

MINUTES OF THE WELLINGTON TOWN COUNCIL ECONOMIC DEVELOPMENT COMMITTEE MEETING HELD AT UNITED REFORMED CHURCH HALL ON WEDNESDAY 11 FEBRUARY 2026 AT 6.00PM

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

IN ATTENDANCE: Annette Kirk - Facilities Manager
Wasif Choudhury – Democratic Services and Finance Officer
One member of the press
Maxine Price – Wellington Independent Market (Item 457)
Charlotte Beatty – Wellington Independent Market (Item 457)

453. APOLOGIES

Apologies were received from Councillor C Penk.

454. DECLARATIONS OF INTEREST

There were no declarations of interest declared.

455. MINUTES

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

456. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

There were no members of the public in attendance.

457. WELLINGTON INDEPENDENT MARKET

Maxine Price and Charlotte Beatty provided a report on the Wellington Independent Market which was noted. They will review suggestions from councillors on how to develop the Independent Market going forward.

Councillors thanked and congratulated them both for all their efforts in organising the Independent Market and ensuring its success.

It was confirmed that the mini food festival due to be held on Saturday 5th September 2026 will feature only local traders.

At this juncture Maxine Price and Charlotte Beatty left the meeting.

458. EVENTS WORKING GROUP

The minutes from Events Working Group held on 28th January 2026 was noted.

The following recommendations were discussed:

a) REMEMBRANCE PARADE – Sunday 8th November 2026:

It was **RESOLVED** to approve the draft Wet Weather Contingency Plan with the expectation that this will be shared for input from the Deputy Head, Wellington School, RBL and Wellington Baptist Church Pastor.

b) JUMBLE TRAIL – May Bank Holiday Sunday 24th May 2026

It was **RESOLVED** approve the following:

- I. The entry fee would be £4.00. Event marketing to commence 1st March. Initial deadline date would be Friday 17th April 2026.
- II. The setup of an event Facebook page.
- III. The poster and QR code on the poster and other marketing material with a link to the event Facebook page.
- IV. Half page advert in April/May edition of "The Edge". Cost £50.00
- V. Any profit going towards the Mayor's Charity
- VI. Carly Press Quotation of £69.00 plus VAT for 250 copies of the Jumble Trail Leaflet A5
- VII. Carly Press Quotation of £103.00 plus VAT for 250 copies of the Jumble Trail Leaflet Trifold

c) GARDEN OF LIGHT – Saturday 24th October 2026:

It was **RESOLVED** to approve the fixed price ticket charges as follows:

Adults - £2.00

Children - £1.00 (5 to 16 years old)

Under 5 – Free

459. PROMOTION OF WELLINGTON/VISIT SOMERSET

a) Visit Somerset – Wellington

K Wheatley provided an update on the Visit Somerset Wellington microsite and confirmed that there is a Business Networking event scheduled in March 2026. It was noted that work on the site had not progressed at the desired pace however it is still in the teething progress and has only been active for less than a year.

Councillor J Lloyd expressed her concerns regarding the progress made on the site and the quality of the information that had been uploaded so far.

Councillor J Lloyd proposed a motion to cease working with Visit Somerset and halt any further scheduled payments, there was no seconder.

b) Promotion of coach stop to tour operators.

K Wheatley noted that he had spoken to a representative from the Guild of British Coach Operators about promoting the use of the town coach stop, particularly during the summer period. This will be raised at their annual conference in April 2026, and K Wheatley will feed the response back to the committee.

c) Cleaning of approach to Wellington road signs.

K Wheatley will speak to the Open Spaces Manager about the viability of the Open Spaces Team cleaning dirty road signs. Councillors will provide a list to the team of road signs that are in need of cleaning.

d) Car park signage.

K Wheatley confirmed that Somerset Council are still at the stage of getting quotes from suppliers.

