

MINUTES OF THE ANNUAL MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON WEDNESDAY 6 MAY 2026 AT 6.00PM

PRESENT: Councillor M Lithgow (Mayor)
 Councillors C Booth, J Cole, A Govier, C Govier-Wiggins, J Lloyd, M McGuffie, S Mercer, S Pringle-Kosikowsky, J Thorne, G Western, K Wheatley and G Williams.

IN ATTENDANCE: David Farrow (Chief Executive/Town Clerk)
 Wasif Choudhury (Democratic Services and Finance Officer)
 Three members of the public
 One member of the press

1 TO ELECT THE MAYOR/CHAIRMAN FOR 2026/27
RESOLVED to elect Councillor M Lithgow as Mayor for 2026/27.

2 TO ELECT A VICE-CHAIRMAN FOR 2025/26
RESOLVED to elect Councillor A Govier as Deputy Mayor/Vice Chairman for 2026/27.

3 APOLOGIES
 There were no apologies received.

4 DECLARATIONS OF INTEREST
 There were none.

5 MINUTES
RESOLVED to approve the minutes of the Full Council meeting held on 13 April 2026.

6 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC
 A member of the public requested that the Council investigate adopting land in Westford Close. This is currently unadopted and is being managed by residents.

A member of the public spoke about the increased housing developments in Wellington and the Somerset area noting that an updated Somerset Local Development Plan is currently being worked on. He noted the need for an update on the Wellington Place Plan and for further consideration on identifying further plots in Wellington for housing developments.

7 TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM
 Sergeant O'Connor had provided a report prior to the meeting which had been circulated by e-mail. Councillors asked questions on a number of issues and thanked the Sergeant and his team for their hard work.

Councillor J Cole requested clarity on the recent application by the Iron Duke to amend the conditions on their license so that they are no longer required to employ door supervisors on the weekends. It was **AGREED** that this would be discussed in the May 2026 Policy and Finance Committee meeting.

8 TO RECEIVE A REPORT FROM THE FORMER MAYOR
 The former Mayor's report had been circulated by e-mail in advance of the meeting and was noted. The former Mayor also provided a statement detailing her tenure as Mayor in the 2025-26 year which was noted.

Councillors thanked Councillor Lloyd for her service as Mayor in the previous two years.

9 SOMERSET COUNCIL / LOCAL COMMUNITY NETWORK (LCN) UPDATE

Councillor A Govier stated that he raised the issue of pot holes not being filled at an acceptable rate or standard.

Councillor A Govier confirmed that funding has been agreed for further expansion of Court Fields school increasing capacity to 1050 students. Somerset Council had agreed to invest £4.5million to fund this expansion and housing developers had contributed £2million toward this figure.

It was **RESOLVED** that the Chief Executive/Town Clerk will contact Somerset Council and request a presentation on school place planning in Wellington and seek clarification on why some residents of Wellington have not been given places at Court Fields School and have instead been allocated a space at Kingsmead. The Chief Executive/Town Clerk will also invite the Headteacher of Court Fields to give a presentation to the Council in June/July about the work the school is currently doing.

10 TO RECEIVE THE CLERK’S REPORT ON RECENT COUNCIL ACTIVITIES

The Chief Executive/Town Clerk’s report was circulated with the agenda and was noted.

11 PLANNING APPLICATIONS

The following planning application was considered.

(a) Case reference: 43/26/0023

Proposal: Erection of a 1 No. dwelling in the garden to the front of Newstead House, Spy Post, Exeter Road, Wellington.

It was **RESOLVED** to recommend refusal based on concerns regarding access.

12 ECONOMIC DEVELOPMENT COMMITTEE

The draft minutes of the meeting held on 15 April 2026 were circulated for information and consideration and were duly noted.

13 POLICY AND FINANCE COMMITTEE

The draft minutes of the meeting held on 20 April 2026 were circulated for information and consideration and duly noted.

The Committee recommended, and it was duly **RESOLVED**:

- (i) To adopt the proposed GDPR Policy
- (ii) To adopt the proposed CCTV Policy with the following amendment “ images will be deleted after 30 days and request for access by members of the public will responded to within 28 days.
- (iii) To adopt the proposed Councillor Training and Development Policy
- (iv) To adopt the updated SLA template (attached)
- (v) To accept a 1-year renewal of the SLA with Reminiscence Learning (final draft attached)
- (vi) To accept a 1-year renewal of the SLA with Wellington Community Counselling (final draft attached)
- (vii) To approve a £4,800 grant application for Junior Park Run to be sourced from the Youth Development Budget.

14 RESERVES & ASSOCIATED PROJECTS

The report on re-allocating earmarked reserves to fund various projects was noted.

After some discussion, it was **RESOLVED** to accept the officer recommendation in relation to the use of reserves set out in the supporting paper to fund the following projects:

- Refurbishment of Wellington Park Toilets
- Refurbishment of the North Street Car Park Toilets
- The building of a Pump Track at the Recreation Ground (under the proviso that external funding continues to be sought)

15 APPOINTMENT OF COMMITTEES

a. Policy & Finance Committee

RESOLVED to appoint Councillors J Cole, A Govier, M McGuffie, M Lithgow, J Lloyd, S Mercer, C Penk, J Thorne and K Wheatley

b. Environment Committee

RESOLVED to appoint Councillors C Booth, M McGuffie M Lithgow, J Lloyd, S Pringle-Kosikowsky, G Western and G Williams.

c. Community Committee

RESOLVED to appoint Councillors C Booth, J Cole, A Govier, C Govier-Wiggins, M Lithgow, G Western and G Williams.

d. Economic Development Committee

RESOLVED to appoint Councillors M Lithgow, J Lloyd, S Mercer, C Penk, J Thorne, G Williams and K Wheatley.

16 REVIEW SCHEME OF DELEGATION

It was **RESOLVED** adopt the updated Scheme of Delegation with the following amendments:

- Remove the sentence that allows the Community Committee elect to representatives to Wellington One.
- State explicitly that staffing levels can only be set by Full Council

17 TO REVIEW AND ELECT REPRESENTATIVES TO OUTSIDE BODIES

It was **RESOLVED** that Town Council representation on outside bodies would be as follows.

a. **Wellington Twinning Association** Councillor S Mercer

b. **Wellington Community Association** Councillor M Lithgow

c. **Somerset Association of Local Councils** Councillor J Lloyd

d. **Hospital of Sir John Popham Knight** Councillor M Lithgow

e. **Friends of Wellington Park** Councillor M Lithgow

f. **Wellington Museum and Local History Committee** Councillor S Pringle-Kosikowsky

g. **Devon and Somerset Metro Group** Councillor K Wheatley

h. **Representative Governor at Wellington School** Councillor K Wheatley

i. **Wellington One** Councillors A Govier and M McGuffie

j. **Basins Volunteer Group** Councillor J Lloyd.

k. **Local Community Network** Councillor A Govier

18 RENEWAL OF ANNUAL SUBSCRIPTIONS

- a. Somerset Association of Local Councils (SALC)
- b. Thrive (Formerly known as The Community Council for Somerset (CCS)) – Changed to Thrive.
- c. The Society of Local Council Clerks (SLCC)

RESOLVED approve the annual subscriptions as detailed.

19 REVIEW PROCEDURES AND POLICIES INCLUDING CODE OF CONDUCT

Noted that the Policy & Finance Committee will carry out annual reviews of policies and procedures and make recommendations to Full Council with any updates.

20 CALENDAR OF MEETINGS FOR 2026/27

RESOLVED to adopt the calendar of meetings as detailed below:

- Full Council – 1st Monday of each month (unless bank holiday)
- Policy & Finance – 2nd Monday of each month (unless bank holiday)
- Economic Development – 2nd Wednesday of every other month (alternating with Environment Committee)
- Environment – 2nd Wednesday of every other month (alternating with Economic Development Committee)
- Community – 3rd Monday of every other month (unless bank holiday)

21 COUNCILLOR ATTENDANCE

The Summary of Councillor’s attendance was noted.

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

STANDING DECLARATIONS OF INTEREST

Members of Somerset Council:

Councillor Andrew Govier

Councillor Ross Henley

Mayor

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Date.....

Initial



Title	Chief Executive's Report
Meeting	Full Council
Date of meeting	1 June 2026
Action Required	For noting
Report Author and email address	Dave Farrow townclerk@wellingtontowncouncil.co.uk

1. Introduction

This report will update councillors on matters not covered elsewhere on the agenda.

2. Matters for Report

At the time of writing, it is only just over two weeks since the last Council meeting, so this report is shorter than usual.

- I have met with colleagues from Somerset Council regarding the renaming of Taunton Road to Queen Elizabeth Way. They are obtaining a quotation for the ordering and installation of an appropriate number of signs the cost of which will fall to the Council. Nameplates are normally ordered on a quarterly cycle so I am waiting to hear when the order will be placed. They are finalising the wording of the Statutory Notice that needs to be displayed at either end of the road for 21 days.
- Pete Joint and I hosted a meeting at The Kings Arms with colleagues from NHS Somerset and Somerset Council Adult Services as part of their Neighbourhood/Locality meeting to discuss how their services could be better delivered in Wellington and how they tied in with our developing programmes. It was a very positive meeting, and they were complimentary about the Hub and asked for future meetings to be held there.
- I have received a response to my letter to Chris Hall regarding planning in Wellington from Bill Cotton, Service Director, Planning (Interim) which is attached to this report and am arranging a time for him to meet with councillors.

- I met with the Wellington and District Sports Federation who are keen to support the Council in looking at ensuring that games and sports provision in the town develops as the town grows and I agreed to develop proposals for how that might happen.

3. Communications and Social Media

In the period from 27th April to 26th May, Wellington Town Council's Facebook posts received 362.4k views from 50.7k unique profiles. This is coupled with 3.2k content interactions and 127 net follows, bringing our total up to 4,504 followers. This is a fantastic number considering that it constitutes more than a quarter of the town's population. Our Instagram page continues to grow at a rate equating to one tenth of the followers we receive on Facebook. This is due to the demographics of people interested in local government news and their preferred platform, as well as the more photo-forward nature of Instagram.

Our top five posts from the above period are as follows:

1. Oakfield Park boulders in place and grass mown following traveller occupation – 418 reactions, 24,348 reach
2. Monument Planter installed at Longforth Farm roundabout – 274 reactions, 17,979 reach
3. Open Spaces Team cleared litter from Oakfield Park following traveller occupation – 201 reactions, 16,445 reach
4. Mayor of Wellington attends garden party – 141 reactions, 8,029 reach
5. Oakfield Park update immediately following travellers leaving – 130 reactions, 7,570 reach

As expected, the posts relating to the incident of the travellers at Oakfield Park had the most interactions. We received feedback that people appreciated the regular updates as it reassured them of progress being made.

4. June Meetings/Events

Date	Time	Event	Location	Who Involved
1 June	6.00pm	Full Council	URC Hall	All
2 June	2.30pm	LCN Highways Working Group	tbc	Cllr J Lloyd
3 June	10.00am	SLCC Regional Seminar	County Ground Taunton	CEO
4 June	9.30am	Longforth 2 Planning Meeting	Virtual	CEO
5 June	2.00pm	SALC Market Towns Meeting	Virtual	CEO
8 June	8.45am	Community Breakfast	Court Fields	All invited
8 June	6.00pm	Policy and Finance Committee	URC Hall	Committee members
9 June	10.00am	Bus Users and Stakeholders Group Meeting	Virtual	Cllr S Mercer

10 June	6.00pm	Economic Development Committee	URC Hall	Committee Members
16 June (tbc)	6.00pm	Meeting with Bill Cotton	tbc	Councillors
17 June	10.30am	Town and Parish Clerk Meeting	Virtual	CEO
26 June	2.00pm	Metro Board Meeting	Virtual	Cllr M Lithgow and CEO

5. SLT Annual Leave/Out of Office

5-8 June – Community Development Manager

18-24 June - Facilities Manager

18-22 June – Democratic and Finance Services Manager

19 June - CEO

6. 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

7. Financial Implications

None

8. Risks

None

9. Considerations

The Council is asked to note the report.

