	1,206.08	1,206.08 (24%)
159 IT Upgrades	5,000.00	3,290.00	1,710.00	1,710.00 (34%)
191 Community Office		1,872.04	-1,872.04	-1,872.04 (N/A)
192 Water	350.00	294.56	55.44	55.44 (15%)
193 Planned	20,000.00	6,990.91	13,009.09	13,009.09 (65%)

SUB TOTAL	250.00	250.00	58,350.00	38,156.48	20,193.52	20,193.52 (N/A)
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Grants

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00	7,670.00	7,330.00	7,330.00 (48%)
152	Green Grants							(N/A)
169	Service Level Agreements				49,045.00	43,480.00	5,565.00	5,565.00 (11%)
202	Beech Grove Funding				4,000.00	4,000.00		(0%)
SUB TOTAL					68,045.00	55,150.00	12,895.00	12,895.00 (N/A)

Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	1,234,120.00	1,234,120.00			10.57	-10.57	-10.57 (0%)
2	Bank Interest	25,000.00	28,119.05	3,119.05		168.03	-168.03	2,951.02 (11%)
3	Parish Grants							(N/A)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00	50.00	-950.00				-950.00 (-95%)
180	Misc Income							(N/A)
SUB TOTAL		1,260,120.00	1,262,289.05	2,169.05		178.60	-178.60	1,990.45 (N/A)

IT, Website & Internet

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				3,550.00	4,171.98	-621.98	-621.98 (-17%)
30	IT Equipment				2,000.00	2,870.19	-870.19	-870.19 (-43%)
31	IT Support & Email Hosting				4,250.00	6,103.00	-1,853.00	-1,853.00 (-43%)
94	IT for New Staff				2,500.00	2,443.90	56.10	56.10 (2%)
101	Telephone System				3,500.00	2,140.22	1,359.78	1,359.78 (38%)
103	Security Software				650.00	310.50	339.50	339.50 (52%)
104	Office 365				1,850.00	230.40	1,619.60	1,619.60 (87%)
105	Parish Online				450.00		450.00	450.00 (100%)
107	Scribe Accounting System				2,000.00	1,800.00	200.00	200.00 (10%)
108	Sage Payroll & HR				2,750.00	2,177.40	572.60	572.60 (20%)
144	Inspection Applications				2,000.00		2,000.00	2,000.00 (100%)
178	IT Impact							(N/A)
203	Other IT Licences				1,750.00	1,755.85	-5.85	-5.85 (-0%)
SUB TOTAL					27,250.00	24,003.44	3,246.56	3,246.56 (N/A)

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

Kings Arms

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
134	Kings Arms				18,000.00		18,000.00	18,000.00 (100%)
189	Kings Arms CIL		1,600.00	1,600.00		67,203.36	-67,203.36	-65,603.36 (N/A)
255	Staffing							(N/A)
256	Rent					10,000.00	-10,000.00	-10,000.00 (N/A)
257	Service Charge					1,856.79	-1,856.79	-1,856.79 (N/A)
258	Routine Maintenance					2,445.16	-2,445.16	-2,445.16 (N/A)
259	Utilities					2,555.42	-2,555.42	-2,555.42 (N/A)
260	Broadband					1,200.00	-1,200.00	-1,200.00 (N/A)
261	Responsive Maintenance					1,088.98	-1,088.98	-1,088.98 (N/A)
262	IT					5,422.50	-5,422.50	-5,422.50 (N/A)
263	Promotion							(N/A)
264	Room Hire							(N/A)
265	Accessibility Improvement							(N/A)
278	PRS Music					690.35	-690.35	-690.35 (N/A)
SUB TOTAL			1,600.00	1,600.00	18,000.00	92,462.56	-74,462.56	-72,862.56 (N/A)

Open Spaces Development

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
182	Machinery Purchase					166.64	-166.64	-166.64 (N/A)
183	Mower Lease (3 Month)							(N/A)
184	Depot Set Up					-683.10	683.10	683.10 (N/A)
185	Depot Costs (5 Months)					521.00	-521.00	-521.00 (N/A)
186	People (excl. Salaries)							(N/A)
187	Insurance							(N/A)
188	Contingency							(N/A)
SUB TOTAL						4.54	-4.54	-4.54 (N/A)

OS Depot

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
204	Rent				15,000.00	11,911.50	3,088.50	3,088.50 (20%)
205	Rates				10,000.00	4,178.50	5,821.50	5,821.50 (58%)
206	Broadband				1,200.00	401.50	798.50	798.50 (66%)
207	Electric				2,000.00	616.39	1,383.61	1,383.61 (69%)
208	Water				500.00	596.71	-96.71	-96.71 (-19%)
209	Cleaning/Sundries				2,500.00	382.00	2,118.00	2,118.00 (84%)
210	Alarm & CCTV Service				1,250.00	150.00	1,100.00	1,100.00 (88%)
211	Bin Collections				1,000.00		1,000.00	1,000.00 (100%)
212	Responsive Maintenance				1,000.00	626.26	373.74	373.74 (37%)
SUB TOTAL					34,450.00	18,862.86	15,587.14	15,587.14 (88%)

OS Overheads

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
174	TC Planting							(N/A)

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

175	Park Planting & Security			30.00	-30.00	-30.00 (N/A)	
213	Bin Emptying		32,000.00	23,577.12	8,422.88	8,422.88 (26%)	
214	Bulbs		3,000.00	3,053.50	-53.50	-53.50 (-1%)	
215	Clothing & PPE		2,500.00	1,922.83	577.17	577.17 (23%)	
216	Fuel & Consumables		10,000.00	6,728.22	3,271.78	3,271.78 (32%)	
217	Green Waste		1,000.00	1,566.51	-566.51	-566.51 (-56%)	
218	In Bloom & Green Flag		1,250.00	939.75	310.25	310.25 (24%)	
219	Inspections		3,000.00	1,389.00	1,611.00	1,611.00 (53%)	
220	Insurance		5,000.00	2,951.20	2,048.80	2,048.80 (40%)	
221	IT		3,000.00	1,507.14	1,492.86	1,492.86 (49%)	
222	Locking Park		30,000.00	13,625.00	16,375.00	16,375.00 (54%)	
223	Mower Leases		6,050.00	5,014.90	1,035.10	1,035.10 (17%)	
224	OS Responsive Maintenance		5,000.00	7,046.65	-2,046.65	-2,046.65 (-40%)	
225	PA Responsive Maintenance		5,000.00	882.12	4,117.88	4,117.88 (82%)	
226	Park Water Bill		2,500.00	1,338.00	1,162.00	1,162.00 (46%)	
227	Phone Contracts		1,400.00	264.00	1,136.00	1,136.00 (81%)	
228	Pitch Marking		2,500.00	1,462.53	1,037.47	1,037.47 (41%)	
229	Plants		15,000.00	14,458.07	541.93	541.93 (3%)	
230	Servicing		5,000.00	3,755.28	1,244.72	1,244.72 (24%)	
231	Software		4,000.00	529.50	3,470.50	3,470.50 (86%)	
232	Sundries		2,000.00	808.69	1,191.31	1,191.31 (59%)	
233	Tool Hire		1,500.00	1,496.66	3.34	3.34 (0%)	
234	Tractor Flailing		3,000.00	1,050.00	1,950.00	1,950.00 (65%)	
235	Training		2,500.00	1,935.00	565.00	565.00 (22%)	
236	Tree Inspections		5,750.00	1,425.00	4,325.00	4,325.00 (75%)	
237	Tree Works		5,000.00	3,235.20	1,764.80	1,764.80 (35%)	
238	Vehicle Sundries		1,000.00	22.11	977.89	977.89 (97%)	
239	Watering		15,000.00	11,114.47	3,885.53	3,885.53 (25%)	
240	Pavilion Utilities		3,500.00	9,722.66	-6,222.66	-6,222.66 (-177%)	
250	Leases Income	4,022.70	4,022.70			4,022.70 (N/A)	
252	Pitch/Pavilion Hire	2,970.82	2,970.82			2,970.82 (N/A)	
254	OS Sponsorship					(N/A)	
SUB TOTAL		6,993.52	6,993.52	176,450.00	122,851.11	53,598.89	60,592.41 (N/A)

OS Projects

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	Provision of Benches & Litter/Dog				2,500.00	628.21	1,871.79	1,871.79 (74%)
77	Playing Pitch Strategy							(N/A)
131	Green Corridor				15,000.00	5,772.56	9,227.44	9,227.44 (61%)
172	Play Area Reserve							(N/A)
241	Signage				2,000.00	1,943.30	56.70	56.70 (2%)
242	PA Planned Maintenance				10,000.00	6,953.67	3,046.33	3,046.33 (30%)
243	Weed Management				5,000.00	3,600.00	1,400.00	1,400.00 (28%)
244	Wellington Park				20,000.00	15,435.45	4,564.55	4,564.55 (22%)
280	Pump Track							(N/A)
281	Playing Field Path							(N/A)
SUB TOTAL					54,500.00	34,333.19	20,166.81	20,166.81 (N/A)

Pop Up Shop

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

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

117 Rent	3,500.00	3,450.00	-50.00	6,000.00	5,000.00	1,000.00	950.00 (10%)
118 Rates				2,000.00	2,425.32	-425.32	-425.32 (-21%)
119 Responsive Maintenance				1,000.00		1,000.00	1,000.00 (100%)
149 Deposits		1,133.68	1,133.68		5.92	-5.92	1,127.76 (N/A)
253 Utilities					1,015.13	-1,015.13	-1,015.13 (N/A)
SUB TOTAL	3,500.00	4,583.68	1,083.68	9,000.00	8,446.37	553.63	1,637.31 (N/A)

Public Toilets

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets							(N/A)
133	Longforth Rd Toilet Refurb		19,110.68	19,110.68		18,524.51	-18,524.51	586.17 (N/A)
173	Toilets					90.57	-90.57	-90.57 (N/A)
245	Cleaning				30,000.00	16,400.00	13,600.00	13,600.00 (45%)
246	Sundires				1,500.00	356.27	1,143.73	1,143.73 (76%)
247	Utilities				4,000.00	4,315.92	-315.92	-315.92 (-7%)
248	Responsive Maintenance				5,000.00	1,948.35	3,051.65	3,051.65 (61%)
249	Loan				20,000.00		20,000.00	20,000.00 (100%)
SUB TOTAL			19,110.68	19,110.68	60,500.00	41,635.62	18,864.38	37,975.06 (N/A)

Staff Costs & Expenses

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				699,000.00	572,813.78	126,186.22	126,186.22 (18%)
17	Staff Training				2,000.00	599.18	1,400.82	1,400.82 (70%)
18	Staff Travelling				250.00	419.39	-169.39	-169.39 (-67%)
19	Staff Recruitment	30,000.00	54,441.34	24,441.34	3,000.00		3,000.00	27,441.34 (83%)
87	Home Working Allowances							(N/A)
SUB TOTAL		30,000.00	54,441.34	24,441.34	704,250.00	573,832.35	130,417.65	154,858.99 (N/A)

Together in Tone

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
271	Grant Income		10,000.00	10,000.00				10,000.00 (N/A)
272	Staffing							(N/A)
273	Artist							(N/A)
274	Digital Content							(N/A)
275	Events							(N/A)
276	Marketing							(N/A)
277	Volunteer Support							(N/A)
SUB TOTAL			10,000.00	10,000.00				10,000.00 (N/A)

Restated (N/A)

NET TOTAL	1,302,360.00	1,404,426.62	102,066.62	1,459,132.50	1,125,890.48	333,242.02	435,308.64
V.A.T.		87,308.13			71,990.27		
GROSS TOTAL		1,491,734.75			1,197,880.75		

Wellington Town Council
Reserves Balance
2025 - 2026

Agenda Item 5e

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Elections	5,000.00	1,500.00	299.00		6,201.00
C.I.L	17,084.78	-6,500.00			10,584.78
Railway Station	22,500.00	7,500.00			30,000.00
Capital Projects	45,000.00		8,091.75		36,908.25
Playing Pitch Strategy	4,650.00	4,350.00			9,000.00
Cades Farm Community Hall	6,900.00				6,900.00
Youth Services	26,000.00	24,000.00	344.34	2,500.00	52,155.66
Cost Of Living Funding	8,072.50	11,927.50			20,000.00
Green Grants	7,000.00				7,000.00
Committed C.I.L	67,200.00				67,200.00
Van Replacement	6,500.00	12,000.00			18,500.00
Kings Arms CIL	74,158.62		67,203.36	1,600.00	8,555.26
Longforth Allotments CIL	62,300.00				62,300.00
Play Areas	10,500.00	10,000.00			20,500.00
Bridges		20,000.00			20,000.00
Basins Allotments C.I.L		6,500.00	4,145.20		2,354.80
Pump Track					0.00
Total Earmarked	362,865.90	91,277.50	80,083.65	4,100.00	378,159.75
TOTAL RESERVE	362,865.90	91,277.50	80,083.65	4,100.00	378,159.75
GENERAL FUND					708,756.06
TOTAL FUNDS					1,086,915.81



Title	Accounting Reporting
Meeting	Policy & Finance
Date of meeting	9 th February 2026
Action Required	Decision
Report Author and email address	Alice Kendall – Democratic Services & Finance Manager alice@wellingtontowncouncil.co.uk

1. Introduction

- 1.1. The purpose of this paper is to review arrangements for the reporting of accounting statements to the Committee; it contains proposals to update what is provided.

2. Background

- 2.1. At each Policy & Finance Committee, a bank of reports is presented for review and approval. This includes the Bank Reconciliation, detailed expenditure & income listing, position to date against the current year budget and reserve balances to date.
- 2.2. Following a cancelled meeting, two months of reporting was provided as required. Due to the detailed listing of the cashbook transactions for income and expenditure the reports were excessively long and difficult to scrutinise.

3. Financial Implications

- 3.1. There are no direct financial implications involved with updating the accounting reporting. Minor administrative time may be required to implement the new reporting structure, which can be absorbed within existing resources.

4. Risks

- 4.1. The proposed changes to accounting reports carry low operational risk. There is a small risk of reduced detail or member unfamiliarity during the transition; however, full transaction listings remain available on request. Internal checks and continued budget scrutiny will ensure accuracy and compliance with audit and transparency requirements.

5. Considerations

- 5.1. It is suggested that the reporting to each Policy & Finance meeting moving forward will include the following:

- i. Bank Reconciliation
- ii. Expenditure items over £500
- iii. Cumulative supplier report where multiple payments total more than £500
- iv. Income received
- v. Budget spending report to date
- vi. Reserve balance report to date

Sample reports based on the same date ranges for the existing reporting to this meeting are attached to this report for comparison.

- 5.2. The Committee should consider if it wishes to resolve to change the reporting as detailed above

6. Background Papers

Documents attached:

- i. Bank Reconciliation as at 31 January 2026
- ii. Expenditure £500 between 6 – 31 January 2026
- iii. Cumulative Supplier Report 6 – 31 January 2026
- iv. Income received 6 – 31 January 2026
- v. Income and Expenditure against the budget for the 25-26 year as at 31 January 2026
- vi. Reserve balances as at 31 January

Links to related documents that govern income and expenditure in general:

[Financial Regulations](#)
[Scheme of Delegation](#)

Wellington Town Council

Prepared by: Alice Kendall - DSFM (RFO)Date: 02/02/2026*Name and Role (Clerk/RFO etc)*

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/01/2026		
	Cash in Hand 01/04/2025		810,167.47
	ADD Receipts 01/04/2025 - 31/01/2026		1,492,344.75
	SUBTRACT Payments 01/04/2025 - 31/01/2026		2,302,512.22
			1,224,703.23
	Cash in Hand 31/01/2026 (per Cash Book)		1,077,808.99
B	Cash in hand per Bank Statements		
	Petty Cash 31/01/2026	0.00	
	Lloyds Current Account 2195145 31/01/2026	6,984.75	
	Lloyds Deposit Account 07788306 31/01/2026	157,989.24	
	Lloyds Treasurers PC 87331468 31/01/2026	245.68	
	The Cambridge Building Society Cl 31/01/2026	214,584.97	
	Cambridge & Counties 15020773 31/01/2026	287,056.89	
	Nationwide 01343556 31/01/2026	225,291.77	
	Redwood 31/01/2026	254,452.70	
			1,146,606.00
	Less unrepresented payments		68,700.60
			1,077,905.40
	Plus unrepresented receipts		-96.41
	Adjusted Bank Balance		1,077,808.99
	A = B Checks out OK		

