

**MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY & FINANCE
COMMITTEE HELD AT UNITED REFORM CHURCH HALL ON MONDAY 9
MARCH 2026 AT 6.00 PM**

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

In attendance: Dave Farrow – Town Clerk/Chief Executive
Alice Kendall – Democratic Services & Finance Manager
Wasif Choudhury – Democratic Services & Finance Officer
One member of the press

478 APOLOGIES

Apologies were received from Councillors J Lloyd & C Penk.

479 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.

480 PUBLIC PARTICIPATION

There were no members of the public in attendance.

481 MINUTES

It was **RESOLVED** to approve and sign the minutes of the meeting held on 9 February 2026.

482 ACCOUNTING STATEMENTS

**(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 2
MARCH 2026**

RESOLVED to approve the bank reconciliation.

At this juncture, Councillor A Govier joined the meeting.

**(b) TO NOTE AND APPROVE EXPENDITURE OVER £250 FOR 1
FEBRUARY - 2 MARCH 2026**

RESOLVED to approve the expenditure.

**(c) TO NOTE AND APPROVE CUMULATIVE SUPPLIER EXPENDITURE
OVER £500 FOR 1 FEBRUARY - 2 MARCH 2026**

RESOLVED to approve the expenditure.

Councillors noted that the new method of reporting expenditure works well.

(d) TO NOTE AND APPROVE INCOME RECEIVED 1 FEBRUARY - 2 MARCH 2026

RESOLVED to approve income.

(e) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2025-26 YEAR AS AT 2 MARCH 2026

RESOLVED to note and approve the budget report.

(f) TO NOTE RESERVE BALANCES AS AT 2 MARCH 2026

The reserve balances were noted.

483 ASSET REGISTER AND REVIEW OF INSURANCE

It was **RESOLVED** to adopt the 2025-26 Asset Register.

The Pre-renewal Review document was noted.

484 GRANT PERMISSION

It was **RESOLVED** to approve allowing Olly Edmondston-Low to apply for National Lottery grants in Wellington Town Council's name for the purpose of the Pump Track Project. Council Officers must have oversight of the application and will review before submission.

485 NORTH STREET TOILET UPDATE

The findings of the site visit regarding extending the toilets to include additional changing room facilities to open into the Playing Field was noted.

It was **RESOLVED** to approve refurbishment of the North Street Toilets in line with the original proposal however Council Officers will investigate if the works can be carried out in 2026-27 financial year and report on that to the April Full Council meeting.

486 NORTH PROPOSED LETTER TO SOMERSET COUNCIL PLANNING DEPARTMENT

It was **RESOLVED** to approve the draft letter which will be sent to Somerset Council Planning Department, the Somerset Council Chief Executive Officer and both the Somerset Council Leader and Deputy Leader. It was also **AGREED** that the letter will be publicised.

There being no further business the meeting closed at 18:35pm

Signed

Date

Wellington Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		810,167.47
	ADD Receipts 01/04/2025 - 31/03/2026		1,579,040.03
			2,389,207.50
	SUBTRACT Payments 01/04/2025 - 31/03/2026		1,594,793.83
A	Cash in Hand 31/03/2026 (per Cash Book)		794,413.67
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2026	0.00
	Lloyds Current Account 2195145	31/03/2026	45,770.32
	Lloyds Deposit Account 07788306	31/03/2026	0.00
	Lloyds Treasurers PC 87331468	31/03/2026	200.64
	The Cambridge Building Society Cl	31/03/2026	4,584.97
	Cambridge & Counties 15020773	31/03/2026	288,567.36
	Nationwide 01343556	31/03/2026	227,094.56
	Redwood	31/03/2026	255,966.39
			822,184.24
	Less unrepresented payments		27,506.60
			794,677.64
	Plus unrepresented receipts		-263.97
B	Adjusted Bank Balance		794,413.67
	A = B Checks out OK		

Wellington Town Council

14 April 2026 (2025 - 2026)

PAYMENTS LIST

Agenda Item 5b

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1478	Professional Fees	02/03/2026		Lloyds Current Accou	BACS	Health & Safety Advisor	WT Consultancy	S	350.00	70.00	420.00
1479	Promotion of Wellington	02/03/2026		Lloyds Current Accou	BACS	Microsite	Visit Somerset	S	1,775.00	355.00	2,130.00
1481	Responsive Maintenance	02/03/2026		Lloyds Current Accou	BACS	Electrical Works	Arc Electrical	S	612.82	122.56	735.38
1489	Professional Fees	04/03/2026		Lloyds Current Accou	BACS	Solicitor Fees	Thompsons Solicitors	S	250.00	50.00	300.00
1488	Utilities	04/03/2026		Lloyds Current Accou	DD	Electricity (KA)	British Gas	S	638.64	127.72	766.36
1492	Longforth Build	05/03/2026		Lloyds Current Accou	BACS	Main Contractor	BVLR Projects Ltd	S	77,702.46	15,540.49	93,242.95
1500	Rent	09/03/2026		Lloyds Current Accou	SO	Pop Up Shop Rent	H T Perry & Son	X	500.00		500.00
1507	Green Corridor	11/03/2026		Lloyds Current Accou	BACS	Fencing on the Green Corridor	M J Fletcher Property Main	E	1,086.00		1,086.00
1509	Green Corridor	11/03/2026		Lloyds Current Accou	BACS	Green Corridor Works	Buildbase	S	402.75	80.55	483.30
1513	Longforth Build	11/03/2026		Lloyds Current Accou	BACS	Defib Safe 2 External Cabinet	WEL Medical	S	409.95	81.99	491.94
1516	Park Water Bill	12/03/2026		Lloyds Current Accou	BACS	Wellington Park Water Bill	Water2Business	S	4,203.32	840.66	5,043.98
1521	PA Responsive Maintenance	13/03/2026		Lloyds Current Accou	BACS	Warren Rd PA	Ministry of Play	S	3,916.50	783.30	4,699.80
1521	PA Planned Maintenance	13/03/2026		Lloyds Current Accou	BACS	Warren Rd PA	Ministry of Play	S	2,862.42	572.48	3,434.90
1529	Depot Costs (5 Months)	16/03/2026		Lloyds Current Accou	SO	Depot Rent	Indigenous Lettings	S	1,191.15	238.23	1,429.38
1526	Clothing & PPE	16/03/2026		Lloyds Current Accou	BACS	uniform	Shirt Attack	S	267.10	53.41	320.51
1530	Mower Leases	16/03/2026		Lloyds Current Accou	DD	Mower Lease	BNP Paribas Leasing Soluti	S	501.49	100.30	601.79
1551	CCTV	19/03/2026		Lloyds Current Accou	BACS	CCTV Contributions 25/26	Somerset Council	X	8,394.50		8,394.50
1550	Tree Works	19/03/2026		Lloyds Current Accou	BACS	Tree Works	Somerset Council	S	296.00	59.20	355.20
1552	Bin Emptying	19/03/2026		Lloyds Current Accou	BACS	Litter and Dog Bins Collection 2	Somerset Council	S	7,925.13	1,585.03	9,510.16
1558	Salaries	20/03/2026		Lloyds Current Accou	BACS	Net Salaries	Various	X	35,225.79		35,225.79
1559	Salaries	20/03/2026		Lloyds Current Accou	BACS	Deductions - March	HMRC	X	13,297.92		13,297.92
1560	Salaries	20/03/2026		Lloyds Current Accou	BACS	Superann - March	Somerset County Council	X	13,134.94		13,134.94
1570	Office Cleaning & Maintenance	23/03/2026		Lloyds Current Accou	BACS	Office Cleaning	AIS Cleaners	S	382.40	76.48	458.88
1564	Routine Maintenance	23/03/2026		Lloyds Current Accou	BACS	Cleaning	Star Shine Cleaning Compa	X	450.00		450.00
1565	Staffing	23/03/2026		Lloyds Current Accou	BACS	Together in Tone Project Co-or	Caroline Besterman	X	1,000.00		1,000.00
1569	Cleaning	23/03/2026		Lloyds Current Accou	BACS	Cleaning	AIS Cleaners	S	1,200.00	240.00	1,440.00
1573	Professional Fees	25/03/2026		Lloyds Current Accou	BACS	Rental Appraisal - Fore Street	Greenslade Taylor Hunt	S	250.00	50.00	300.00
1580	Lights Install	25/03/2026		Lloyds Current Accou		Christmas Lights	Event Power Engineering	S	9,000.00	1,800.00	10,800.00
1580	Lights Install	25/03/2026		Lloyds Current Accou		Christmas Lights	Event Power Engineering	S	400.00	80.00	480.00
1580	Hire of Lights	25/03/2026		Lloyds Current Accou		Christmas Lights	Event Power Engineering	S	10,000.00	2,000.00	12,000.00
1580	Hire of Lights	25/03/2026		Lloyds Current Accou		Christmas Lights	Event Power Engineering	S	-460.00	-92.00	-552.00
1575	IT Upgrades	25/03/2026		Lloyds Current Accou	BACS	Registration System	MTMIT	S	1,094.00	218.80	1,312.80
1572	Servicing	25/03/2026		Lloyds Current Accou	BACS	Van Service	South Street Motors	S	381.01	64.48	445.49
1584	Basins Allotment C.I.L	26/03/2026		Lloyds Current Accou	BACS	Timber Sleepers	Milverton Sawmill	S	492.48	98.50	590.98

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1588	Town Centre Projects	27/03/2026		Lloyds Current Accou	BACS	New Bus Shelter	G W Shelter Solutions Ltd	S	5,000.00	1,000.00	6,000.00
1588	Bus Shelters	27/03/2026		Lloyds Current Accou	BACS	New Bus Shelter	G W Shelter Solutions Ltd	S	2,708.00	541.60	3,249.60
Total									206,841.77	26,738.78	233,580.55

WELLINGTON TOWN COUNCIL
Cumulative Supplier Report

14/04/2026
Agenda Item 5c

Sum of Net		
Supplier	Net	Total
AIS Cleaners	382.40	382.40
	1,200.00	1,200.00
AIS Cleaners Total		1,582.40
Arc Electrical	76.57	76.57
	166.00	166.00
	612.82	612.82
Arc Electrical Total		855.39
BNP Paribas Leasing Solutions Ltd	501.49	501.49
BNP Paribas Leasing Solutions Ltd Total		501.49
British Gas	13.86	13.86
	28.95	28.95
	39.65	39.65
	91.42	91.42
	167.63	167.63
	192.78	192.78
	239.21	239.21
	638.64	638.64
British Gas Total		1,412.14
Buildbase	6.75	6.75
	27.30	27.30
	35.94	35.94
	53.92	53.92
	92.00	92.00
	219.45	219.45
	402.75	402.75
Buildbase Total		838.11
BVLR Projects Ltd	77,702.46	77,702.46
BVLR Projects Ltd Total		77,702.46
Caroline Besterman	1,000.00	1,000.00
Caroline Besterman Total		1,000.00
Event Power Engineering	-460.00	-460.00
	400.00	400.00
	9,000.00	9,000.00
	10,000.00	10,000.00
Event Power Engineering Total		18,940.00
G W Shelter Solutions Ltd	2,708.00	2,708.00
	5,000.00	5,000.00
G W Shelter Solutions Ltd Total		7,708.00
H T Perry & Son	6.73	6.73
	17.83	17.83
	500.00	500.00
H T Perry & Son Total		524.56
HMRC	13,297.92	13,297.92
HMRC Total		13,297.92
Indigenous Lettings	1,191.15	1,191.15
Indigenous Lettings Total		1,191.15
M J Fletcher Property Maintenance	75.00	75.00
	1,086.00	1,086.00
M J Fletcher Property Maintenance Total		1,161.00
Ministry of Play	2,862.42	2,862.42
	3,916.50	3,916.50
Ministry of Play Total		6,778.92

WELLINGTON TOWN COUNCIL
Cumulative Supplier Report

14/04/2026

MTMIT	1,094.00	1,094.00
MTMIT Total		1,094.00
Somerset Council	66.50	66.50
	296.00	296.00
	7,925.13	7,925.13
	8,394.50	8,394.50
Somerset Council Total		16,682.13
Somerset County Council	13,134.94	13,134.94
Somerset County Council Total		13,134.94
Various	35,225.79	35,225.79
Various Total		35,225.79
Visit Somerset	1,775.00	1,775.00
Visit Somerset Total		1,775.00
Water2Business	4,203.32	4,203.32
Water2Business Total		4,203.32
Grand Total		205,608.72