By Email

Mr Dave Farrow,

Chief Executive Officer/ Town Clerk

Wellington Town Council

20/5/26

Dear Dave

Firstly, please accept my apologies for the length of time it has taken to respond to your letter to Somerset Council. I acknowledge the concerns and frustrations of the Town Council in relation to Planning for and dealing with the growth in the Town.

You set out in your letter to Chris Hall, the obligations of the Council in terms of assessing planning applications – especially in regards to considering cumulative impacts.

The cumulative impact of planning applications are considered, but I acknowledge it is an imperfect system.

Cumulative impacts are primarily assessed at the plan-making stage – identifying growth levels and using evidence to determine the various infrastructure requirements. The Local Plan covering Wellington is dated. The Wellington Place Plan is an excellent document which is a material planning consideration, but it lacks the weight of a Local Plan in terms of requiring levels of infrastructure from planning permissions.

When individual planning applications come forward, they are required to be assessed on their own merits. When determining individual applications, the Council does consider other committed developments and evidence from infrastructure providers (such as the NHS or Highways Authority), but again, any requirements from an individual site will need to be proportionate.

Section 106 contributions are sought to mitigate direct impacts of individual schemes. As you will be aware these must meet strict legal tests (necessary, directly related and proportionate) and cannot generally be used to solve wider town-wide infrastructure pressures arising from multiple developments.

I think the main issue that we are all facing is the lack of a demonstrable 5-year housing supply for the former Somerset West and Taunton area, and indeed the whole of Somerset. This issue undermines the strength of the Development Plan system and gives rise to development pressures beyond the existing Local Plan allocations and Wellington Place Plan aspirations.

We are in the early stages of creating the Somerset Local Plan 2045 which will, when adopted, establish a much firmer position for all the settlements in Somerset.

As part of the Local Plan, we will also be producing an Infrastructure Delivery Plan which will cover the required capital investment in transport, flood avoidance, energy, etc as well as social infrastructure such as schools and healthcare. This can be used as a basis for securing developer contributions and an evidence base to bid into National funding streams. I would also favour a review of the Community Infrastructure Levy arrangement across Somerset to ensure that funding can be raised for “larger than individual site” infrastructure.

I would welcome a meeting to discuss your concerns and to explore with the Town Council about how best to create a set of policies and site allocations which will serve Wellington into the future through the development of the Somerset Local Plan, and to better understand the pressure points in infrastructure that you have identified which we will need to address in the meantime.

Regards,

Bill Cotton MRTPI

Service Director, Planning (interim)

bill.cotton@somerset.gov.uk

07880 043890

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CC Gideon Amos MP

Cllr Mike Rigby

Cllr Simon Coles

Cllr Bill Revans

Duncan Sharkey, CEO

Chris Hall, Executive Director, Community, Place and Economy

MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY & FINANCE COMMITTEE HELD AT UNITED REFORM CHURCH HALL ON WEDNESDAY 13 MAY 2026 AT 6.00 PM

Present: Councillor J Cole (Chair)
Councillors A Govier, M Lithgow, J Lloyd, M McGuffie, S Mercer, C Penk and J Thorne

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
One member of the public

22 ELECTION OF CHAIRMAN

It was **RESOLVED** to elect Councillor J Cole as Chairman for the forthcoming year.

23 ELECTION OF VICE CHAIRMAN

It was **RESOLVED** to elect Councillor M Lithgow as Vice Chairman for the forthcoming year.

24 APOLOGIES

Apologies were received from Councillors K Wheatley.

25 DECLARATIONS OF INTEREST

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

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

Councillor J Lloyd noted a personal interest in relation to minute 30 as she is a member of the Wellington Cricket Club.

26 PUBLIC PARTICIPATION

One member of the public spoke in relation to the Wellington Tennis Club lease item.

27 WELLINGTON TENNIS CLUB LEASE

It was **AGREED** to move this item forward on the agenda.

Councillors noted there was a need to review all of the leases inherited from Somerset Council relating to the Wellington Playing Field to ensure they are fit for purpose. Councillors noted that the current lease for the Wellington Tennis Club cannot be breached by ad hoc discounts agreed by the Council so the current agreement and rent should continue until the review takes place.

It was **RESOLVED** that Councillors J Lloyd, M Lithgow and M McGuffie will form a working group to review the lease agreements of the Wellington Football Club, Wellington Cricket Club and the Wellington Tennis Club.

28 MINUTES

It was **RESOLVED** to approve and sign the minutes of the meeting held on 20 April 2026.

29 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 02 MAY 2026

RESOLVED to approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE OVER £250 FOR 01 APRIL – 02 MAY 2026

RESOLVED to approve the expenditure.

(c) TO NOTE AND APPROVE CUMULATIVE SUPPLIER EXPENDITURE OVER £500 FOR 01 APRIL – 02 MAY 2026

RESOLVED to approve the expenditure.

(d) TO NOTE AND APPROVE INCOME RECEIVED 01 APRIL – 02 MAY 2026

RESOLVED to approve income.

To condense income from clubs.

(e) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2025-26 YEAR AS AT 02 MAY 2026

RESOLVED to note and approve the budget report.

30 LICENSING AMENDMENT REQUEST

a) Iron Duke

After some discussions, it was **RESOLVED** to not support this amendment to the licence but noted that if it is approved by Somerset Council then it should contain a condition that door security will be reinstated if requested by the Police.

b) Wellington Cricket Club

It was **RESOLVED** to raise no objection.

Councillors asked that the working group set up to review club leases should also clarify the rules on live music.

31 COMPLAINTS PROCEDURE

It was **AGREED** that there were additional amendments required before this policy can be approved. The Democratic Services and Finance Officer will liaise with Councillor M Lithgow before submitting to Full Council for approval.

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

Signed

Date

**MINUTES OF THE WELLINGTON TOWN COUNCIL COMMUNITY COMMITTEE
AT UNITED REFORM CHURCH ON MONDAY 18 MAY 2026 AT 6.00 PM**

Present: Councillor C Govier-Wiggins (Chair)
Councillors C Booth (from minute 38), J Cole (from minute 38),
A Govier, M Lithgow, G Western and G Williams.

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

32 ELECTION OF CHAIRMAN

It was **RESOLVED** to elect Councillor C Govier-Wiggins as Committee Chairman for the forthcoming year.

33 ELECTION OF VICE CHAIRMAN

It was **RESOLVED** to elect Councillor G Williams as Committee Vice Chairman for the forthcoming year.

34 APOLOGIES AND APPROVE THE REASONS GIVEN

There were no apologies.

35 DECLARATIONS OF INTEREST

None declared.

36 PUBLIC PARTICIPATION

No members of the public in attendance.

37 MINUTES

It was **RESOLVED** to approve the minutes of the Community Committee meeting held 16 March 2026.

38 COMMUNITY DEVELOPMENT OFFICER REPORT

The report from the Community Development Officer was noted.

At this juncture, Councillor C Booth and J Cole entered the meeting.

The Community Connect Champion provided an update regarding the planned 20% reduction in funding for Parent Family Support Advisors (PFSA) starting in September 2026. He noted that the local schools are concerned about this and eager to explore alternative methods/models that could be implemented in light of this.

Councillors discussed the possibilities for the council to provide funding for the first year that funding is reduced to protect the PFSA function whilst exploring other funding streams/models that could be implemented in the 27-28 academic year.

It was **AGREED** that Council Officers would investigate this further and submit a report to the next Full Council meeting detailing the figures involved for the council to fund the PFSA function for the 26-27 academic year as a pilot scheme.

39 DWP ROOM HIRE EXTENSION REQUEST

It was **RESOLVED** to approve the extension of room hire provision at no cost for DWP outreach at the Kings Arms Community Hub until the end of the financial year.

40 CRADLE TO CAREER FUNDING REQUEST

It was **RESOLVED** to approve the following to be funded from the Cradle to Career budget:

- The allocation of £7,500 towards Mobile Phone Pouches (part of the Digital Wellbeing Strand).
- Earmarking £7,000 towards the Family Support Strand supporting early intervention and family-based provision aligned with Best Start in Life.
- The allocation of £1,500 towards the Reach Foundation (Historic Commitment).
- The allocation of £4,000 towards the Reach Foundation Accelerator Partnership (3-year access).
- The allocation of £7,000 towards the Reading Town Strand.

41 COMMUNITY DEVELOPMENT STRATEGY REPORT

It was **RESOLVED** to approve the Wellington Community Development Strategy & Delivery Plan 2026–2029.

42 YOUTH DEVELOPMENT SUMMER PROVISION REPORT

It was **RESOLVED** to approve expenditure of up to £10,380 from the Youth Development budget to support the proposed Summer 2026 youth programme.

Councillors noted that the CEO/Town Clerk already has delegated authority to approve additional expenditure from the Youth Development budget relating to Kings Arms Community Hub room hire subsidy arrangements once final programme arrangements are confirmed.

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

Sign.....

Date.....



Title	Support for Parent and Family Support Adviser (PFSA) Funding
Meeting	Full Council
Date of meeting	1 June 2026
Action Required	Decision
Report Author and email address	Dave Farrow, Chief Executive Officer/Town Clerk townclerk@wellingtontowncouncil.co.uk

1. Introduction

1.1 This report asks the Council to approve a one-off contribution of approximately £7,000 for academic year 2026/27 to maintain the Parent and Family Support Adviser (PFSA) function in Wellington at its current level. Without this support, there is a risk that PFSA capacity will reduce, limiting early help provision for children and families at a time of increasing need. The proposed funding would provide short-term stability while schools and the Council review longer-term arrangements for delivering and funding this support on a sustainable basis.

2. Background

2.1 The Parent and Family Support Adviser (PFSA) role is a non-statutory function which, in Somerset, forms an important part of the county's Early Help system. The role works directly with schools and families to provide early, preventative support and to help address issues affecting a child's wellbeing, attendance, behaviour and engagement in learning.

2.2 In Wellington, there is one full-time PFSA who supports all schools in the town. Funding for PFSA provision is currently allocated by Somerset Council through the Central Schools Budget, using a formula based primarily on pupil numbers.

2.3 At its meeting on 18 May 2026, the Community Committee received a briefing on the impact of central Government policy changes, which will

require Somerset Council to reduce funding to schools for PFSA provision by approximately 30% in academic year 2026/27, followed by a further 20% reduction in each subsequent academic year. The Committee noted the potential implications for early help support in Wellington and requested that proposals be developed to identify how the Council might assist schools in the short term while longer-term arrangements and associated funding are reviewed.

- 2.4 Since the Committee meeting, discussions have taken place with headteachers in Wellington. These indicate that, when the individual school allocations are combined, the funding shortfall for academic year 2026/27 is approximately £7,000. Schools may either absorb the reduction within their existing budgets or reduce PFSA staffing hours; however, a number of schools have advised that wider budget pressures limit their ability to do so.
- 2.5 Effective early help provision is a key component of both the Cradle to Career and Best Start in Family Life approaches. Under the current arrangements, one full-time member of staff is managing a caseload of approximately 30 cases of varying complexity. These cases often involve multiple overlapping issues linked to attendance, wellbeing, behaviour, family circumstances and access to wider support services. It is considered that this caseload is high and that the breadth and complexity of need being addressed by a single post warrants review.
- 2.6 It is proposed that the Town Council uses the Family Support strand of the Cradle to Career funding already allocated by the Council to bridge this shortfall and maintain the PFSA function at its current level during academic year 2026/27. This would provide time for schools and the Council to review existing early help arrangements and to consider, within the context of the Cradle to Career and Best Start in Family Life models, what future provision is required and how it might be funded on a sustainable basis.
- 2.7 As part of the wider Community Development, Best Start in Life and Cradle to Career approaches, relationships are also developing between the PFSA function and the Kings Arms Community Hub. This includes opportunities for families to access meetings and support within a more informal and community-based environment, alongside improved signposting into wider early help, wellbeing and community support services where appropriate. These developing arrangements also provide opportunities to better understand where gaps, barriers or pressures may exist within current early help pathways and how local partnership approaches may help strengthen support for children and families over time.