Wellington Town Council

2 February 2026 (2025 - 2026)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1203	IT Support & Email Hosting	06/01/2026		Lloyds Current Accou	BACS	IT Support & e-mail	MTMIT	S	1,620.00	324.00	1,944.00
1204	Telephone & Broadband	06/01/2026		Lloyds Current Accou	BACS	Starlink Broadband	MTMIT	S	187.50	37.50	225.00
1204	Broadband	06/01/2026		Lloyds Current Accou	BACS	Starlink Broadband	MTMIT	S	600.00	120.00	720.00
1206	Professional Fees	06/01/2026		Lloyds Current Accou	BACS	E-Learning	WorkNest Ltd	S	2,689.94	537.99	3,227.93
1206	Professional Fees	06/01/2026		Lloyds Current Accou	BACS	E-Learning	WorkNest Ltd	S	363.88	13.00	376.88
1212	Cleaning	06/01/2026		Lloyds Current Accou	BACS	Cleaning	AIS Cleaners	S	1,200.00	240.00	1,440.00
1224	Garden of Light	07/01/2026		Lloyds Current Accou	BACS	Wellington Garden Of Light	Fuse Performance	Z	2,000.00		2,000.00
1236	Locking Park	09/01/2026		Lloyds Current Accou	BACS	CCTV for Wellington Park	Magenta Alam and Security	S	7,062.50	1,412.50	8,475.00
1240	Rent	09/01/2026		Lloyds Current Accou	SO	Depot Rent	Indigenous Lettings	S	1,191.15	238.23	1,429.38
1244	Professional Fees	12/01/2026		Lloyds Current Accou	BACS	Reinstatement Cost Assessmen	Croft Surveyors	S	650.00	130.00	780.00
1266	IT Equipment	16/01/2026		Lloyds Current Accou	BACS	IT Equipment for New Starter	MTMIT	S	1,357.20	271.44	1,628.64
1269	Councillor Tablets	16/01/2026		Lloyds Current Accou	BACS	Councillor iPads	MTMIT	S	790.20	158.04	948.24
1270	Telephone & Broadband	16/01/2026		Lloyds Current Accou	BACS	SIM Cards	MTMIT	S	1,584.00	316.80	1,900.80
1275	Salaries	20/01/2026		Lloyds Current Accou	BACS	Net Salaries	Various	X	37,250.59		37,250.59
1276	Salaries	20/01/2026		Lloyds Current Accou	BACS	Deductions - Jan	HMRC	X	14,757.00		14,757.00
1277	Salaries	20/01/2026		Lloyds Current Accou	BACS	Superann - Jan	Somerset County Council	X	13,758.60		13,758.60
1281	Grants	21/01/2026		Lloyds Current Accou	BACS	Grant	Wellesley Park Primary Sch	X	900.00		900.00
1282	Grants	21/01/2026		Lloyds Current Accou	BACS	Grant	On Your Bike Recycle Ltd	X	1,750.00		1,750.00
1289	Gas	22/01/2026		Lloyds Current Accou	DD	Fore Street Gas Bill	British Gas	S	571.78	114.35	686.13
1296	IT Support & Email Hosting	22/01/2026		Lloyds Current Accou	BACS	New website development and	Aubergine	S	899.00	179.80	1,078.80
1296	IT Support & Email Hosting	22/01/2026		Lloyds Current Accou	BACS	New website development and	Aubergine	S	100.00	20.00	120.00
1300	Pavilion Utilities	23/01/2026		Lloyds Current Accou	DD	Pavillion Water Bill	Water2Business	S	1,692.51	255.37	1,947.88
1320	Mower Leases	26/01/2026		Lloyds Current Accou	DD	Mower Lease	BNP Paribas Leasing Soluti	S	501.49	100.30	601.79
1322	Bin Emptying	27/01/2026		Lloyds Current Accou	DD	Litter and Dog Bins Collection 2	Somerset Council	S	7,925.12	1,585.02	9,510.14
1323	Tree Inspections	27/01/2026		Lloyds Current Accou	DD	Tree Inspections	Somerset Council	S	1,055.00	211.00	1,266.00
1325	Tree Works	27/01/2026		Lloyds Current Accou	BACS	Tree works at Wellington Park	Somerset Council	S	2,740.20	548.04	3,288.24
1326	Lights Install	27/01/2026		Lloyds Current Accou	BACS	Christmas Tree Install	Somerset Council	S	1,316.28	263.26	1,579.54
1328	In Bloom & Green Flag	27/01/2026		Lloyds Current Accou	BACS	Green Flag Application 2026	Keep Britain Tidy	S	524.00	104.80	628.80
1329	Cleaning	27/01/2026		Lloyds Current Accou	BACS	Cleaning	AIS Cleaners	S	800.00	160.00	960.00
1338	Utilities	29/01/2026		Lloyds Current Accou	DD	Electricity (KA)	British Gas	S	716.13	143.22	859.35
Total									108,554.07	7,484.66	116,038.73

WELLINGTON TOWN COUNCIL
Cumulative Supplier Report

02/02/2026

Sum of Net		
Supplier	Net	Total
AIS Cleaners	382.40	764.80
	800.00	800.00
	1,200.00	1,200.00
AIS Cleaners Total		2,764.80
Amazon	4.87	4.87
	9.38	9.38
	10.98	10.98
	12.49	12.49
	13.54	13.54
	14.39	14.39
	14.54	14.54
	16.37	16.37
	19.96	19.96
	20.82	20.82
	26.66	26.66
	42.07	42.07
	44.99	44.99
	68.36	68.36
	103.12	103.12
	106.94	106.94
Amazon Total		529.48
Aubergine	100.00	100.00
	899.00	899.00
Aubergine Total		999.00
BNP Paribas Leasing Solutions Ltd	501.49	501.49
BNP Paribas Leasing Solutions Ltd Total		501.49
British Gas	26.13	26.13
	48.16	48.16
	57.49	57.49
	58.47	58.47
	99.81	99.81
	215.57	215.57
	496.15	496.15
	571.78	571.78
	716.13	716.13
British Gas Total		2,289.69
Croft Surveyors	650.00	650.00
Croft Surveyors Total		650.00
Fuse Performance	2,000.00	2,000.00
Fuse Performance Total		2,000.00
HMRC	14,757.00	14,757.00
HMRC Total		14,757.00
Indigenous Lettings	1,191.15	1,191.15
Indigenous Lettings Total		1,191.15
Keep Britain Tidy	524.00	524.00
Keep Britain Tidy Total		524.00
Magenta Alarm and Security Systems	7,062.50	7,062.50
Magenta Alarm and Security Systems Total		7,062.50
MTMIT	88.00	88.00
	187.50	187.50
	300.00	300.00

WELLINGTON TOWN COUNCIL

02/02/2026

Cumulative Supplier Report

MTMIT	449.00	449.00
	600.00	600.00
	790.20	790.20
	1,357.20	1,357.20
	1,584.00	1,584.00
	1,620.00	1,620.00
MTMIT Total		6,975.90
On Your Bike Recycle Ltd	1,750.00	1,750.00
On Your Bike Recycle Ltd Total		1,750.00
Property Plans (Southwest) Ltd	280.00	280.00
	350.00	350.00
Property Plans (Southwest) Ltd Total		630.00
Somerset Council	1,055.00	1,055.00
	1,316.28	1,316.28
	2,740.20	2,740.20
	7,925.12	7,925.12
Somerset Council Total		13,036.60
Somerset County Council	13,758.60	13,758.60
Somerset County Council Total		13,758.60
Various	37,250.59	37,250.59
Various Total		37,250.59
Water2Business	139.24	139.24
	1,692.51	1,692.51
Water2Business Total		1,831.75
Wellesley Park Primary School	900.00	900.00
Wellesley Park Primary School Total		900.00
WorkNest Ltd	363.88	363.88
	2,689.94	2,689.94
WorkNest Ltd Total		3,053.82
Grand Total		112,456.37

Wellington Town Council

2 February 2026 (2025 - 2026)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
259	VAT Refund	07/01/2026		Lloyds Current Accou	BACS	VAT Refund	HMRC	R		5,216.36	5,216.36
260	Deposits	09/01/2026		Lloyds Current Accou		Pop Up Shop	Linda Bennett	X	100.00		100.00
261	Rent	13/01/2026		Lloyds Current Accou	BACS	Pop-Up Shop	National Trust	X			
261	Deposits	13/01/2026		Lloyds Current Accou	BACS	Pop-Up Shop	National Trust	X	100.00		100.00
262	Garden of Light	15/01/2026		Lloyds Current Accou		Garden of Light Overspend	Fuse Performance	Z	188.70		188.70
263	Bank Interest	16/01/2026		Nationwide 0134355		Interest	Nationwide	X	639.18		639.18
264	Rent	21/01/2026		Lloyds Current Accou		Pop-Up Shop	SB Bakes	X	150.00		150.00
266	Rent	21/01/2026		Lloyds Current Accou		Pop Up Shop	Birch Villa Cakes	X	150.00		150.00
266	Rent	21/01/2026		Lloyds Current Accou		Pop Up Shop	Birch Villa Cakes	X	150.00		150.00
266	Deposits	21/01/2026		Lloyds Current Accou		Pop Up Shop	Birch Villa Cakes	X	100.00		100.00
264	Deposits	21/01/2026		Lloyds Current Accou		Pop-Up Shop	SB Bakes	X	100.00		100.00
265	Leases Income	21/01/2026		Lloyds Current Accou		Rent	Wellington Cricket Club	X	422.25		422.25
267	Basins	26/01/2026		Lloyds Current Accou		Allotment Deposit & Rent	Sean Tuddenham	Z	32.00		32.00
267	Allotment Deposits	26/01/2026		Lloyds Current Accou		Allotment Deposit & Rent	Sean Tuddenham	Z	50.00		50.00
268	Deposits	27/01/2026		Lloyds Current Accou		Pop Up Shop	Jamieson Jewellers	X	-34.46		-34.46
269	Rent	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X			
269	Rent	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X			
269	Rent	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X			
269	Rent	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X			
269	Rent	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X			
269	Rent	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X			
269	Rent	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X			
269	Deposits	30/01/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X	100.00		100.00
271	Bank Interest	31/01/2026		Lloyds Deposit Accou		Interest	Lloyds Bank	X	151.70		151.70
272	Bank Interest	31/01/2026		Cambridge & Countie		Interest	Cambridge & Counties	X	799.92		799.92
273	Bank Interest	31/01/2026		Redwood		Interest	Redwood Bank	X	794.32		794.32
270	Kings Arms CIL	31/01/2026		Lloyds Current Accou		Donation	K Church	X	100.00		100.00
Total									4,093.61	5,216.36	9,309.97

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

Accelerating Reform Fund (AF)

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
266	Grant Income		25,000.00	25,000.00				25,000.00 (N/A)
267	Staffing							(N/A)
268	Directory							(N/A)
269	Volunteer Support							(N/A)
270	Carer Campaign							(N/A)
SUB TOTAL			25,000.00	25,000.00				25,000.00 (N/A)

Administration

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Photocopier	70.00	10.00	-60.00	1,350.00	1,043.07	306.93	246.93 (17%)
34	Insurances				10,000.00	4,071.20	5,928.80	5,928.80 (59%)
35	Stationery & Postage				1,250.00	1,073.80	176.20	176.20 (14%)
36	Audit Fees				2,470.00	2,890.00	-420.00	-420.00 (-17%)
40	Hire of Hall				1,860.00	1,870.00	-10.00	-10.00 (-0%)
54	Professional Fees				20,000.00	11,222.66	8,777.34	8,777.34 (43%)
SUB TOTAL		70.00	10.00	-60.00	36,930.00	22,170.73	14,759.27	14,699.27 (59%)

Affiliation Fees

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

Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Basins	3,040.00	3,451.00	411.00	2,500.00	821.74	1,678.26	2,089.26 (37%)
92	Longforth	3,000.00		-3,000.00	2,500.00	425.00	2,075.00	-925.00 (-16%)
148	Allotment Deposits		414.00	414.00		200.00	-200.00	214.00 (N/A)
190	Longforth Allotments CIL							(N/A)
194	Management Software				500.00	864.00	-364.00	-364.00 (-72%)
251	Basins Allotment C.I.L					4,145.20	-4,145.20	-4,145.20 (N/A)
SUB TOTAL		6,040.00	3,865.00	-2,175.00	5,500.00	6,455.94	-955.94	-3,130.94 (N/A)

Christmas

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Hire of Lights				10,000.00		10,000.00	10,000.00 (100%)
115	Lights Install				13,000.00	3,066.28	9,933.72	9,933.72 (76%)
116	Switch on Event	1,320.00	951.75	-368.25	7,500.00	5,933.10	1,566.90	1,198.65 (13%)
123	Stall Deposits		45.00	45.00				45.00 (N/A)

Wellington Town Council
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136 Electricity				500.00		500.00	500.00 (100%)
137 Additional Lights & Install							(N/A)
160 Free Parking				4,750.00	4,435.00	315.00	315.00 (6%)
195 Smaller Trees				400.00	400.00		(0%)
SUB TOTAL	1,320.00	996.75	-323.25	36,150.00	13,834.38	22,315.62	21,992.37 (N/A)

CIL

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

Community Services

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Other Payments				300.00		300.00	300.00 (100%)
67	Youth Services		2,500.00	2,500.00		344.34	-344.34	2,155.66 (N/A)
97	Cades Farm Community Hall							(N/A)
139	Cost of Living Crisis							(N/A)
153	Charity Fundraising		42.11	42.11		42.11	-42.11	(N/A)
196	Community Development & Suppo		119.00	119.00	11,000.00	1,588.57	9,411.43	9,530.43 (86%)
279	Help Through Winter		12,000.00	12,000.00		739.30	-739.30	11,260.70 (N/A)
SUB TOTAL			14,661.11	14,661.11	11,300.00	2,714.32	8,585.68	23,246.79 (N/A)

Community Warden

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
161	Van Charging							(N/A)
162	Van Maintenance							(N/A)
163	Storage Unit Rental							(N/A)
164	Tools							(N/A)
165	Equip. Maintenance							(N/A)
166	Clothing/PPE							(N/A)
167	Sundries							(N/A)
SUB TOTAL								(N/A)

Cost of Democracy

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Mayors Allowance				387.50	387.40	0.10	0.10 (0%)
21	Councillors Allowance				11,625.00	8,656.22	2,968.78	2,968.78 (25%)
22	Members Training				250.00	25.00	225.00	225.00 (90%)
23	Members Travelling				200.00	313.35	-113.35	-113.35 (-56%)
24	Hospitality				600.00	341.11	258.89	258.89 (43%)
25	Elections					299.00	-299.00	-299.00 (N/A)
89	Deputy Mayor's Expenses				200.00		200.00	200.00 (100%)
132	Councillor Tablets				850.00	790.20	59.80	59.80 (7%)

Wellington Town Council
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197 Mayoral Events	136.79	136.79	2,500.00	959.09	1,540.91	1,677.70 (67%)
198 Cllr 365			975.00		975.00	975.00 (100%)
SUB TOTAL	136.79	136.79	17,587.50	11,771.37	5,816.13	5,952.92 (N/A)

Economic Development

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Promotion of Wellington				10,000.00	6,305.00	3,695.00	3,695.00 (36%)
65	Emergency Planning				1,000.00		1,000.00	1,000.00 (100%)
75	Railway Station							(N/A)
76	Capital Projects					8,091.75	-8,091.75	-8,091.75 (N/A)
135	Town Centre Projects				20,000.00	1,640.82	18,359.18	18,359.18 (91%)
170	Heritage	500.00		-500.00	5,400.00		5,400.00	4,900.00 (83%)
171	Clocks				750.00	388.61	361.39	361.39 (48%)
176	CCTV				18,500.00	8,394.50	10,105.50	10,105.50 (54%)
177	Bus Shelters				7,500.00	1,000.00	6,500.00	6,500.00 (86%)
SUB TOTAL		500.00		-500.00	63,150.00	25,820.68	37,329.32	36,829.32 (N/A)

Environment

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Footpaths PRoW Maintenance				500.00	121.86	378.14	378.14 (75%)
49	Emptying Dog Bins							(N/A)
51	Planning Administration							(N/A)
52	Environmental Improvements				30,000.00	4,044.81	25,955.19	25,955.19 (86%)
113	Electricity for Street Light				1,500.00	450.17	1,049.83	1,049.83 (69%)
129	Additional Street Lighting				10,000.00		10,000.00	10,000.00 (100%)
168	Cycle Route Cont.				4,000.00	3,900.00	100.00	100.00 (2%)
SUB TOTAL					46,000.00	8,516.84	37,483.16	37,483.16 (N/A)

Events

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
73	Film Festival				10,000.00	10,000.00		(0%)
138	Carnival				1,000.00	1,000.00		(0%)
147	Remembrance & AFD				1,000.00	614.70	385.30	385.30 (38%)
179	Annual Fireworks							(N/A)
199	VE Day 80th An	280.00		-280.00	4,250.00	1,257.63	2,992.37	2,712.37 (59%)
200	Garden of Light		488.70	488.70	8,000.00	8,188.70	-188.70	300.00 (3%)
201	VJ Day 80th An	280.00		-280.00	4,250.00	934.40	3,315.60	3,035.60 (67%)
SUB TOTAL		560.00	488.70	-71.30	28,500.00	21,995.43	6,504.57	6,433.27 (N/A)

Fore Street

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00	250.00					(0%)
28	Electricity				6,000.00	3,711.52	2,288.48	2,288.48 (38%)
32	Office Equipment				2,000.00	1,461.45	538.55	538.55 (26%)

Wellington Town Council
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37 Office Cleaning & Maintenance	4,000.00	4,374.66	-374.66	-374.66 (-9%)
95 Office Furniture Replacement	2,000.00	535.00	1,465.00	1,465.00 (73%)
143 Internal Office Re-Decoration				(N/A)
156 Gas	3,000.00	979.17	2,020.83	2,020.83 (67%)
157 Business Rates	11,000.00	10,853.25	146.75	146.75 (1%)
158 Responsive Maintenance	5,000.00	3,793.92	1,206.08	1,206.08 (24%)
159 IT Upgrades	5,000.00	3,290.00	1,710.00	1,710.00 (34%)
191 Community Office		1,872.04	-1,872.04	-1,872.04 (N/A)
192 Water	350.00	294.56	55.44	55.44 (15%)
193 Planned	20,000.00	6,990.91	13,009.09	13,009.09 (65%)

SUB TOTAL	250.00	250.00	58,350.00	38,156.48	20,193.52	20,193.52 (N/A)
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Grants

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00	7,670.00	7,330.00	7,330.00 (48%)
152	Green Grants							(N/A)
169	Service Level Agreements				49,045.00	43,480.00	5,565.00	5,565.00 (11%)
202	Beech Grove Funding				4,000.00	4,000.00		(0%)
SUB TOTAL					68,045.00	55,150.00	12,895.00	12,895.00 (N/A)

Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	1,234,120.00	1,234,120.00			10.57	-10.57	-10.57 (0%)
2	Bank Interest	25,000.00	28,119.05	3,119.05		168.03	-168.03	2,951.02 (11%)
3	Parish Grants							(N/A)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00	50.00	-950.00				-950.00 (-95%)
180	Misc Income							(N/A)
SUB TOTAL		1,260,120.00	1,262,289.05	2,169.05		178.60	-178.60	1,990.45 (N/A)

IT, Website & Internet

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				3,550.00	4,171.98	-621.98	-621.98 (-17%)
30	IT Equipment				2,000.00	2,870.19	-870.19	-870.19 (-43%)
31	IT Support & Email Hosting				4,250.00	6,103.00	-1,853.00	-1,853.00 (-43%)
94	IT for New Staff				2,500.00	2,443.90	56.10	56.10 (2%)
101	Telephone System				3,500.00	2,140.22	1,359.78	1,359.78 (38%)
103	Security Software				650.00	310.50	339.50	339.50 (52%)
104	Office 365				1,850.00	230.40	1,619.60	1,619.60 (87%)
105	Parish Online				450.00		450.00	450.00 (100%)
107	Scribe Accounting System				2,000.00	1,800.00	200.00	200.00 (10%)
108	Sage Payroll & HR				2,750.00	2,177.40	572.60	572.60 (20%)
144	Inspection Applications				2,000.00		2,000.00	2,000.00 (100%)
178	IT Impact							(N/A)
203	Other IT Licences				1,750.00	1,755.85	-5.85	-5.85 (-0%)
SUB TOTAL					27,250.00	24,003.44	3,246.56	3,246.56 (N/A)