Wellington Town Council

14 April 2026 (2025 - 2026)

RECEIPTS LIST

Agenda Item 5d

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
286	Bank Interest	02/03/2026		Cambridge & Countie		Interest	Cambridge & Counties	X	715.89		715.89
287	Bank Interest	02/03/2026		Redwood		Interest	Redwood Bank	X	719.70		719.70
291	Bank Interest	02/03/2026		Lloyds Deposit Accou		Interest	Lloyds Bank	X	81.50		81.50
288	Leases Income	02/03/2026		Lloyds Current Accou		Rent	Wellington Association Foo	X	899.00		899.00
289	Pitch/Pavilion Hire	02/03/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	31.07		31.07
290	Jumble Trail	02/03/2026		Lloyds Current Accou	500318	Jumble Trail	Various	X	4.00		4.00
305	Bank Interest	09/03/2026		Lloyds Deposit Accou		Interest	Lloyds Bank	X	25.01		25.01
293	Photocopier	12/03/2026		Lloyds Current Accou		Printing	Wellington Museum	X	8.00		8.00
292	Basins	12/03/2026		Lloyds Current Accou		Allotment Deposit & Rent	Robert Clarke	E	32.00		32.00
292	Allotment Deposits	12/03/2026		Lloyds Current Accou		Allotment Deposit & Rent	Robert Clarke	E	50.00		50.00
294	Leases Income	12/03/2026		Lloyds Current Accou		Rent	Wellington Association Foo	X	24.50		24.50
295	Pitch/Pavilion Hire	12/03/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	31.07		31.07
296	Jumble Trail	12/03/2026		Lloyds Current Accou	SUMUP	Jumble Trail	Various	X	4.00		4.00
297	Jumble Trail	12/03/2026		Lloyds Current Accou	500319	Jumble Trail	Various	X	4.00		4.00
300	Bank Interest	12/03/2026		Nationwide 0134355		Interest	Nationwide	X	554.60		554.60
299	VAT Refund	12/03/2026		Lloyds Current Accou		VAT Refund	HMRC	R		4,567.36	4,567.36
298	Pitch/Pavilion Hire	12/03/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	57.57		57.57
301	Staff Recruitment	16/03/2026		Lloyds Current Accou		Connect Somerset Funding	Somerset Council	X	7,813.78		7,813.78
302	Jumble Trail	17/03/2026		Lloyds Current Accou	SUMUP	Jumble Trail	Various	X	4.00		4.00
303	Longforth Build	17/03/2026		Lloyds Current Accou		Insurance Settlement	Hastings Direct	X	55,323.00		55,323.00
304	Room Hire	20/03/2026		Lloyds Current Accou	BACS	Room booking Kings Arms Cor	Somerset Council	X	1,190.00		1,190.00
306	Food	23/03/2026		Lloyds Current Accou	500322	Donations	Various	X	198.37		198.37
307	Jumble Trail	24/03/2026		Lloyds Current Accou	SUMUP	Jumble Trail	Various	X	4.00		4.00
308	Office Rent	27/03/2026		Lloyds Current Accou		Museum Rent	Wellington Museum	X	62.50		62.50
309	Deposits	30/03/2026		Lloyds Current Accou		Pop Up Shop	Wellington Arts Association	X	-34.51		-34.51
310	Deposits	30/03/2026		Lloyds Current Accou		Pop Up Shop	The Wiveliscombe Art Colle	X	-69.30		-69.30
311	Pitch/Pavilion Hire	31/03/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	31.07		31.07
311	Pitch/Pavilion Hire	31/03/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	31.07		31.07
312	Pitch/Pavilion Hire	31/03/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	31.07		31.07
313	Pitch/Pavilion Hire	31/03/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	31.07		31.07
317	Bank Interest	31/03/2026		Cambridge & Countie		Interest	Cambridge & Counties	X	794.58		794.58
318	Bank Interest	31/03/2026		Redwood		Interest	Redwood Bank	X	793.99		793.99
319	Bank Interest	31/03/2026		Nationwide 0134355		Interest	Nationwide	X	615.52		615.52
313	Pitch/Pavilion Hire	31/03/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	31.07		31.07

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
314	Pitch/Pavilion Hire	31/03/2026		Lloyds Current Accou		Pitch Hire	Wellington Association Foo	X	31.07		31.07
315	Jumble Trail	31/03/2026		Lloyds Current Accou		Jumble Trail	Various	X	8.00		8.00
316	Jumble Trail	31/03/2026		Lloyds Current Accou	SUMUP	Jumble Trail & Warm Welcome	Various	X	8.00		8.00
316	Activities	31/03/2026		Lloyds Current Accou	SUMUP	Jumble Trail & Warm Welcome	Various	X	4.00		4.00
								Total	70,144.26	4,567.36	74,711.62

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					10,140.78	-10,140.78	-10,140.78 (N/A)
268	Directory							(N/A)
269	Volunteer Support							(N/A)
270	Carer Campaign							(N/A)
SUB TOTAL			25,000.00	25,000.00		10,140.78	-10,140.78	14,859.22 (N/A)

Administration

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Photocopier	70.00	18.00	-52.00	1,350.00	1,224.47	125.53	73.53 (5%)
34	Insurances				10,000.00	4,071.20	5,928.80	5,928.80 (59%)
35	Stationery & Postage				1,250.00	1,141.73	108.27	108.27 (8%)
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	12,499.16	7,500.84	7,500.84 (37%)
SUB TOTAL		70.00	18.00	-52.00	36,930.00	23,696.56	13,233.44	13,181.44 (8%)

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	3,483.00	443.00	2,500.00	896.22	1,603.78	2,046.78 (36%)
92	Longforth	3,000.00		-3,000.00	2,500.00	425.00	2,075.00	-925.00 (-16%)
148	Allotment Deposits		464.00	464.00		300.00	-300.00	164.00 (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					5,115.49	-5,115.49	-5,115.49 (N/A)
SUB TOTAL		6,040.00	3,947.00	-2,093.00	5,500.00	7,600.71	-2,100.71	-4,193.71 (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	9,540.00	460.00	460.00 (4%)
115	Lights Install				13,000.00	12,466.28	533.72	533.72 (4%)
116	Switch on Event	1,320.00	951.75	-368.25	7,500.00	6,281.60	1,218.40	850.15 (9%)
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	33,122.88	3,027.12	2,703.87 (N/A)

CIL

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
71	C.I.L					5,000.00	-5,000.00	-5,000.00 (N/A)
181	Committed CIL							(N/A)
SUB TOTAL						5,000.00	-5,000.00	-5,000.00 (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		1,344.34	-1,344.34	1,155.66 (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	4,429.43	6,570.57	6,689.57 (60%)
SUB TOTAL			2,661.11	2,661.11	11,300.00	5,815.88	5,484.12	8,145.23 (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	385.35	-185.35	-185.35 (-92%)
24	Hospitality				600.00	423.15	176.85	176.85 (29%)
25	Elections					11,252.87	-11,252.87	-11,252.87 (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%)
197	Mayoral Events		136.79	136.79	2,500.00	989.09	1,510.91	1,647.70 (65%)

Wellington Town Council
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198 Cllr 365				975.00	975.00	975.00 (100%)
SUB TOTAL	136.79	136.79		17,587.50	22,909.28	-5,321.78

Economic Development

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Promotion of Wellington				10,000.00	8,203.45	1,796.55	1,796.55 (17%)
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	11,989.32	8,010.68	8,010.68 (40%)
170	Heritage	500.00		-500.00	5,400.00		5,400.00	4,900.00 (83%)
171	Clocks				750.00	391.84	358.16	358.16 (47%)
176	CCTV				18,500.00	16,789.00	1,711.00	1,711.00 (9%)
177	Bus Shelters				7,500.00	6,997.88	502.12	502.12 (6%)
SUB TOTAL		500.00		-500.00	63,150.00	52,463.24	10,686.76	10,186.76 (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%)
282	Jumble Trail		36.00	36.00		0.35	-0.35	35.65 (N/A)
SUB TOTAL		560.00	524.70	-35.30	28,500.00	21,995.78	6,504.22	6,468.92 (N/A)

Fore Street

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00	312.50	62.50				62.50 (25%)
28	Electricity				6,000.00	4,253.11	1,746.89	1,746.89 (29%)
32	Office Equipment				2,000.00	1,563.71	436.29	436.29 (21%)

Wellington Town Council
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37 Office Cleaning & Maintenance	4,000.00	5,252.36	-1,252.36	-1,252.36 (-31%)
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	1,543.27	1,456.73	1,456.73 (48%)
157 Business Rates	11,000.00	10,853.25	146.75	146.75 (1%)
158 Responsive Maintenance	5,000.00	4,531.12	468.88	468.88 (9%)
159 IT Upgrades	5,000.00	4,384.00	616.00	616.00 (12%)
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	7,136.22	12,863.78	12,863.78 (64%)
SUB TOTAL	250.00	312.50	62.50	58,350.00 42,218.64 16,131.36 16,193.86 (N/A)

Grants

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00	12,670.00	2,330.00	2,330.00 (15%)
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	60,150.00	7,895.00	7,895.00 (N/A)

Help Through Winter Fund

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
279	Staffing		6,000.00	6,000.00		4,394.06	-4,394.06	1,605.94 (N/A)
283	Food		1,198.37	1,198.37		357.66	-357.66	840.71 (N/A)
284	Utilities		2,500.00	2,500.00				2,500.00 (N/A)
285	Activities		2,504.00	2,504.00		646.67	-646.67	1,857.33 (N/A)
SUB TOTAL			12,202.37	12,202.37		5,398.39	-5,398.39	6,803.98 (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	33,052.51	8,052.51		204.48	-204.48	7,848.03 (31%)
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	1,267,222.51	7,102.51		215.05	-215.05	6,887.46 (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	4,249.98	-699.98	-699.98 (-19%)
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%)

Wellington Town Council
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All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

101 Telephone System	3,500.00	2,579.17	920.83	920.83 (26%)
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	405.00	45.00	45.00 (10%)
107 Scribe Accounting System	2,000.00	1,800.00	200.00	200.00 (10%)
108 Sage Payroll & HR	2,750.00	2,668.10	81.90	81.90 (2%)
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	25,416.09	1,833.91	1,833.91 (N/A)

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					3,383.53	-3,383.53	-3,383.53 (N/A)
259	Utilities					3,194.06	-3,194.06	-3,194.06 (N/A)
260	Broadband					1,200.00	-1,200.00	-1,200.00 (N/A)
261	Responsive Maintenance					1,260.41	-1,260.41	-1,260.41 (N/A)
262	IT					5,429.07	-5,429.07	-5,429.07 (N/A)
263	Promotion							(N/A)
264	Room Hire		1,190.00	1,190.00				1,190.00 (N/A)
265	Accessibility Improvement							(N/A)
278	PRS Music					690.35	-690.35	-690.35 (N/A)
SUB TOTAL			2,790.00	2,790.00	18,000.00	94,217.57	-76,217.57	-73,427.57 (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)					1,712.15	-1,712.15	-1,712.15 (N/A)
186	People (excl. Salaries)							(N/A)
187	Insurance							(N/A)
188	Contingency							(N/A)
SUB TOTAL						1,195.69	-1,195.69	-1,195.69 (N/A)

OS Depot

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
204	Rent				15,000.00	13,102.65	1,897.35	1,897.35 (12%)
205	Rates				10,000.00	4,178.50	5,821.50	5,821.50 (58%)
206	Broadband				1,200.00	481.80	718.20	718.20 (59%)
207	Electric				2,000.00	678.53	1,321.47	1,321.47 (66%)
208	Water				500.00	596.71	-96.71	-96.71 (-19%)

Wellington Town Council
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209	Cleaning/Sundries	2,500.00	388.64	2,111.36	2,111.36 (84%)
210	Alarm & CCTV Service	1,250.00	345.00	905.00	905.00 (72%)
211	Bin Collections	1,000.00		1,000.00	1,000.00 (100%)
212	Responsive Maintenance	1,000.00	667.87	332.13	332.13 (33%)
SUB TOTAL		34,450.00	20,439.70	14,010.30	14,010.30 (84%)