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 estimated funding required to maintain the PFSA provision at its current level for academic year 2026/27 is approximately £7,000. It is proposed that this is met from the Family Support strand of the Cradle to Career budget already approved by the Council.

4.2 The proposed contribution is intended as a one-off, time-limited measure to address the immediate shortfall while longer-term arrangements are reviewed. Approval of this funding would not in itself create an ongoing financial commitment beyond 2026/27, although any future support would need to be considered separately through the Council's budget-setting process.

5 Risks

5.1 If the funding shortfall is not addressed, there is a risk that PFSA capacity in Wellington will reduce during 2026/27, potentially limiting the availability of early help support for children and families and increasing pressure on schools and other services.

5.2 There is also a risk that one-off funding could create an expectation of continued Town Council support in future years. This risk can be mitigated by making clear that the proposed contribution is temporary and is intended to provide time for a wider review of service delivery, responsibilities and sustainable funding options.

6 Considerations

6.1 That Full Council approves a one-off contribution of up to £7,000 from the Family Support strand of the Cradle to Career budget to maintain the Parent and Family Support Adviser (PFSA) provision in Wellington at its current level for academic year 2026/27.

6.2 That this contribution is confirmed as a time-limited measure for 2026/27 only, pending a wider review with schools and relevant partners of future early help arrangements, service requirements and sustainable funding options.

MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WEDNESDAY 20 MAY 2026 AT 6:30 PM

Present: Councillor C Booth (Chair)
Councillors C Booth, M Lithgow, J Lloyd, M McGuffie, S Pringle-Kosikowsky and G Western.

In attendance: Dave Farrow – Town Clerk/CEO
Darren Hill – Open Spaces Manager
Wasif Choudhury – Democratic Services and Finance Officer
Steven Saunders – Footpath Volunteer Coordinator
Oliver Hill (for minute 49)
One member of the press
Two members of the public

43 ELECTION OF CHAIRMAN

It was **RESOLVED** to elect Councillor C Booth as Committee Chairman for the forthcoming year.

44 ELECTION OF VICE CHAIRMAN

It was **RESOLVED** to elect Councillor J Lloyd as Committee Vice Chairman for the forthcoming year.

45 APOLOGIES

Apologies were received from Councillor G Williams.

46 DECLARATIONS OF INTEREST

There were no declarations of interest.

47 MINUTES

It was **RESOLVED** to approve and sign the minutes of the meeting held on 18 March 2026.

48 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Two members of the public praised the council for their response to the recent traveller incursion.

49 RECREATION GROUND CALISTHENICS AREA

Oliver Hill delivered a presentation to request the installation of a calisthenics area in the Recreation Ground which was noted.

After much discussion, it was **RESOLVED** to proceed with this project in principle and that officers should work up a detailed proposal for further consideration by the Committee. It was noted that the budget for 2026-27 is fully allocated so funding for this will have to be externally sourced.

It was **AGREED** that the council should conduct its own consultation process to determine the location and the desire for this project in the wider community. Disability groups should be part of this consultation to ensure that the project is appropriately accessible.

50 FOOTPATH UPDATE

Steve Saunders provided an update noting that 22 hours of work has been logged since the end of April, all paths in parish have been surveyed and overgrown paths have been cut.

Councillors noted the update and thanked Steve and the volunteers for their time and effort.

51 OPEN SPACES MANAGER REPORT

The Open Spaces Manager provided a verbal update of his report which was noted.

The Chief Executive will send Councillor McGuffie the details on how to proceed with requests for changes to road markings/parking restrictions parking permits.

Councillors praised the work of the Open Spaces team in maintaining the green spaces in Wellington.

There was some discussion regarding the recent trespassing of travellers in Hoyles Road. Councillors praised Council Officers for acting quickly to ensure that the travellers were moved on within such a short space of time.

Councillors noted the need for further security checks in other green spaces in Wellington to ensure this does not happen again in the future. The Chief Executive noted that going forward, the council needs to be better prepared with more robust procedures to call upon should this happen again.

52 GREEN CORRIDOR RISK REGISTER

The current status of the Risk Register was noted.

53 TREE STRATEGY

The Open Spaces Manager provided an update on the progress of the Tree Strategy which was noted.

A proposal from Councillor M McGuffie to plant ten trees for every child born in the town each year was noted, and councillors were happy for this to be included in the Tree Strategy.

Councillors noted that the Climate Strategy should be discussed at the next committee meeting.

54 THE BASINS ALLOTMENTS ADVISORY BOARD

The minutes of the Advisory Board meeting held on 21st April 2026 were noted.

The following recommendations were considered:

- a) **RESOLVED** to approve the total expenditure as detailed in the Cost Centre Report up to 21st April 2026 and additional costs. Total expenditure: £5205.44

- b) **RESOLVED** to approve the annual rent increase to £34.00 from 30th September 2026 in line with the tenancy agreement.
- c) It was **RESOLVED** to adopt the Basins Allotments Rules and Guidance

55 GREEN CORRIDOR SPACE WALK

It was **RESOLVED** to approve the proposed Space Walk installation in principle. Councillor M McGuffie will consult with the Open Spaces Manager and other Councillors. It was agreed that a more robust proposal will be presented at the July Environment Committee.

56 THE PLAQUE BOARD FOR WELLINGTON PARK

It was **RESOLVED** that there should be no further individual memorial plaques in Wellington Park e.g. on benches or by trees, to protect its Heritage Status.

It was **RESOLVED** that a plaque board should be installed at an appropriate location. Council Officers will investigate a pricing and charging schedule for future approval.

57 LINDEN MEADOW BENCH

It was **RESOLVED** to approve a spend of £200.00 for the installation of a new bench in Linden Meadow.

58 ACQUISITION OF CROWN ESTATE LAND UPDATE

The report and the verbal update from the Chief Executive was noted.

59 REVIEW STANDING WORKING GROUPS

It was **RESOLVED** to reconfirm the Terms of Reference for the below groups.

- (i) Green Corridor Advisory Board: Councillors J Lloyd and S Pringle-Kosikowsky
RESOLVED to Approve.
- (ii) Basins Allotments Advisory Board: Councillors J Lloyd and C Govier-Wiggins
RESOLVED to Approve.
- (iii) Playing Field Joint Working Group: Councillors J Cole, A Govier and J Lloyd,
RESOLVED to Approve.

There being no further business the meeting closed at 20:20pm

Sign.....

Date.....



Title	Review of Response to Unauthorised Encampment at Hoyles Road Open Space
Meeting	Full Council
Date of meeting	1 June 2026
Action Required	For noting/decision
Report Author and email address	Dave Farrow, Chief Executive Officer/Town Clerk townclerk@wellingtontowncouncil.co.uk

1. Introduction

1.1 This report reviews the Council's response to the unauthorised traveller encampment on the Hoyles Road Open Space between 17 and 20 May 2026 and invites Full Council to consider the lessons arising from the incident, including the future policy, operational practice and site-security arrangements that may be required.

2. Background

2.1 At approximately 6.40pm on Sunday 17 May 2026, I was contacted by Sergeant Jon O'Connor and advised that an unauthorised traveller encampment was forming on the Hoyles Road Open Space, with approximately seven caravans and associated vehicles already on site. We discussed the process and the options available to the Council for managing the situation.

2.2 I then contacted GRC Group, having been aware that the company had previously been engaged by West of England Developments to manage a similar situation at Longforth Farm. I spoke with James Hobbs, Operations Manager, who agreed to provide the company's terms of engagement.

2.3 Having reviewed the terms of engagement, I spoke with the Mayor and outlined GRC's charging structure, which was based on the number of vehicles involved. The services offered by GRC comprised

- a welfare assessment, service of notice to vacate, and, where necessary, eviction under common law or through the courts. The welfare assessment was intended to identify any immediate issues of concern for the Council, including health, fire risk, impact on the local community, access to toilet facilities, and access to alternative or authorised transit sites.
- Service of notice to vacate, either with immediate effect or on a 24-hour or 48-hour basis, usually following completion of the welfare assessment and consideration of its findings by the Council.
- Eviction, either under common law or through the courts, depending on the circumstances of the encampment and the findings of the welfare assessment.

2.4 The Mayor agreed that I should engage GRC's services. I therefore completed the necessary warrant and returned it together with supporting information, including site maps, and confirmed instructions to serve notice requiring immediate vacation of the site.

2.5 A GRC team attended the site on the morning of 18 May 2026 and carried out a welfare assessment. A copy of the assessment was provided later that day and identified no significant issues of concern. GRC then issued eviction notices, effective from 5.00pm that evening.

2.6 During the course of the day, GRC advised that access to the site had been gained via the vehicle entrance on Hoyles Road. It appeared that the post previously in place had been removed before the main body of vehicles arrived. Discussions with local residents also indicated attempted or actual access from Oakfield Park and from the end of Webbers Close.

2.7 When I visited the site later on Monday evening, it was evident that a substantial number of vehicles remained. I therefore instructed GRC that evening to proceed with eviction on Tuesday 19 May under common law, and this instruction was acknowledged.

2.8 On Tuesday morning, GRC advised that the eviction process had commenced but that additional caravans had arrived overnight, increasing the number on site to thirteen. I also asked GRC to provide options and costs for securing the site once it had been cleared.

2.9 During Tuesday afternoon, I was advised that one caravan had left and that others were packing up. GRC also provided two options for securing the

site: temporary boulders, which could be delivered the following day, or permanent bollards, which would require several days to procure and install. Following discussion with the Open Spaces Manager, the temporary boulders were selected as the quickest way to secure the main entrance.

2.10 Later on Tuesday evening, GRC advised that the situation had deteriorated, with some caravans returning and GRC staff being threatened with violence by members of the group who appeared to be intoxicated. GRC instructed its staff to withdraw from the site in order to de-escalate the situation and informed the police accordingly.

2.11 At around 10.00am on Wednesday morning, the GRC Operations Manager advised me that there had been an incident on site involving a member of GRC staff and an individual from the group, which resulted in a 999 call and police attendance. He also advised that the group appeared to be preparing to leave. Shortly after midday, I received confirmation by email that the site had been cleared.

2.12 The Open Spaces Manager and I then visited the site to inspect its condition. While there was some mess and minor damage, the condition of the site was better than might have been expected. The Open Spaces Team spent the afternoon clearing rubbish and cutting the grass. GRC retained two operatives and two vehicles on site until the boulders were delivered later that evening to block the entrance.

2.13 On Thursday 21 May the Open Spaces Team undertook work to further enhance security at the site by extending the soil bund at the end of Oakfield Park, and on Friday 22 May installed a bollard to narrow the entrance at the end of Webbers Close.

2.14 Throughout the incident, councillors and staff were kept informed by email. Information was also issued to the local press and through the Council's social media channels in order to keep residents updated. Feedback on the Council's communications has been positive.

2.15 Discussions with GRC, the police and other town councils suggest that the speed with which the group left the site was unusual rather than typical, and that unauthorised encampments more commonly remain for two weeks or longer. Longer stays will lead to higher eviction and clean-up costs, as well as increased concern within the local community. While the Council can be pleased that this incident was resolved relatively quickly, it should not assume that the same outcome would necessarily be achieved in the event of any future unauthorised encampment.