460. TRAFFIC MANAGEMENT

(i) Speed Indicator Device:

It was **RESOLVED** to approve the following:

- To proceed with purchasing a Speed Indicator Device and to give delegated spending power to Council Officers up to £5,000 which will cover installation, purchase of pole (if required) and license for installation on public highway. Costs to be taken from Town Centre Projects budget line.
- To proceed with the Evolis model.
- To pursue grant funding from Avon & Somerset Police.
- To work with Somerset Council and Police on approved locations.

(ii) Requests for Road/Traffic Management Changes.

It was **RESOLVED** to recommend to Full Council that the process is adopted.

461. BUS SHELTER – Rockwell Green

The update on the Rockwell Green Bus Shelter installation was noted.

Councillors discussed the importance of an additional stop by the new housing developments in Rockwell Green. The Facilities Manager will follow up on this.

The Facilities Manager will request an update on the status of funds for the inclusion of real time information at new bus shelters.

462. CRADLE TO CAREER

The update provided by Community Development Officer was noted.

There being no further business the meeting closed at 19:15.

Signed.....

Date.....

**WELLINGTON TOWN COUNCIL
EVENTS WORKING GROUP MEETING
HELD AT COUNCIL CHAMBERS, 28 FORE STREET, WELLINGTON TA21 8AQ.
ON WEDNESDAY 11TH MARCH 2026 AT 4.00PM**

MINUTES

PRESENT: Councillor C Booth (CB) – Chair
Councillor J. Lloyd (JL)
Councillor J Thorne (JT)
Annette Kirk, Facilities Manager (AK)
Rebecca Hunt, Project Assistant (RH)

1. APOLOGIES

Councillor C Govier- Wiggins

2. GARDEN OF LIGHT – Saturday 24th October 2026

- i. Facilities Manager confirmed a meeting has been set up with Sally Mann of Fuse Somerset Outdoors on Tuesday 17th March 2026 at 11am. An invitation will be sent to Steve Hawker to attend if available.
- ii. One Year Service Level Agreement was approved and happy for this to be sent to Sally Mann.

3. WELLINGTON DAY – AUGUST 2027

- i. EWG discussed the event and length and was happy with the initial field layout plan, subject to change, as we get nearer the event pending interest from local community groups/businesses who may want to book pitch on the field.
- ii. Draft Projected Entertainment Expenditure was discussed, and it was agreed that we should offer sheep race sponsorship.
- iii. EWG agreed that we should apply for the following funding:
 - National Lottery Community Fund – Awards for all
 - Arts Council England – National Lottery Project Grants
 - Somerset Community Foundation – Community Grants
 - Wessex Water Community Fund.
- iv. Event Parking – EWG discussed options for public and stakeholders parking, i.e. Court Fields School, Wellington Rugby Club. Consideration was given for free town centre parking for the event; this will be reviewed later.
- v. Welly Wanging Competition to be held at the event with trophies.

RECOMMENDATION to the Economic Development Committee to approve the following:

- a) Give delegated power to the Facilities Manager to spend up to £3,000 to secure booking of entertainment and equipment.
- b) To apply for event funding:
 - National Lottery Community Fund – Awards for all
 - Arts Council England – National Lottery Project Grants
 - Somerset Community Foundation – Community Grants
 - Wessex Water Community Fund.

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

RH gave an update: First social media post went out on 26th February with 100 likes. We have eleven sign-ups and three households paid up. As we get closer to the entry deadline, we will chase signs up for payment. 10th April will be the entry review date.

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

- i. EWG discussed the feedback from schools regarding moving the event to late afternoon/evening.
- ii. Councillor J Lloyd proposed and Councillor C Booth seconded that the event would remain in the daytime following the same format as last year. Event time being 10am to 7pm. Switch on will be 6pm. Giving an extra hour for stallholders to trade.

RECOMMENDATION to Economic Development Committee to approve the Christmas Market and Light Switch on event time; 10am to 7pm. Lights Switch on at 6pm.

6. REVIEW OF STALL CHARGES

EWG felt that the suggested rise of £5.00 was fair.

RECOMMENDATION to Economic Development Committee to approve £5.00 fee increase for stalls and food vans to commence with immediate effect.