Wellington Town Council
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Kings Arms

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
134	Kings Arms				18,000.00		18,000.00	18,000.00 (100%)
189	Kings Arms CIL		1,600.00	1,600.00		67,203.36	-67,203.36	-65,603.36 (N/A)
255	Staffing							(N/A)
256	Rent					10,000.00	-10,000.00	-10,000.00 (N/A)
257	Service Charge					1,856.79	-1,856.79	-1,856.79 (N/A)
258	Routine Maintenance					2,445.16	-2,445.16	-2,445.16 (N/A)
259	Utilities					2,555.42	-2,555.42	-2,555.42 (N/A)
260	Broadband					1,200.00	-1,200.00	-1,200.00 (N/A)
261	Responsive Maintenance					1,088.98	-1,088.98	-1,088.98 (N/A)
262	IT					5,422.50	-5,422.50	-5,422.50 (N/A)
263	Promotion							(N/A)
264	Room Hire							(N/A)
265	Accessibility Improvement							(N/A)
278	PRS Music					690.35	-690.35	-690.35 (N/A)
SUB TOTAL			1,600.00	1,600.00	18,000.00	92,462.56	-74,462.56	-72,862.56 (N/A)

Open Spaces Development

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
182	Machinery Purchase					166.64	-166.64	-166.64 (N/A)
183	Mower Lease (3 Month)							(N/A)
184	Depot Set Up					-683.10	683.10	683.10 (N/A)
185	Depot Costs (5 Months)					521.00	-521.00	-521.00 (N/A)
186	People (excl. Salaries)							(N/A)
187	Insurance							(N/A)
188	Contingency							(N/A)
SUB TOTAL						4.54	-4.54	-4.54 (N/A)

OS Depot

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
204	Rent				15,000.00	11,911.50	3,088.50	3,088.50 (20%)
205	Rates				10,000.00	4,178.50	5,821.50	5,821.50 (58%)
206	Broadband				1,200.00	401.50	798.50	798.50 (66%)
207	Electric				2,000.00	616.39	1,383.61	1,383.61 (69%)
208	Water				500.00	596.71	-96.71	-96.71 (-19%)
209	Cleaning/Sundries				2,500.00	382.00	2,118.00	2,118.00 (84%)
210	Alarm & CCTV Service				1,250.00	150.00	1,100.00	1,100.00 (88%)
211	Bin Collections				1,000.00		1,000.00	1,000.00 (100%)
212	Responsive Maintenance				1,000.00	626.26	373.74	373.74 (37%)
SUB TOTAL					34,450.00	18,862.86	15,587.14	15,587.14 (88%)

OS Overheads

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
174	TC Planting							(N/A)

Wellington Town Council
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175	Park Planting & Security			30.00	-30.00	-30.00 (N/A)	
213	Bin Emptying		32,000.00	23,577.12	8,422.88	8,422.88 (26%)	
214	Bulbs		3,000.00	3,053.50	-53.50	-53.50 (-1%)	
215	Clothing & PPE		2,500.00	1,922.83	577.17	577.17 (23%)	
216	Fuel & Consumables		10,000.00	6,728.22	3,271.78	3,271.78 (32%)	
217	Green Waste		1,000.00	1,566.51	-566.51	-566.51 (-56%)	
218	In Bloom & Green Flag		1,250.00	939.75	310.25	310.25 (24%)	
219	Inspections		3,000.00	1,389.00	1,611.00	1,611.00 (53%)	
220	Insurance		5,000.00	2,951.20	2,048.80	2,048.80 (40%)	
221	IT		3,000.00	1,507.14	1,492.86	1,492.86 (49%)	
222	Locking Park		30,000.00	13,625.00	16,375.00	16,375.00 (54%)	
223	Mower Leases		6,050.00	5,014.90	1,035.10	1,035.10 (17%)	
224	OS Responsive Maintenance		5,000.00	7,046.65	-2,046.65	-2,046.65 (-40%)	
225	PA Responsive Maintenance		5,000.00	882.12	4,117.88	4,117.88 (82%)	
226	Park Water Bill		2,500.00	1,338.00	1,162.00	1,162.00 (46%)	
227	Phone Contracts		1,400.00	264.00	1,136.00	1,136.00 (81%)	
228	Pitch Marking		2,500.00	1,462.53	1,037.47	1,037.47 (41%)	
229	Plants		15,000.00	14,458.07	541.93	541.93 (3%)	
230	Servicing		5,000.00	3,755.28	1,244.72	1,244.72 (24%)	
231	Software		4,000.00	529.50	3,470.50	3,470.50 (86%)	
232	Sundries		2,000.00	808.69	1,191.31	1,191.31 (59%)	
233	Tool Hire		1,500.00	1,496.66	3.34	3.34 (0%)	
234	Tractor Flailing		3,000.00	1,050.00	1,950.00	1,950.00 (65%)	
235	Training		2,500.00	1,935.00	565.00	565.00 (22%)	
236	Tree Inspections		5,750.00	1,425.00	4,325.00	4,325.00 (75%)	
237	Tree Works		5,000.00	3,235.20	1,764.80	1,764.80 (35%)	
238	Vehicle Sundries		1,000.00	22.11	977.89	977.89 (97%)	
239	Watering		15,000.00	11,114.47	3,885.53	3,885.53 (25%)	
240	Pavilion Utilities		3,500.00	9,722.66	-6,222.66	-6,222.66 (-177%)	
250	Leases Income	4,022.70	4,022.70			4,022.70 (N/A)	
252	Pitch/Pavilion Hire	2,970.82	2,970.82			2,970.82 (N/A)	
254	OS Sponsorship					(N/A)	
SUB TOTAL		6,993.52	6,993.52	176,450.00	122,851.11	53,598.89	60,592.41 (N/A)

OS Projects

Code	Title	Income			Expenditure			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
50	Provision of Benches & Litter/Dog				2,500.00	628.21	1,871.79	1,871.79 (74%)
77	Playing Pitch Strategy							(N/A)
131	Green Corridor				15,000.00	5,772.56	9,227.44	9,227.44 (61%)
172	Play Area Reserve							(N/A)
241	Signage				2,000.00	1,943.30	56.70	56.70 (2%)
242	PA Planned Maintenance				10,000.00	6,953.67	3,046.33	3,046.33 (30%)
243	Weed Management				5,000.00	3,600.00	1,400.00	1,400.00 (28%)
244	Wellington Park				20,000.00	15,435.45	4,564.55	4,564.55 (22%)
280	Pump Track							(N/A)
281	Playing Field Path							(N/A)
SUB TOTAL					54,500.00	34,333.19	20,166.81	20,166.81 (N/A)

Pop Up Shop

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

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

117 Rent	3,500.00	3,450.00	-50.00	6,000.00	5,000.00	1,000.00	950.00 (10%)
118 Rates				2,000.00	2,425.32	-425.32	-425.32 (-21%)
119 Responsive Maintenance				1,000.00		1,000.00	1,000.00 (100%)
149 Deposits		1,133.68	1,133.68		5.92	-5.92	1,127.76 (N/A)
253 Utilities					1,015.13	-1,015.13	-1,015.13 (N/A)
SUB TOTAL	3,500.00	4,583.68	1,083.68	9,000.00	8,446.37	553.63	1,637.31 (N/A)

Public Toilets

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets							(N/A)
133	Longforth Rd Toilet Refurb		19,110.68	19,110.68		18,524.51	-18,524.51	586.17 (N/A)
173	Toilets					90.57	-90.57	-90.57 (N/A)
245	Cleaning				30,000.00	16,400.00	13,600.00	13,600.00 (45%)
246	Sundires				1,500.00	356.27	1,143.73	1,143.73 (76%)
247	Utilities				4,000.00	4,315.92	-315.92	-315.92 (-7%)
248	Responsive Maintenance				5,000.00	1,948.35	3,051.65	3,051.65 (61%)
249	Loan				20,000.00		20,000.00	20,000.00 (100%)
SUB TOTAL			19,110.68	19,110.68	60,500.00	41,635.62	18,864.38	37,975.06 (N/A)

Staff Costs & Expenses

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				699,000.00	572,813.78	126,186.22	126,186.22 (18%)
17	Staff Training				2,000.00	599.18	1,400.82	1,400.82 (70%)
18	Staff Travelling				250.00	419.39	-169.39	-169.39 (-67%)
19	Staff Recruitment	30,000.00	54,441.34	24,441.34	3,000.00		3,000.00	27,441.34 (83%)
87	Home Working Allowances							(N/A)
SUB TOTAL		30,000.00	54,441.34	24,441.34	704,250.00	573,832.35	130,417.65	154,858.99 (N/A)

Together in Tone

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
271	Grant Income		10,000.00	10,000.00				10,000.00 (N/A)
272	Staffing							(N/A)
273	Artist							(N/A)
274	Digital Content							(N/A)
275	Events							(N/A)
276	Marketing							(N/A)
277	Volunteer Support							(N/A)
SUB TOTAL			10,000.00	10,000.00				10,000.00 (N/A)

Restated (N/A)

NET TOTAL	1,302,360.00	1,404,426.62	102,066.62	1,459,132.50	1,125,890.48	333,242.02	435,308.64
V.A.T.		87,308.13			71,990.27		
GROSS TOTAL		1,491,734.75			1,197,880.75		

Wellington Town Council
Reserves Balance
2025 - 2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Elections	5,000.00	1,500.00	299.00		6,201.00
C.I.L	17,084.78	-6,500.00			10,584.78
Railway Station	22,500.00	7,500.00			30,000.00
Capital Projects	45,000.00		8,091.75		36,908.25
Playing Pitch Strategy	4,650.00	4,350.00			9,000.00
Cades Farm Community Hall	6,900.00				6,900.00
Youth Services	26,000.00	24,000.00	344.34	2,500.00	52,155.66
Cost Of Living Funding	8,072.50	11,927.50			20,000.00
Green Grants	7,000.00				7,000.00
Committed C.I.L	67,200.00				67,200.00
Van Replacement	6,500.00	12,000.00			18,500.00
Kings Arms CIL	74,158.62		67,203.36	1,600.00	8,555.26
Longforth Allotments CIL	62,300.00				62,300.00
Play Areas	10,500.00	10,000.00			20,500.00
Bridges		20,000.00			20,000.00
Basins Allotments C.I.L		6,500.00	4,145.20		2,354.80
Pump Track					0.00
Total Earmarked	362,865.90	91,277.50	80,083.65	4,100.00	378,159.75
TOTAL RESERVE	362,865.90	91,277.50	80,083.65	4,100.00	378,159.75
GENERAL FUND					708,756.06
TOTAL FUNDS					1,086,915.81



WELLINGTON TOWN COUNCIL STATEMENT OF INTERNAL CONTROL FOR THE YEAR ENDING 31st MARCH 2026

1. Scope of Responsibility

Wellington Town Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and properly accounted for and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. The Purpose of the System of Internal Control

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. The Internal Control Environment

3.1. The Council

The Council has appointed a Mayor, who is the Chairman of the Council and is responsible for ensuring that meetings are run in accordance with legislative requirements. The Council reviews its obligations and objectives and prepares a budget at its December or January meeting. This enables the determination of the level of precept required for the following financial year. The Council monitors progress against its aims and objectives at its meetings by receiving relevant reports from the Chief Executive and the RFO. The Council regularly reviews its internal controls, its policies, systems and procedures.

3.2. The Chief Executive/Responsible Financial Officer

The Council has appointed a Chief Executive of the Council who acts as the Council's Proper Officer. The Council has also appointed the role of Democratic Services and Finance Manager (DSFM) which encompasses the responsibility of Responsible Financial Officer who is responsible for administering the Council's finances. The Chief Executive is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. They also ensure that the Council's procedures, control systems and policies are adhered to with the assistance of the DSFM.

3.3. Payments

All payments are subject to a three signature mandate, two Councillors and one Officer. Electronic payments are set up by an officer within the Lloyds online banking system and approval from two member signatories are required to release the payment. The Council has some direct debit and standing order payments, the set up of which follow the same mandate requirements.

Some members of staff have been issued with debit cards, where appropriate. Staff are required to sign a user agreement setting out the boundaries for its use. Usage is monitored by the RFO.

At each of its meetings, the Policy & Finance Committee reviews:

- Items of expenditure over £500,
- A cumulative supplier report where multiple payments total more than £500,
- Most recent bank reconciliation, and
- Budget spending for that financial year.

These reports are compiled by the RFO for security by Councillors.

3.4. Risk Management

The Council actively reviews its systems and controls and associated risk. The risk management scheme details risk to all areas of Council operations with the mitigations and supporting documents in place to reduce risks to their practicable minimum. The scheme is reviewed annually.

3.5. Risk Assessment

In order that it meets all its obligations in relation to Health & Safety, the Council employs a specialist consultant to assist in carrying out appropriate risk assessments. Where activities are carried out with partner agencies, it ensures that each organisation is working to a shared risk assessment.

3.6. Internal Audit

The Council appoints an independent Internal Auditor who will report to the Council on the adequacy of its systems and procedures, internal controls and risk management and its reviews of these matters. The effectiveness of internal audit is reviewed annually, and recommendations considered and enacted where deemed appropriate.

The Council have appointed Kevin Rose of IAC as its internal Auditor who carries out two visits per year and produces reports for consideration by the Council.

3.7. External Audit

Each financial year, the Council prepares the Annual Governance and Accountability Return which is submitted to the Council's External Auditor who, in turn, issue an annual Certificate of Audit.

4. Review of Effectiveness

The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- The Council
- The Chief Executive and the DSFM who have responsibility for the design and maintenance of the internal control environment and managing risk
- The independent Internal Auditor who reviews the Council's systems of internal control

- The Council's External Auditors who make the final check using the Annual Return, a form completed and signed by the RFO, the Chairman and Internal Auditor

5. Significant Internal Control Issues

The Council strives for the continuous improvement of the system it has designed for internal control and is committed to addressing all of the minor issues and weaknesses raised and reported during the review process.

6. Related Documents

The Council has implemented the following documents to which these internal controls operate within. Each one is reviewed annually.

[Standing Orders](#)

[Financial Regulations](#)

[Scheme of Delegation](#)

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WELLINGTON TOWN COUNCIL RISK MANAGEMENT SCHEME

1. Background

1.1. Wellington Town Council is committed to ensuring business risks are appropriately managed, whether relating to Council premises and people, public money, Council activities or Information Technology and Communications.

1.2. This document sets out how Wellington Town Council manages and minimises risk in all its areas of operation, new risks arising are incorporated when identified. The risk management scheme is reviewed annually and forms an integral part of governance and the annual audit. Appropriately managing risks is a specific declaration within the Annual Governance Section of the external audit AGAR form (Annual governance and Accountability Return).

1.3. Each risk is identified with risk level of high, medium or low. Control measures show actions or procedures which serve to reduce risk. This then leaves a residual risk rating. Residual risk is that which is left after all risk-reduction measures have been put in place. Risk management seeks to identify then reduce risks to their lowest potential of harm. No risk can be completely eliminated but planning for potentially harmful eventualities is a big part of successfully running any type of business. A range of written documents support risk control and record due diligence and governance tools to protect the Council from financial or reputational risk.