3. Matters for Consideration

3.1 The absence of an agreed policy or operational process for responding to incidents of this nature meant that the Council's approach had to be developed in real time. While this was understandable given that comparable issues had not previously arisen on land now owned by the

Council, it is recommended that a formal policy and associated procedure are developed as soon as possible for consideration by the Policy and Finance Committee.

3.2 As part of the development of that policy, decisions will be required on a number of matters, including:

- whether the default position should be to instruct a third party to begin eviction processes at the earliest opportunity; and
- how delegated authority should be formalised to enable the Chief Executive Officer, or in their absence a nominated deputy, to take urgent decisions and arrange measures to secure sites following an incursion.

3.3 Although GRC acted very effectively in the circumstances, the company was engaged at short notice and in the absence of a wider appraisal of available providers. Given the potential cost of such interventions, officers should review alternative providers and submit a recommendation to Council on future arrangements.

3.4 A review is now underway of the security of all Council sites, including an assessment of their vulnerability to unauthorised access and, for higher-risk locations, identification of any additional measures required to mitigate that risk. A report will be provided to the July Environment Committee.

3.5 Officers have also begun contacting local suppliers regarding the provision of boulders or other barriers for those sites where additional protection may be required, in order to reduce reliance on contractors engaged for other purposes.

3.6 The Council needs to establish an emergency out of hours contact protocol and policy to ensure that senior staff are contactable in the event of any emergency.

4. 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

5. Financial Implications

5.1 The incident has resulted in costs associated with the engagement of GRC to manage the eviction process and provide temporary security measures and site clearance by the Open Spaces Team.

5.2 The GRC costs for the provision of staff and services to effect the eviction is £5,495 plus VAT, which will be met from the Legal Fees budget line. The provision of boulders for a six week hire, including delivery and collection, is £1,760 plus VAT which will be met from the Open Spaces operational budget. The total cost for GRC services is £8,615 plus VAT.

5.3 The clean-up of the site was undertaken by one member of our Open Spaces Team taking four and a half hours at an hourly cost of £34 per hour so totalled £153.

5.4 There will be further financial implications of installing permanent security at the Hoyles Road site and other sites around the town when the risk assessment is completed.

6. Risks

6.1 There is an operational risk that, in the absence of an agreed policy and delegated decision-making framework, the Council may be unable to respond quickly and consistently to future unauthorised encampments.

6.2 There is a legal and procedural risk if welfare checks, notices and enforcement action are not undertaken in a consistent and properly documented manner, particularly where urgent action is required.

6.3 There is a financial risk to the Council arising from the cost of specialist contractors, clean-up works, temporary security measures and any further remediation that may be required following an encampment.

6.4 There is a health and safety risk to Council staff, contractors, elected members and members of the public where situations escalate, including the risk of confrontation or unsafe site conditions.

6.5 There is a reputational risk to the Council if local residents consider that communications are unclear or that action has not been taken promptly and proportionately.

6.6 There is an ongoing site-security risk if vulnerable access points are not identified and addressed across Council-owned land.

7. Considerations

7.1 That Full Council notes the actions taken by officers, the Mayor, contractors and partner agencies in response to the unauthorised encampment on the Hoyles Road Open Space between 17 and 20 May 2026.

7.2 That Full Council agrees that officers should prepare a formal policy and operational procedure for managing unauthorised encampments on Council-owned land, including proposed arrangements for delegated authority, for consideration by the Policy and Finance Committee.

7.3 That Full Council agrees that officers should review options for the appointment of specialist contractors to support future incidents and report back with recommendations on preferred arrangements.

7.4 That Full Council notes the ongoing review of site security across Council-owned land and supports the implementation of proportionate measures, where required, to reduce the risk of unauthorised access.



Meeting	Full Council
Date of meeting	01 June 2026
Briefing Item	Year End Accounts & Audit > Asset Register
Author and email address	Alice Kendall Democratic Services & Finance Manager alice@wellingtontowncouncil.co.uk

1. Context

To re-present the 25/26 Asset register to Council as part of the sign off of the year end accounts and Audit documents.

2. Briefing

When preparing the AGAR Accounting Statements and Summary of Funds Report, it became evident that a formula error meant the correct value of the 25/26 Asset Register was not reported to correctly to the Policy & Finance Committee in March.

The updated copy is attached for information and acceptance.

3. Background Papers

Corrected 25/26 Asset Register

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2025/26**

	A	B	C	D	E	F	G	H	I
1									
2									
3	Outdoor Property / Street Furniture								
4	Category	Name / Description	Location	Date Purchased	Asset Value	25/26 Change	25/26 Total	Replacement / Insurance Value	Notes
5	Bench	High Street	Promotional Space	08/04/2020	£496.25		£496.25	£830.00	
6	Bench	Fore Street	Entrance to North Street Car Park RHS	11/10/2017	£472.50		£472.50	£830.00	
7	Bench	Longforth Road	Junction with High St	11/10/2017	£472.50		£472.50	£830.00	
8	Bench	North Street	WHERE Centre	11/10/2017	£472.50		£472.50	£830.00	
9	Bench	Mantle Street	Medical Centre	19/11/2003	£1.00		£1.00	£830.00	
10	Bench	Poole Corner	Roundabout	04/09/2000	£1.00		£1.00	£830.00	
11	Bench	Basins	Basins	08/04/2020	£496.25		£496.25	£830.00	
12	Bench	Brookalnds Drive	Brookalnds Drive	08/04/2020	£496.25		£496.25	£830.00	
13	Bench	Tonedale	One Stop Car Park	08/04/2020	£496.25		£496.25	£830.00	
14	Bench	3x Monmouth Gardens	North Street	14/01/2022	£3.00		£3.00	£2,490.00	
15	Bench	Fore Street	Entrance to North Street Car Park LHS	14/01/2022	£1.00		£1.00	£830.00	
16	Bench	4x United Reformed Church	Fore Street	14/01/2022	£4.00		£4.00	£2,800.00	
17	Bench	Mantle Street Planter	Mantle Street	14/01/2022	£1.00		£1.00	£830.00	
18	Bench	2x Community Hospital	Bulford	14/01/2022	£2.00		£2.00	£1,660.00	
19	Bench	Picnic Bench Roly Poly Green	Longforth Road	14/01/2022	£1.00		£1.00	£1,300.00	
20	Bench	Curved Bench	Outside Co-Op	23/02/2022	£2,880.00		£2,880.00	£5,000.00	
21	Bench		Lodge Close	21/07/2023	£706.38		£706.38	£830.00	
22	Bench		Wellington Playing Field	21/07/2023	£706.38		£706.38	£830.00	
23			Bench Total		£7,709.26	£0.00	£7,709.26	£24,040.00	
24									
25	Bus Shelter	Coach Park	Longforth Road	17/01/2022	£3,854.00		£3,854.00	£10,000.00	
26	Bus Shelter	Old Post Office	High Street	01/04/2025		£1.00	£1.00	£10,000.00	
27	Bus Shelter	Casey Warren Hair	High Street	01/04/2025		£1.00	£1.00	£10,000.00	
28	Bus Shelter	St Johns Curch	High Street	01/04/2025		£1.00	£1.00	£10,000.00	
29	Bus Shelter	Work House Gates	North Street	01/04/2025		£1.00	£1.00	£10,000.00	
30	Bus Shelter	Swallowfield	Station Road	01/04/2025		£1.00	£1.00	£10,000.00	
31	Bus Shelter	Villa Verde	Rockwell Green	04/02/2026		£7,433.00	£7,433.00	£10,000.00	
32	Bus Shelter	Post Office	Rockwell Green	01/04/2026		£1.00	£1.00	£10,000.00	
33	Bus Shelter	Millstream Gdns	Milverton Road	01/04/2026		£1.00	£1.00	£10,000.00	
34	Bus Shelter	Lidl	Taunton Road	01/04/2026		£1.00	£1.00	£10,000.00	
35	Bus Shelter	Cades	Taunton Road	01/04/2026		£1.00	£1.00	£10,000.00	
36	Bus Shelter	Tonedale Industrial	Milverton Road	01/04/2026		£1.00	£1.00	£10,000.00	
37			Bus Shelter Total		£3,854.00	£7,443.00	£11,297.00	£120,000.00	
38									
39	Planter	Shoreline Planter	Outside Co-Op	23/02/2022	£2,100.00		£2,100.00	£3,307.50	
40	Planter	6x Wooden Planters		03/05/2022	£12,324.00		£12,324.00	£19,845.00	
41	Planter	6x Tree Planters		03/05/2022	£6.00		£6.00	£16,537.50	
42			Planter Total		£14,430.00	£0.00	£14,430.00	£39,690.00	
43									
44	Cycle Racks	10x Cycle racks	High St, White Hart Lane & Fore St	23/02/2022	£1,050.00		£1,050.00	£2,205.00	
45			Cycle Total		£1,050.00	£0.00	£1,050.00	£2,205.00	
46									
47	Dog Waste Bin	Jurston Lane	On grass verge by stream	10/03/2011	£1.00		£1.00	£538.27	
48	Dog Waste Bin	Cades Mead	Nr Play Area	10/03/2011	£1.00		£1.00	£538.27	
49	Dog Waste Bin	Weavers Reach	By Bridge & Play Area	10/03/2011	£1.00		£1.00	£538.27	
50	Dog Waste Bin	Millstream Gardens	Outside One Stop	10/03/2011	£1.00		£1.00	£538.27	
51	Dog Waste Bin	Bovet Street	In Car Park	10/03/2011	£1.00		£1.00	£538.27	
52	Dog Waste Bin	Exeter Road	Nr Bungalows	10/03/2011	£1.00	-£1.00	£0.00	£538.27	Disposed and replaced