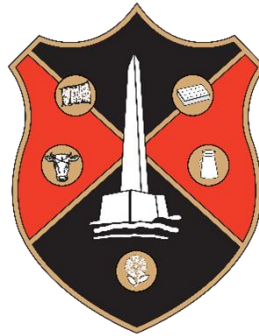
7. REMEMBRANCE EVENTS.

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

Facilities Manager reported that she had a meeting at Wellington School to discuss holding the Remembrance Service and Wreath Laying Ceremony in the school Chapel. It was agreed that the RBL and the Pastor at Wellington Baptist Church are invited to visit the school. Town Clerk to make these arrangements.

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

8. DATE OF NEXT MEETING: Wednesday 13th May 2026 at 4pm – Council Chamber



Title	Stall Fee Increase
Meeting	Events Working Group
Date of meeting	11 th March 2026
Action Required	To make a recommendation to Economic Development Committee to approve a £5.00 increase to all stall fees.
Report Author and email address	Annette Kirk, Facilities Manager

1. Introduction

1.1 The purpose of this report is to seek the Council's agreement to a £5.00 increase to all stall fees for Council-organised events.

2. Background

- 2.1 The Council organises community events with market stalls and food traders.
- 2.2 Current fees have remained unchanged despite rising operational costs.
- 2.3 Proposed updated fees:
 - 3m x 3m £50
 - 4.5m x 3m £60
 - 6m x 3m £75
 - Food Trucks £75.

3. 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

- A diverse, thriving, and resilient local economy.
- Pride in Place; Enterprise, Skills & Local Economies.

4. Financial Implications

The increase will generate additional revenue and offset rising event costs.

5. Risks

Minimal risk; fee rise is modest and in line with market levels.

6. Considerations

The Events Working Group is asked to make a recommendation to the Economic Development Committee to approve the £5.00 increase to all stall fees.

7. Background Papers

NONE



Meeting	Economic Development Committee
Date of meeting	15.04.26
Briefing Item	Wellington Works (WESP) – Employer Engagement Update
Author and email address	Laura Batcha – Community Development Officer Laura@wellingtontowncouncil.co.uk

1. Context

This briefing provides an update on the Wellington Works (WESP) employer engagement session held on Tuesday 24th March. The session was delivered as part of the Cradle to Career (C2C) programme, with a focus on strengthening employer engagement and better connecting local businesses with education and workforce opportunities. Whilst WESP sits within the Community Development remit, feedback gathered is also relevant to wider economic development priorities, particularly in relation to business visibility, networking, and town centre activity.

2. Briefing

The Wellington Works session brought together local businesses, education partners, and stakeholders to gather insight on business needs, barriers, and opportunities for collaboration.

Key feedback themes included:

- Desire for stronger local business networking and collaboration opportunities
- Need for improved visibility and promotion of Wellington businesses
- Interest in a business directory and town map (physical and digital)
- Ongoing challenges around footfall and attracting customers into the town
- Barriers relating to access to funding and fragmented business support
- Issues with signage and navigation across Wellington

There was also a positive response to the development of the Wellington Employer & Skills Partnership (WESP) as a mechanism to bring businesses together and support engagement with young people.

From a Cradle to Career perspective, there was strong interest from employers in:

- Shaping a more flexible and innovative model of work experience
- Engaging with future workforce pathways in a way that is manageable for businesses

As a result, work is now underway to:

- Establish a pilot group of employers to shape a new work experience model
- Continue building the WESP employer network
- Deliver further employer engagement sessions over the coming year

Potential areas for consideration (Economic Development):

Based on feedback received, the following areas may warrant further exploration:

- Development of a Wellington Business Directory and Map to improve visibility and navigation
- Creation of a centralised “Start Here” business support page to address fragmented access to support
- Exploration of regular business engagement sessions or forums to complement existing activity
- Increased use of Town Council communication channels to support “shop local” style promotion
- Consideration of opportunities to utilise local spaces (e.g. Kings Arms Community Hub) for pop-up or business activity

This briefing is provided for awareness and to support alignment between Community Development and Economic Development activity.