OS Overheads

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
174	TC Planting							(N/A)
175	Park Planting & Security					30.00	-30.00	-30.00 (N/A)
213	Bin Emptying				32,000.00	31,502.25	497.75	497.75 (1%)
214	Bulbs				3,000.00	3,053.50	-53.50	-53.50 (-1%)
215	Clothing & PPE				2,500.00	2,496.84	3.16	3.16 (0%)
216	Fuel & Consumables				10,000.00	7,477.66	2,522.34	2,522.34 (25%)
217	Green Waste				1,000.00	1,659.58	-659.58	-659.58 (-65%)
218	In Bloom & Green Flag				1,250.00	1,064.75	185.25	185.25 (14%)
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	6,017.88	32.12	32.12 (0%)
224	OS Responsive Maintenance				5,000.00	7,052.39	-2,052.39	-2,052.39 (-41%)
225	PA Responsive Maintenance				5,000.00	5,006.20	-6.20	-6.20 (-0%)
226	Park Water Bill				2,500.00	5,541.32	-3,041.32	-3,041.32 (-121%)
227	Phone Contracts				1,400.00	264.00	1,136.00	1,136.00 (81%)
228	Pitch Marking				2,500.00	2,006.89	493.11	493.11 (19%)
229	Plants				15,000.00	14,385.57	614.43	614.43 (4%)
230	Servicing				5,000.00	5,530.32	-530.32	-530.32 (-10%)
231	Software				4,000.00	529.50	3,470.50	3,470.50 (86%)
232	Sundries				2,000.00	1,145.89	854.11	854.11 (42%)
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	3,531.20	1,468.80	1,468.80 (29%)
238	Vehicle Sundries				1,000.00	31.93	968.07	968.07 (96%)
239	Watering				15,000.00	11,114.47	3,885.53	3,885.53 (25%)
240	Pavilion Utilities				3,500.00	11,955.30	-8,455.30	-8,455.30 (-241%)
250	Leases Income		6,372.94	6,372.94				6,372.94 (N/A)
252	Pitch/Pavilion Hire		3,662.58	3,662.58				3,662.58 (N/A)
254	OS Sponsorship							(N/A)
SUB TOTAL			10,035.52	10,035.52	176,450.00	146,776.44	29,673.56	39,709.08 (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	10,823.16	4,176.84	4,176.84 (27%)
172	Play Area Reserve							(N/A)
241	Signage				2,000.00	2,048.30	-48.30	-48.30 (-2%)

Wellington Town Council
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242 PA Planned Maintenance	10,000.00	9,971.09	28.91	28.91 (0%)
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	42,506.21	11,993.79	11,993.79 (N/A)

Pop Up Shop

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	3,500.00	3,600.00	100.00	6,000.00	6,000.00		100.00 (1%)
118	Rates				2,000.00	2,425.32	-425.32	-425.32 (-21%)
119	Responsive Maintenance				1,000.00	197.27	802.73	802.73 (80%)
149	Deposits		877.87	877.87		5.92	-5.92	871.95 (N/A)
253	Utilities					1,074.29	-1,074.29	-1,074.29 (N/A)
SUB TOTAL		3,500.00	4,477.87	977.87	9,000.00	9,702.80	-702.80	275.07 (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					18,524.51	-18,524.51	-18,524.51 (N/A)
173	Toilets					90.57	-90.57	-90.57 (N/A)
245	Cleaning				30,000.00	18,400.00	11,600.00	11,600.00 (38%)
246	Sundries				1,500.00	408.13	1,091.87	1,091.87 (72%)
247	Utilities				4,000.00	4,745.25	-745.25	-745.25 (-18%)
248	Responsive Maintenance				5,000.00	2,232.66	2,767.34	2,767.34 (55%)
249	Loan				20,000.00		20,000.00	20,000.00 (100%)
303	Longforth Build		74,433.68	74,433.68		81,003.71	-81,003.71	-6,570.03 (N/A)
SUB TOTAL			74,433.68	74,433.68	60,500.00	125,404.83	-64,904.83	9,528.85 (N/A)

Staff Costs & Expenses

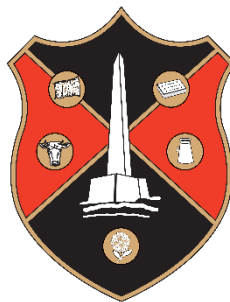
Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				699,000.00	692,834.89	6,165.11	6,165.11 (0%)
17	Staff Training				2,000.00	599.18	1,400.82	1,400.82 (70%)
18	Staff Travelling				250.00	474.25	-224.25	-224.25 (-89%)
19	Staff Recruitment	30,000.00	62,255.12	32,255.12	3,000.00		3,000.00	35,255.12 (106%)
87	Home Working Allowances							(N/A)
SUB TOTAL		30,000.00	62,255.12	32,255.12	704,250.00	693,908.32	10,341.68	42,596.80 (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					2,000.00	-2,000.00	-2,000.00 (N/A)
273	Artist							(N/A)
274	Digital Content							(N/A)

Wellington Town Council
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275 Events							(N/A)
276 Marketing							(N/A)
277 Volunteer Support							(N/A)
SUB TOTAL		10,000.00	10,000.00		2,000.00	-2,000.00	8,000.00 (N/A)
Restated							(N/A)
NET TOTAL	1,302,360.00	1,477,013.92	174,653.92	1,459,132.50	1,463,505.35	-4,372.85	170,281.07
V.A.T.		101,496.19			103,731.34		
GROSS TOTAL		1,578,510.11			1,567,236.69		



WELLINGTON TOWN COUNCIL GDPR/DATA PROTECTION POLICY

1. Introduction

Wellington Town Council is committed to protecting the privacy and personal data of its employees, residents, customers, councillors, contractors, and other stakeholders. This policy outlines the Council's approach to data protection and its commitment to complying with all applicable data protection legislation.

The Council processes personal data in accordance with:

- The UK General Data Protection Regulation (UK GDPR)
- The Data Protection Act 2018
- The Privacy and Electronic Communications Regulations (PECR)
- Any other applicable data protection and privacy legislation in force from time to time

This policy demonstrates the Council's commitment to maintaining high standards of data protection, transparency, and accountability.

2. Scope

This policy applies to:

- All employees of Wellington Town Council
- Councillors
- Contractors, consultants, and agency staff
- Volunteers
- Third-party service providers processing data on behalf of the Council

It covers all personal data collected, stored, used, recorded, disclosed, or otherwise processed by the Council, whether held in electronic or paper form.

3. Data Protection Principles

Wellington Town Council adheres to the data protection principles set out in the UK GDPR. Personal data shall be:

1. Processed lawfully, fairly and transparently
Personal data will only be processed where there is a lawful basis and individuals will be informed how their data is used.
2. Collected for specified, explicit and legitimate purposes
Personal data will not be further processed in a manner incompatible with those purposes.

3. Adequate, relevant and limited to what is necessary
Only the minimum personal data necessary for the intended purpose will be collected and processed.
4. Accurate and kept up to date
Reasonable steps will be taken to ensure inaccurate data is corrected or deleted without delay.
5. Kept for no longer than necessary
Personal data will be retained in accordance with the Council's retention schedule and securely disposed of when no longer required.
6. Processed securely
Appropriate technical and organisational measures will be used to protect personal data against unauthorised or unlawful processing, accidental loss, destruction, or damage.
7. Accountable
The Council is responsible for, and able to demonstrate, compliance with data protection legislation.

4. Roles and Responsibilities

Democratic Services and Finance Manager (Data Protection Lead)

Wellington Town Council does not have a formally appointed Data Protection Officer (DPO). Responsibility for data protection compliance is delegated to the Democratic Services and Finance Manager (DSFM), who acts as the Council's Data Protection Lead.

The DSFM is responsible for:

- Overseeing the implementation and monitoring of this policy
- Ensuring compliance with data protection legislation
- Advising the Council on data protection obligations
- Acting as the primary contact for data protection matters
- Liaising with the Information Commissioner's Office (ICO) where required
- Managing data breach procedures and responses

Employees and Councillors

All staff and councillors must:

- Familiarise themselves with this policy
- Comply with data protection procedures and guidance
- Only access personal data necessary for their role
- Keep personal data secure and confidential
- Report suspected data breaches immediately to the Responsible Financial Officer

Management

Senior officers and management are responsible for:

- Ensuring adequate resources are available for data protection compliance
- Implementing appropriate technical and organisational security measures
- Promoting a culture of good data protection practice
- Ensuring staff receive appropriate data protection training

5. Lawful Basis for Processing

The Council will only process personal data where a lawful basis applies under Article 6 of the UK GDPR. These include:

- Consent of the data subject
- Performance of a contract
- Compliance with a legal obligation
- Protection of vital interests
- Performance of a task carried out in the public interest or in the exercise of official authority
- Legitimate interests pursued by the Council or a third party

Special category data will only be processed where additional lawful conditions are met.

6. Data Collection and Use

- Personal data will be collected only for specified and lawful purposes.
- Individuals will be informed about how their data will be used through privacy notices.
- Personal data will not be used for purposes unrelated to those originally specified unless required by law or with appropriate consent.
- The Council will ensure data minimisation in all its services and activities.

7. Data Security

Wellington Town Council implements appropriate technical and organisational security measures to protect personal data, including:

- Access controls and user authentication
- Secure storage of paper and electronic records
- Encryption and password protection where appropriate
- Secure transmission of data
- Regular data backups
- Cybersecurity monitoring and protection measures
- Staff training in data protection and information security

Access to personal data is restricted to authorised personnel only.

8. Data Subject Rights

Individuals have rights regarding their personal data. These include:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision-making and profiling

Requests to exercise these rights must be made in writing and will be responded to within statutory time limits.

9. Data Sharing and Transfers

Personal data may be shared with other public bodies, government agencies, service providers, and partners where lawful and necessary.

Personal data will not be transferred outside the UK unless:

- The destination country has been deemed to provide an adequate level of protection, or
- Appropriate safeguards are in place, such as International Data Transfer Agreements (IDTAs) or other approved mechanisms

10. Data Retention and Disposal

The Council will not retain personal data for longer than necessary. Retention periods are defined in the Council's Document Retention Schedule.

Personal data will be securely destroyed or deleted when no longer required.

11. Data Breach Management

Wellington Town Council has procedures in place to detect, investigate, and respond to personal data breaches.

In the event of a breach:

- The Responsible Financial Officer must be notified immediately
- Breaches will be assessed and recorded
- The Information Commissioner's Office will be notified within 72 hours where legally required
- Affected individuals will be informed where there is a high risk to their rights and freedoms
- Measures will be taken to contain and mitigate risks

12. Training and Awareness

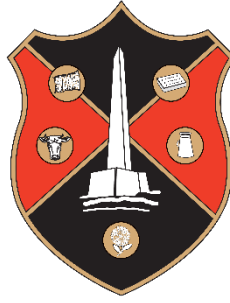
The Council will ensure that all staff and councillors receive appropriate data protection training and guidance relevant to their roles.

13. Policy Review

This policy will be reviewed regularly and updated to reflect changes in legislation, guidance, and Council practices.

Signed on behalf of Wellington Town Council
Chief Executive/Town Clerk

Date: _____



WELLINGTON TOWN COUNCIL CCTV POLICY

1. Introduction

This Policy is to control the management, operation, use and confidentiality of the CCTV systems at Wellington Park, the Kings Arms Community Hub and the Open Spaces Depot.

Town Centre CCTV cameras are operated and monitored under contract by Somerset Council and are not covered by this Policy.

This policy will be subject to periodic review by the Town Council to ensure that it continues to reflect the public interest and that it and the system meets all legislative requirements.

Wellington Town Council accepts the data protection principles based on the General Data Protection Regulation (GDPR) which became law on 25th May 2018.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject;
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- Accurate and, where necessary, kept up to date;
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

2. Statement of Purpose

To provide a safe and secure environment for the benefit of those who might visit, work or live in the area. The system will not be used to invade the privacy of any individual, except when carried out in accordance with the law.

The scheme will be used for the following purposes:

- To reduce the fear of crime by persons using Town Council facilities, so they can enter and leave the buildings and facilities without fear of intimidation by individuals or groups;
- To reduce the vandalism of property and to prevent, deter and detect crime and disorder;
- To assist the police, the Town Council and other Law Enforcement Agencies with identification, detection, apprehension and prosecution of offenders by examining and using retrievable evidence relating to crime, public order or contravention of bye-laws;
- To deter potential offenders by publicly displaying the existence of CCTV, having cameras clearly sited that are not hidden and signs on display, both inside and outside Town Council buildings;
- To assist all 'emergency services' to carry out their lawful duties.

The system will not be used to unjustifiably intrude on the privacy of individuals. Any use in relation to staff will be transparent, proportionate, and in line with employment law.

3. CCTV and Staff Misconduct Investigations

CCTV images may be reviewed as part of an investigation into alleged staff misconduct. Such use of CCTV will only take place where it is considered lawful, necessary and proportionate, and where there are clear and legitimate management grounds for doing so. The Council recognises the sensitivity of using surveillance material in employment matters and commits to ensuring that such reviews are conducted fairly, transparently, and in accordance with ACAS guidance, the Data Protection Act 2018, and the Council's Managing Employee Performance Procedure.

This will only occur when:

- There is a legitimate management concern or a formal allegation.
- Review of CCTV is a necessary and proportionate means of establishing the facts.
- No less intrusive method is available.
- Employees will be informed through this policy and induction that CCTV may be used for this purpose.
- Covert monitoring will not normally take place. It will only be considered in exceptional circumstances (e.g. suspected criminal activity), with the written authorisation of the Town Clerk (or delegated Deputy Clerk) in consultation with the Chair of Council, and where necessary the police.
- Any images used in disciplinary proceedings will be handled in line with the Council's Managing Employee Performance Procedure, ACAS guidance, and the principles of fairness and transparency.