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2025/26**

	A	B	C	D	E	F	G	H	I
53	Dog Waste Bin	Exeter Road	Nr Bungalows	19/11/2025		£268.21	£268.21	£538.27	
54	Dog Waste Bin	Swains Lane	On bypass	10/03/2011	£1.00		£1.00	£538.27	
55	Dog Waste Bin	Torres Vedras Drive	Nr Path entrance to Open Space	16/03/2021	£376.00		£376.00	£538.27	
56	Dog Waste Bin	Longforth Farm	Nr Farmhouse	20/04/2021	£388.00		£388.00	£538.27	
57	Dog Waste Bin	Palmers Mead	Nr Pond	09/08/2021	£102.00		£102.00	£538.27	
58	Dog Waste Bin	Linden Meadow	Westford Field	30/11/2022	£375.00		£375.00	£538.27	
59	Dog Waste Bin	Sewage Works	Sewage Works	30/11/2022	£350.00		£350.00	£538.27	
60	Dog Waste Bin	Aspin Close	Aspin Close	30/11/2022	£342.00		£342.00	£538.27	
61	Litter Bins	Bensham Bins	Wellington Park	17/06/2025		£1,844.00	£1,844.00	£2,000.00	
62			Bins Total		£1,940.00	£2,111.21	£4,051.21	£9,535.78	
63									
64	Grit Bin	St John's School		10/03/2011	£250.00		£250.00	£340.67	
65	Grit Bin	Hoyles Road		10/03/2011	£250.00		£250.00	£340.67	
66	Grit Bin	Popes Lane		10/03/2011	£250.00		£250.00	£340.67	
67	Grit Bin	Oaken Ground		10/03/2011	£250.00		£250.00	£340.67	
68	Grit Bin	Mill Stream Gardens		10/03/2011	£250.00		£250.00	£340.67	
69	Grit Bin	Swains Lane		10/03/2011	£250.00		£250.00	£340.67	
70	Grit Bin	Howard Rd / Brendon Rd		10/03/2011	£250.00		£250.00	£340.67	
71	Grit Bin	Springfield Road		07/03/2022	£1.00		£1.00	£340.67	
72	Grit Bin	Cornhill		07/03/2022	£1.00		£1.00	£340.67	
73			Grit Bin Total		£1,752.00	£0.00	£1,752.00	£3,066.03	
74									
75	Noticeboard	Rockwell Green	Oaken Ground Junction	27/02/2023	£1,581.00		£1,581.00	£2,294.30	
76	Noticeboard	Town Centre	Outside Co-Op	02/09/2002	£1.00		£1.00	£4,134.37	
77	Noticeboard	Burrough Way	Burrough Way	29/06/2020	£1,255.00		£1,255.00	£1,984.50	
78	Noticeboard	Basins	Basins	27/02/2023	£4,384.00		£4,384.00	£5,384.61	
79	Noticeboard	Priory	Priory	27/02/2023	£1,524.00		£1,524.00	£2,231.46	
80	Noticeboard	Tonedale	One Stop	27/02/2023	£1,540.00		£1,540.00	£2,249.10	
81			Notice Board Total		£10,285.00	£0.00	£10,285.00	£18,278.34	
82									
83	Sign	Twinning Sign	Exeter Rd	13/11/2025	£304.40		£304.40	£680.00	
84	Sign	Twinning Sign	Tonedale	13/11/2025	£304.40		£304.40	£680.00	
85	Sign	Twinning Sign	Taunton Road	13/11/2025	£304.40		£304.40	£680.00	
86	Sign	Twinning Sign	Pyles Thorne Road	13/11/2025	£304.40		£304.40	£680.00	
87	Sign	Welcome Sign	Rockwell Gr & Cemetery	13/11/2025	£119.03		£119.03	£450.00	
88	Sign	Welcome Sign	Rockwell Gr (Caravan)	13/11/2025	£81.00		£81.00	£400.00	
89	Sign	Popham Historical Sign	Playing field	02/09/2002	£1.00		£1.00	£2,205.00	Very poor condition
90	Sign	Map Board	Longforth Rd Car Park	26/01/2022	£685.23		£685.23	£992.25	
91	Sign	Map Board	South Street Car Park	26/01/2022	£685.23		£685.23	£992.25	
92	Sign	Map Board	North Street Car Park	26/01/2022	£685.23		£685.23	£992.25	
93	Sign	Map Board	Waitrose Carpark	26/01/2022	£685.23		£685.23	£992.25	
94	Sign	Finger Posts	Various	11/10/2022	£14,826.00		£14,826.00	£27,562.50	
95			Signs Total		£18,985.55	£0.00	£18,985.55	£37,306.50	
96									
97	Street Light / Lamp Post	Rackfield	Junction with Payton Road	04/09/2000	£1.00		£1.00	£1,022.02	
98			Street Light Total		£1.00	£0.00	£1.00	£1,022.02	
99									
100	Defibrillator	Longforth Road	Public Conveniences	06/07/2015	£2,000.00		£2,000.00	£3,614.20	
101	Defibrillator	Rockwell Green	Christian Fellowship Centre	20/11/2018	£2,450.00		£2,450.00	£3,614.20	
102			Defibrillator Total		£4,450.00	£0.00	£4,450.00	£7,228.40	
103									
104	Electrical Supply	Wellington Weekly News	26 High Street	2020	£1.00		£1.00	£681.35	
105	Electrical Supply	Stags	7 High Street	2021	£1.00		£1.00	£681.35	

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2025/26**

	A	B	C	D	E	F	G	H	I
106	Electrical Supply	Cheese & Wine Shop	11 South Street	2021	£1.00		£1.00	£681.35	*check - plug seems to be at bakery?
107	Electrical Supply	Cards & Co	17 South Street	2020	£1.00		£1.00	£681.35	
108	Electrical Supply	Wellington Prep School	South Street	2020	£1.00		£1.00	£681.35	
109	Electrical Supply	Vape Shop	4 Fore Street	2021	£1.00		£1.00	£681.35	
110	Electrical Supply	Iron Duke	1 North Street	2021	£1.00		£1.00	£681.35	
111	Electrical Supply	Burgage	13/13a North Street	2020	£1.00		£1.00	£681.35	
112	Electrical Supply	Library	16 Fore Street	2021	£1.00		£1.00	£681.35	
113	Electrical Supply	Council Offices	28 Fore Street	2020	£1.00		£1.00	£681.35	
114	Electrical Supply	H T Perry & Son & Granddaugh	33 Fore Street	2020	£1.00		£1.00	£681.35	
115	Electrical Supply	URC Church	Fore Street	2020	£1.00		£1.00	£681.35	
116	Electrical Supply	Luson Surgery	35 Fore Street	2020	£1.00		£1.00	£681.35	
117	Electrical Supply	Victoria Arms	43 North Street	2020	£1.00		£1.00	£681.35	*check - plug also at no 25?
118	Electrical Supply	Village Hill	Rockwell Green	2020	£1.00		£1.00	£681.35	
119	Electrical Supply	Hair by Davinia	125 Rockwell Green	2020	£1.00		£1.00	£681.35	
120	Electrical Supply	Brock's	106-108 Rockwell Green	2020	£1.00		£1.00	£681.35	
121	Electrical Supply	Christian Fellowship Church	Rockwell Green	2020	£1.00		£1.00	£681.35	
122			Electrical Suply Total		£18.00	£0.00	£18.00	£12,264.30	
123									
124	Life Buoy	Basins	Basins, Corams Lane	14/08/2023	£197.50		£197.50		
125	Life Buoy	Green Corridor		23/02/2026		£235.49	£235.49		
126				Life Buoy Total	£197.50	£235.49	£432.99	£0.00	
127									
128			Outdoor Property / Street Furniture Total		£64,672.31	£9,789.70	£74,462.01	£274,636.37	
129									
130	Buildings & Contents								
131	Category	Name / Description	Location	Date Purchased	Asset Value	25/26 Change	25/26 Total	Replacement / Insurance Value	Notes
132	Public Convenience	Longforth Road Toilets		01/02/2017	£1.00	-£1.00	£0.00		Building demolished, line to be replaced once re-build complete.
133	Contents	Longforth Road Toilets		01/02/2017	£0.00		£0.00		
134	Public Convenience	Wellington Park Toilets		01/04/2025		£1.00	£1.00	£240,000.00	
135	Public Convenience	Replacement Basin	Wellington Park	02/12/2025		£389.00	£389.00		
136	Public Convenience	North Street Toilets		01/04/2025		£1.00	£1.00	£288,000.00	
137				PC Total	£1.00	£390.00	£391.00	£528,000.00	
138									
139	Shed	Metal Shed	28 Fore Street	10/03/2011		£1.00	£1.00	N/A	Not purchased in 2025/26 but formula error omitted the line from previous register. Using change column to accommodate.
140				Shed Total	£0.00	£0.00	£1.00	£0.00	
141									
142	Container	Comm. Farm	Green Corridor	08/06/2023	£2,599.00		£2,599.00	£3,417.75	
143	Container	Fox's Field	Green Corridor	17/11/2023	£3,220.00		£3,220.00	£4,046.18	
144				Containers Total	£5,819.00	£0.00	£5,819.00	£7,463.93	
145									
146	Pavilions	Recreation Ground	Beech Grove	01/04/2025		£1.00	£1.00	£240,000.00	
147	Pavilions	Dobree Park	Rockwell Green	01/04/2025		£1.00	£1.00	£480,000.00	
148	Pavilions	Cricket Club	Playing Field	01/04/2025		£1.00	£1.00	£950,000.00	
149				Total	£0.00	£2.00	£2.00	£1,670,000.00	
150									
151	Buildings	Council Offices	28-30 Fore Street	28/03/2024	£130,000.00		£130,000.00	£1,785,000.00	
152	Contents	Council Offices	28-30 Fore Street					£160,000.00	
153	Contents	Depot	Unit 4, Monument View					£45,000.00	
154				Total	£130,000.00	£0.00	£130,000.00	£1,990,000.00	

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2025/26**

	A	B	C	D	E	F	G	H	I
155									
156	Buildings Total				£135,820.00	£392.00	£136,213.00	£3,990,463.93	
157									
158	Land								
159	Category	Name / Description	Location	Date Purchased	Asset Value	25/26 Change	25/26 Total	Replacement / Insurance Value	Notes
160	Allotment	Basins		01/04/1974	£1.00		£1.00		
161	Allotment	Accessible Plot	Basins	Various		£565.62	£565.62		
162	Public Space	Linden Meadow	Westford	14/02/2022	£55,000.00		£55,000.00		
163	Fencing	Longforth Allotments	Off Lillebonne Way	17/05/2024	£4,650.00		£4,650.00		
164	Fencing	Green Corridor	Foxes, Hilly Head & Basins	01/07/2024	£3,602.00		£3,602.00		
165	Fencing	Green Corridor	Weavers PA & Basins	10/12/2024	£3,103.77		£3,103.77		
166									
167	Land Total				£66,356.77	£565.62	£66,922.39	£0.00	
168									
169	Play								
170	Category	Name / Description	Location	Date Purchased	Asset Value	25/26 Change	25/26 Total	Replacement / Insurance Value	Notes
171	Play Area Land	Tonedale	Richards Close	12/08/1985	£1.00		£1.00	N/A	
172	Play Equipment	Multi use Area (inc. Fence, goals & surface)	Richards Close	12/08/1985	£18,000.00		£18,000.00	£110,250.00	
173	Play Equipment	All equipment, Surfacing & Path	Richards Close	23/01/2023	£84,145.00		£84,145.00	£110,250.00	
174	Other	Bench, Bin & Metal Sign	Richards Close	12/08/1985	£500.00		£500.00	£1,022.02	
175	Play Area Land	Weavers Reach		08/12/2023	£5,000.00		£5,000.00		
176	Play Equipment	Weavers Reach		08/12/2023	£1.00		£1.00	£88,200.00	
177	Play Equipment	Wellington Rec	Beech Grove	01/04/2025		£1.00	£1.00	£125,000.00	
178	Play Equipment	Skate Park	Corams Lane	01/04/2025		£1.00	£1.00	£125,000.00	
179	Play Equipment	Warren Street		01/04/2025		£1.00	£1.00	£40,000.00	
180	Play Equipment	Gillards Close		01/04/2025		£1.00	£1.00	£35,000.00	
181	Play Equipment	Chestnut Close		01/04/2025		£1.00	£1.00	£30,000.00	
182	Play Equipment	Walkers Gate		01/04/2025		£1.00	£1.00	£50,000.00	
183	Play Equipment	Corner Close		01/04/2025		£1.00	£1.00	£80,000.00	
184	Play Equipment	Dobree Park		01/04/2025		£1.00	£1.00	£50,000.00	
185	Play Equipment	Andrew Allen Road		01/04/2025		£1.00	£1.00	£40,000.00	
186	Play Equipment	Barrington Way		01/04/2025		£1.00	£1.00	£40,000.00	
187	Play Equipment	Westford Grange		01/04/2025		£1.00	£1.00	£35,000.00	
188	Play Equipment	Rope Walk		01/04/2025		£1.00	£1.00	£50,000.00	
189	Play Equipment	Jurston Lane		01/04/2025		£1.00	£1.00	£40,000.00	
190	Play Equipment	Burrough Way		01/04/2025		£1.00	£1.00	£70,000.00	
191	Play Equipment	Thomas Place	Longforth	01/03/2026		£1.00	£1.00	£70,000.00	
192	Play Equipment	Tredwin Close	Longforth	01/03/2026		£1.00	£1.00	£230,000.00	
193									
194	Play Total				£107,647.00	£16.00	£107,663.00	£1,419,722.02	
195									
196	Regalia								
197	Category	Name / Description	Location	Date Purchased	Asset Value	25/26 Change	25/26 Total	Replacement / Insurance Value	Notes
198	Insignia	Chain & Collar	With Mayor	01/04/1974	£1.00		£1.00		All civic regalia insured as one amount. Valuation required.
199	Robes	Mayoral Robes	With Mayor	06/04/2009	£1.00		£1.00	£16,537.50	
200	Case	Chain Case	With Mayor	05/01/2015	£1.00		£1.00		
201	Outfit	Town Crier	With Crier	17/03/2023	£546.00		£546.00	£826.88	
202	Bugle	Silver Riffles Bugle	28 Fore St		£1.00		£1.00	£661.50	
203	Regalia Total				£550.00	£0.00	£550.00	£18,025.88	
204									
205	Office Equipment & Furniture								