3. Background Papers

- Wellington Works (WESP) Presentation (24 March 2026)
- Cradle to Career – Employability Strand Delivery Plan



Agenda Item 7a

Cradle to Career – Strand Delivery Plan Template

Purpose: This template is to be completed by Cradle to Career strand leads to capture delivery activity in a consistent way. Information provided will be used to inform the Wellington Community Development Plan (CDP), committee reporting, and future budgeting decisions.

1. Strand Overview

Strand Name: Employability

Strand Lead:

Laura Batcha – Community Development Officer, Wellington Town Council

Key Partners

- Court Fields School
- Somerset Careers Hub
- Wellington Employers & Skills Partnership (WESP) (Reminiscence Learning, Young Somerset, Somerset Council, Employment Hub, Somerset Career Hub)
- Local employers
- Training providers
- Somerset Council
- Supported Internship providers

Primary Cradle to Career Outcomes

- Increased employability pathways
- Strengthened employer engagement
- Improved transitions from education to employment
- Increased supported internship opportunities

2. Rationale & Need

Young people in Wellington require clearer pathways between education, local employers and career opportunities.

Employers report challenges recruiting locally, while young people report limited awareness of career routes available within the Wellington area.



The Employability Strand seeks to create a coordinated local system linking education, employers and skills providers to support young people into meaningful employment.

Through the Wellington Employer & Skills Partnership (WESP), this strand will strengthen employer engagement, improve work experience opportunities and support inclusive employment pathways such as supported internships.

3. Planned Activities (Next 12 Months)

Employer Engagement Events

Host 4-5 employer engagement sessions through WESP bringing together employers, education providers and careers professionals.

Purpose:

- share labour market insight
- strengthen employer relationships
- identify opportunities for work experience
- increase employer participation in education partnerships

Wellington Work Experience Week

Develop an innovative Wellington Work Experience Week, modelled on successful delivery at Firepool Innovation Centre in Taunton.

Instead of traditional placements, employers will deliver:

- industry talks
- workshops
- skill demonstrations
- career pathway insights

Venue options:

- Wellington School
- Wellington Leisure Centre
- Sheppy's Cider

This allows a larger number of students to engage with employers and provides greater flexibility for local businesses.



Work with:

- Somerset Careers Hub
- Court Fields School
- local employers

to expand supported internship opportunities for young people with additional needs.

This will include:

- employer engagement
- awareness events
- workplace preparation
- coordination with SEND education pathways

Town Council Supported Internship Pilot

Wellington Town Council will explore hosting a supported internship placement within council services to demonstrate leadership in inclusive employment.

Resources required include:

- laptop and workstation equipment
- mobile device
- software licences

This pilot will act as a model for other local employers.

4. Delivery Responsibilities

Strategic oversight

Wellington Town Council

Operational coordination

Laura Batcha – Community Development Officer

Delivery partners

- Court Fields School
- Somerset Careers Hub
- Local employers
- Training providers

Data and monitoring



Employer engagement numbers
experience participation
placements

Work
Supported internship

5. Outputs & Outcomes

Expected outputs:

- 4-5 employer engagement events
- 1 Wellington Work Experience Week
- new supported internship opportunities
- employer network growth

Expected outcomes:

- increased employer engagement
- improved student understanding of career pathways
- stronger education–employer partnerships
- inclusive employment opportunities

6. Data, Monitoring & Evidence

What data will be collected?

Monitoring will focus on a small set of indicators that demonstrate engagement, participation, and longer-term outcomes.

Data may include:

- Number of local employers engaged through the Wellington Employer & Skills Partnership (WESP)
- Number of employer engagement events delivered
- Number of students participating in employer activities or work experience opportunities
- Number of supported internship opportunities developed locally
- Data on young people seeking education, employment or training (SEETs) within the Wellington area
- Feedback from employers, students and education partners
- Participation levels in employability events or initiatives delivered through the programme

Where possible, contextual data will be requested from Somerset Council to understand trends relating to youth employment and engagement within the Wellington area.



How often will it be reviewed?