2. Risk Assessment by Category

2.1. Finance

ACTIVITY	RISK	RISK LEVEL	CONTROL MEASURES	ADDITIONAL INFORMATION	SUPPORTING DOCUMENTS	RESIDUAL RISK
Payment of Accounts	Errors in payment. Fraud.	High	Payment on receipt of formal invoice. Invoices processed by a member of the Democratic Services & Finance department with overview by the Manager (RFO). Debit cards only issued to staff members on approval of Policy & Finance Committee. Cards linked to a separate account holding only a maximum of £500. Accounting reports approved at monthly Policy & Finance meeting. A schedule of payments over £500 is attached to each agenda. Three signatures required for each online BACS and cheque payment. Care taken to ensure correct bank details entered for each payee (bank system also has control measures for organisations).	WTC uses mostly online banking payments, but does issue a limited number of cheques throughout the year. Staff issued with debit cards are required to sign a usage agreement stating they must not let any other staff member use the card and that all receipts must be submitted as soon as a transaction is made. Bank signatories, and online payment approvers are members of the Finance Committee and the Clerk or RFO. Other staff members appointed as required. Different signature combinations used at random.	Council's Financial Regulations. Monthly bank reconciliation. Service provider invoices.	Low
Banking	Errors By Bank. Loss of signatories. Insufficient checks on records.	Medium	Bank statements checked regularly against payment instructions. Signatory list/Bank Mandate reviewed each year. New staff added as account administrators where appropriate. Additional Councillors created as bank signatories when need arises.	Income and expenditure balanced to transactions on bank account for the same period. Chairman signs monthly bank reconciliation at each month's Policy & Finance meeting.	Council's Financial Regulations. Council meeting agenda and minutes.	Low

Petty Cash	Fraudulent claims. Dishonesty. Theft via burglary.	High	WTC no longer carries a petty cash float. See also income receivable.			Low
Grant awards given	Applicant is not bona fide organisation. Grant is not used for stated purpose. Grant is unspent or activity not delivered.	Medium	Standard application form. Pre-set criteria for awards set out in grants policy. Grants may not be paid to individuals. Applicants provide feed-back at year end. Policy states unspent grants must be repaid. Formal Service Level agreements entered into where grants will span 2 or more years.	Applicants are required to submit two years' financial accounts with their application, as well as a copy of their constitution or equivalent.	Grant application form. Supporting evidence. Grant policy. Council minutes record awards made. Confirmation letter to applicant. Cheque book counterfoils. Signed Service Level Agreements.	Low
Income receivable	Non payment of monies due. Misappropriation of sums paid.	High	Formal invoices issued for each income payable. Workflow reminder to check income has been received. Formal agreements held relating to charges. Incremental measures in case of non-payment. BACS payments encouraged so no cash changes hands. Receipt sent to confirm payment has been received.	Payment due within 28 days, then payment is chased in writing and verbally. Cheques and cash (rare) are paid into the bank the same or the next day.	Numbered invoices. Bank statements. Council's Financial Regulations. Written record of correspondence.	Medium
Precept	Precept is insufficient to cover statutory duties, activities and operations.	Low	Monthly budget statements to Council provide overview of expenditure against current year's budget. Annual budget summary, budget report and draft budget prepared by RFO and reviewed by Council prior to setting following year's budget. Final budget formally approved at Full Council meeting. Precept raised in writing. Receipt of precept formally reported at Council meetings.	Precept is received over two instalments in April and September each year	Monthly budget reports. Annual pre-budget report with draft budget. Final budget statement. Precept claim form. Council agenda and minutes. Bank statements. Cash book record of income.	Low
Annual Budget	Funds are overspent. Funds are underspent.	Medium	Monthly budget statements presented at Council meetings enable regular review of actual expenditure against budget. Scheme of Delegation approves Committees to spend from specific budgets. Overspends are strictly by approval of Full Council. Council sets a level of general reserve annually for contingency.	Where price increases are not notified by service providers the October retail price index will be used to estimate service increases for the year ahead.	Monthly budget reports. Council meeting agendas and minutes.	Low

Financial Records	Inadequate records maintained.	Medium	Staff are suitably trained. Suitable software packages are used. Annual feedback from Internal and External Auditor acted on. Monthly summaries approved at each monthly Council meeting.	Audit feedback is reported to Council as soon as possible 'Proper practices' employed in the preparation of all financial statements.	Auditor recommendations with comments from officers. Conclusion of audit feedback from external auditor. Council meeting agendas and minutes.	Low
Audit	Records are inadequate. Financial irregularities come to light. Audit is not completed by the statutory deadline. Public inspection period not correctly publicly notified. Conclusion of Audit not correctly publicly notified. Audit results in 'except for' matters or audit failure.	Medium	Clerk & ROF employ strict planning for audit deadlines. Clerk & ROF are suitably qualified to prepare for audit. Internal auditor commissioned well in advance. Clerk & RFO follow annual guidance published by external auditor. Only current year template AGAR forms provided are used. Only current year template inspection and conclusion of audit Notices are used. Feedback from previous year's audit incorporated into financial practices.	Additional training around audit may be provided if necessary.	Internal Auditor's report. AGAR form. Annual risk-management review. Public inspection rights Notice. Conclusion of audit Notice.	Medium
Staff Salaries and Pensions	Salaries are incorrectly calculated. Payment is made due to fraudulent claim. Incorrect payment issued.	Medium	Salary ranges are formally approved by Council at recruitment and reviewed as required. Payroll package calculates salaries. HMRC notifications of tax codes used. Each staff member completes a weekly time sheet detailing hours worked and any holiday or sick leave taken. Sample reviews of hours worked against timesheets. Salary payments reported monthly at Council meeting. Pensions, PAYE tax and National Insurance contributions are calculated and paid monthly. Salaries are paid by electronic bank transfer with usual requirement for 3 signatories to release payment.		Payroll Software reports. Cash-book entry. Banking records Employee wage slips. Council meeting agendas and minutes.	Low
Expenses	Misappropriation of funds.	High	Expenses may not be paid in cash, and can only be submitted on the Council's HR System. Approval is required by Managers before payment. Payment may not be made unless supported by the correct receipt.	Only members of SLT are able to approve expense claims. Structure appointed as appropriate in the HR system.	Approved claim record from HR System. Cash book and expenditure statements.	Low

Councillor Allowances	Allowances are paid at the wrong rate. Income tax on allowance is not deducted where due.	Medium	Councillors each receive the same allowance set annually as part of the budget setting process. Only the Mayor receives an additional allowance. Wage slips are created for the allowance. Emergency Tax code used if no formal tax code notification to the contrary provided. Electronic payments are subject to usual signatory requirements.		Adopted Financial Regulations Council minutes. Wage slips. HMRC PAYE records.	Low
Value-for Money	Contract and/or service costs are exorbitant or do not reflect value for money.	Medium	Contracts issued/expenditure approved only in line with Financial Regulations and Scheme of Delegation. Competitive quotes sought where Financial regulations stipulate. Contract sums reviewed annually unless otherwise specified to enable cost reductions. Councillors responsible for declaring any pecuniary or personal interests relating to quotations from suppliers.		Adopted Financial Regulations. Tender documents. Comparative quotations received. Council agendas and minutes.	Low

2.2. Premises

ACTIVITY	RISK	RISK LEVEL	CONTROL MEASURES	ADDITIONAL INFORMATION	SUPPORTING DOCUMENTS	RESIDUAL RISK
Insurance	Buildings or premises are not adequately insured. Insurance does not cover premises, equipment and people.	High	Insurance in place for buildings, contents and Public Liability. Insurance contract covers all insurable risks and is reviewed annually. Appropriate annual increase in level of cover across all insured risks (rebuild costs). Reinstatement reports are commissioned at least every three years by a qualified surveyor. Any changes in premises reported to insurer as they happen. Changes to be followed up by Office/insurer in writing. Public Liability insurance to be in place at all times and for all premises.	Additional premises may be taken on temporarily or permanently. Advice is taken from the Council's brokers as soon as possible. Premises covers all physical areas where the Council operates including allotments and public conveniences.	Annual insurance renewal, schedule and register of assets.	Low

Fire Risk	Risk to people or premises caused by fire.	High	<p>Fire risk assessed by the Council's appointed H&S consultant, who provide a formal written Fire Risk assessment, fire plan and evacuation procedure.</p> <p>Fire extinguishers in place and tested annually.</p> <p>Fire hazards recorded and remedied immediately.</p> <p>Fire risks reported to landlord the same day.</p> <p>Fire alarm tested weekly.</p> <p>6-monthly fire drill</p> <p>Formal inspection of premises by H&S consultant.</p> <p>Fire alarm and emergency lighting serviced six-monthly.</p> <p>Incidents reported to Council and H&S consultant as required.</p>	<p>The Council employ specialist H&S consultants to provide expertise on all matters relating to fire safety.</p> <p>Fire procedures clearly displayed in communal office areas.</p>	<p>Fire risk Assessment.</p> <p>Fire safety plan.</p> <p>Fire evacuation procedure.</p> <p>Fire alarm testing records.</p> <p>Fire drill records.</p> <p>Formal building inspection forms.</p> <p>Contractor Invoice for PAT testing.</p>	Low
Health and Safety	Non-compliance with statutory requirements. Inadequate Health and Safety controls in place.	High	<p>Staff are suitably trained on H&S matters.</p> <p>WTC employ specialist H&S advisors to ensure compliance in H&S law.</p> <p>Managers ensure all staff adhered to Town Council H&S procedures.</p> <p>Facilities Manager designated as delegated Health and Safety Lead Officer, working in conjunction with the Consultant</p> <p>Appropriate procedures and risk assessments in place.</p> <p>All building and repair work carried out by suitably-qualified contractors.</p>	<p>Formal H&S policy in place. The staff handbook makes clear that the safety of employees is paramount, also what duties are incumbent on employees to observe safe practices.</p>	<p>H&S and associated Policies.</p> <p>Asbestos register</p> <p>COSHH risk assessments.</p> <p>Relevant Risk assessments.</p> <p>Council meeting agendas and minutes.</p> <p>Staff handbook.</p>	Low
Building security	Break in, vandalism, theft.	Medium	<p>Insurance cover for all risk events - buildings and contents and Public Liability.</p> <p>Keys are only issued to staff plus the Office cleaner.</p> <p>All staff obliged to comply with office security measures.</p> <p>New staff sign for 1 set of keys and sign their return at end of employment.</p> <p>All spare sets of keys unlabelled and stored in locked key cabinet.</p> <p>Rear entrance door kept locked at all times.</p> <p>Very limited amounts of cash only retained in office.</p> <p>Prompt banking procedures.</p> <p>Any cash or cheques in the office are locked into a petty cash tin.</p> <p>Where appropriate, Council property has CCTV and intruder alarm systems installed.</p>	<p>All staff share responsibility for making sure doors are securely locked etc. , the last person to leave that section of the building will double check as appropriate</p>	<p>Key-holding records.</p> <p>Insurance documents including certificate of cover.</p>	Low

Equipment	Inadequate or faulty equipment causes service failure or risk of injury	Medium	Equipment is insured within the contents section of the insurance policy. Annual PAT testing of equipment. Regular service and maintenance of equipment. Equipment is robust and fit-for-purpose. Operating instructions available and staff instructed on use of the equipment. Items replaced when necessary.	see also people section below.	Purchase invoices. Operational instructions. Risk assessment.	Low
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2.3. People

ACTIVITY	RISK	RISK LEVEL	CONTROL MEASURES	ADDITIONAL INFORMATION	SUPPORTING DOCUMENTS	RESIDUAL RISK
Elections	Insufficient funds available.	Medium	Amount built into each year's budget to form an earmarked reserve for scheduled term elections. Costs arising from casual vacancies resulting in elections will also draw from this reserve or the general reserve if required.		Budget statement.	Low
Recruitment	Staff recruited are not suitably skilled to carry out required duties.	High	Quality, in-depth interview process. Panel process for interviews. Clerk and interview panel approve appointments. Job description and person-specification clear for each role and assessed by the appropriate committee if required. References sought prior to formal confirmation of employment offer. Comprehensive induction package. Six-month probationary period. Skills and training audit for new staff.	WTC may choose to minimise risk by employing new staff via a trusted recruitment agency, where a temp-to-perm arrangement may be offered. Some higher-risk work processes are not allocated to temporary staff (eg managing petty cash) or those in a probationary period (eg banking administration).	Application forms. Interview feedback and test results. Job Description. Person-specification. Contract of employment. Formal records staff appraisals.	Medium
Workplace Arrangements	Use of facilities or equipment causes injury or illness. Premises and/or equipment not adequately maintained.	Medium	Induction of staff member explains use of facilities and equipment. Building inspected quarterly. Repairs carried out promptly by suitably-qualified contractor. Tailored review of desk, chair, computer set-up. Annual display Screen Equipment assessment carried out for each staff member. All incidents recorded in accident book and acted on. User instructions in place for all office equipment. Health & Safety policy and risk assessments in place.	Reasonable adjustments will be made to accommodate any special requirements by staff. Risk assessments to be reviewed to accommodate changes in staff such as new members joining or pregnancy.	Accident book records. Building inspection records. Works orders and invoices. Minutes of formal meetings. Monthly risk report to Council meeting by Clerk.	Low

Staff use of equipment or substances	Inadequate safety measures. Incorrect use of equipment may damage it or cause injury. Materials used cause injury or illness.	High	COSHH instructions available for all products used. Staff fully inducted and trained on any and all equipment they will use. Staff provided with all relevant risk assessments for activities, use of tools and equipment. Staff sign annual declaration that they will adhere to all health and safety procedures in the fulfilment of their duties. Personal Protective Equipment is provided free of charge where its use is necessary to protect the employee. Any incidents to be written up in accident book, and acted on. Employer's Liability Insurance is in place.	Control of Substances Hazardous to Health is a legal responsibility placed on employers to ensure products used do not damage the health and well-being of employees.	COSHH product sheets. Risk assessments for using tools and equipment. Tool and equipment servicing records. Tools and equipment purchase records. 'PAT tested 'stickers on electrical tools and appliances. Accident book records. Insurance documents.	Low
Staff Competency	Staff fail to perform to the required standard. Errors cause financial or reputational loss.	Medium	Adequate recruitment processes. Appropriate line-management procedures in place, including official appraisal policy. Appraisal process sets targets and areas for improvement. Ongoing review of staff training requirements. Employer's liability insurance.	Shortfalls in performance are tackled early to prevent repeat or escalation.	Personnel records. Job description. Person-specification. Training records. Appraisal Policy Disciplinary Procedure. Insurance Documents.	Low
Conduct of Staff	Poor or inappropriate staff conduct causes financial or reputational loss. Disharmonious workplace environment.	Medium	Adequate recruitment processes. Training on standards of behaviour if required. Appropriate line-management procedures in place. Inappropriate behaviour is managed robustly and promptly. Staff are instructed to call emergency services should a serious risk arise. Employer's Liability Insurance	Attitudes around culture and values are tested at interview. New staff induction focusses on standards of behaviour and team working in addition to working practices.	Personnel records. Job description. Personnel records. Training records. Capability procedure. Disciplinary Procedure. Harassment Policy. Insurance documentation.	Low
Staff shortages, planned and unplanned.	Statutory duties not complied with. Deadlines missed. Inadequate financial checks. Poor decision making. Increased pressure on remaining staff. Increased sickness absence.	Medium	Managers to ensure adequate staffing levels. Supervision and annual review records. Succession planning where staff are anticipated to leave. Well-written information to guide staff through all key Council activities and procedures. Arrangements in place for employment of temporary workers if staffing levels dictate a need. Annual review of resourcing requirements as part of budget-setting. Staff feedback taken into consideration.		Policy & Finance Committee minutes. Budget-setting report and budget provision. Line-management and annual appraisal documentation. Sickness absence records. Staff interviews.	Low

Insurance	Personal injury or damage to staff belongings is inadequately insured.	Low	Employer's liability insurance renewed every year. Cover is adequate to provide for all appropriate risks. Level of cover required re-evaluated with insurer each year.	Staff are covered at all times when working within Council premises.	Annual insurance schedule and certificate of insurance.	Low
Health and Safety	Staff fail to comply with H&S requirements, including Risk Assessments or COSHH assessments. Injury or harm is caused to people or their belongings.	Medium	Accident, incident and near-misses book on premises for completion, and each entry subject to formal review. All relevant risk assessments made available to staff. Staff sign annually to confirm their compliance with all relevant H&S workplace requirements. Repeated or deliberate breaches treated as competency or disciplinary matters. Where applicable, staff will be adequately trained to use specific tools and machinery. Employer's liability insurance.	Each entry in the Accident book reviewed, remedial measures implemented where necessary, and signed off when complete. The Council's H&S consultants carry out frequent reviews of all matters of the Council's activities.	Staff handbook. Health and Safety Policy Accident book records. Personnel records. Risk assessments. COSHH information sheets. Competency records. Disciplinary Procedure. Insurance documents.	Low
Councillor Probity	Councillors fail to meet standards legally required of them.	Medium	Councillors sign statement of eligibility prior to election. Councillors sign formal Declaration of Interests form at the start of their term - written Register held by Monitoring Officer and put on website. Councillors are individually responsible for informing Officers of any updates to the form. The Council adopts a Code of Conduct which is reviewed annually and applies to all Council members The Council adopts formal standing orders detailing processes and standard of behaviour required. Declaration of interests required for each agenda item at each Council or Committee meeting. All complaints against probity reported to Monitoring Officer.	The Clerk will ensure appropriate guidance to Councillors to ensure boundaries are not over-stepped and that proper practices are conducted at all times. Openness and accountability is required at all times when conducting Council business.	Election forms Councillor Code of Conduct. Declaration of interest forms. Good Councillor guide. Adopted Standing Orders. Council's Financial Regulations. Equality Policy. Minutes of meetings.	Low
Conduct of Councillors	Councillors fail to meet expected standards of behaviour.	High	The Council adopts a Code of Conduct at which is reviewed annually and applies to all Council members The Council adopts formal standing orders detailing processes and standard of behaviour required. Clerk is suitably qualified to provide guidance on acceptable behaviour and to report breaches to external bodies when necessary. Where required breaches of standards will be formally reported.	The Clerk will ensure appropriate guidance to Councillors to ensure boundaries are not over-stepped. Decent, non-threatening behaviour is required throughout all Council activities.	Good Councillor Guide. Councillor Code of Conduct. Harassment policy Adopted Standing Orders. Equality and Diversity Policy Written records. Signatory to NALC Civility and Respect Pledge	Low

2.4. Activities

ACTIVITY	RISK	RISK LEVEL	CONTROL MEASURES	ADDITIONAL INFORMATION	SUPPORTING DOCUMENTS	RESIDUAL RISK
Risk Assessment	Accidents or incidents during activities damage or injure people or property.	High	Tailored risk-assessment completed by the H&S consultant before any activity is carried out. Risks assessed include people, places and equipment. Control measures in place to mitigate each risk to its minimum. All partner organisations provided with Risk assessment prior to the event. All organisations involved in the event work to the same level Risk assessment.	Standard format risk assessment document tailored to each type of activity.	Written risk-assessments. Computer records.	Low
Insurance	Insurance does not cover an activity or people involved.	High	Public Liability insurance renewed every year. Public Liability insurance covers activities at all Council premises. Check with insurers before carrying out any new or unusual activities.	Certificate of Insurance clearly displayed at Council offices.	Insurance Documents.	Low
Safeguarding	Vulnerable children and adults are placed at risk through Council activities.	High	All activities fully risk-assessed prior to commencement. Where staff, Councillors or volunteers will be working alone directly with children or vulnerable adults ensure DBS checks are in place. Official safeguarding procedure made widely available to all, lead and deputy lead officers appointed,	Appropriate DBS checks currently being implemented.	DBS documents. Written risk assessments. Written records of safeguarding reports retained ad infinitum	Low

2.5. Information Technology

ACTIVITY	RISK	RISK LEVEL	CONTROL MEASURES	ADDITIONAL INFORMATION	SUPPORTING DOCUMENTS	RESIDUAL RISK
Computers and Devices	Data is not secure. Portable devices are lost or stolen. IT system is hacked.	High	Individual password or passcode required for each user on each IT device. Different passwords used for different software. All suspicious activity investigated and reported, including to the police if appropriate. Individual log-in security for each software package. Password protection and/or encryption of sensitive or high-risk data. Anti-virus protection kept up-to-date. Software updates installed promptly. Official IT Policy adopted and implemented. Tablets/iPads issued to Councillors are managed centrally by the IT consultant and can be locked down and/or wiped remotely.	Council's IT consultant works closely with the Democratic Service and Finance Manager to implement IT security and policy.	IT policy. Privacy Policy. Data Protection Policy.	Medium