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2025/26**

	A	B	C	D	E	F	G	H	I
	Category	Name / Description	Location	Date Purchased	Asset Value	25/26 Change	25/26 Total	Replacement / Insurance Value	Notes
206									
207	Chamber Furniture	Meeting Tables	28 Fore Street	27/01/2025	£2,134.00		£2,134.00		
208	Chamber Furniture	3 ornate Wooden Chairs	28 Fore Street	01/04/1974	£1.00		£1.00		
209	Office Furniture	Chairs (x 12)	28 Fore Street	Unknown	£1.00		£1.00		Some inherited, some bought 2nd hand pre 2019. 24/25: 2x Pedestal Drawers
210	Office Furniture	Desks	28 Fore Street	Various	£61.00		£61.00		
211	Office Furniture	Desk Chairs (x 5)	28 Fore Street	Unknown	£1.00		£1.00		
212	Office Furniture	Receptionist Chairs	28 Fore Street	05/11/2025		£300.00	£300.00		
213	Office Furniture	Desk Chairs (x 3)	28 Fore Street	06/06/2025		£450.00	£450.00		
214	Office Furniture	Misc. Furniture	28 Fore Street	Unknown	£136.00		£136.00		Filing Cabinets x3, Bookshelves x2, 4x tables, 4x white boards 24/25: Filing cabinets & bookshelves disposed. Replaced with 2x new bookshelves and 1x 2 door cabinet
215	Office Furniture	New Furniture (25/26)	28 Fore Street	Various		£212.51	£212.51		
216	Office Furniture	Blinds	28 Fore Street	02/05/2025		£848.67	£848.67		
217				Furniture Total	£2,334.00	£1,811.18	£4,145.18	£0.00	
218									
219	Office Equipment	Misc.	28 Fore Street	Various	£150.00		£150.00		Laminator, guillotine, shredder, 4x fans (some inherited)
220	IT Equipment	PC Towers (x4)	28 Fore Street	Various	£931.50	-£931.50	£0.00		25/26: All old PCs noew replaced
221	IT Equipment	Monitors	28 Fore Street	Various	£2,080.00	£790.00	£2,870.00		
222	IT Equipment	Desk Phone (24/25)	28 Fore Street	30/04/2024	£534.82		£534.82		
223	IT Equipment	Computer Periphirals	28 Fore Street	Various	£500.00	£1,579.00	£2,079.00		Mice, keyboards, webcams etc.
224	IT Equipment	AV System	28 Fore Street		£2,100.00		£2,100.00		
225	IT Equipment	Replacement PC Towers (24/25)	28 Fore Street	Various	£1,626.97		£1,626.97		
226	IT Equipment	Reception IT Equipment	28 Fore Street	21/03/2025		£1,897.98	£1,897.98		
227	IT Equipment	Reception Desk Phone	28 Fore Street	14/03/2025		£465.84	£465.84		
228	IT Equipment	Networking	28 Fore Street	13/02/2025		£4,000.00	£4,000.00		
229	IT Equipment	PC Tower	28 Fore Street	10/10/2025		£529.00	£529.00		
230				Equipment Total	£7,923.29	£8,330.32	£16,253.61	£0.00	
231									
232	Portable Equipment	Microphone & Cables	28 Fore Street	02/06/2021	£119.00		£119.00	£165.38	
233	Portable Equipment	Projector & Screen	28 Fore Street	18/08/2021	£570.00		£570.00	£776.73	
234	Portable Equipment	Mobile Phones (x 5)	With Staff	10/12/2022	£1,872.00	-£1,602.00	£270.00	£400.00	25/26: 4x Disposed and replaced
235	Portable Equipment	Mobile Phones (24/25)	With Staff	Various	£584.17		£584.17	£600.00	
236	Portable Equipment	Mobile Phones (OS)	With Staff	10/12/2024	£899.50		£899.50	£900.00	
237	Portable Equipment	Mobile Phones (25/26)	With Staff	Various		£2,493.00	£2,493.00		
238	Portable Equipment	Laptops (x 4)	With Staff	2019 & 2020	£1,000.00		£1,000.00	£1,400.00	
239	Portable Equipment	Laptops (24/25)	With Staff	Various	£2,096.00		£2,096.00	£2,100.00	
240	Portable Equipment	Laptops (25/26)	With Staff	Various		£3,831.00	£3,831.00	£4,000.00	
241	Portable Equipment	iPads (x16)	With Cllrs / Staff	18/11/2022	£3,014.00		£3,014.00	£3,858.75	
242	Portable Equipment	Thermal Imaging Cameras x3	Library	23/09/2024	£661.50		£661.50	£700.00	
243	Portable Equipment	Microphone for Videos	28 Fore Street	08/11/2024	£338.00		£338.00	£400.00	
244	Portable Equipment	Larger Projector Screen	URC	29/07/2024	£174.99		£174.99	£200.00	
245	Portable Equipment	Thermal Imaging Camera	Library	20/01/2025	£144.00		£144.00	£150.00	
246				Portable Total	£11,473.16	£4,722.00	£16,195.16	£15,650.86	
247									
248	Portable Furniture	Gazebo & Flags	Storage Unit	14/11/2022	£1,664.00		£1,664.00	£2,205.00	
249	Portable Furniture	Tables	Storage Unit	14/11/2022	£466.96		£466.96	£606.38	
250	Portable Furniture	Gas Beacon	Depot	07/05/2024	£557.00		£557.00	£600.00	
251				Portable Furniture Total	£2,687.96	£0.00	£2,687.96	£3,411.38	
252									

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2025/26**

	A	B	C	D	E	F	G	H	I
253	Office Equipment & Furniture Total				£24,418.41	£14,863.50	£39,281.91	£19,062.24	
254									
255	Kings Arms Office Equipment & Furniture								
256	Category	Name / Description	Location	Date Purchased	Asset Value	25/26 Change	25/26 Total	Replacement / Insurance Value	Notes
257	Furniture	Desk Chairs (x 2)	Kings Arms Community Hub	05/11/2025		£300.00	£300.00		
258	Furniture	Crockery	Kings Arms Community Hub	29/05/2025		£535.73	£535.73		
259	Furniture	Kitchen Equipment	Kings Arms Community Hub	24/06/2025		£5,156.00	£5,156.00		
260	Furniture	Tables, Chairs, Stools & Desk	Kings Arms Community Hub	24/06/2025		£1,160.00	£1,160.00		
261	Furniture	Fire Extinguishers	Kings Arms Community Hub	08/08/2025		£357.09	£357.09		
262	Furniture	Acoustic Clouds	Kings Arms Community Hub	06/11/2025		£1,850.00	£1,850.00		
263				Furniture Total	£0.00	£9,358.82	£9,358.82		
264									
265	Fittings	Internal Doors & Ironmogery	Kings Arms Community Hub	12/04/2025		£36,527.90	£36,527.90		
266	Fittings	Kitchen	Kings Arms Community Hub	12/04/2025		£1,501.08	£1,501.08		
267	Fittings	Flooring	Kings Arms Community Hub	30/06/2025		£13,600.00	£13,600.00		
268	Fittings	Handrail	Kings Arms Community Hub	11/08/2025		£623.00	£623.00		
269				Fittings Total	£0.00	£52,251.98	£52,251.98		
270									
271									
272	IT Equipment	Printer	Kings Arms Community Hub	18/03/2025		£500.00	£500.00		
273	IT Equipment	Networking	Kings Arms Community Hub	04/09/2025		£8,500.00	£8,500.00		
274	IT Equipment	Monitors	Kings Arms Community Hub	Various		£298.00	£298.00		
275	IT Equipment	Computer Periphirals	Kings Arms Community Hub	Various		£86.00	£86.00		
276	IT Equipment	Volunteer Laptop	Kings Arms Community Hub	Various		£364.00	£364.00		
277				Portable Total	£0.00	£9,748.00	£9,748.00		
278									
279	Kings Arms Office Equipment & Furniture Total				£0.00	£71,358.80	£71,358.80		
280									
281	Open Spaces								
282	Category	Name / Description	Location	Date Purchased	Asset Value	25/26 Change	25/26 Total	Replacement / Insurance Value	Notes
283	Vehicle	Nissan Town Star Van	Overnight - Office CP	01/09/2023	£31,290.60		£31,290.60		
284	Vehicle	Ford Tipper Van	Depot	09/09/2024	£14,990.00		£14,990.00		
285	Vehicle	Renault Traffic	Depot	03/02/2025	£16,999.00		£16,999.00		
286	Vehicle	Towbar (Renault)	Depot	28/02/2025	£467.50		£467.50		
287	Vehicle	2x Trailers	Depot	10/03/2025	£7,500.00		£7,500.00		
288				Vehicle Total	£71,247.10	£0.00	£71,247.10	£0.00	
289									
290	Large Machinery	Trimax Flail	Depot	13/02/2025	£5,789.00		£5,789.00	£7,000.00	
291	Large Machinery	Danarm Kaaz 19" Mower x2	Depot	10/12/2024	£1,500.00		£1,500.00		
292	Large Machinery	Danarm Kaaz 19" Mower Roller	Depot	10/12/2024	£933.33		£933.33	£4,000.00	
293	Large Machinery	Stiga Mower	Depot	06/09/2024	£1,200.00		£1,200.00	£5,250.00	
294	Large Machinery	Countax Ride On	Depot	24/02/2025	£2,200.00		£2,200.00	£7,000.00	
295	Large Machinery	Outfront Cutting Deck	Depot	26/02/2025	£2,850.00		£2,850.00	£4,000.00	
296	Large Machinery	Kubota Mower	Depot					£40,000.00	NB: No asset amount as leased. Insurance covered by Fleet
297				Vehicle Total	£14,472.33	£0.00	£14,472.33	£67,250.00	
298									
299	Tools	Brushcutter, Hedge Trimmer (inc batteries, charger & Box)	Storage Unit	05/10/2023	£1,611.82		£1,611.82	£2,205.00	
300	Tools	Mower	Comm. Farm Container	17/08/2023	£2,741.67		£2,741.67	£4,410.00	New line, already added to insurance.