4. Changes to the Purpose or Policy

A major change that would have a significant impact on either the purpose or this policy of operation of the CCTV scheme will take place only after discussion and resolution at full Council meeting. All agendas are posted on the Town Council website at least 3 clear days (excluding weekends) before Council meetings.

5. Responsibilities of the Owners of the Scheme

The elected Town Council retains overall responsibility for the scheme. Day-to-day responsibility rests with the Clerk to the Council, in conjunction with the **CCTV providers.**

Breaches of this Policy by operators will be investigated by the Clerk or their delegated representative and reported to Council when necessary.

6. CCTV Code of Practice

A CCTV system prevents crime largely by increasing the risk of detection and prosecution of an offender. Any relevant tape or digital evidence must be in an acceptable format for use at Court hearings. This policy must be read and understood by all persons involved in this scheme and individual copies of this policy will therefore be issued for retention.

Control and Operation of the Cameras, Monitors and Systems.

The following points must be understood and strictly observed by operators:

1. Trained operators must act with due probity and not abuse the equipment or change the pre-set criteria to compromise the privacy of an individual.
2. The position of cameras and monitors have been agreed following consultation with the police and technical contractors in order to comply with the needs of the public.
3. No public access will be allowed to the monitors except for lawful, proper and sufficient reason, with prior approval of the CEO/Clerk to the Council or the Mayor. The Police are permitted access to tapes and prints if they have reason to believe that such access is necessary to investigate, detect or prevent crime. The Police are able to visit Wellington Park, the Kings Arms Community Hub and the Open Spaces Depot to review and confirm the Town Council's operation of CCTV arrangements. Any visit by the Police to view images will be reported to the CEO/Town Clerk.
4. Operators should regularly check the accuracy of the date/time displayed. All sites have software installed so the display clock which will be updated automatically via the internet.
5. Digital records should be securely stored to comply with data protection and should only be handled by the essentially minimum number of persons. **Digital images will be erased after a period of 28 days.**
6. All sites access to CCTV images are password protected and have an automatic system log out after 5 minutes. The passwords of these systems are not permitted to be shared beyond to roles stipulated in this policy; the CEO/Town Clerk. Sharing a password is considered a breach of this policy and could lead to disciplinary action.
7. Images will not normally be supplied to the media, except on the advice of the police if it is deemed to be in the public interest. The CEO/Clerk to the Council would inform the Mayor of any such action.
8. As records may be required as evidence at Court, each person handling a digital record may be required to make a statement to a police officer and sign an exhibit label. Any images that are handed to a police officer should be signed for by the police officer and information logged to identify the recording and showing the

officer's name and police station. The log should also show when such information is returned to the Town Council by the police and the outcome of its use.

9. Any event that requires checking of recorded data should be clearly detailed in the log book of incidents, including Crime Nos. if appropriate, and the Council Office notified at the next available opportunity (see Appendix A). Any access to CCTV images which are not recorded in the log book, is considered a breach of this policy and could lead to disciplinary action. The log book must be kept up-to-date and must be presented to the CEO/Town Clerk upon request.
10. Any damage to equipment or malfunction should be reported immediately to the CEO/Town Clerk and contact made with the company responsible for maintenance, and the call logged showing the outcome. When a repair has been made this should also be logged showing the date and time of completion.
11. Any request by the police for access to CCTV images to identify a specific incident or an individual member of the public for access to their own recorded image must be made on an 'Access Request Form' with no charge. Forms are available from the Council Office and will be responded to within 30 days (see Appendix B).

Accountability

Copies of the CCTV Policy are available in accordance with the Freedom of Information Act, as will any reports that are submitted to the Town Council *providing it does not breach security needs*.

The Police will be informed of the installation and provided with a copy of this CCTV Policy.

Any written concerns, complaints or compliments regarding the use of the system will be considered by the Town Council, in line with the existing complaints policy.

Wellington Town Council has considered the need for using CCTV and have decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes.

Wellington Town Council will conduct an annual review of the use of CCTV on their premises. (see Appendix C).

THIS POLICY MUST BE COMPLIED WITH AT ALL TIMES.

I have read the above policy and agree to abide by these instructions. I will discuss any concerns with the Clerk to the Council at any time.

Signed Print Name

Date/...../.....

(Operators are issued with their own copy of this policy and shall sign to confirm receipt and compliance.)

Updated by Wellington Town Council –

APPENDIX B



**Wellington Town Council
ACCESS REQUEST FORM – CCTV IMAGES**

Date of Recording:	Place of Recording:	Time of Recording:	
Applicants Name and Address		Description of Applicant and any distinguishing features (e.g. clothing	
Post Code:	Tel.No:		
Signature of Applicant (or parent/guardian if under 18)		A recent photograph may be necessary to aid identification.	
Reason for request - to be submitted to the Town Council.			
Received by:	Clerk's Signature:	Date Received:	Time Received:
Fee Charged / N.A.	Fee Paid:	Request Approved: YES/NO	Date Applicant Informed:

APPENDIX C

Wellington Town Council CCTV System Annual Review

This CCTV system and images produced by it are controlled by Wellington Town Council who is responsible for how the system is used and for notifying the Information Commissioner about the CCTV system and its purpose (which is a legal requirement of the Data Protection Act 1998)

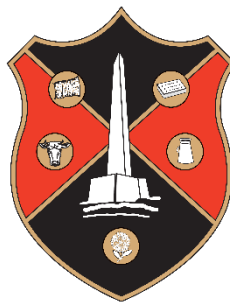
Wellington Town Council has considered the need for using CCTV and has decided it is required for the prevention and detection of crime and for protecting the safety of customers. It will not be used for other purposes. The Town Council conducts an annual review of the use of CCTV on their premises.

	Checked (Date)	By	Date of next review
Notification has been submitted to the Information Commissioner and the next renewal date recorded.			
There is a named individual who is responsible for the operation of the system.			
A system has been chosen which produces clear images which the law enforcement bodies (usually the police) can use to investigate crime and these can easily be taken from the system when required.			
Cameras have been sited so that they provide clear images.			
Cameras have been positioned to avoid capturing the images of persons not visiting the premises.			
There are visible signs showing that CCTV is in operation. Where it is not obvious who is responsible for the system contact details are displayed on the sign(s).			
Images from this CCTV system are securely stored, where only a limited number of authorised persons may have access to them.			
The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.			
Except for law enforcement bodies, images will not be provided to third parties.			

<p>The organisation knows how to respond to individuals making requests for copies of their own images. If unsure the controller knows to seek advice from the Information Commissioner as soon as such a request is made.</p>			
<p>Regular checks are carried out to ensure that the system is working properly and produces high quality images.</p>			

Please keep this checklist in a safe place until the date of the next review.

Updated by Wellington Town Council –



WELLINGTON TOWN COUNCIL COUNCILLOR TRAINING AND DEVELOPMENT POLICY

1. Introduction

- 1.1. Wellington Town Council recognises the importance of training and development for all Councillors in order to ensure effective governance, lawful decision-making and high standards of conduct.
- 1.2. Councillors are elected to represent the community and are responsible for making decisions that affect the town. It is essential that they have the appropriate knowledge and skills to carry out these duties
- 1.3. The Council is committed to supporting Councillors in developing their understanding of their role and keeping up to date with changes in legislation, policy and best practice.

2. Scope

- 2.1. This policy applies to all elected and co-opted Councillors of Wellington Town Council.
- 2.2. This policy should be read in conjunction with other documents within the Council's Constitution including the Code of Conduct, Standing Orders, Financial Regulations and relevant Council policies.

3. Objectives

- 3.1. The aims of this policy are to:
 - Ensure Councillors understand their roles and responsibilities
 - Promote effective and lawful decision-making
 - Maintain high standards of conduct
 - Support continuous development of knowledge and skills
 - Enable the Council to respond to changing legislation and local needs

4. Induction Training

- 4.1. All newly elected or co-opted Councillors will be expected to undertake an induction programme as soon as practicable after taking office.

- 4.2. The induction programme will include:
- The role of the Town Council and its structure
 - Roles and responsibilities of Councillors
 - The Code of Conduct
 - Standing Orders and Financial Regulations
 - Key policies and procedures
 - Legal and statutory obligations

5. Ongoing Training

5.1. Councillors are encouraged to undertake ongoing training throughout their term of office.

- 5.2. Training opportunities may include:
- Courses and seminars
 - Workshops and briefings
 - Conferences and networking events
 - Online training and webinars

5.3. Attendance at training events will be subject to approval and budget provision.

6. Mandatory Training

6.1. The Council may identify certain training as mandatory where it is necessary for the effective discharge of Councillor duties.

6.2. This may include:

- Code of Conduct training
- Planning training for members of the Planning Committee
- Finance and governance training

6.3. Councillors are expected to attend mandatory training within a reasonable timeframe.

7. Identification of Training Needs

- 7.1. Training needs may be identified through:
- Induction processes
 - Changes in legislation or Council functions
 - Committee requirements
 - Feedback from Councillors

8. Roles and Responsibilities

- 8.1. Councillors will:
- Take responsibility for their own development
 - Attend relevant and mandatory training
 - Keep up to date with issues affecting their role
 - Share knowledge gained where appropriate

- 8.2. The Town Council will:
- Promote a culture of continuous learning
 - Provide access to appropriate training opportunities
 - Allocate a budget for training

- Maintain appropriate records

8.3. The Town Clerk will:

- Maintain records of Councillor training
- Advise on training opportunities
- Support the organisation of induction and development activities

9. Training Records

9.1. A record of all Councillor training will be maintained by the Town Clerk.

9.2. Records will include:

- Training attended
- Date and provider
- Subject matter

9.3. These records will be used to identify skills and any gaps in knowledge.

10. Financial Provision

10.1. The Council will make reasonable provision within its annual budget to support Councillor training and development.

10.2. All expenditure will be in accordance with the Council's Financial Regulations

11. Review

11.1. This policy will be reviewed periodically to ensure it remains effective and up to date.

SERVICE LEVEL AGREEMENT – CCTV, Management and Maintenance Obligations

Document Owner:	Somerset Council
------------------------	------------------

Version

Version	Date	Description	Author
1		Service Level Agreement	

Approval

(By signing below, all Approvers agree to all terms and conditions outlined in this Agreement.)

Approvers	Party	Signed	Approval Date
Sarah Dowden	Somerset Council ("The Council")		
	Council ("the Client")		

This Agreement comes into force on the most recent Approval Date

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1.0 Parties to Agreement

1.1 (1) Somerset Council (The 'Council') and (2) [Council],

2.0 Duration of Agreement

2.1 Shall come into force on 1st April 2027 and shall remain for 3 years, ending 31st March 2030.

2.2 There is a break clause after year 1, to allow the opportunity for review

3.0 Service Level

3.1 Under this Agreement, the Council will provide services covering the procurement and installation of a Video Management Solution, as well as the ongoing management and maintenance of the CCTV monitoring system (collectively referred to as the "CCTV IT, Management and Maintenance Obligations"). These services will be delivered in accordance with the established CCTV Code of Practice within the administrative area served by [Council].

3.2 This Agreement establishes the performance levels for the Service as set out in Appendix 1 (the Service Level) and the annual financial contribution payable by [Council] towards the Service as set out in Appendix 2 (the Annual Contribution).

4.0 Review of this Agreement

- 4.1 This Agreement will be reviewed jointly by the Council and [Council] on an annual basis. In addition, either party may request a review at any time should circumstances require, such as changes in legislation, operational needs, or service delivery.
- 4.2 Either party may propose changes to the terms of this Agreement, including adjustments to the Services, to reflect changes in legislation or in the operational functions of [Council]. Any such request must be submitted in writing to the Service Director, Regulatory and Operational Services, or to the Client's designated representative.
- 4.3 All changes to this Agreement must be mutually agreed in writing by both parties, formally documented, and incorporated into an updated version as part of ongoing version control.

5.0 Services Aims and Objectives

- 5.1 The Council will deliver the Service to [Council] in line with the agreed Service Level and in compliance with the legitimate aims outlined in the CCTV Code of Practice.
- 5.2 Active liaison between the parties is essential. Day-to-day communication will primarily be between the CCTV Manager and the Client, with both parties ensuring their contact details are kept up to date. In addition, Somerset Council officers will support the Client by providing relevant data, facilitating information sharing, and working collaboratively to align service outcomes with the objectives of both organisations.