Digital Records	Digital records may become corrupted or lost.	High	Microsoft or other proven software only is used. Cloud system is used to allow remote access to records. Anti-virus protection kept up-to-date. Software updates installed promptly. Expert IT contractor used.		IT policy. IT support contract.	Medium
Website	Website failure results in inability to publish statutory information.	High	Website updated multiple times per week to check functionality. Service agreement with website host manager enables instant fault reporting and prompt resolution.		Support contract with website supplier.	Medium
Data protection	Data protection regulations are breached. Personal data is shared by accident or design. Data breach causes harm or loss.	Medium	Staff and Councillors trained on Data protection Regulations. Confidentiality required from all staff and Councillors. Deliberate breach of DP regulations treated as misconduct. Personal data processing kept to a minimum. Explicit consent sought where data may be shared. All paper containing personal data are shredded. Regular housekeeping to clear old emails and databases. External group emails only to be sent via 'Blind Carbon Copy'. Public and Employer Liability Insurance.	All staff and Councillors are required to read, understand and comply with the Council's Data Protection Policy and Privacy Notice.	Data Protection Policy. Privacy Notice. Data consent forms. Insurance documents.	Medium
Insurance	IT devices and equipment are not properly insured.	Medium	Insurance is in place and level of cover for equipment is reviewed annually. New or replacement equipment is valued then added to the insurance schedule immediately after purchase. Equipment only used at out of office locations when strictly necessary.	Council officers will soon be implementing new system for registering and inspecting assets.	Annual insurance documentation. Insured Schedule of Assets.	Low

2.6. Assets

ACTIVITY	RISK	RISK LEVEL	CONTROL MEASURES	ADDITIONAL INFORMATION	SUPPORTING DOCUMENTS	RESIDUAL RISK
Premises other than office.	Fire, theft, burglary or other risk. Harm or injury to public.	High	Appropriate and adequate Insurance in place. Regular, documented inspection reports. Day-to-day and planned maintenance regime. Photographic records of condition. Play areas inspected weekly. Public Notice boards locked, only staff have keys. Emergency repairs arrangements for Out of Hours repairs. Kings Arms & OS Depot have CCTV and Intruder Alarm systems installed.	Assets are set out in the Insurance Schedule, with a financial valuation	Written inspection reports. Photographic records of asset. Photographic records of any harm or damage. Insurance schedule. Insurer's inspection reports.	Medium
IT devices	See Information Technology section above.					
Portable assets	Theft, loss or damage.	Medium	Frequent specialist cleaning of Robes, tricorn etc. Visual inspection of equipment to ensure it is in good order. Cases provided where required to protect from damage. Adequate insurance cover.		Schedule of insured assets containing monetary valuation as well as insurance valuation. Schedule of assets as part of annual audit risk reporting.	Low
Insurance	Cover is inadequate. Event is not covered.	Medium	Insurance renewal reviewed with broker at least one month in advance of renewal. Renewal of cover is reviewed and approved by Council. Cover must be sufficient and cover all likely insurable risks.	Assets are valued for insurance purposes at the cost of replacement if lost. Their actual financial value as an asset may often be lower. New or disposed assets should be reported as and when to the insurer.	Schedule of insured assets. Insurance certificate and policy.	Low.

2.7. General

ACTIVITY	RISK	RISK LEVEL	CONTROL MEASURES	ADDITIONAL INFORMATION	SUPPORTING DOCUMENTS	RESIDUAL RISK
Council decisions	Council does not have an appropriate legal power. Decisions not lawful at inquorate meetings. Decisions are not recorded properly. Poor decisions cause reputational damage.	Medium	Clerk is required to be CiLCA qualified to advise appropriately. Council will resolve to adopt the General Power of Competence to allow a wider scope of work. Inquorate meetings are disbanded prior to commencement. Councillors formally approve draft minutes or request amendments at next meeting.	Record book of minutes retained. Council decisions recorded in bold text. Complaints relating to council decisions responded to and formal records kept.	Minutes of Council and Committee meetings. Complaints procedure. Complaints records.	Low

Business Continuity	Office is not occupiable and/or damage restricts use of IT devices and telephone. Foul weather prevents staff reaching office.	Medium	Business Continuity insurance policy. Top level officers have laptops, as well as mobile phones with access to the telephone system.	In instances of foul weather Councillors and staff within easy walking distance of Office are called on to 'hold the fort'.	Business Continuity Procedure.	Low
Risk Reporting	Councillors are unaware of contemporary risks. Councillors fail to act effectively to known risks.	High	Clerk reports when necessary to Council meetings on risks, including accidents, incidents and near-misses. Formal approval of remediation requested by Clerk when processes require change as a result of risk or incident. Annual review of this document by Council each year.	Remember to update any supporting documentation such as Standing Orders or Financial Regulations if processes or control measures are amended.	Monthly risk report. Annual audit risk summary. Annual Governance Statement. Council agenda and minutes.	Medium

WELLINGTON TOWN COUNCIL



TREASURY & INVESTMENT POLICY

1. Background

1.1. Wellington Town Council's treasury and investment policy and its associated strategy are conducted in accordance with:

1.1.1. The Local Government Act 2003 (the Act) and supporting regulations. This requires the Council to prepare an Annual Investment Strategy which sets out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.

1.1.2. The statutory guidance on local government investments (issued subsequent to the Act) which requires the production of an Annual Investment Strategy and gives guidance on how this should be completed.

1.2. Under Section 12 of the 2003 Act, a local authority has the power to invest for "any purpose relevant to its functions under any enactment, or for the purposes of the prudent management of its financial affairs". It is uncommon for a town council to hold investments other than in the form of easily accessible bank deposits or other short-term savings accounts. These are often used to maximise income from cash balances during the financial year.

1.3. The legislation and associated guidance is optional for parish councils where investments are not expected to exceed £500,000 and no action is required below £10,000. However, for Councils where the sums involved exceed £500,000, the guidance is mandatory.

2. Definitions

- 2.1. Investments – all investments of more than 12 months in duration. This is treated as capital and all sums involved must be used for capital expenditure when the investment period ends.
- 2.2. Treasury – all cash deposits held in bank accounts which includes bonds of up to 12 months in duration.

3. Policy Objectives

- 3.1. The overriding policy objectives are:
 - 3.1.1. To invest prudently to ensure the security of the principal sums.
 - 3.1.2. To maintain liquidity in the portfolio to meet the council's spending plans.
 - 3.1.3. To mitigate risk.
 - 3.1.4. To seek the optimum returns available whilst remaining consistent with the proper levels of security and liquidity.

4. Investment Policy

- 4.1. The Council will not hold funds other than in bank accounts or deposit bonds of 12 months or less in duration.
- 4.2. No investments will be made in stocks and shares.
- 4.3. At the end of the financial year, the Responsible Financial Officer will report on investment activity to the Policy & Finance Committee.

5. Treasury Policy

- 5.1. The Council will hold all its funds as cash deposits in banks accounts or bonds.
- 5.2. A business account will be maintained with sufficient funds for day to day transactions and to receive the precept and business income.
- 5.3. The maximum of the council's cash deposits which may be held with one institution must not exceed 60%. Any exception to this limit must be approved by full council
- 5.4. Full Council approval is required if a deposit is with an institution with which the council does not already hold an account. The RFO has delegated authority to deposit funds with any of the council's existing bankers and report this back to the council.

5.5. A procedure for making a deposit can be found in Appendix A.

6. Review of the Strategy

6.1. This Investment Strategy will be reviewed annually and revised if considered necessary. The Annual Strategy for the coming financial year will be prepared by the Responsible Financial Officer and presented for approval at a meeting of the Policy & Finance Committee.

APPENDIX A

Procedure for Deposits

1. RFO to identify an appropriate deposit account or short-term bond with a financial institution that fits with the Council's treasury policy. Any bonds should be capital sum guaranteed.
2. Approval of Full Council is sought if the deposit is with a financial institution not currently used by the Council.
3. The RFO actions the opening of the account and the setting up of the bank mandate for Council Members to sign in accordance with the financial regulations.
4. The RFO actions the deposit/transfer of funds.
5. The transfer/deposit is reported to the Council's Finance Committee.
6. At the end of the fixed term the RFO has delegated authority to move the funds into another bond with the same financial institution or with another of the council's bankers.

Procedure for Bank Transfers

1. Delegated authority is given to the RFO , or other authorised Officer, to make transfers between the accounts of the same bank without prior approval of the Council.
2. Transfers between banks will follow normal payment procedure as detailed in the financial regulations.

Adopted by Council;

Next Review Date;



Title	Upgrade Toilets and Pavilion
Meeting	Policy and Finance Committee
Date of meeting	9 February 2026
Action Required	Recommendation to Full Council
Report Author and email address	Helen Acreman & Annette Kirk helen@wellingtontowncouncil.co.uk annette@wellingtontowncouncil.co.uk

1. Introduction

1.1 The purpose of this paper is to consider recommending a programme of improvement works for our public toilets and the pavilion in the Recreation Ground

1.2 The paper sets out the options and a proposal for the following works

- 1.2.1 Remodelling and upgrade of the toilets in Wellington Park
- 1.2.2 Remodelling and upgrade of the Pavilion in the Recreation Ground
- 1.2.3 Refurbishment of the toilets in North Street Carpark.

2. Background

2.1 The toilets and pavilions were transferred to WTC on 01/04/2025 by Somerset Council.

2.2 There has been little or no investment in the facilities by the predecessor authorities for a number of years.

2.3 The facilities are outdated and also suffer a high level of vandalism.

- 2.4 The toilets and pavilion in the Park and Recreation Ground are not fit for purpose and do not offer an appropriate level of safeguarding protection
- 2.5 The toilets in North Street are dated and there are also issues with vandalism leading to some of them being closed on a regular basis
- 2.6 There have been a number of roof leaks at the Pavilion and there is currently no felt under the roof tiles

3. Proposal

To undertake a programme of refurbishment/improvements as follows

3.1 Recreation Ground Pavilion

This report presents 2 options for the pavilion redesign which both address the required maintenance issues and achieve the required safeguarding needed now the facility is used by all genders and ages, often simultaneously.

They also both provide 2 unisex accessible toilets which will serve the football pitches, play area and new pump track.

In addition to this they provide additional storage with external access to keep the changing rooms free of nets, balls etc.

The only difference with the options is the formation of a new door access into changing room 2 (Option 1)

Officers' recommendation is to approve Option 1, including the reroofing.

3.2 Park Toilets

This report presents 2 options for the toilet redesign which both address the required maintenance issues and provide individual unisex toilets and an enlarged storage area.

Officer's recommendation is to approve Option 2

3.3 North Street Toilets

The proposal is to change the doors to allow for a timed access locking system and also improve the appearance of the block.

To line the internal walls with a washable material to allow easy cleaning

To remove the wash hand units and replace with basins and hand dryers.

The works could proceed as one project, taking the whole block out of use or one or two toilets at a times phased over 2-3 years thus leaving a working toilet at all times.

3.4 As set out in the Financial Implications section it is proposed that the programme is carried out over a three-year period subject to Council agreeing funding for each year.

4. Links to Council Vision and Place Plan

Any decisions should be trackable against our Vision and/or The Wellington Place Plan otherwise why are we doing it. Select one or more of the following (the more the better!)

Vision

- An inclusive, safe and secure town where everybody is supportive of each other and offers particular care for the more vulnerable members of our community
- A town with a diverse, thriving, and resilient local economy
- A town with vibrant cultural, sporting, and social communities
- Proud and protective of our heritage, green spaces, and biodiversity
- Committed to becoming a net carbon neutral town
- A destination of choice for people to live and work and for businesses to be located.
- Connected with the Blackdown Hills National Landscape and surrounding communities

Wellington Place Plan

- Inclusive Access and Connected Communities
- Pride in Place: Culture, Heritage & Belonging
- A Healthy, Sustainable & Green Town
- Youth, Learning & Lifelong Support
- Housing, Inclusion & Community Safety
- Enterprise, Skills & Local Economies

5. Financial Implications

5.1 Recreation Ground Pavilion

Option 1 - £68,850.00

Option 2 - £63,850.00

£10,000.00 could be saved on each option if the pavilion was not reroofed.

5.2 Park Toilets

Option 1 - £42,350.00

Option 2 - £54,350.00

5.3 North Street Toilets

Per toilet - £6,650.00

All toilets - £39,900.00

All toilets including fob access to service room £42,650.00.

A detailed budget estimate has been compiled to give the above costs based on previous schemes, manufacturer and supplier budget costs.

5.4 The Capital Project reserve for 2026/7 is £50,000. On that basis, the proposed improvements would have to be staged over a number of years depending on what budget the Council wishes to set each year.

5.5

5.6 In terms of priority officers views are that the work should be ordered as follows:

26/7 – Park toilets

27/8 – Recreation Ground Pavillion

28/9 – North Street toilets

Should the Council be able to access external funding then work could be brought forward.

6. Risks

6.1 Recreation Ground Pavilion

- If the decision is taken not to proceed with any works, the pavilion may face closure in the near future
- If the decision to proceed without reroofing is made there could be leaks and disturbance of the new finishes at a later date, ultimately costing more.
- If Option 2 is chosen it does not give the same level of separation and safeguarding as Option 1

6.2 Park Toilets

- If the decision is taken not to proceed with any works, the toilets may have to remain closed at times to address the vandalism
- If Option 1 is chosen the overall number of toilets will be reduced by 2 which may lead to criticism by the users of the park

6.3 North Street Toilets

- If the decision is taken not to proceed with any works some of the toilets may have to remain closed at times to address the vandalism

7. Considerations

The following decisions are required.

7.1 Does the Council agree that there should be a programme of improvements for the North Street and Park toilet blocks and the Recreation Ground Pavillion?

If so:

7.2 Which option for each building should be taken?

7.2.1 Recreation Ground Pavilion

Proceed with Option 1 or 2 with or without including the reroofing the pavilion

7.2.2 Park Toilets

Proceed with Option 1 or 2

7.2.3 North Street Toilets

Proceed with improvements either individually or in one go

7.3 Does the Council agree to the principle of the phased proposal detailed in item 5.5 above, with consideration needing to be taken for future year's budget setting.

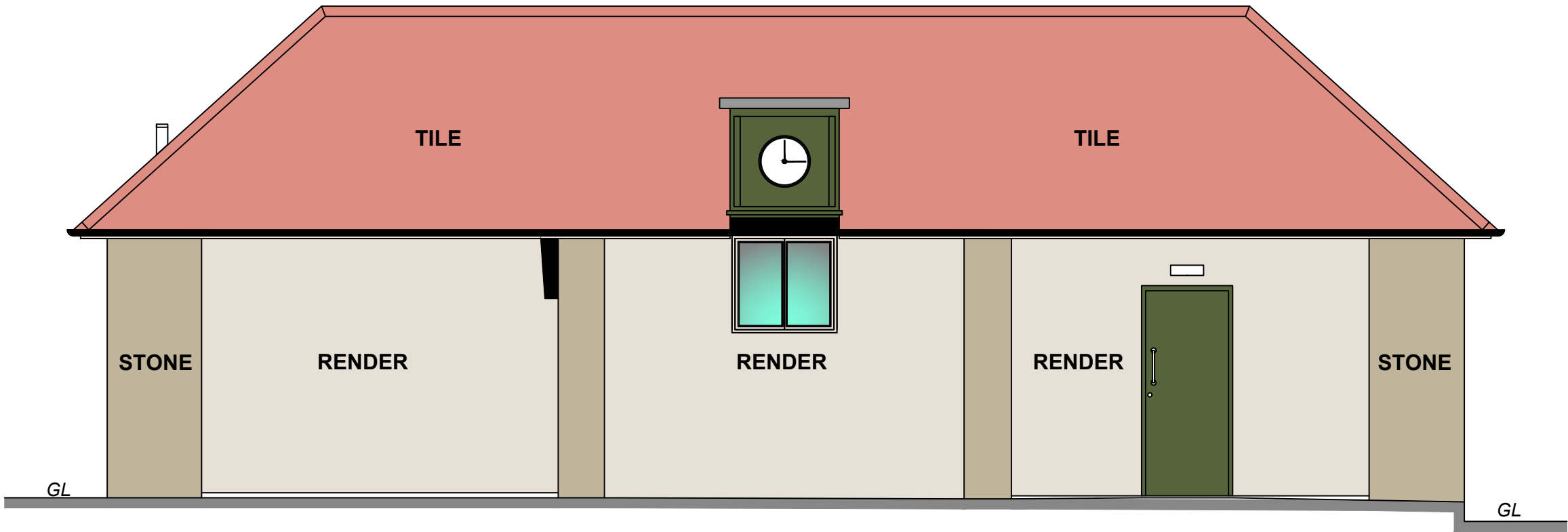
7.4 That the Council agree delegation of oversight of the work programme to the Economic Development Committee.