Programme data will be reviewed:

- Termly with delivery partners where appropriate
- Quarterly through Community Development reporting structures
- Annually through programme review and committee reporting

This approach ensures oversight while keeping reporting proportionate

Who will provide the data?

Data will be provided through a combination of sources including:

- Wellington Town Council (programme coordination and reporting)
- Court Fields School and other education partners
- Somerset Council (youth participation and employment data where available)
- Somerset Careers Hub
- Local employers participating in WESP activities

Where possible, data will be shared through existing reporting channels to minimise duplication.

7. Budget & Resourcing

Activity	Estimated Cost
Employer Engagement Events	£500
Work Experience Week Venue Hire	£1,500
Refreshments for Employers	£300
Event filming & digital capture	£700
Supported Internship equipment	£2,538 (50/50 c2c budget/new starter budget)

Estimated Strand Budget: ~£4300.00

This can be adjusted depending on venue partnerships.

8. Dependencies & Risks

Delivery of the Employability Strand relies on:

- Continued collaboration between Court Fields School, Somerset Careers Hub and local employers
- Employer willingness to participate in engagement events and work experience activities



employer

- Availability of suitable venues for events and Work Experience Week
- Capacity within the Wellington Employer & Skills Partnership (WESP) to coordinate employer engagement
- Coordination support from Wellington Town Council to maintain momentum and communication between partners
- Funding approval for agreed strand activity

Risk: Limited employer participation

Some employers may have limited capacity to engage with schools.

Mitigation:

Use flexible formats such as short employer talks, group workshops and shared work experience events which reduce the time burden on individual businesses.

Risk: Coordination capacity

Successful delivery relies on effective coordination between multiple partners.

Mitigation:

Clear reporting structures and scheduled employer engagement events through WESP will provide structure and maintain communication.

Risk: Student participation barriers

Some students, particularly those with additional needs, may face barriers accessing traditional work experience.

Mitigation:

Development of supported internship pathways and alternative engagement models ensures opportunities are accessible to a wider range of young people.

Risk: Venue availability for Work Experience Week

Mitigation:

Multiple venue options will be explored including schools, community venues and local businesses.

9. Alignment & Integration

Links with Other Cradle to Career Strands

The Employability Strand supports the wider Cradle to Career programme by:



education

- building pathways from into employment
- reinforcing skills development alongside other strands such as reading, family support and digital wellbeing
- supporting young people to develop confidence, aspiration and practical skills

Links to Best Start in Life

While the Employability Strand focuses on older children and young people, it complements Best Start in Life by contributing to the longer-term aspiration and opportunity pathway for families growing up in Wellington.

A coordinated cradle-to-career approach ensures children supported through early years programmes can later benefit from strong education-to-employment pathways.

Links to Kings Arms Community Hub

Kings Arms Community Hub provides potential opportunities to:

- host employer engagement events
- support youth employability workshops
- provide meeting space for partnership development

This helps ensure that local infrastructure supports the wider education and skills ecosystem.

Opportunities to Reduce Siloed Working

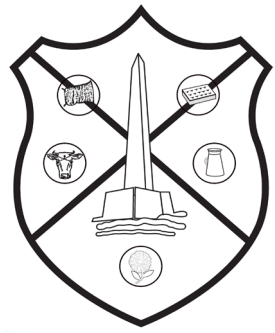
Cradle to Career aims to strengthen collaboration between:

- schools
- employers
- health partners
- community organisations
- local government

Through shared events, coordinated communication and regular partner engagement, the programme seeks to reduce siloed working and build a more connected local system supporting young people.

10. Forward Look

- Future ideas not yet funded or confirmed:
- Any additional support required to progress this strand:

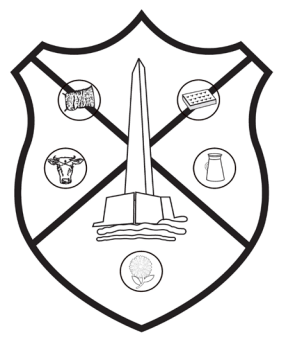


WELLINGTON

Employer and Skills
Partnership

WELCOME

Welcome to Wellington Works



Core message

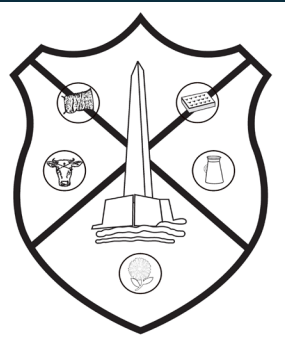
- Thank you for being here
- This isn't just a networking event
- This is about shaping how Wellington works for businesses *and* young people

Tonight isn't about presentations, it's about you.