6.0 Payment Arrangements

- 6.1 The Client shall pay the Annual Contribution as set out in Appendix 2 in accordance with the payment schedule agreed between the parties. Payment frequencies may vary (e.g., annual, quarterly, or other arrangements) and will be confirmed in writing. Unless otherwise agreed, each payment must be made within 30 days of the Council's invoice.
- 6.2 All sums payable under this Agreement unless otherwise stated are exclusive of VAT and other duties or taxes.

7.0 Administrations and Technical Support

- 7.1 The Council will provide all necessary administrative and technical support to deliver and maintain the Service in accordance with the agreed Service Level. Both parties acknowledge that the Video Management System Solution and the CCTV equipment

listed in Appendix 1 remain the property of the Council. Ownership of this equipment does not affect the Client's operational access to data or its responsibilities under this Agreement.

8.0 Increase/Decrease in Service and Termination

- 8.1 If either the Council or the Client requires changes to the Service or its coverage areas, such changes will be discussed and agreed upon as soon as reasonably practicable. All agreed changes must be documented in writing in accordance with Clause 4.2.
- 8.2 If any payment remains outstanding for more than 30 calendar days after its due date, the Council will notify the Client in writing and offer an opportunity to resolve the matter. If payment is not received or an alternative arrangement agreed within 14 days of that notice, the Council reserves the right to terminate this Agreement. Termination will not affect the Client's liability for any unpaid sums or other breaches of this Agreement.
- 8.3 In all other circumstances, the Client (Town, City, or Parish Council) must provide Somerset Council with no less than nine (9) months' written notice of its intention to terminate this Agreement. This notice period ensures Somerset Council has sufficient time to plan budgets, staffing, and operational adjustments.
- 8.4 In all other circumstances, Somerset Council must provide the Client with no less than twelve (12) months' written notice of its intention to terminate this Agreement. This extended notice period allows the Client adequate time to procure and implement alternative CCTV arrangements and maintain continuity of service.

Commented [JS1]: Original SLA quite strict here and doesn't allow for any flexibility or negotiation. Revision adds a step for dialogue ("offer an opportunity to resolve the matter"), keeps the 14-day notice but frames it as a last resort and maintains legal clarity while sounding less punitive.

Commented [JS2]: Have reviewed the timescales here:
Somerset Council requires a longer notice period to incorporate changes into its annual budgeting and resource planning cycles.

Town, City, and Parish Councils need more time to source, fund, and install alternative CCTV solutions, which often involve procurement processes and compliance checks.

Different notice periods reflect the different circumstances for each party. Somerset Council can react to a notice period more quickly than city, town parish councils, which may face lead times, funding processes etc for alternative arrangements.

Commented [JS3]: Aligns this with SC's formal complaints procedure. Where the procedure does not apply, the Council will aim to provide an initial response within seven working days.

Commented [JS4]: requiring notification for every outage over 6 hours has proven unrealistic given the frequency of minor faults and quick fixes. Industry practice usually focuses on significant or prolonged outages that materially impact service so have tried to reflect that.

This sets a realistic threshold (24 hours) for proactive notification and ensures transparency by reporting shorter outages in quarterly reports rather than immediate alerts.

9.0 Councils Additional Responsibilities

- 9.1 To provide a response to all complaints/enquiries within 7 working days.
- 9.2 Where Somerset Council becomes aware of any foreseen difficulties that may impact Service delivery, it will notify the Client at least five (5) working days before any anticipated disruption to the agreed Service Level. This commitment applies only where the Council has prior sight of the issue.
- 9.3 The Council will notify the Client of any significant outage or inability to monitor cameras that is expected to persist beyond 24 hours. For shorter outages, the Council will record the incident and include details in the regular performance reports provided to the Client.
- 9.4 **Significant Impact & Compensation**

For the purposes of this Agreement, a Significant Impact is defined as any of the following events:

- a) Service Failure (Duration-Based):
A failure of the CCTV monitoring service lasting longer than 24 consecutive hours; or

b) Camera Outage Threshold:

An unplanned outage affecting more than 20% of the Client's operational cameras at any one time; or

c) Priority/High-Risk Location Failure:

A failure that prevents monitoring of any priority or high-risk location as identified by the Client; or

d) Service Availability Failure:

Failure by the Supplier to meet the agreed Service Availability Level of 99% per calendar month, unless otherwise stated in this Agreement.

9.5 Where a Significant Impact event is confirmed, the Client will be entitled to receive a Service Credit equal to the outage period for each impacted camera, based on the annual monitoring fee.

Service Credits will be applied to the invoice for the period following the period in which the Significant Impact occurred, unless agreed otherwise in writing.

9.6 If three (3) Significant Impact events occur within any rolling six-month period:

- the Client may request a formal Service Review, and
- following this review, the Client may consider termination of the Agreement in accordance with the termination provisions set out herein.

9.7 Significant Impact events do not include:

- Planned maintenance notified to the Client in advance, or
- Service disruptions caused by:
 - failure of Client-owned equipment or infrastructure,
 - connectivity, power, or third-party network issues outside the Supplier's control,
 - force majeure or environmental conditions affecting cameras, or
 - criminal damage, vandalism, or obstruction of cameras.

9.8 The Council will obtain the Client's prior approval before adding, changing, or removing any permanent camera locations within the Client's area.

Commented [JS5]: Added as per BTC request

10.0 Clients Additional Responsibilities

10.1 The Client will liaise with the Council to review the operational status of the Service and raise any suggestions or concerns through the agreed communication channels.

10.2 The Client will review the level of Service it requires and ensure adequate provision for any agreed improvements or expansions, including additional areas requiring CCTV coverage.

10.3 The Client will review reports (including condition surveys) provided by the Council and prepared by the contractor, assessing the need for additional or complementary CCTV coverage. The Client will make clear decisions regarding funding for such work. Where recommendations include installing additional cameras to enhance

public safety or reduce crime and anti-social behaviour, these should be given due consideration as part of the decision-making process. Somerset Council will review public safety elements in collaboration with its partners, including community safety teams, local businesses and representatives, and Avon and Somerset Police, to ensure recommendations align with wider community safety priorities.

Commented [JS6]: Have broadened this out to include reviews of public safety and recommendations around additional cameras.

- 10.4 The Client will provide Somerset Council with reasonable advance notice of any planned events within its area that may place additional demand on the Service. Where possible, notice should be given at least 14 days prior to the event to allow for appropriate planning and resource allocation.

Commented [JS7]: Added a timeframe here so can work together to plan resources and staffing for events that may increase monitoring demand.

11.0 Liability

- 11.1 Except for liability arising from death or personal injury caused by negligence, or failure to deliver the Service in compliance with applicable regulatory frameworks, the Council shall not be liable to the Client for any loss or damage incurred as a result of a failure to provide the Service.

- 11.2 Copyright of all images and recordings will remain the property of the Council. The CCTV Manager, as the nominated responsible officer for the day-to-day operation of the CCTV system, has a legal obligation to ensure compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation 2021 and will make all decisions regarding the release of information.

Commented [JS8]: Previously said "Commissioning Officer CCTV". Have changed to CCTV Manager for clarity.

12.0 Force Majeure and Disaster Recovery Plan

- 12.1 Neither party shall have any liability under, or be deemed to be in breach of, this Agreement for any delays or failures in performance resulting from circumstances beyond their reasonable control (an event of "Force Majeure"). If a Force Majeure event continues for more than six (6) consecutive months, either party may terminate this Agreement by written notice to the other party, following reasonable efforts to agree contingency arrangements.

13.0 Arbitration

- 13.1 If any dispute, difference, or question arises between the parties in connection with this Agreement and cannot be resolved through negotiation within 28 days, the matter shall be referred in the first instance to the Service Director Regulatory and Operational Services for determination, unless otherwise specified in this Agreement.
- 13.2 If the Service Director is unable to resolve the matter within a further 28 days, the dispute shall be referred to an independent mediator agreed upon by both parties. If mediation fails, the matter may then proceed to formal arbitration in accordance with the Arbitration Act 1996.

Commented [JS9]: Added further escalation step.

Signatories to this Agreement

Sarah Dowden – Service Director Regulatory and Operational Services, Somerset Council

Date

[Council]

Date

APPENDIX 1 THE SERVICE

The Council shall provide:

1. ~~A published annual report outlining the service operation summary, related to this agreement~~
2. The Client shall have reasonable access to CCTV images where such access is necessary to support legitimate functions aligned with the aims of this Service (e.g., insurance claims or legal proceedings). Requests must be proportionate and relevant to the purpose of the Service. Somerset Council reserves the right to determine the appropriateness of any request and will provide access only where resources allow, ensuring that operational priorities are not compromised.
3. The Client may request access to management and operational information that supports oversight and good governance under this Agreement (e.g., service performance data, maintenance reports). Requests must be relevant and proportionate. Somerset Council reserves the right to determine appropriateness and will provide such information only where resources allow, ensuring operational priorities are maintained.
4. An annual stock condition report, detailing the status of all cameras and associated equipment. The report will include information on condition of each camera and related infrastructure, security measures and any vulnerabilities identified, cleanliness and physical upkeep, and faults recorded during the reporting period. Any maintenance, replacement or upgrade suggestions as a result of the report will be discussed with [Council] before any action is agreed or implemented.
5. An annual overview of costs associated with the Service, to include a financial summary of any and all monies held in reserve on behalf of the Client.

Commented [JS10]: I am proposing removing this given that it is a rehash of the quarterly reports. Additional work that isn't necessary.

In addition the Council will

6. Somerset Council will arrange the repair or replacement of CCTV equipment as faults arise, in line with the agreed maintenance schedule. Where a camera or associated equipment cannot be repaired immediately, the Council will notify the Client promptly and seek further instructions regarding next steps. For all repair work, the Council will liaise with the Client on timescales once information has been received from the contractor.
7. Investigate and respond to all complaints from members of the public concerning the operation of the CCTV cameras, in line with Somerset Council's Complaints Procedure.
8. Somerset Council will ensure the CCTV system is registered in compliance with the Data Protection Act 2018 and UK GDPR. The Council will also assess and document the scheme's impact on privacy and human rights, ensuring compliance with the Human Rights Act and any other relevant legislation as it is introduced or updated.
9. Undertake management checks and audits as necessary to ensure the system is operated professionally, competently and in accordance with Data Protection

Commented [JS11]: Revised to be clearer on what will be provided. Based on report provided to us by existing contractor.

laws, UK GDPR, Human Rights legislation, the Freedom of Information Act 2000 and other relevant applicable legislation.

10. Operate and bear the cost associated with the police "Airwave" unit installed in the control room and covering the Somerset area.
11. Recorded images will at all times remain in the Council's ownership.
12. Provide quarterly reports to include:
 - The length of time each of its camera were not operative, being monitored or recorded due to faults (by camera location)
 - Any updates or repairs by camera (e.g. new part ordered etc)
 - On a best endeavours basis, reports or access to reports from the VMS to enable the Client to understand the active use and monitoring of cameras in their area.
 - A quarterly report of incidents identified by CCTV Operators, including if the incident was reported to the Police. Where reported to the police whether CCTV images have been provided to the Police.
 - Crime statistics, number of arrests made as result of CCTV intervention, number of footage uploads to the Police, top cameras by usage and anything else agreed with [Council] that Somerset Council can reasonably provide.
13. Somerset Council will ensure that a formal maintenance contract is in place with an appointed contractor responsible for servicing and repairing CCTV equipment. The Council will also manage this contract on an ongoing basis to ensure compliance with agreed standards, timely delivery of maintenance, and resolution of any issues.
14. Somerset Council will take all reasonable steps to minimise breakdowns and technical faults and ensure that any issues are rectified as soon as practicable, in line with the maintenance contract and agreed service standards.
15. Ensure that the CCTV system is intended solely to support the detection and prevention of crime, assist in identifying offenders, and provide evidential material for lawful investigations and prosecutions. It will not be used for intrusive or unnecessary monitoring of individuals engaged in legitimate activities. Where covert surveillance is required, this will only be undertaken in accordance with the Regulation of Investigatory Powers Act (RIPA) and relevant authorisation procedures.
16. The CCTV system will be operated in accordance with the Surveillance Camera Code of Practice (issued under the Protection of Freedoms Act 2012 and updated in November 2021), ensuring it supports specified legitimate aims:
 - To help reduce the fear of crime and antisocial behaviour.
 - To deter crime and antisocial behaviour.
 - To detect crime and antisocial behaviour and provide video images as evidence in both criminal and civil proceedings.
 - To assist in the overall good management of local authority function in Somerset
 - To enhance community safety, assist in developing the economic wellbeing of the Authority areas and encourage greater use of Town Centres, car parks etc.