8. Background Papers

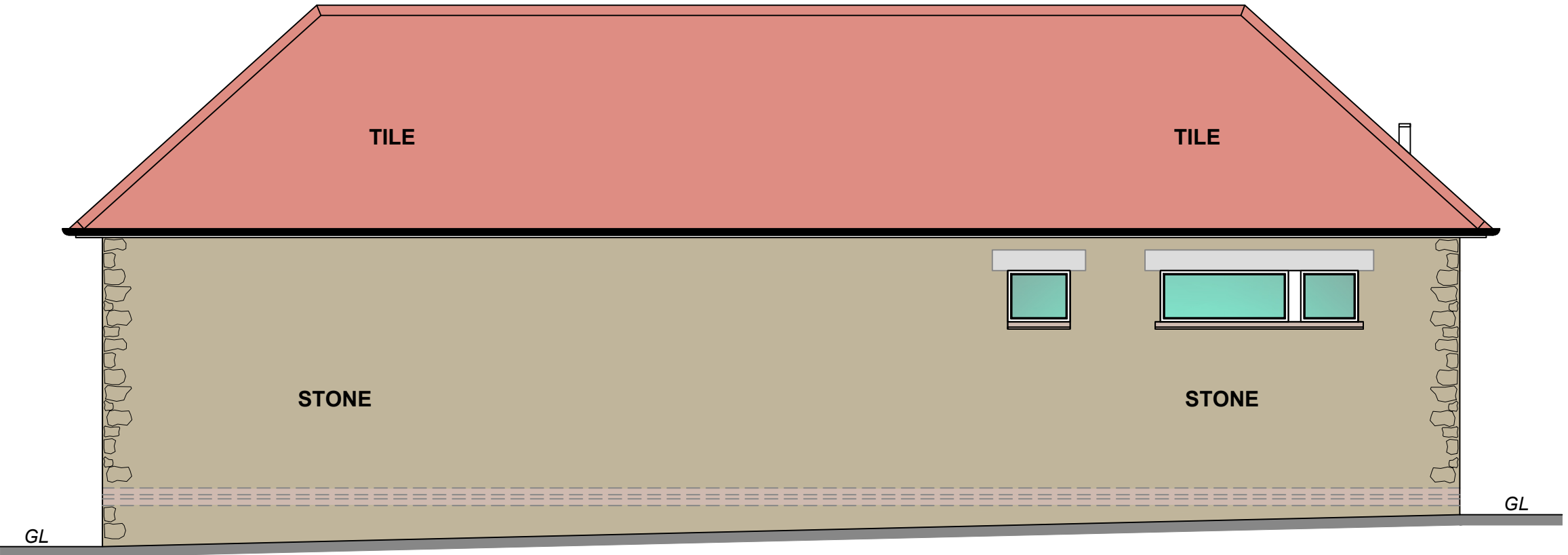
Attached:

Existing and Option 1 & 2 plans for Recreation Ground Pavilion and Wellington Park Toilets

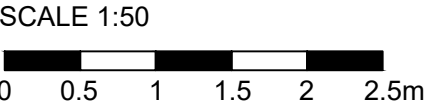
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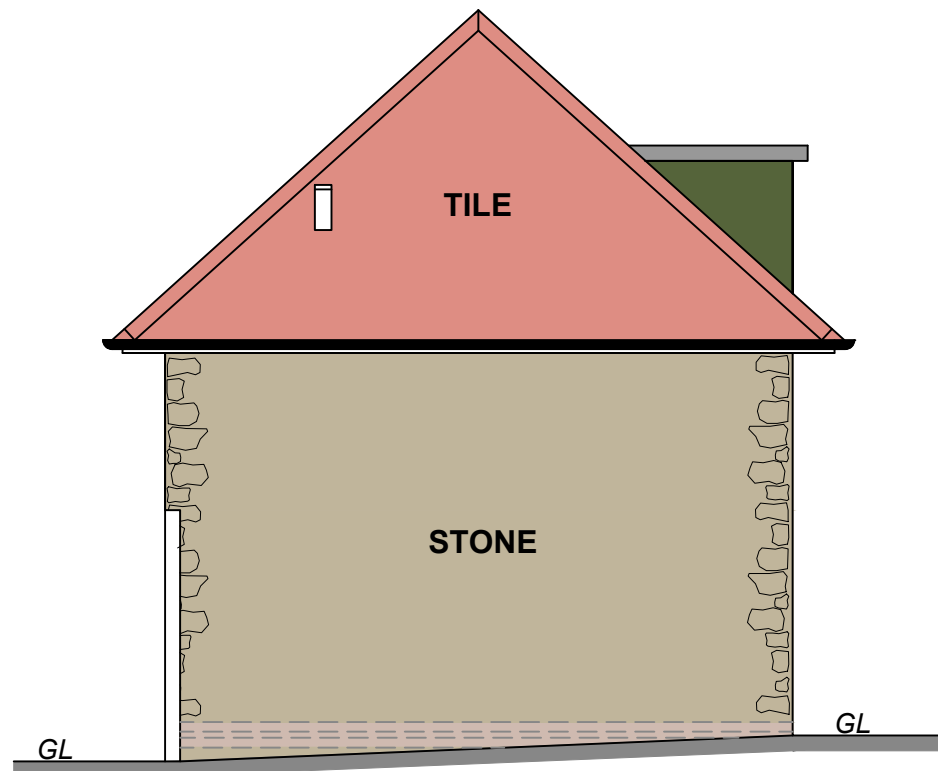


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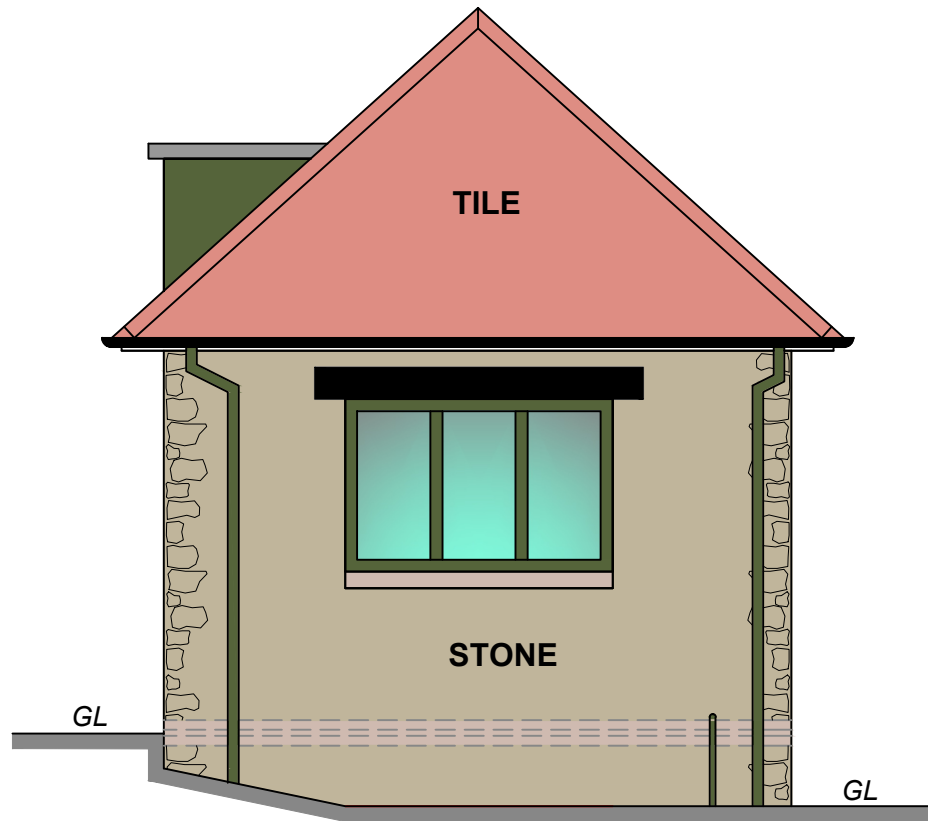


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Propertyplans (Southwest) Ltd 11 west villas cotford st luke taunton ta4 1df tel. 01823 215 005 mob. 07866 422 575 email. info@property-plans.net web. www.property-plans.net		

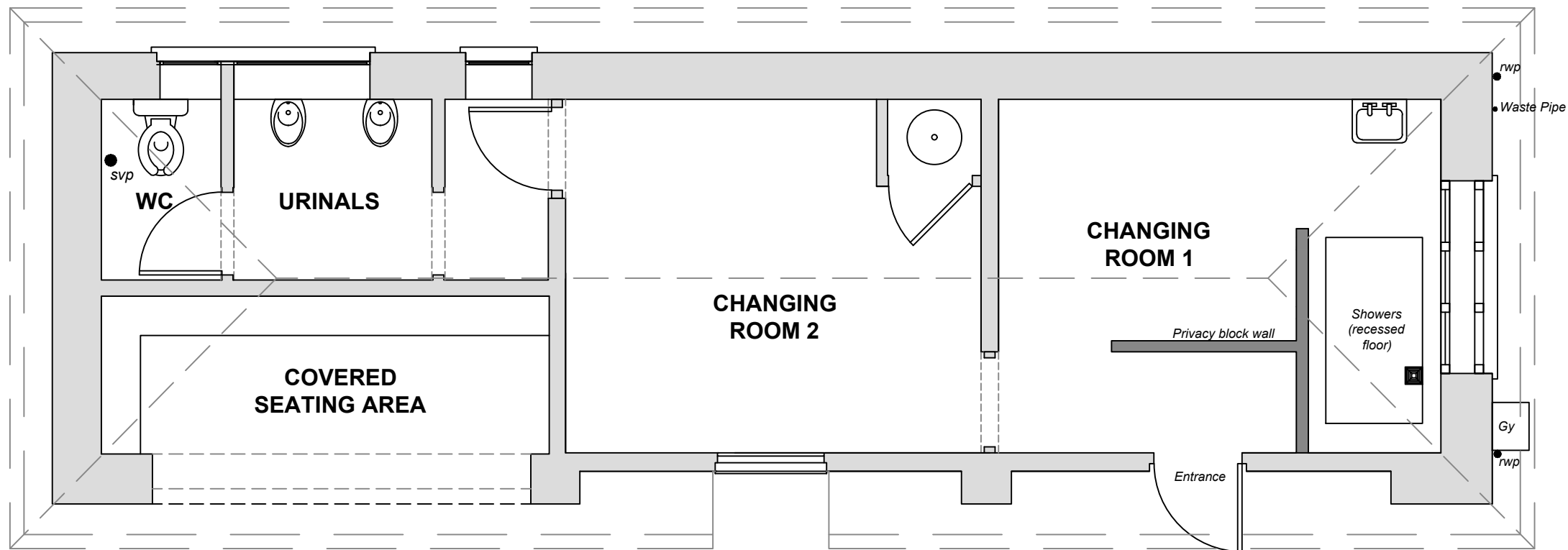
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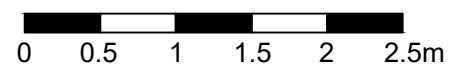


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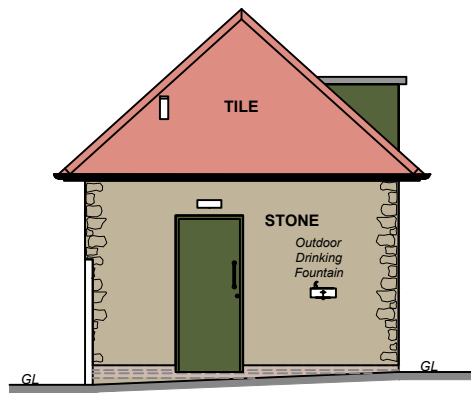
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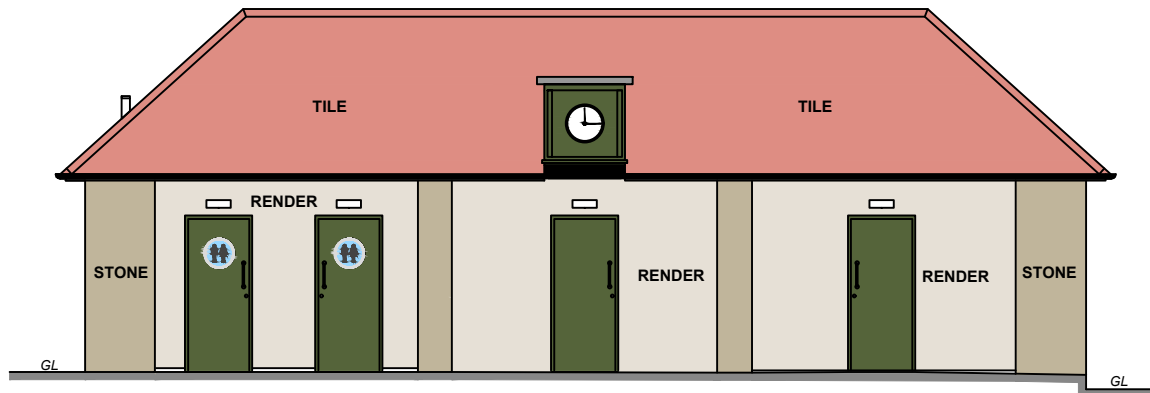


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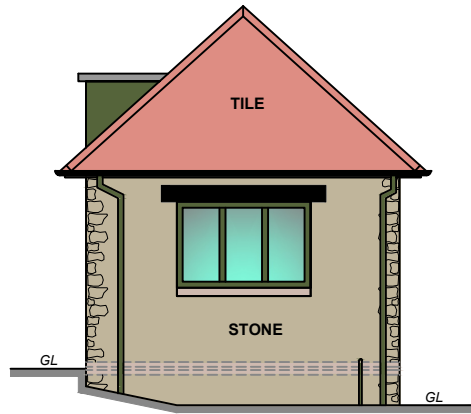
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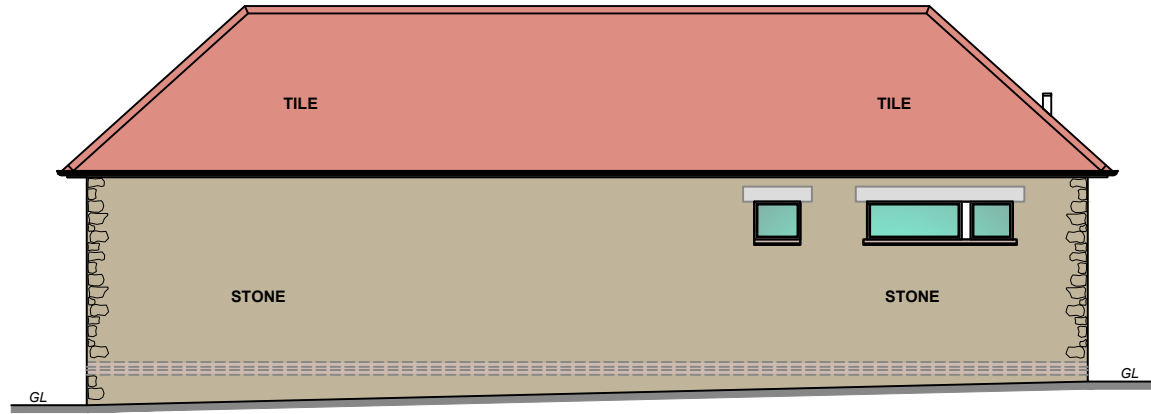
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FRONT ELEVATION



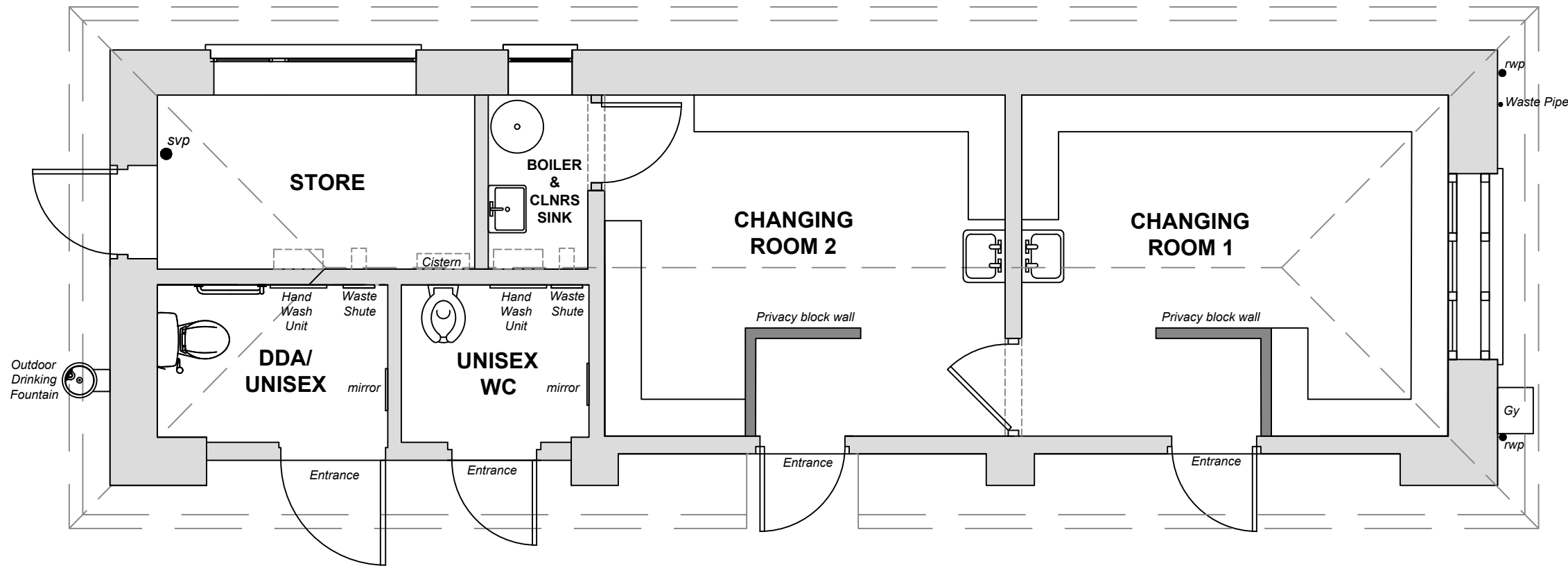
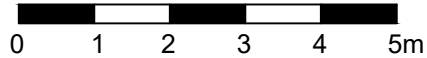
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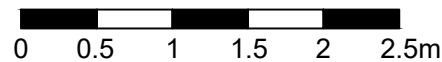
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PROPOSED GROUND FLOOR PLAN

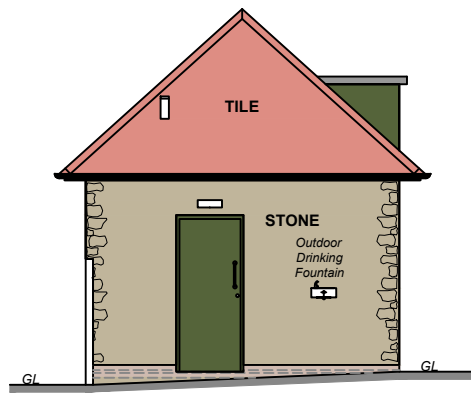
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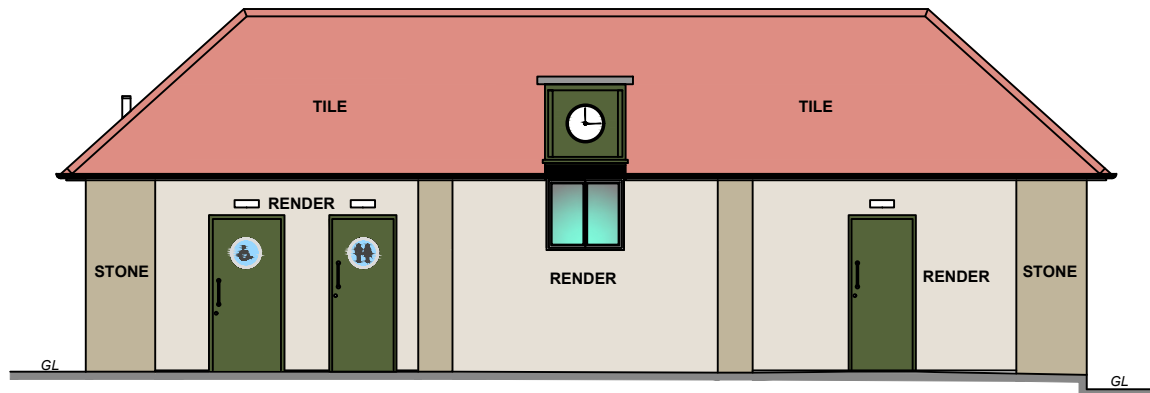
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OPTION 1