We want to understand what's working, what isn't, and what would actually make a difference to your business.

Your voice will shape what happens next

Why This Matters



- Businesses struggling to recruit
- Young people unsure of pathways
- Support exists, but it's fragmented

We've got good things happening, but they're not joined up.

WESP is about fixing that, with you, not to you

Wellington Employer & Skills Partnership (WESP)



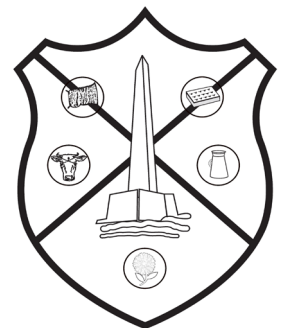
What WESP is (and isn't)

- A growing local employer network
- A space to share opportunities and challenges
- A way for businesses to access *free, council-supported promotion*
- A route into employability, supported employment, and work experience conversations

It's not another commitment-heavy group — it's a practical, opt-in partnership.
This work complements the Somerset Careers Hub and Reach Foundation approach.



Wellington Cradle 2 Career Network



Cradle to Career Somerset Careers Hub

Inspire young people for their best next step



Prepare young people to be career ready



Collaborate for success



Business Support 2026

Hattie Winter, Somerset Council



CONNECT TO WORK
Funded by **UK Government**

Business support

- **High Street Growth Programme-** 23-27th March- lunch and learn sessions (Teams)
- **Mentoring programme-** 2+employees/ +12mths trading- 121 support available
- **Procurement portal-** register with us
- Get involved with the **Local Skills Improvement Plan-** align Somerset's training and education provision with the real needs of local employers. Have your say...
- **Growth Hub-** free business advice for businesses- [Home - Growth Hub](#)



High St
programme



Mentoring



Procurement



LSIP

What is the Connect to Work Programme?

- Collaborative, local led approach to tackling 'Hidden Unemployment'
- Support to people currently outside the workforce & those facing barriers to sustain work
- Eligibility - Participants MUST want to work
- Voluntary programme
- Supported Employment Model - 'place, train & maintain'
- Employment Specialists deliver end-end support & work closely with employers
- Need to know about your vacancies
- Stay involved- information in one place- Step Up somerset website- www.stepupsomerset.org.uk



Get Involved: Stay informed

- **Become Disability Confident** → Free sign-up
- **Talk to us! Join Employer Roundtables/ events** → Shape the conversation- how can we support you?
- **Stay Informed** → Sign up for the business newsletter



Council newsletter

For further information

Email - Hattie.winter@somerset.gov.uk



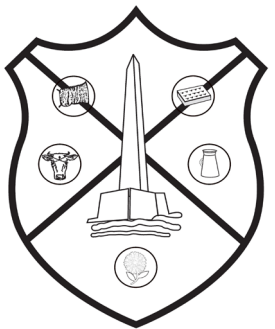
CONNECT TO WORK
Funded by **UK Government**

Visit Wellington

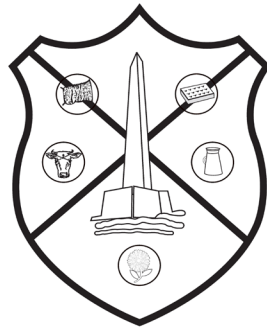
Wellington



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



Business Input



1. Growth + Support

- What is the one thing that would make the biggest difference to your business in the next 12 months?

2. Barriers

What currently gets in the way of you recruiting, training, or working with young people?

3. WESP Value Test

What would make being part of WESP worth your time?