**WELLINGTON TOWN COUNCIL
FIXED ASSET REGISTER 2025/26**

	A	B	C	D	E	F	G	H	I
301	Tools	Polesaw, Batteries, Strimmer & Blower	Depot	10/05/2024	£1,522.22		£1,522.22	£1,578.33	
302	Tools	Fuel Storage Box	Depot	28/05/2024	£625.40		£625.40	£656.67	
303	Tools	Angle Grinder	Depot	22/10/2024	£206.98		£206.98		
304		Pressure Washer	Depot	22/11/2024	£239.10	-£239.10	£0.00		
305	Tools	Pressure Washer	Depot	27/10/2025		£199.98	£199.98		
306	Tools	Chemical Store Box	Depot	25/11/2024	£255.50		£255.50		
307	Tools	SDS Drill & Bits	Depot	18/10/2024	£166.38		£166.38		
308	Tools	Backpack Sprayer	Depot	10/12/2024	£107.50		£107.50		
309	Tools	Chainsaw	Depot	10/12/2024	£314.64		£314.64		
310	Tools	Petrol Blower x3	Depot	10/12/2024	£766.68		£766.68		
311	Tools	Petrol Long Hedge Cutter x2	Depot	10/12/2024	£1,266.00		£1,266.00		
312	Tools	Petrol Brushcutter x2	Depot	10/12/2024	£1,416.66		£1,416.66		
313	Tools	Long Handled Heavy Duty Leaf Grabbers	Depot	21/10/2025		£122.94	£122.94		
314	Tools	Petrol Hedge Cutter	Depot	10/12/2024	£461.06		£461.06		
315	Tools	Fuel Storage Box	Depot	02/05/2025		£511.00	£511.00		
316	Tools	Leaf Grabbers	Depot	21/10/2025		£102.45	£102.45		
317	Tools	Watering Equipment	Depot	13/05/2025		£659.92	£659.92		
318				Tools Total	£11,701.61	£1,357.19	£13,058.80	£8,850.00	
319									
320	Security Equipment	Heras Fencing		19/04/2024	£551.45		£551.45	£650.00	
321	Security Equipment	Event/Traffic Barriers		08/11/2024	£211.96		£211.96		
322	Security Equipment	CCTV	Wellington Park	09/01/2026		£7,063.00	£7,063.00	£8,000.00	
323				Security Eq Total	£763.41	£7,063.00	£7,826.41	£8,650.00	
324									
325	Depot Furniture	Fridge, Radio, Kettle, Microwave & Heater	Depot	08/11/2024	£235.82		£235.82		
326	Depot Furniture	Bookshelves & Lockers		19/11/2024	£100.00		£100.00		
327	Depot Furniture	Fire Extinguisher		30/05/2025		£521.00	£521.00		
328	Depot Furniture	CCTV System		06/05/2025		£2,170.00	£2,170.00		
329				Furniture Total	£335.82	£2,691.00	£3,026.82	£0.00	
330									
331				Open Spaces Total	£98,520.27	£11,111.19	£109,631.46	£84,750.00	
332									
333					Asset Value	25/26 Change	25/26 Total		
334				Asset Register Total	£497,984.76	£108,096.81	£606,082.57	£5,806,660.44	

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		1,579,200.19
			2,389,367.66
	SUBTRACT Payments 01/04/2025 - 31/03/2026		1,594,194.97
A	Cash in Hand 31/03/2026 (per Cash Book)		795,172.69
	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		26,907.74
			795,276.50
	Plus unrepresented receipts		-103.81
B	Adjusted Bank Balance		795,172.69
	A = B Checks out OK		

Wellington Town Council
Uncashed payments\transfers out (All banks)
(Upto 31/03/2026)

Voucher	Date	Cheque No.	Description	Total	Bank
1155	15/12/2025	CARD	Kings Arms - Festive Together Mornir	11.75	Lloyds Treasurers PC 87:
1348	02/02/2026	BACS	Pavillion Water Bill	108.33	Lloyds Current Account 2
1505	10/03/2026	DD	Various Items	145.24	Lloyds Current Account 2
1559	20/03/2026	BACS	Deductions - March	13,297.92	Lloyds Current Account 2
1560	20/03/2026	BACS	Superann - March	13,134.94	Lloyds Current Account 2
1582	26/03/2026	DD	Fuel	209.56	Lloyds Current Account 2
Total-----				26,907.74	

Wellington Town Council
Uncashed receipts/transfers in (All banks)
(Upto 31/03/2026)

Voucher	Date	Cheque No.	Description	Total	Bank
309	30/03/2026		Pop Up Shop	-34.51	Lloyds Current Account 2
310	30/03/2026		Pop Up Shop	-69.30	Lloyds Current Account 2
			Total-----	-103.81	



WELLINGTON TOWN COUNCIL

INCOME AND EXPENDITURE ACCOUNT 2025 - 2026

SUMMARY OF FUNDS AS AT 31 MARCH 2026

INTRODUCTION

This report relates to the Council's financial accounts for the year ended 31 March 2026 and includes various explanatory notes.

The Council's accounts are prepared under Regulations 7 and 9 of the Accounts and Audit Regulations 2011.

The accounts published have been scrutinised by the Council's appointed Internal Auditor, IAC Ltd and are subject to external audit by the accountancy firm of PKF Littlejohn LLP. The audit is expected to be completed by the end of August.

These accounts are presented for review and approval at the Full Council meeting to be held 1 June 2026.

Statements and figures prepared by
Alice Kendall
Democratic Services & Finance Manager (RFO)

Notes to the Income and Expenditure Account for the year ended 31 March 2025

1. Basis of Preparation

The Council's accounts are prepared using the Income and Expenditure format which takes the year-end position then adjustments are recorded annually so that income and costs include any amounts owed to or by the Council. The final (adjusted) accounting statements therefore reflect the financial situation if all sums payable and receivable for the financial year had been processed at year end. These figures are exclusive of VAT as the Council reclaims any VAT paid. Figures provided are rounded to whole numbers as required by the External Auditor.

2. Fixed Assets

The Council acquired several new assets during the year which were added to the Asset Register which was approved by the Policy & Finance Committee. Some lines were removed from the register as items have been replaced etc. Below is a summary of the totals for each category.

Category	Amount 24/25	Amount 25/26
Outdoor Property / Street Furniture Total	£64,672	£74,462
Buildings Total	£135,820	£136,213
Land Total	£66,357	£66,922
Play Total	£107,647	£107,663
Regalia Total	£550	£550
Office Equipment & Furniture Total	£24,418	£39,282
Kings Arms Equipment & Furniture Total	£0	£71,359
Open Spaces Total	£98,520	£109,631
	£497,985	£606,082

This figure is reported in box 9 of the AGAR¹. A detailed copy of the register can be found on the Council's website.

3. Section 137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) grants local councils' power to spend up to a maximum of an annual allowance per head of electorate on the register as of 1st April. Known as the 'power of last resort' S137 expenditure is permitted only where no other legal power exists. Proposed expenditure must be balanced against the benefits, which must be solely for parish residents, and agreement to fund costs via S137 must be by formal resolution. Expenditure must be expressly reported. The need to report this expenditure is superseded by the General Power of Competence, which the Council currently holds.

4. Overall Financial Reserves

The Council has an overall cash balance of £795,173 as of 31 March 2025. Contained within this amount, are reserves earmarked for specific services and projects as well as the Council's general reserve. Any surplus funds are used in the calculation of the Precept for the following year to offset the amount demanded.

Bank reconciliation as at 31 March 2025 is reported at Appendix A (including details of unresented payments).

¹ Annual Governance and Accountability Return

Earmarked Reserves Balance report is attached at Appendix B. The Council have resolved to hold a general reserve of £250,000. As part of the 26/27 budget setting process, it was agreed to close several reserve pots with funds being released back into the General Fund and items being included in the revenue budget where required:

- Cade Farm Community Hall
- Youth Services
- Cost of Living Crisis
- Green Grants

5. Leases

The Council is both Landlord and Tenant in several leases. A summary is below

Type	Address	Purpose	Rental Amount PA
Tenant	31 Fore Street	Pop Up Shop	£6,000
Tenant	4 Monument View	Open Space Depot	£14,294
Landlord	Playing Field	Football Club House	£1,847
Landlord	Playing Field	Cricket Club House	£2,257
Landlord	Playing Field	Tennis Courts	£5,372

Rents correct at time of writing.

6. Income and Expenditure summary

Income

As of 31 March 2026, total income for the year (adjusted for debtors) amounted to £1,455,565 made up as follows:-

Precept	£1,234,120	AGAR Box 2
All other income	£221,445	AGAR Box 3
TOTAL INCOME	£1,455,565	

Expenditure

Expenditure for the 2025-26 financial year (adjusted for creditors) totalled £1,118,923. Staffing costs are split out on the AGAR form, and overall costs were made up as follows:-

Staffing Costs	£707,310	AGAR Box 4
All Other Payments	£760,206	AGAR Box 6
TOTAL EXPENDITURE	£1,467,516	

The Income and Expenditure account is attached as appendix C.

7. Adjustments

Although the financial year ended on 31 March 2026, it is necessary to make adjustments for Creditors (invoices received after 31 March that relate to the 25-26 year), Debtors (money owed to the Council), Prepayments (invoices paid in advance of the following financial year), and receipts in advance (money received by the Council for activities in the following financial

year). These transactions are summarised in Appendix D as the Reconciliation Between Box 7 and 8 of the AGAR. Appendix E details the breakdown of these adjustments.

The yearend summary of income expenditure against the budget net of these adjustments (as well as adjustments made in the previous financial year where appropriate) is attached at Appendix F.

9. Risk Assessment and Management

A Risk Management Scheme was introduced in May 2020, its principles were followed throughout the year. The scheme document is re-presented to Council each year for review.

The updated scheme, as reviewed in 25/26, is available on the Council's website.

10. Explanation of variances

When comparing the previous and current year figures of Boxes 2-6 and 9 of the AGAR accounting statements, variances of 15%, or of £100,000 or more (regardless of % variation) must be given an explanation. See below;

	Year Ending		Variance £	Variance %	Explanation Required?
	31 March 2024 £	31 March 2025 £			
1. Balances brought forward	893,499	808,380			No
2. (+) Precept or Rates and Levies	945,932	1,234,120	288,278	31	Yes
3. (+) Total other receipts	88,411	221,445	133,034	150	Yes
4. (-) Staff costs	369,528	707,310	337,782	91	Yes
5. (-) Loan interest/capital repayments	0.00	0.00	0.00	0	No
6. (-) All other payments	749,395	760,206	10,811	1	Yes
7. (=) Balances carried forward	808,380	796,429			N/A
8. Total value of cash and short term investments	810,167	795,173			N/A
9. Total fixed assets plus long term investments and assets	497,985	606,083	108,098	22	Yes
10. Total borrowings	0.00	0.00	0.00		No

It should be noted that the External Auditor requires explanations within a reasonable tolerance of the variance figure (£). Anything too detailed or not detailed enough results in queries being raised which can result in fees being issued.

Box 2 Precept

The Council set an increased budget for 25/26 to enable it to continue with its work relating to the assets and services devolved from Somerset Council. Inflationary and known project increases were also factored in budget setting. During the budget setting process for 25/26, the forecasted closing bank balances at the end of the 24/25 year identified that the Council had a surplus of funds which were used to offset the precept demand for 25/26.