- To assist the parties to achieve their respective enforcement and regulatory functions.
 - To assist in Traffic Management where applicable.
17. Somerset Council will record images from all Client cameras continuously, 24 hours a day, 365 days a year, and will manage the supporting storage system in accordance with data protection requirements and retention policies
18. Somerset Council will operate and maintain the Police radio communication system within the CCTV control room, ensuring it remains functional and available for liaison with the Police as part of incident response and coordination.
19. Somerset Council will staff the CCTV control room with sufficiently qualified and licensed CCTV operators, in accordance with relevant legislation and industry standards at the following times:
Monday: 8am – 4am
Tuesday: 8am – 4am
Wednesday: 8am – 4am
Thursday: 8am – 12am.
Friday: 24 hours
Saturday: 24 hours
Sunday: 24 hours
- This will remain under review at all times and opening times will be subject to change based on service demand.
20. Somerset Council will monitor all CCTV cameras across Somerset on a rotational basis, with a proactive focus on identifying criminal and anti-social behaviour, and in line with agreed priorities with each council and those of the Police.
21. Somerset Council cannot guarantee to capture or respond to every incident. Monitoring will be carried out alongside other cameras owned by the Council. In reactive situations, the immediate priority will be determined by the CCTV Operator or CCTV Manager, based on considerations such as danger to life, threat to public safety, and severity of the incident.
22. The Council reserves the right to suspend monitoring of the Cameras for the purposes of updating, repairing or renewing equipment in the Council's Control Room or in the event that the Control Room is relocated or in the event of industrial action. The Client to be notified as set out in section 9.
23. When an incident is identified by a CCTV operator (or reported via police radio, a member of the public, or other source), the operator will take appropriate action in accordance with agreed protocols. This may include monitoring the incident, recording relevant footage, notifying the Police or other emergency services, and escalating to the CCTV Manager where necessary. All actions will be proportionate to the nature and severity of the incident and documented for audit purposes.
24. Somerset Council will respond to any criminal incident identified by a CCTV operator or referred to the control room by relevant agencies or partners, such as the Police, emergency services, or other authorised enforcement bodies. Requests from non-relevant or unauthorised sources will not be acted upon. All

Commented [JS12]: Have broadened this out to make it less vague.

Commented [JS13]: Changed to reflect new proposed monitoring times.

Commented [JS14]: Have added reference to agreed priorities with each council as think this is important. These would be discussed and agreed with clerks through CCTV Manager.

Commented [JS15]: Have made monitoring criteria clearer.

Commented [JS16]: Have expanded on what 'appropriate actions' might be.

responses will follow agreed protocols and prioritisation based on the nature and severity of the incident.

25. Recorded footage will normally be retained for 28 days. Where a formal request is made for the purposes of an investigation, and sufficient grounds exist under the relevant codes of practice and legislation, footage may be retained for a longer period. All extended retention will be documented and justified in accordance with Data Protection Act 2018 and UK GDPR requirements.
26. Somerset Council will record all observed incidents of criminal and anti-social behaviour and promptly refer such incidents to the appropriate agency for response. This includes notifying the Police for criminal matters and other authorised enforcement bodies for relevant issues. All referrals will follow agreed protocols and be documented for audit and compliance purposes.
27. Somerset Council will provide recorded material that meets evidential standards to the Police for criminal prosecutions. This will include all necessary supporting documentation, such as operator logs and, where required, witness statements from CCTV operators or managers to confirm observations or evidential integrity.
28. Somerset Council will provide recorded material that meets evidential standards to the Client only where it is necessary to pursue the legitimate aims of the Service, such as investigating significant incidents (e.g., serious damage to Council property or major public safety concerns). Requests must be proportionate and relevant, and Somerset Council reserves the right to determine appropriateness and prioritise resources accordingly.
29. To undertake pre-arranged presentations of the systems effectiveness to community representatives of the Client.
30. To complete and retain all written and electronic information relating to the system for the recommended period of time in accordance with the Data Protection Act 2018 and the UK GDPR.
31. Somerset Council will be responsible for authorising all requests from the Police, HM Revenue & Customs, relevant Government agencies, and any other duly authorised organisation to use the CCTV cameras as part of a surveillance operation or criminal investigation. All authorisations will be subject to compliance with applicable legislation, including the Regulation of Investigatory Powers Act (RIPA), and will only be granted where the request is lawful, proportionate, and properly documented.

Commented [JS17]: Have expanded this so we can be clear that we don't take requests or calls from unsolicited groups.

Commented [JS18]: Footage actually retained for 31 days. Have changed to reflect this.

Commented [JS19]: Have tightened this up for clarity.

APPENDIX 2 – ANNUAL CONTRIBUTION

1. Service Delivery Charges

For the financial year 2027/2028, the charge for delivery of all services outlined in this SLA, including monitoring, management, maintenance, and compliance, shall be £2,798.52 per camera per annum.

This per-camera rate covers:

- Continuous monitoring and recording (24/7/365).
- Operation of the control room and Police radio system.
- Maintenance and fault resolution in line with agreed schedules.
- Compliance with data protection and legal requirements.
- Provision of reports and governance information as set out in Appendix 1.

Future Years

For subsequent financial years, charges will be based on the previous year's rate with an annual uplift in line with the Retail Price Index (RPI).

Somerset Council will notify the Client of any planned RPI uplifts by October 31st each year.

Commented [JS20]: Added as per WCC request.

2. Ad-Hoc Costs, Expenses and Charges

Any additional costs incurred in relation to the Service, such as camera new camera installations, upgrades to cameras or system enhancements within the parish or town council's area, will be the responsibility of the Client. All such work will be undertaken in consultation with the Client and subject to prior agreement.

Commented [JS21]: Have changed this to a charge for service delivery.

have removed the reference to example of new camera cost as this has caused confusion and we have learned that each camera is different so being held to that cost isn't realistic.

APPENDIX 3 – SLA MEETING AGENDA

These shall be in the form of 1 individual meeting per year, and one whole group meeting per year, with partners (police) invited.

1. Introduction
2. Round up of activity (statistics) over the previous period (SC)
3. Feedback from Town Council
4. Camera location review
5. Camera downtime / repair during the period
6. Forward look – replacement / new camera
7. AOB

Commented [JS22]: Will remove this. How and what is discussed can be agreed between Jamie and clerk.

APPENDIX 4 – NATIONAL CCTV CODE OF PRACTICE

[Surveillance Camera Code of Practice \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

APPENDIX 5 – CCTV CAMERAS AND LOCATIONS

(camera number, location, model)

Number	Location	fixing	Type	model	installed
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[Council] cameras to be inserted here.



Title	SERVICE LEVEL AGREEMENT FUNDING
Meeting	Policy & Finance
Date of meeting	20 th April 2025
Action Required	Recommendation to Full Council
Report Author and email address	Alice Kendall – DSFM alice@wellingtontowncouncil.co.uk

1. Introduction

- 1.1. This report sets out changes to the Council's Service Level Agreement template, making adjustments as raised by the Internal Auditor.
- 1.2. Further to this, there are applications for Service Level Agreement funding from two organisations who have previously received multi-year funding from the Council. Representatives from each have been invited to attend the meeting should Councillors wish to answer questions.
- 1.3. These should be reviewed by the Committee and a recommendation made to Full Council for final approval.

2. Background

2.1. Template

- 2.1.1. In 2021, the Council adopted a new template for Service Level Agreements.
- 2.1.2. At the Internal Auditor's' Interim visit, it was noted that the payment terms means that the Council is committed to make large payments without first checking that the service had been appropriately provided.
- 2.1.3. An update to the template has been made as appropriate and is attached to this report for review.

2.2. Reminiscence Learning (RL)

2.2.1. The Council negotiated a new three-year SLA with RL in 2021. Since, there have been several requested updates to the funding for additional activities. A summary is detailed below.

Year	Amount	Activities
2021-22	£4,000	Funday Friday Forest School Plus
2022-23	£4,500 £3,125	Funday Friday Forest School Plus Pro-rata to year end funding for Carers Support Group
2023-24	£12,000	Funday Friday Forest School Plus Carers Support Group
2024-25	£17,000	Funday Friday Forest School Plus Carers Support Group Creative Art Project Archie Project
2025-26	£17,000	Funday Friday Forest School Plus Carers Support Group Creative Art Project Archie Project

2.2.2. The most recently agreed funding came to an end on 31 March 2026.

2.2.3. RL have applied for a new three-year Service Level Agreement, requesting £20,000 of funding in year one, £20,800 in year two and £21,632 in year three (total £62,432), covering the following activities:

- Funday Friday
- Face to Face Carers
- Online Carers
- Archie Project
- Creative Art Project
- Walk & Talk

2.2.4. The application and supporting documents have been circulated available to Councillors in advance of the meeting.

2.3. Wellington Community Counselling (WCC)

2.3.1. WCC received funding over a three-year agreement, with payments being subject to an agreed increase in each year. A summary is below.

Year	Amount
2023-24	£17,000
2024-25	£19,140
2025-26	£20,880

2.3.2. The services to be provided remained unchanged throughout this period, namely, to provide:

- Affordable (free or subsidised) counselling services for the benefit of children and young people who either live in Wellington or attend Wellington schools.
- Affordable (free or subsidised) counselling services for adults or families who either live in Wellington or have a reasonable local connection through their employment.
- Referrals will be accepted from a variety of organisations which will include, amongst other sources, schools, doctor's surgeries, domestic abuse support agencies, as well as self-referrals. All clients will receive an initial clinical assessment as part of the referral process, as well as a financial affordability test.
- It is envisaged that 348 hours of counselling will be provided in respect of the annual financial contribution by Wellington Town Council.
- Counsellors providing support to clients will be fully qualified, professionally registered and insured with full personal indemnity, and hold appropriate level DBS clearance (Disclosure and Barring Services). Any Trainee Counsellors providing the service shall also be subject to these conditions.

2.3.3. This agreement ended on 31 March 2026.

2.3.4. WCC have applied for a new three-year agreement, requesting £22,620 in years one and two and £24,360 in year three (total £69,600). The services provided to remain identical to those mention in 2.3.2 above.

2.3.5. The application and supporting documents have been circulated available to Councillors in advance of the meeting.

3. Links to Council Vision and Place Plan

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

4. Financial Implications

- 4.1. The Council set the Service Level Agreement Budget for 2026-27 (£49,045) based on the active funding as of October 2025:
- Citizens Advice - £5,600 (effective until 31 March 2027)
 - Mind Somerset - £5,600 (now expired)
 - RL - £17,000
 - WCC - £20,880
- 4.2. It is currently unclear if Mind Somerset will apply to renew their agreement covering Young People Peer Group sessions. The required monitoring/feedback for the last year of the agreement is awaited and has been requested.
- 4.3. Approval of the amounts requested by RL and WCC for 2026-27, plus amount committed to Citizens Advice will total a spend of £49,020 against the Service Level agreement budget.

5. Risks

Set out any risks associated with the proposal and how they are going to be mitigated.

6. Considerations

- 6.1. To recommend to Full Council that the Council's SLA template be adopted as amended.
- 6.2. To consider what recommendations to make to Full Council on the applications from RL and WCC. Any awarded funding to be subject to the updated agreement.

7. Background Papers

- 7.1. Updated SLA Template (attached)
- 7.2. RL Application Documents (link e-mailed to Councillors)
- 7.3. WCC Application Documents (link e-mailed to Councillors)



SERVICE LEVEL AGREEMENT

WELLINGTON TOWN COUNCIL

AND

[INSERT ORG. NAME]

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PART 1 – INTRODUCTION

1. DATE OF AGREEMENT

[DATE]

to

[DATE]

2. PARTIES

This is an agreement between:

The Council:

WELLINGTON TOWN COUNCIL

The Service Provider:

[INSERT]

3. REPRESENTATIVE/CONTACT PERSON

Authorised representatives/contact persons for the purpose of this Agreement shall be:

The Council:

Wellington Town Council—Town Clerk, currently

Service Provider:

[INSERT]

4. OBJECT OF AGREEMENT

The Council have agreed to provide grant funding to enable the Service Provider to deliver [INSERT] within Wellington.

The Agreement covers the services as specified in Appendix B. Any tendered, contracted or traded services that the Service Provider operates are beyond the scope of the core services and will be separately accounted for.

5. PERIOD OF AGREEMENT

This Agreement is effective from [INSERT], covering the period from [insert] to [INSERT] unless terminated earlier in accordance with Section 25.

6. STATUS OF SERVICE PROVIDER

In carrying out this Agreement the Service Provider, as an independent Agency, is acting in its own right and not as an agent of the Council.

7. FREEDOM OF INFORMATION

Both parties to this Agreement will comply within the provisions of the Data Protection Act 1998 with any requests for information relating to this service from service users, members of the public and other organisations where disclosure of such information is in the public interest and would not have a detrimental effect on the commercial interests of either party to this Agreement.