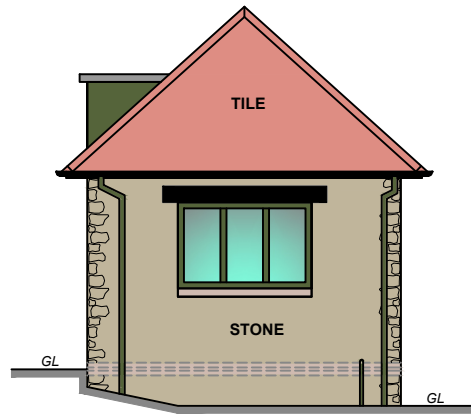
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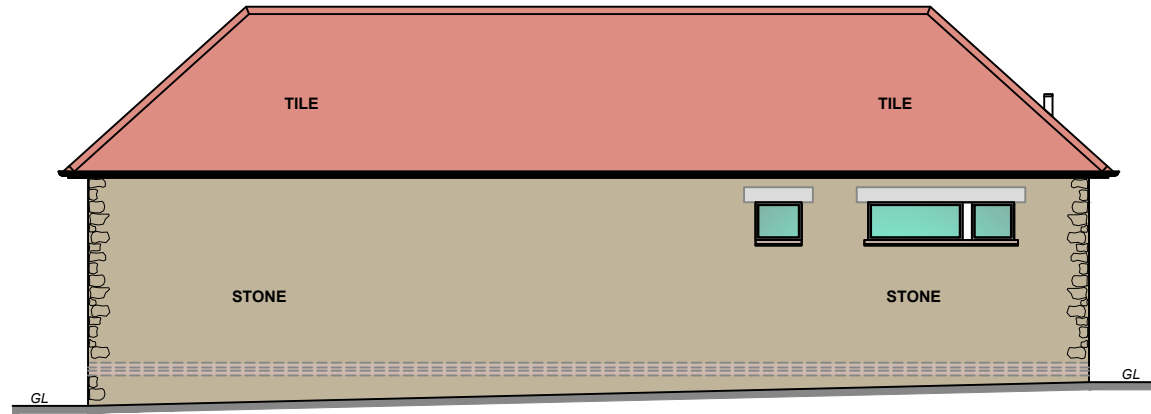
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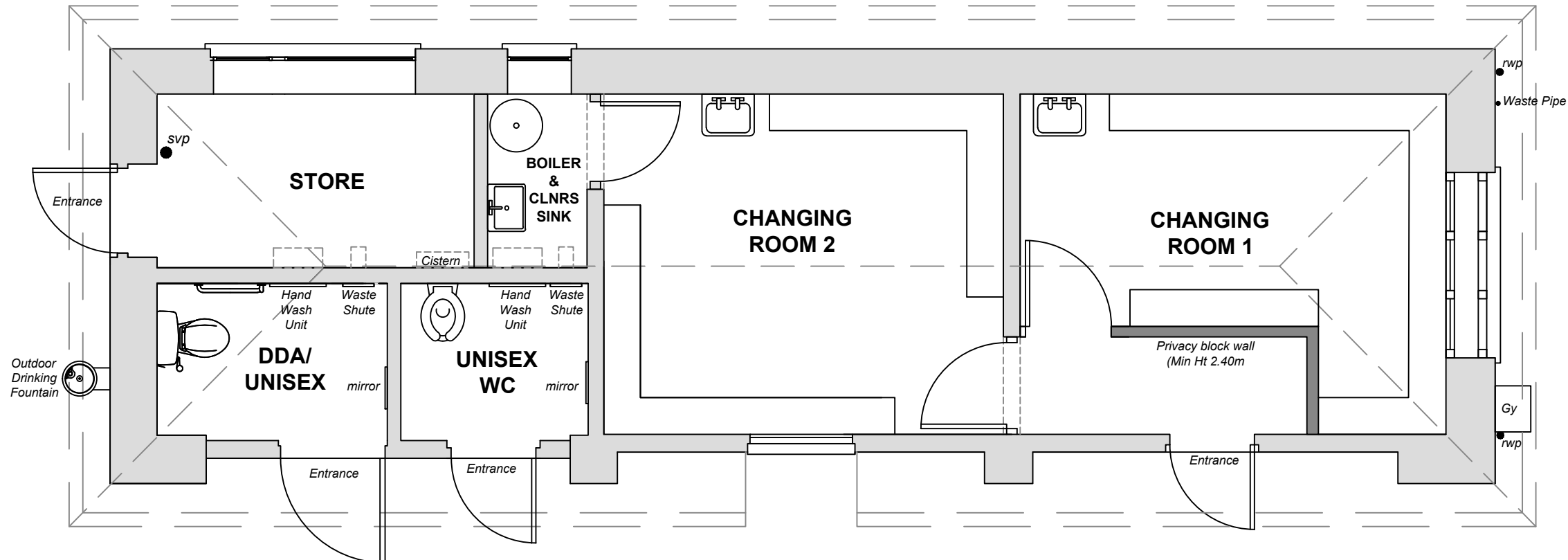
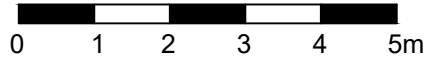
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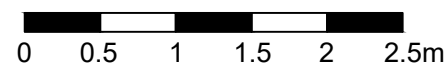
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PROPOSED GROUND FLOOR PLAN

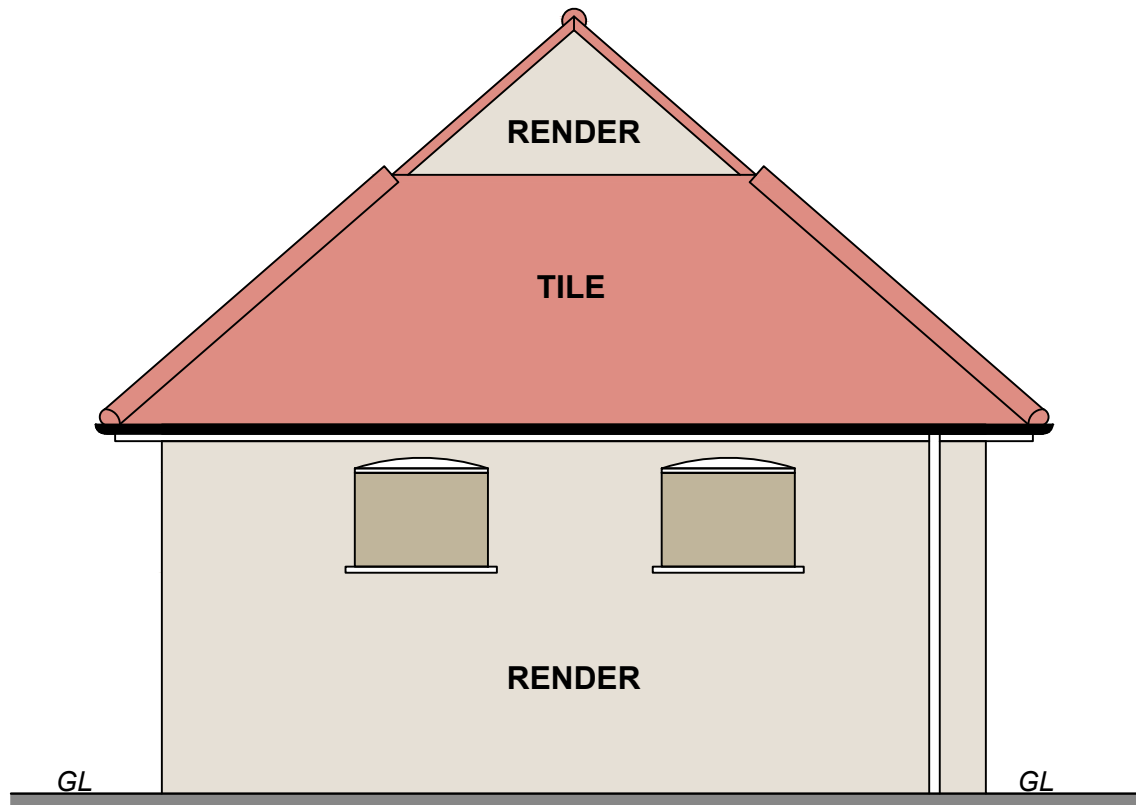
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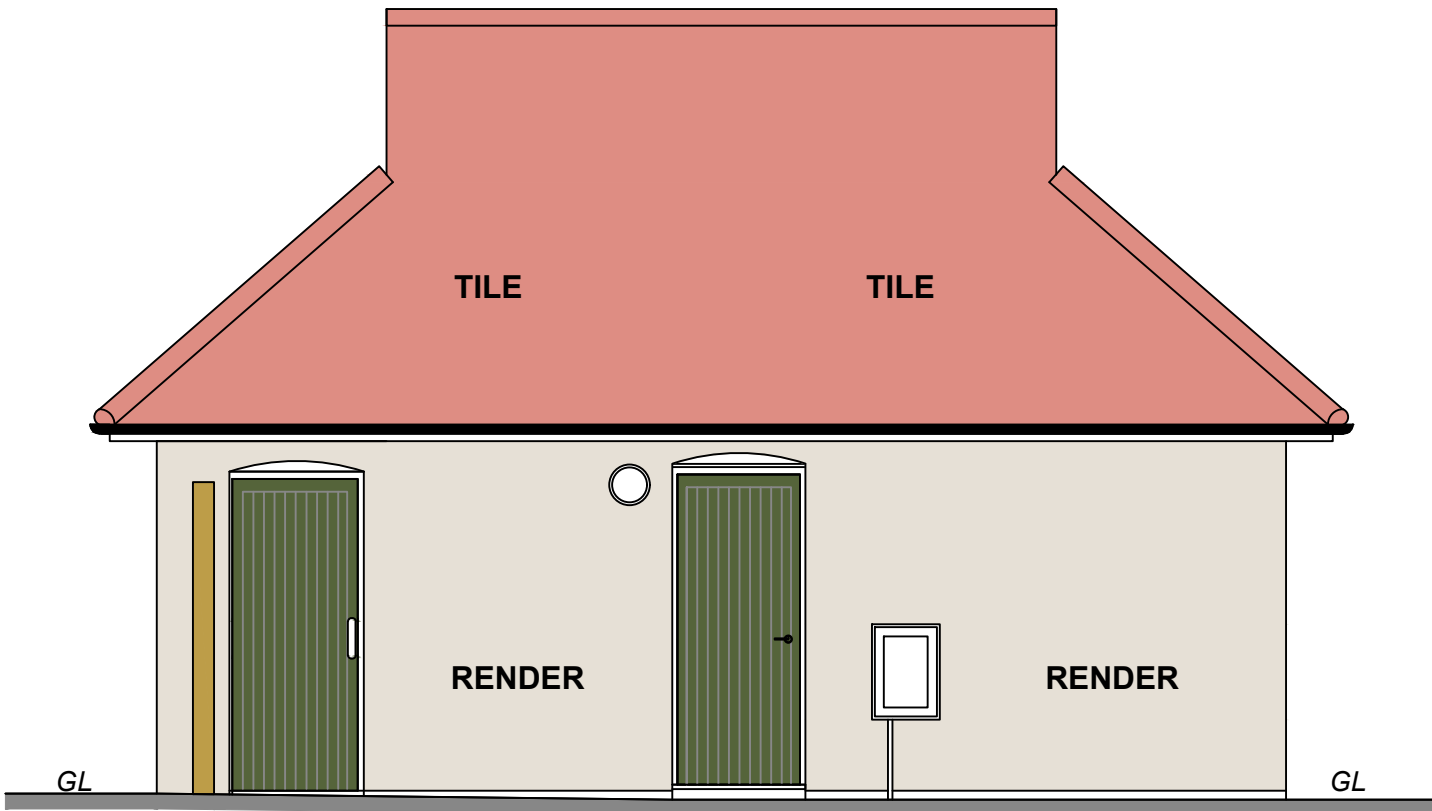
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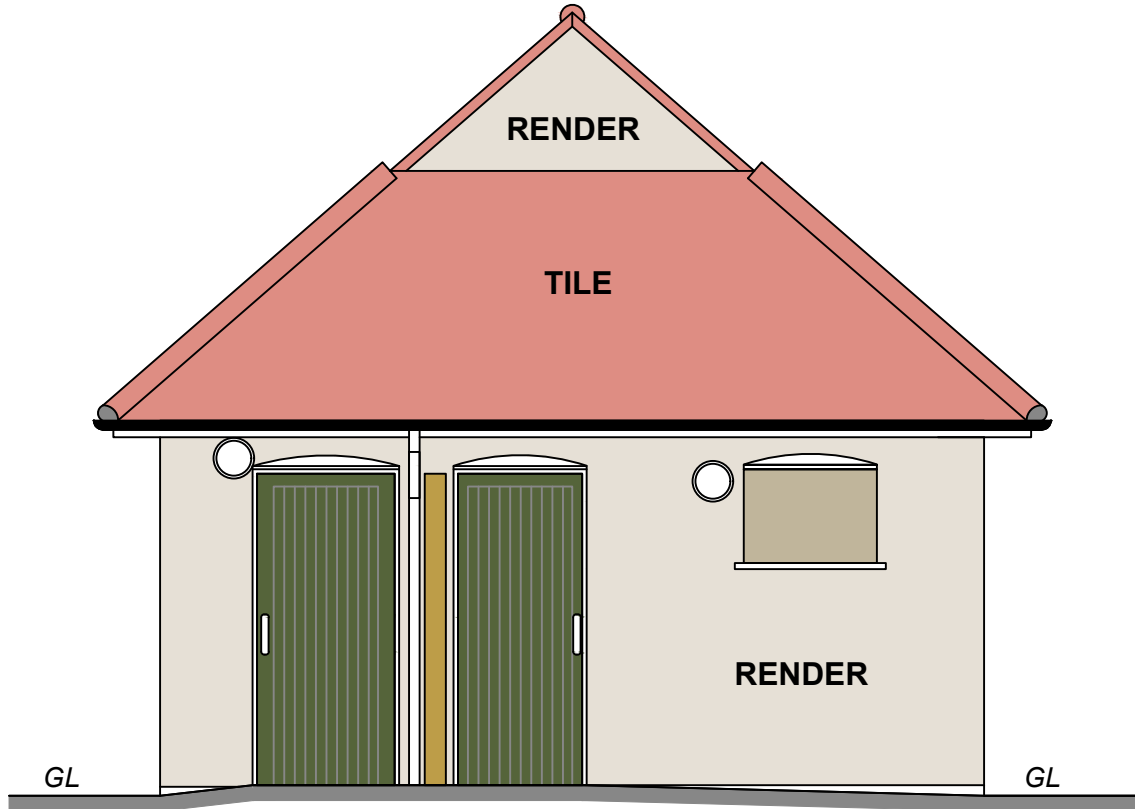
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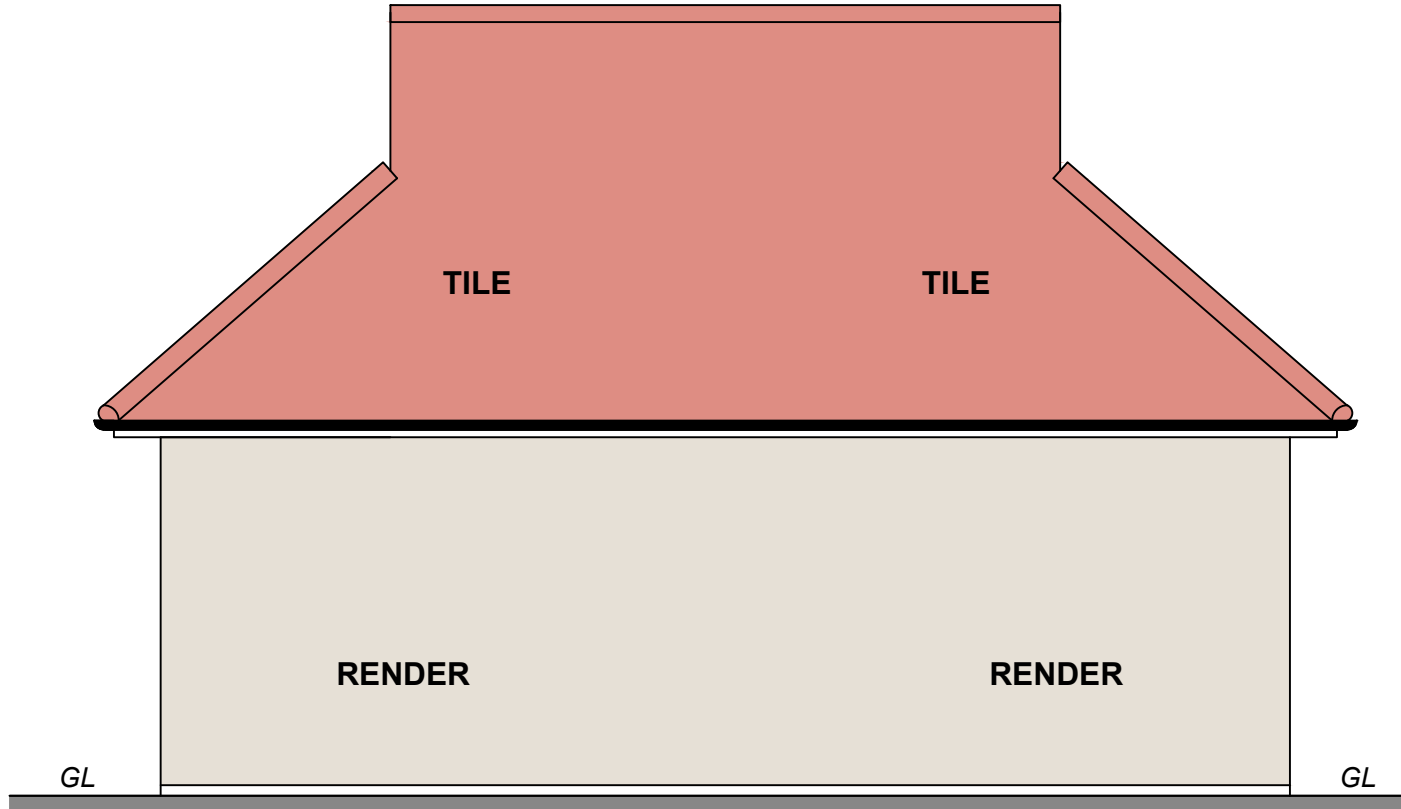
SIDE ELEVATION



FRONT ELEVATION

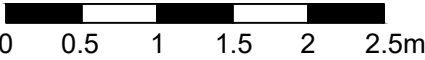


SIDE ELEVATION

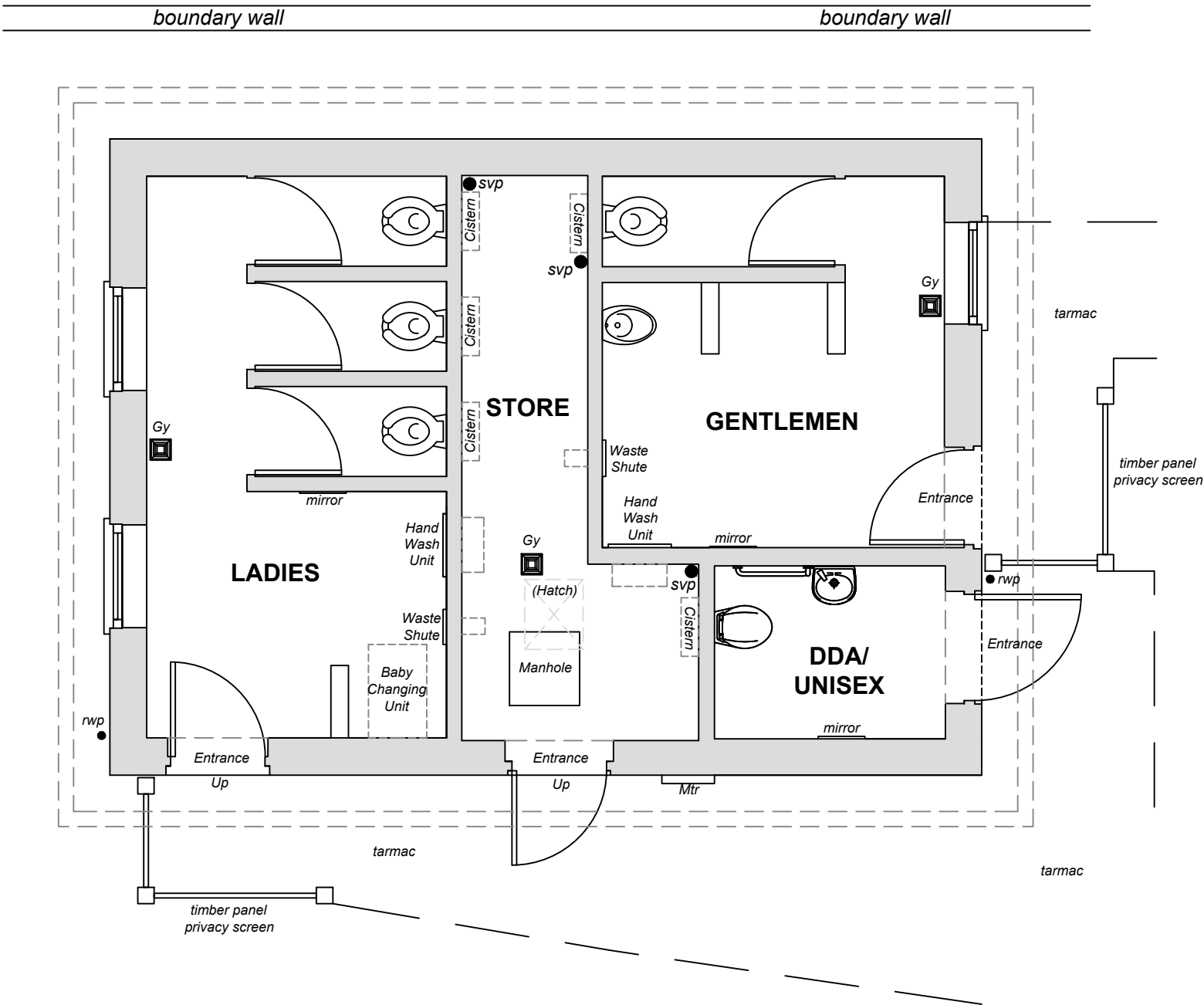


REAR ELEVATION

SCALE 1:50

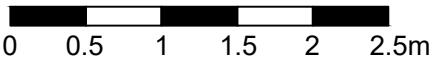


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address WELLINGTON PARK COURTLAND ROAD WELLINGTON		
dwg EXISTING ELEVATIONS PUBLIC CONVENIENCES WELLINGTON PARK		
date 11.11.2025	scale 1:50	sheet A3
dwg.no. 2025077 002	revision	
Propertyplans (Southwest) Ltd 11 west villas cofford st luke taunton ta4 1df tel. 01823 215 005 mob. 07866 422 575 email. info@property-plans.net web. www.property-plans.net		



GROUND FLOOR PLAN

SCALE 1:50



client
WELLINGTON
TOWN COUNCIL

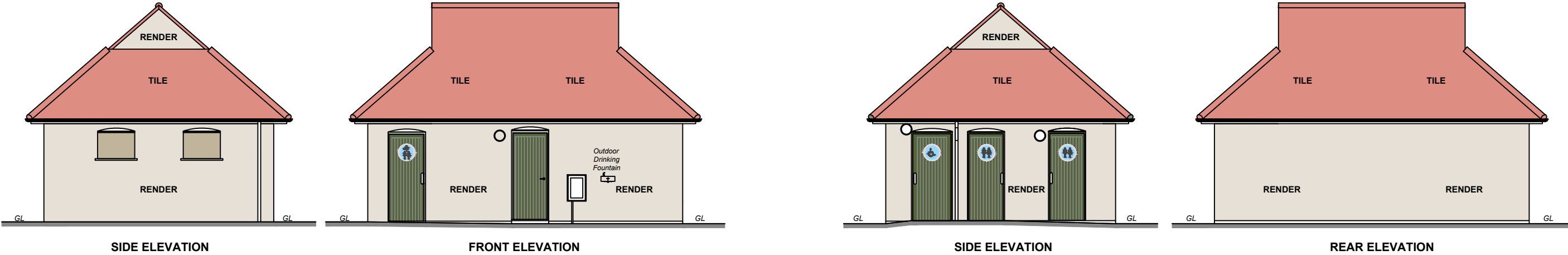
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WELLINGTON PARK
COURTLAND ROAD
WELLINGTON

dwg
EXISTING FLOOR PLAN
PUBLIC CONVENIENCES
WELLINGTON PARK

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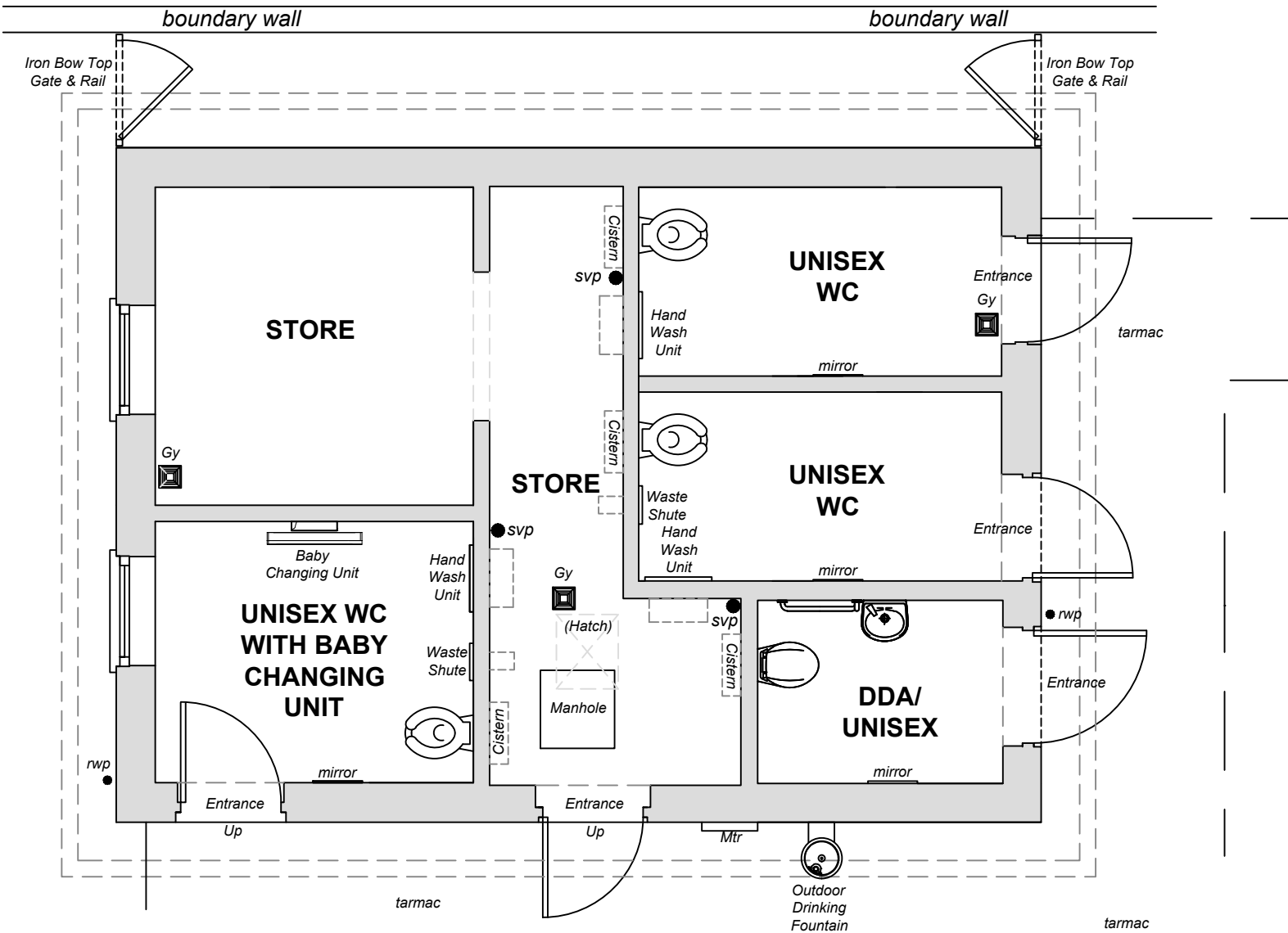
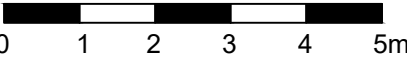
Propertyplans (Southwest) Ltd
11 west villas cotford st luke taunton ta4 1df
tel. 01823 215 005 mob. 07866 422 575
email. info@property-plans.net
web. www.property-plans.net

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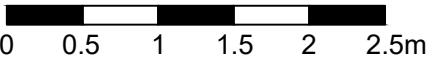
ELEVATIONS

SCALE 1:100



PROPOSED GROUND FLOOR PLAN

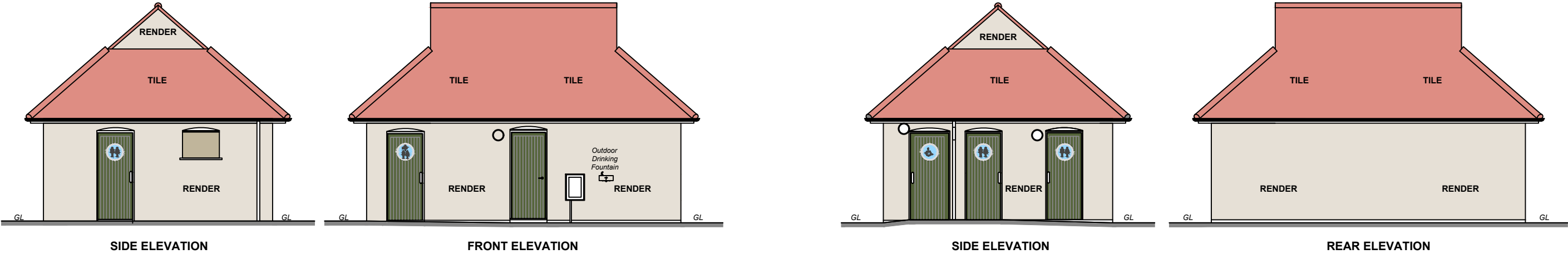
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OPTION 1

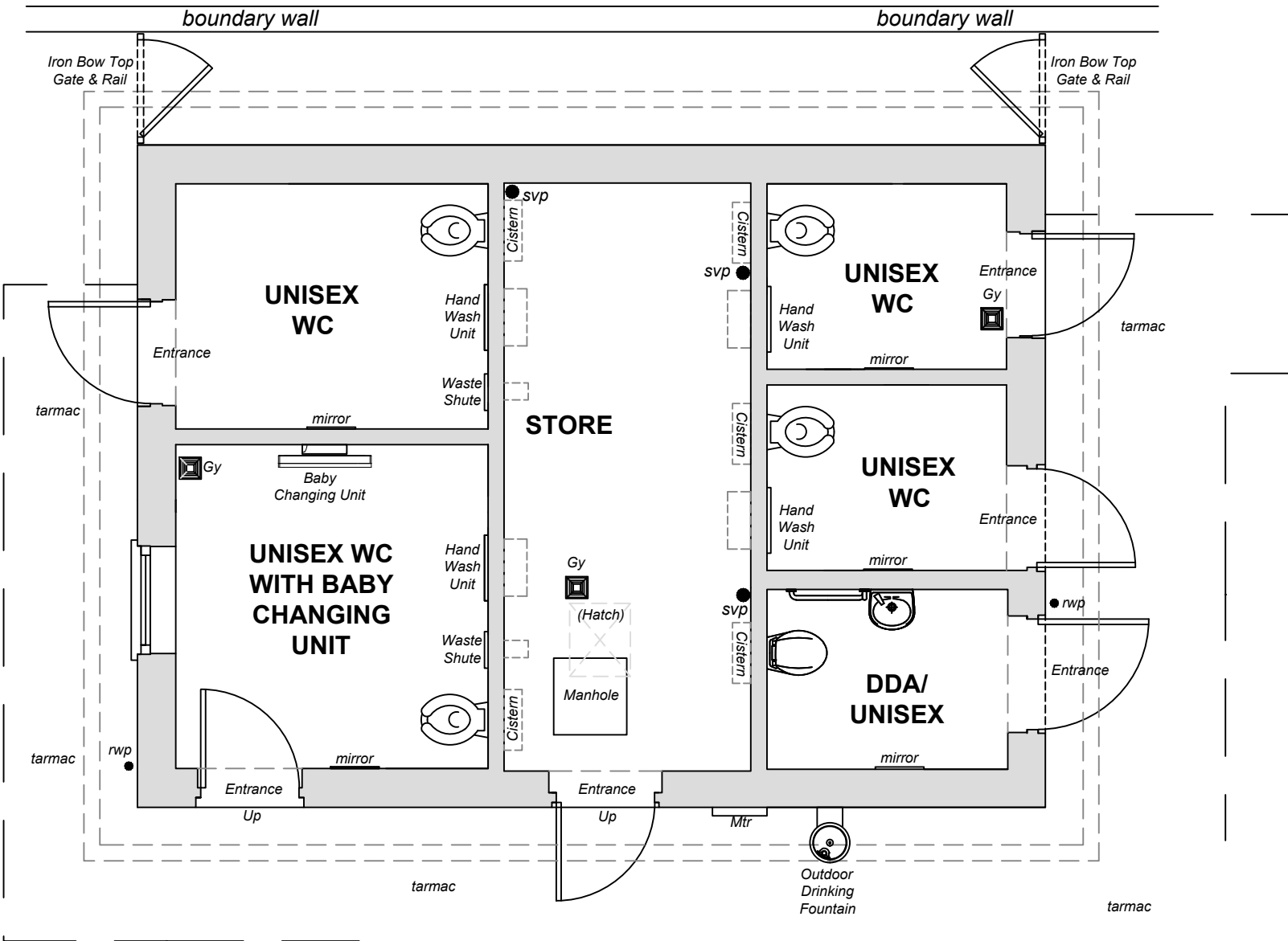
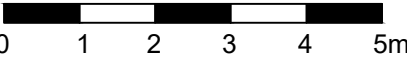
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address WELLINGTON PARK COURTLAND ROAD WELLINGTON		
dwg OPTION 1 PUBLIC CONVENIENCES WELLINGTON PARK		
date 07.01.2026	scale	sheet A3
dwg.no. 2025077 OPTION 1	revision	
Propertyplans (Southwest) Ltd 11 west villas cotford st luke taunton ta4 1df tel. 01823 215 005 mob. 07866 422 575 email. info@property-plans.net web. www.property-plans.net		

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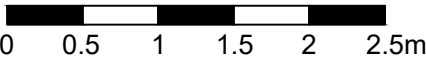
ELEVATIONS

SCALE 1:100



PROPOSED GROUND FLOOR PLAN

SCALE 1:50



OPTION 2

client WELLINGTON TOWN COUNCIL		
address WELLINGTON PARK COURTLAND ROAD WELLINGTON		
dwg OPTION 2 PUBLIC CONVENIENCES WELLINGTON PARK		
date 07.01.2026	scale	sheet A3
dwg.no. 2025077 OPTION 2	revision	
Propertyplans (Southwest) Ltd 11 west villas cotford st luke taunton ta4 1df tel. 01823 215 005 mob. 07866 422 575 email. info@property-plans.net web. www.property-plans.net		