8. THE SERVICE PROVIDER'S OBLIGATIONS – GRANT CONDITIONS

- To provide the services specified in Appendix B of this Agreement
- To submit annual monitoring information as specified in Part 2.
- To notify the Council if there are any significant changes in its work plan constitution, staffing structure, and funding external to this agreement
- To maintain a proper set of financial accounts of its activities and shall arrange for the accounts to be audited annually in a manner required by the Charities Act 1992, or by Company Law. These accounts shall be made available to the Council within a reasonable period of any request to see them
- A base budget and details of other sources of funding shall also be provided annually
- To be responsible for the recruitment and selection of all paid and volunteer staff.
- Activities carried out by the Service Provider will give acknowledgement of the Councils support
- The Service Provider will recognise within the work that they do their role to enhance community safety to reduce inequalities and promote diversity.
- It is a requirement of Membership that the Service Provider's Board is representative of the community and must take steps to ensure that appropriate user groups, especially minority and disadvantaged groups are represented.
- The Service Provider shall safeguard the Grant against fraud generally and, in particular, fraud on the part of any staff employed by the Service Provider and its suppliers. The Service Provider shall notify the Council immediately if it has reason to suspect that any fraud has occurred or is occurring or is likely to occur.

9. REPRESENTATIONS AND COMPLAINTS

The Service Provider shall operate a procedure for dealing with representations and complaints about the service as set out in Appendix B of this Agreement and shall take all reasonable steps to bring this to the attention of service users. The Council will be informed of any formal complaints about the service.

10. EQUAL OPPORTUNITIES

The Service Provider shall follow all current legislative requirements in respect of equal opportunities and shall strive to implement these with regard to employees and users. The Service Provider will provide the Council with copies of their Equality and Diversity Policies.

11. HEALTH & SAFETY

The Service Provider shall comply with the requirements of the Health & Safety at Work etc. Act 1974 and of any other Acts, Regulations or Orders about Health & Safety. The Service Provider operates a Health and Safety Policy and provide a copy to the Council on request.

12. SAFEGUARDING

The Council will ensure that the appropriate level of Disclosure and Barring Service (DBS) check is made for all employees/volunteers who will be working with vulnerable adults and children. Employees must not be allowed to work unsupervised with vulnerable people until the DBS disclosure has been received. The Service Provider

Commented [WTC1]: This to be reviewed per individual agreement

shall not employ any individual who has been barred from working with vulnerable adults through the governments DBS scheme.

The Service Provider shall comply with the Safeguarding Vulnerable Groups Act (SVGA) 2006. The Service Provider is required to have in place a policy for the safeguarding of vulnerable adults and children.

The Service Provider will provide the Council with copies of their Safeguarding Policy.

13. USE OF OTHER ORGANISATIONS

The Service Provider shall not discharge any of their responsibilities within this agreement to a third party without prior written agreement by the Council.

14. HUMAN RIGHTS

In recognition that the Council is a public body subject to the provisions of the Human Rights Act, the Service Provider will adopt a human rights approach to the services provided for the general public, to reinforce the aim to secure the enjoyment of full human rights for all.

15. INFORMATION SECURITY/INFORMATION SHARING

It is the responsibility of the Service Provider to ensure full compliance with current and future legislation and law relating to personal information held on paper and within electronic databases.

16. INSURANCE AND CONTINGENCIES

The Service Provider shall maintain with insurers appropriate insurance arrangements in respect of employer's liability and public liability. Where appropriate to the service, the Service Provider will hold a policy for Professional Indemnity Insurance. Contingencies will be provided to minimise interruption to business due to unforeseen events.

At the request of the Council, the Service Provider shall produce the necessary insurance certificate(s) for inspection.

17. VALUE ADDED TAX

It is believed that the grant funding payable under this agreement is outside of the scope of VAT but if for any reason this is not the case then the Service Provider shall be paid such Value Added Tax as may be properly chargeable by the Service Provider in connection with the provisions of the service. The Service Provider shall issue a tax invoice in respect thereof. It is the Service Provider's responsibility to account for Value Added Tax and the Service Provider shall seek advice from Customs and Excise if in doubt.

18. TRANSFER OR ASSIGNMENT

The Service Provider should not, without the prior written permission of the Council, transfer or assign, directly or indirectly, to any person or persons, the whole or any part of this Agreement without the written consent of the Council.

19. INSOLVENCY

If the Service Provider becomes bankrupt or insolvent or (being a company) makes an arrangement with their creditors or has a receiver appointed or commences to be wound up, other than for the purposes of amalgamation or reconstruction, the Council may, without prejudice to any of its rights, terminate the Agreement forthwith by notice to the Service Provider.

20. THE COUNCIL'S OBLIGATIONS

- The Council shall pay the sums set down in Appendix A, [subject to satisfactory reporting as detailed](#).
- Payments will be made by BACS.
- The Council shall notify the Service Provider of any likely changes in funding levels at the earliest opportunity and with at least 3 months written notice
- The Agreement is for the services as specified in Appendix B. Any development of the service will require additional negotiation and application(s) for funding.

21. MONITORING

The Council and Service Provider shall together operate the monitoring arrangements set out in Part 2 of this Agreement and will be led by the Council.

22. CORPORATE IMAGE/MEDIA COVERAGE

The Parties to this agreement recognise that as part of the public sector, special public accountability exists. To avoid potentially damaging, inaccurate or untimely media coverage, the following protocol applies which all Parties should observe and agree to comply with:

- Avoidance of inaccurate or misleading reporting;
- Confidentiality of personal or sensitive information;
- Avoiding communication or the use of material that may become liable to mislead the public or be materially detrimental to the good name, goodwill, reputation and image of either Party.

23. RESOLVING PROBLEMS

If either the Council or the Service Provider have difficulty in meeting their obligations under the terms of this Agreement, it should in the first instance request a meeting with the other party

The Council acknowledges that the Service Provider is dependent upon continuing support, financial or otherwise of other persons or organisations, including volunteers, and if such support is withdrawn or resources otherwise cease to be available, the Service Provider may be unable to fulfil its obligations under this Agreement. Additionally, it may not be able to fulfil its obligations in the case of prolonged vacancies or absences of key staff. In these circumstances the Service Provider reserves the right to adjust the service provided and if appropriate to seek a review of the Agreement.

If it should become apparent that funds have been applied by the Service Provider for purposes other than for those set down in this Agreement, the Council may seek repayment of all or part of the funds.

In the event that such a dispute cannot be resolved by negotiation, the dispute shall be referred for the determination of an independent mediator whose identity shall be agreed by both parties, or failing agreement who shall be appointed by the President of the National Council for Voluntary Organisations (NCVO).

Mediation under this clause shall be conducted in accordance with the Centre for Effective Dispute Resolution ("CEDR") Model Mediation Procedure or any other model mediation procedure as agreed between the parties.

The parties agree that the findings of the appointed mediator are final and binding on both parties, and that the costs of the reference to mediation shall be borne equally by the parties.

24. REVIEW AND VARIATION

This Agreement shall be reviewed annually in [MONTH] and the review shall cover all aspects of the working of the Agreement. The Agreement may be reviewed at such other times as the parties agree. The Agreement can be varied with the agreement of both the Council and the Service Provider and recorded in writing.

Reasonable notice, detailed in Appendix A, shall be given in writing by the Council if there are any perceived changes in funding to the Service Provider.

If, during the duration of the agreement the costs of providing the core service increase substantially above that shown in the annual budget provided this will require negotiation by the Service Provider with the Council outside this agreement, and such negotiation will commence as early as possible. However, this is the decision of the Council's Members no undertaking can be given in this Service Level Agreement.

25. TERMINATION

The Council or the Service Provider can terminate this Agreement by giving reasonable notice, as set down in Appendix A, in writing to the other party.

If either the Council or Service Provider has failed or is failing to comply with the terms of this Agreement, then in the first instance the other party shall instigate discussions. If failure to comply continues the other party may notify that party in writing of the nature of the default which has occurred, the steps which are required to remedy the default, and the date by which the steps are to be taken. If the party in default fails to comply with the requirements of this notice, then the other party shall be entitled to terminate the Agreement by written notice with immediate effect.

In the event that this agreement is terminated, the Council shall not be liable to provide any funding to The Service Provider for any period following the financial year (i.e. 1 April — 31 March) in which the agreement is terminated.

The Council shall also be entitled to terminate the Agreement with immediate effect in the event of the Service Provider;

- Making an arrangement/compromise with its creditors
- Becoming subject to an administration order
- Appointing an Administrative Receiver
- Seeking/becoming subject to a winding up order

- Or any person acting on the Service Provider's behalf
 - giving or agreeing to give any member or officer of the Council's consideration of any kind as an inducement or reward with respect to the Agreement or any Grant awarded; or
 - committing or being found to have committed any offence under the Prevention of Corruption Acts 1889 to 1916 or under Section 117(2) and 117(3) of the Local Government Act 1972.

26. SEVERANCE

If any part of this Agreement becomes invalid, illegal or unenforceable the Parties shall, in such event, negotiate in good faith in order to agree the terms of a mutually satisfactory provision to be substituted, which gives effect to their original intentions.

SAMPLE

PART 2 – MONITORING ARRANGEMENTS

1. The Service Provider will monitor and evaluate its Service in accordance with procedures and directions set out by its directors.

The Service Provider will produce performance monitoring reports and present the reports to the Council, every quarter.

The report will include:

[list to be personalised to each service provider, items could include; demand (referrals received etc., number of clients repeat and new), hours provided, client feedback, cumulative yearly data, Wellington specific data]

2. The Service Provider will provide the following documents to the Council each year:
 - Annual Report
 - Annual Audited Accounts
 - Details of other funding secured
 - Annual revision of the Business Plan/Development Plan
 - Budget for the forthcoming year
 - Training/workforce development plan
 - Summary of consultation with Service Users
 - A summary report of complaints received
 - Additional reports/work plans as appropriate and available
3. The Council and Service Provider may, by mutual agreement instigate an in-depth evaluation of any aspect of the work of the Service Provider should the need arise.
4. The Service Provider may be required to attend a External Funding Working Group Meeting on no more than two occasions each financial year and shall involve the following:
 - Authorised representatives of the Council
 - Authorised representatives of The Service Provider
 - Any independent advisor invited by either party, if required.
5. Documents will be held on file and submitted to the Council when updated:
 - Membership Scheme (if applicable)
 - Articles of Association/Constitution
 - Business plan (including Development Plan)
 - Equal Opportunities Policy
 - Safeguarding Vulnerable Adults and Children Policy
 - Complaints Procedures/Records
 - Quality Assurance

Commented [AK2]: This is from the original template.
In reality - Service Providers report annually.

PART 3 - SIGNATURES

For and on behalf of the Council;

.....
Chief Executive or Democratic Services & Finance Manager

.....
Chairman of Wellington Town Council

.....
Date

For and on behalf of the Service Provider;

.....
[INSERT NAME AND TITLE]

.....
Date

SAMPLE

APPENDIX A

1. FUNDING

The Council shall pay a total of £[INSERT] to the Service Provider:

- i. £[INSERT] to the Service Provider within four weeks of the commencement of the contract for services to be provided between [INSERT 1ST YR DATES]
- ii. £[INSERT] to the Service Provider for services to be provided between [INSERT 2ND YR DATES].
- iii. £[INSERT] to the Service Provider for services to be provided between [INSERT 3RD YR DATES].

[Funding in years two and three \(items ii and iii above\) shall only be released upon satisfactory reporting as required in Section 2.](#)

[Reporting shall be presented to the Council's Policy & Finance Committee who will approve the release of future payments. If the feedback received is not deemed to be satisfactory, it will be presented to Full Council along with a copy of this agreement for further review.](#)

2. CAPITAL PURCHASES

On termination of the agreement, the Service Provider shall retain ownership of any capital purchases made with the funding provided.

3. PERIOD OF NOTICE OF CHANGES IN FUNDING LEVELS

The Council shall give three months' notice in writing if there are any perceived changes in funding to the Service Provider.

4. PERIOD OF NOTICE FOR TERMINATION OF AGREEMENT

The Council or the Service Provider can terminate this Agreement by giving three months' notice in writing to the other party.

APPENDIX B

Services to be provided;

1. [AS MUCH DETAIL AS POSSIBLE TO BE INSERTED IN CONJUNCTION WITH THE PROVIDER]
2. The Service Provider must make arrangements for the provision of delivery which is accessible to all service users.
3. Hours of operation will be at the discretion of the Service Provider. However, the hours of operation should meet the needs of service users.

SAMPLE

App. No	Council Use		Organisation		Funding				Financial Position			
	Quarter	Meeting	Name	Other Names	Project Cost	Other Funding	Own Money Used	Grant Request	Last YE	Inc	Expenditure	P/L
01	Q1	April	Junior Park Run	Creation/Set Up	£ 4,800.00	£ -	£ -	£ 4,800.00				
02	Q1	April	S Hamer	Kings Arms Community Hub Seated Exercis	£ 444.00	£ -	£ -	£ 444.00				
03	Q1	April	Wellington Methodist Church	Lift Upgrade	£ 38,000.00	List in Application	£ 10,000.00	£ 2,500.00	Aug-25	£ 59,400.00	£ 58,798.00	£ 602.00
04	Q1	April	Wellington Rugby Club	Summer Together: Reducing Loneliness Through Community Connection	£ 2,500.00	£ -	£ -	£ 2,500.00	Apr-25	£ 167,225.00	£ 155,241.00	£ 11,984.00
05	Q1	April	Youth Adventure Trust	YAT Adventure Programme- Explore Days and Activity Day	£ 11,471.20	£ 5,000.00	£ 4,750.52	£ 1,720.68	Dec-24	£ 1,016,596.00	£ 1,056,703.00	-£ 40,107.00
06	Q1	April	Wellington Cricket Club	Youth Cricket Training	£ 1,250.00	£ -	£ 400.00	£ 850.00				



Title	Reserves & Associated Projects
Meeting	Policy & Finance
Date of meeting	20 April 2026
Action Required	Recommendation to Council
Report Author and email address	Alice Kendall – Democratic Services & Finance Manager alice@wellingtontowncouncil.co.uk

1. Introduction

- 1.1. The purpose of this report is to review the level of earmarked reserves and the general fund at the end of the 2025/26 financial year.
- 1.2. The Council has several projects required funding outside of the normal revenue, this paper sets out their requirements.
- 1.3. Financial reserve levels are a matter reserved for Full Council but the Committee may review and make recommendations as appropriate.
- 1.4. The final recommendation will inform figures required for the 25/26 Summary of Funds report which is published along with Audit paperwork.

2. Background

- 2.1. As part of the budget setting process, the DSFM reviews and calculates the following figures to inform the level of Precept required:
 - Likely closing bank balance at year end,
 - Likely closing Earmarked Reserves (EMR) balances at year end, and
 - The General Reserve (GR) level required for the following year.
- 2.2. The figures are used to calculate any surplus funds (closing balance – EMR – GR = surplus) which are used to reduce the Precept amount demanded.

2.3. Now the end of the Financial Year has passed, the actual and likely figures are analysed. The outcomes of which are detailed in item 4 below.

2.4. The Council has identified several projects that will be funded from reserves and/or possible excess surplus in the general fund in the 2026/27 year:

- Refurbish Park Toilets
- Refurbish North Street Toilets
- Pump Track at Recreation Ground

3. Links to Council Vision and Place Plan

Budget setting, including reserves, links to all areas of the Council's Vision and the Place Plan. Each project will have its own links detailed in its' specific paper.

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

4. Financial Implications

4.1. The table below compares the anticipated and actual closing bank, reserves and surplus balances.

Bank Balances	Anticipated	Actual	Difference	Variance
Opening Balance	£810,167	£810,167		
(+) Receipts	£1,431,556	£1,579,040	£147,484	10%
(-) Payments	£1,455,199	£1,594,794	£139,595	10%
Closing Balance	£786,524	£794,414	£7,889	1%
Reserves				
(-) EMR	£408,815	£390,082	£18,733	5%
(-) GR	£250,000	£250,000		
Surplus	£127,709	£154,332	£26,622	21%

4.2. Appendix 1 contains details of each earmarked reserve, including payments into the reserve and balance for 26/27.

5. Risks

5.1. Financial Risk

This paper proposes using reserves and/or excess surplus to fund several capital projects. Drawing down earmarked reserves reduces the Council's ability to respond to:

- unforeseen expenditure,
- emergencies,
- future budget pressures.

Mitigation: The Council has reviewed and set a good amount of General Reserve (£250,000) for 26/27. It is not currently proposed to drawn down any of this.

5.2. Individual Project Risk

Several projects are not fully funded and there is therefore a risk that projects may be delayed, scaled back or abandoned. Reviewing the funding as part of this process will appropriately mitigate this risk.

5.3. Reputational Risk

Projects being subsequently delayed, scaled back or not delivered poses a reputational risk of perceived over-promising and under-delivery. This process will ensure a fair and appropriate funding share across projects.

6. Considerations

Based on notes given in Appendices 1 and 3, the Committee should consider what amendments to make to the reserves report and make a recommendation to Full Council.

Officer recommendation on allocation of excess surplus (£26,622):

- (a) That £4,350 be added to the Capital Project reserve to meet the additional cost of refurbishing the toilets at Wellington Park,
- (b) That £16,050 be earmarked for the refurbishment of two toilets plus the service room at North Street Toilets.

To potentially identify other reserves which could be re-allocated to the projects mentioned. E.g. £50,000 committed CIL for Junior Sports Pitches.

7. Background Papers

- 7.1. Reserve Balance Report (attached)
- 7.2. Kings Arm Kitchen enhancement report (attached)
- 7.3. Projects Requiring Funding (attached)

Appendix 1 – Reserve Balances Report

Earmarked Reserves					
Name	Anticipated YE Bal 25/26	Actual YE Bal 25/26	Payment into Fund 26/27	Balance 26/27	Notes
Elections	£500.00	-	£17,500	£17,500	Two contested elections in 25/26 resulted in overspend of £4,752.87 which has been cleared with a transfer from the General Fund. Payments into fund over next two years to cover 2027 election costs. Difference = £5,985.63
CIL	£16,434.67	£10,449.04	-	-	Unanticipated spend (tennis clubhouse contribution) = £5,000 Balance from Basins Allotment CIL not yet transferred as anticipated.
Railway Station	£30,000.00	£30,000.00	-	£30,000	YE Bal 25/26 Committed to Pump Track Project Amount for “square” contribution.
Capital Projects	£36,908.25	£36,908.25	£13,091.75	£50,000	Topped up to £50,000 balance in 26/27. Identified for use to refurbish Wellington Park Toilets.
Playing Pitch Strategy	£9,000.00	£9,000.00	-	£9,000	
Cades Farm Com. Hall	-	-			All funds here transferred back into General fund at Budget setting to increase surplus figure. Most lines moved to be included in revenue budget.
Youth Services	-	-			
Cost of Living Fund	-	-			
Green Grants	-	-			
Committed CIL	£50,000.00	£67,200.00	-	£50,000	£17,200 CCTV upgrade contribution was anticipated before year end 25/26. Assume invoice imminent.

Appendix 1 – Reserve Balances Report

					£50,000 previously allocated to Junior Playing pitches to be located at Longforth Farm. However, the land has now been deemed unsuitable. Amount could be considered for re-allocation, however, there may be residual risk that an additional request for future contributions could be made. Risk likely offset with planning development carrying CIL and S106 implications.
Vehicle Replacement	£18,500.00	£18,500.00	£12,000	£30,500	
Kings Arms CIL	-	£3,691.00	-	-	Amount reserved due to VAT position (more claimed than de minimis £7,500). Advice being sought on Council VAT position in General.
Longforth CIL	£57,300.00	£62,300.00	-	£62,300	Amount previously committed to set up new Longforth Allotments. Anticipated amount included spend for works which were not carried out before year end. Potentially review impact of funding comparative to other projects requiring funding.
Play Areas	£20,500.00	£20,500.00	£10,000	£30,500	Reserve building over a number of years to fund eventual required replacements/repairs.
Bridges	£20,000.00	£20,000.00	£20,000	£40,000	Fund to cover possible replacement of Liden Drive bridge. Inspection taking place in May to establish if there has been any further deterioration.
Basins Allotments CIL	-	£1,384.51	-	-	Project not yet completed as anticipated.
Longforth Road Toilets	£149,672.00	£104,148.97	-	-	Anticipated reserve amount based on Stage 3 report before tenders confirmed which came in under budget. Plus additional £10,000 income from insurance claim.
KA Kitchen	-	£6,000.00	-	-	New proposed reserve to protect underspend. Report in Appendix 2.
Total	£408,814.92	£390,081.77	£72,591.75	£274,434.67	

Appendix 2 – Kings Arms Kitchen Enhancement Report



Title	Kitchen Enhancement – King Arms Community Hub Report
Meeting	Full Council
Date of meeting	
Action Required	Approve the retention and use of remaining allocated funds to complete the works
Report Author and email address	Laura Batcha- Community Development Officer. laura@wellingtontowncouncil.co.uk

1. Introduction

This report provides an update on the Kings Arms Community Hub kitchen provision and seeks approval to retain remaining allocated funds to complete planned improvements.

Following initial works to improve safety and access, this report outlines a proportionate next phase to enhance the functionality of the existing kitchenette, enabling wider community use aligned with current delivery.

2. Background

The original kitchen provision within Kings Arms was designed as a small kitchenette, enabling the preparation of hot drinks and light refreshments (e.g. toasted items) to support café-style activity.

Through delivery of the Warm Welcome Café and wider hub use, it has become clear that both demand and opportunity extend beyond this initial provision.

What has been delivered since last update:

- Installation of partitioning to separate the kitchen area from public access, improving safety and control
- Establishment and delivery of the Warm Welcome Café

Appendix 2 – Kings Arms Kitchen Enhancement Report

- Ongoing use of the space to support community engagement

What we are seeing:

- Food provision plays a key role in reducing isolation and encouraging engagement
- Individuals and families are more likely to engage in spaces where food and drink are available
- There is growing demand for simple cooking-based activity, particularly with families and young people
- The current kitchenette limits the ability to deliver structured or group-based sessions

What this means:

The proposed next phase is a proportionate enhancement of the existing kitchenette, not the creation of a full commercial kitchen.

The aim is to introduce a more functional and flexible space that can support:

- small group cooking activity
- family-based sessions linked to the Best Start in Life programme
- continued delivery of food-based community support

This builds on existing engagement within the hub, ensuring the space is used effectively from the outset.

3. Links to Council Vision and Place Plan

The proposed approach supports:

- Reducing social isolation through accessible, welcoming spaces
- Supporting families and early years development through Best Start in Life delivery
- Improving health outcomes through preventative, community-based activity
- Enhancing opportunities for young people through practical life skills

4. Financial Implications

Committee previously supported the use of funding for improvements to the kitchen provision within Kings Arms.

Initial works have been completed; however, approximately £6,000 remains unspent.

This report seeks approval to retain these funds to complete the next phase of works, including:

Appendix 2 – Kings Arms Kitchen Enhancement Report

- installation of additional worktop and preparation space
- basic storage improvements
- provision for light cooking activity (including oven installation subject to appropriate ventilation and compliance)

This is a contained and proportionate investment, designed to maximise the functionality of the space rather than expand its scope.

Value for money:

This enhancement will significantly increase the range of activity that can be delivered within an already well-used community hub, including:

- winter support provision (e.g. Warm Welcome)
- family and early years activity linked to Best Start in Life
- partnership delivery with health providers (e.g. SASP programmes relating to diabetes and menopause)
- youth engagement through existing provision (e.g. In The Mix), supporting life skills and social development

No additional financial commitment is requested.

5.Risks

- If funds are returned to general reserves, the opportunity to complete the planned enhancement is lost
- The space will remain limited in functionality, restricting future programme delivery
- Increased reliance on external venues, reducing accessibility for existing users

6.Considerations

Members are asked to:

1. Approve the retention and use of remaining allocated funds to complete the works

7. Appendices

Appendix 3 – Projects Requiring Funding

Name	Anticipated Amount	Funding
<p>Park Toilets – option two as confirmed at Policy & Finance February 2026</p>	<p>£54,350</p>	<p>£50,000 from Capital Projects confirmed.</p> <p>Earmark additional £4,350 from balance of excess surplus?</p>
<p>Pump Track</p>	<p>£155,000</p>	<p>£48,710 S106 confirmed £1,000 Donations £10,449 Uncommitted CIL TOTAL = £60,159 Balance = £94,841</p> <p>Consider re-allocating £50,000 of CIL funding from Junior Playing Pitches?</p> <p>Update on external grant funding opportunities requested.</p> <p>Identify other reserves for re-allocation?</p>
<p>North Street Toilets</p>	<p>Total £42,650</p> <p>Could be phased due to layout at £6,650 per toilet. Plus £2,750 for service room upgrades.</p>	<p>Currently unfunded.</p> <p>Cannot be funded by CIL.</p> <p>Surplus excess could be partially earmarked to fund two toilet refurbishments, plus service room upgrades. $2 \times £6,650 + £2,750 = £16,050$.</p> <p>Further 4 toilets could be funded from Capital Project reserve in 27/28 assuming the £50,000 is replaced.</p> <p>Identify other reserves for re-allocation in 26/27?</p>