Description	Amount
24-25 Net Budget	£911,293
25-26 Net Budget	£1,390,893
Difference	£479,600
Drawdown of Surplus Funds (-)	(£248,050)
Net Variance	£231,550

Box 3 Total Other receipts

Description	Amount
Insurance Settlement (Longforth Toilets)	£74,434
Health & Wellbeing Funding	£34,000
Accelerated Reform Funding	£25,000
Total	£133,434

Box 4 Staff Costs

Description	Amount
Additional Core Staffing	£54,913
Additional Open Spaces Staffing	£101,740
Additional Community Staffing	£63,948
Related Additional Employer Pension	£49,194
Related Additional Employer NI	£26,835
Existing Staff Increased Hours, Scale Increases, Overtime etc.	£23,758
Related Employer Pension	£5,298
Related Employer NI	£9,291
Total	£334,977

Box 9 Assets

Category	Details	Net Change
St Furniture	New & Devolved Bus Shelters, updates to various bins & life buoys	£9,790
Buildings & Contents	Devolved Buildings added. New fixtures	£392
Land	Accessible Allotment Plot	£566
Play Equipment	Devolved Property	£16
Regalia	None	£0
Office Equipment & Furniture	Various new furniture. Disposal and replacement IT Equipment.	£14,864
Kings Arms	All new fitout furniture, fixtures, IT etc.	£71,359
Open Spaces	Dispose & replace various tools. Various new tools. CCTV systems	£11,111
		£108,098

Wellington Town Council
Uncashed payments\transfers out (All banks)
(Upto 31/03/2026)

Voucher	Date	Cheque No.	Description	Total	Bank
1155	15/12/2025	CARD	Kings Arms - Festive Together Mornir	11.75	Lloyds Treasurers PC 87:
1348	02/02/2026	BACS	Pavillion Water Bill	108.33	Lloyds Current Account 2
1505	10/03/2026	DD	Various Items	145.24	Lloyds Current Account 2
1559	20/03/2026	BACS	Deductions - March	13,297.92	Lloyds Current Account 2
1560	20/03/2026	BACS	Superann - March	13,134.94	Lloyds Current Account 2
1582	26/03/2026	DD	Fuel	209.56	Lloyds Current Account 2
Total-----				26,907.74	

Wellington Town Council
Uncashed receipts\transfers in (All banks)
(Upto 31/03/2026)

Voucher	Date	Cheque No.	Description	Total	Bank
309	30/03/2026		Pop Up Shop	-34.51	Lloyds Current Account 2
310	30/03/2026		Pop Up Shop	-69.30	Lloyds Current Account 2
			Total-----	-103.81	

Wellington Town Council
Reserves Balance
2025 - 2026

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Elections	5,000.00	6,252.87	11,252.87		0.00
C.I.L	17,084.78	-1,635.74	5,000.00		10,449.04
Railway Station	22,500.00	7,500.00			30,000.00
Capital Projects	45,000.00		8,091.75		36,908.25
Playing Pitch Strategy	4,650.00	4,350.00			9,000.00
Cades Farm Community Hall	6,900.00	-6,900.00			0.00
Youth Services	26,000.00	-27,155.66	1,344.34	2,500.00	0.00
Cost Of Living Funding	8,072.50	-8,072.50			0.00
Green Grants	7,000.00	-7,000.00			0.00
Committed C.I.L	67,200.00				67,200.00
Van Replacement	6,500.00	12,000.00			18,500.00
Kings Arms CIL	74,158.62	-4,864.26	67,203.36	1,600.00	3,691.00
Longforth Allotments CIL	62,300.00				62,300.00
Play Areas	10,500.00	10,000.00			20,500.00
Bridges		20,000.00			20,000.00
Basins Allotments C.I.L		6,500.00	5,045.52		1,454.48
Pump Track					0.00
Longforth Toilet Build		110,719.00	81,003.71	74,433.68	104,148.97
KA Kitchen		6,000.00			6,000.00
Total Earmarked	362,865.90	127,693.71	178,941.55	78,533.68	390,151.74
TOTAL RESERVE	362,865.90	127,693.71	178,941.55	78,533.68	390,151.74
GENERAL FUND					406,277.22
TOTAL FUNDS					796,428.96

Wellington Town Council
Income & Expenditure Account
01/04/2025 to 31/03/2026

(Last) Year Ended
31 Mar 2025

(Current) Year Ended
31 Mar 2026

(Last) Year Ended 31 Mar 2025	<u>Income</u>	(Current) Year Ended 31 Mar 2026
55.28	Administration	18.00
980,046.01	Income	1,267,222.51
5,800.00	Pop Up Shop	4,557.95
1,172.00	Christmas	996.75
20.00	Community Services	2,661.11
30,053.00	Staff Costs & Expenses	62,255.12
643.30	Environment	-610.00
3,779.26	Town Centre	
3,860.00	Allotments	3,947.00
8,237.50	Fore Street	312.50
136.80	Community Warden	
	OS Projects	610.00
	OS Overheads	12,591.80
	Public Toilets	74,433.68
	Events	488.70
	Cost of Democracy	136.79
	Kings Arms	1,600.00
	Accelerating Reform Fund (ARF)	10,140.78
	Together in Tone	2,000.00
	Help Through Winter Fund	12,202.37
<u>£1,033,803.15</u>		<u>£1,455,565.06</u>

(Last) Year Ended 31 Mar 2025	<u>Expense</u>	(Current) Year Ended 31 Mar 2026
380,374.26	Staff Costs & Expenses	694,073.32
176,411.50	Earmarked Reserves	
5,198.44	Community Services	5,795.88
56,746.50	Environment	8,516.84
58,965.00	Grants	60,150.00
29,854.93	Administration	23,984.85
6,105.43	Cost of Democracy	22,909.28
9,682.66	Pop Up Shop	9,827.14
33,998.64	Christmas	33,122.88
21,297.19	IT, Website & Internet	25,600.88
2,368.11	Affiliation Fees	2,693.67
99,015.29	Town Centre	
6,038.36	Allotments	7,381.26
6,730.58	Play Areas	
-1,144.90	Income	215.05
49,670.54	Fore Street	42,188.90
7,496.62	Community Warden	
54,797.48	Unitary Devolution	
115,315.79	Open Spaces Development	1,195.69
	Economic Development	52,463.24
	Public Toilets	125,456.10
	OS Overheads	147,054.98
	OS Depot	20,494.09
	OS Projects	45,146.66
	Events	21,995.43
	Kings Arms	94,710.46
	Together in Tone	2,000.00
	CIL	5,000.00
	Help Through Winter Fund	5,398.39
	Accelerating Reform Fund (ARF)	10,140.78
<u>£1,118,922.42</u>		<u>£1,467,515.77</u>

Wellington Town Council
Income & Expenditure Account
01/04/2025 to 31/03/2026

(Last) Year Ended
31 Mar 2025

(Current) Year Ended
31 Mar 2026

	<u>General Fund</u>	
353,461.66	Balance at 01 Apr 2025	445,513.77
<u>1,033,803.15</u>	ADD Total Income	<u>1,455,565.06</u>
1,387,264.81		1,901,078.83
<u>1,118,922.42</u>	DEDUCT Total Expenditure	<u>1,467,515.77</u>
268,342.39		433,563.06
<u>-177,171.38</u>	DEDUCT Reserves Balance	<u>27,285.84</u>
<u><u>£445,513.77</u></u>	Balance at 31 Mar 2026	<u><u>£406,277.22</u></u>

Reserves:

Earmarked Reserve Balance £390151.74

Wellington Town Council
Reconciliation between Box 7 and Box 8

31/03/2026

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		796,428.96
Debtors	2,556.28	
Prepayments	0.35	
Stocks and Stores		
VAT Recoverable	27,216.20	
TOTAL DEDUCTIONS		29,772.83
Creditors	4,431.34	
Receipts in Advance	24,085.22	
Doubtful Debts		
TOTAL ADDITIONS		28,516.56
Box 8 - Total cash and short term investments		795,172.69

Wellington Town Council
ADJUSTMENTS FOR THE YEAR ENDING 31/03/2026

Creditors - Increase Expenditure

		<u>Code</u>	
Training	Somerset Council	Staff Training	165.00
Gas Bill to 31st March	British Gas	Gas	196.92
Phone System March	SW Comms	Telephone System	184.79
H&S Green Corridor Works	M J Fletcher Property Maintenance	Green Corridor	2,421.00
Waste Collections to 31/03	Suez	Responsive Maintenance	23.12
Electric Bill March	British Gas	Electric	54.39
Utilities March	British Gas	Pavilion Utilities	155.97
Utilities March	EDF Energy	Pavilion Utilities	158.20
Waste Collections March	Suez	Routine Maintenance	42.78
Electric Bill March	British Gas	Utilities	465.99
Insurance Premuim	James Hallam Ltd	Insurances	288.29
Utilities March	British Gas	Utilities	51.27
March Electricity	British Gas	Utilities	223.62
			£4,431.34

Prepayments - Decrease Expenditure

		<u>Code</u>	
Jumble Trail Fees	SumUp Payments Ltd	Jumble Trail	0.35
			£0.35

Debtors - Increase Income

		<u>Code</u>	
Rent	Wellington Cricket Club	Leases Income	564.25
Pitch Hire	Various	Pitch/Pavilion Hire	1,272.03
Sponsorship	H Tredwin & Son Ltd	OS Sponsorship	275.00
Sponsorship	Friends of Wellington Park	OS Sponsorship	445.00
			£2,556.28

Receipts in Advance - Decrease Income

		<u>Code</u>	
Room Hire KA	Somerset Council	Room Hire	1,190.00
ARF Grant Split	Somerset Community Foundation	Grant Income	14,859.22
TiT Grant Split	SALC	Grant Income	8,000.00
Jumble Trail Fees	Various	Jumble Trail	36.00
			£24,085.22

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		10,140.78	10,140.78				10,140.78 (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			10,140.78	10,140.78		10,140.78	-10,140.78	(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	4,359.49	5,640.51	5,640.51 (56%)
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	23,984.85	12,945.15	12,893.15 (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	746.74	1,753.26	2,196.26 (39%)
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					5,045.52	-5,045.52	-5,045.52 (N/A)
SUB TOTAL		6,040.00	3,947.00	-2,093.00	5,500.00	7,381.26	-1,881.26	-3,974.26 (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	4,409.43	6,590.57	6,709.57 (61%)
SUB TOTAL			2,661.11	2,661.11	11,300.00	5,795.88	5,504.12	8,165.23 (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
Summary of Income & Expenditure 2025 - 2026
All Cost Centres and Codes (Between 01/04/2025 and 31/03/2026)

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							(N/A)
SUB TOTAL		560.00	488.70	-71.30	28,500.00	21,995.43	6,504.57	6,433.27 (N/A)

Fore Street

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00	312.50	62.50				62.50 (25%)
28	Electricity				6,000.00	4,066.52	1,933.48	1,933.48 (32%)
32	Office Equipment				2,000.00	1,563.71	436.29	436.29 (21%)

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

37 Office Cleaning & Maintenance	4,000.00	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	1,740.19	1,259.81	1,259.81 (41%)
157 Business Rates	11,000.00	10,853.25	146.75	146.75 (1%)
158 Responsive Maintenance	5,000.00	4,491.05	508.95	508.95 (10%)
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 42,188.90 16,161.10 16,223.60 (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					4,334.06	-4,334.06	-4,334.06 (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		706.67	-706.67	1,797.33 (N/A)
304	Staff Income		6,000.00	6,000.00				6,000.00 (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					(0%)
2	Bank Interest	25,000.00	33,052.51	8,052.51		215.05	-215.05	7,837.46 (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%)

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

94 IT for New Staff	2,500.00	2,443.90	56.10	56.10 (2%)
101 Telephone System	3,500.00	2,763.96	736.04	736.04 (21%)
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	25,600.88	1,649.12	1,649.12 (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					3,410.43	-3,410.43	-3,410.43 (N/A)
259	Utilities					3,660.05	-3,660.05	-3,660.05 (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							(N/A)
265	Accessibility Improvement							(N/A)
278	PRS Music					690.35	-690.35	-690.35 (N/A)
SUB TOTAL			1,600.00	1,600.00	18,000.00	94,710.46	-76,710.46	-75,110.46 (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	732.92	1,267.08	1,267.08 (63%)

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

208 Water	500.00	596.71	-96.71	-96.71 (-19%)
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	20,494.09	13,955.91	13,955.91 (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 (N/A)	
213	Bin Emptying				32,000.00	31,502.25	497.75 (1%)	
214	Bulbs				3,000.00	3,053.50	-53.50 (-1%)	
215	Clothing & PPE				2,500.00	2,496.84	3.16 (0%)	
216	Fuel & Consumables				10,000.00	7,442.03	2,557.97 (25%)	
217	Green Waste				1,000.00	1,659.58	-659.58 (-65%)	
218	In Bloom & Green Flag				1,250.00	1,064.75	185.25 (14%)	
219	Inspections				3,000.00	1,389.00	1,611.00 (53%)	
220	Insurance				5,000.00	2,951.20	2,048.80 (40%)	
221	IT				3,000.00	1,507.14	1,492.86 (49%)	
222	Locking Park				30,000.00	13,625.00	16,375.00 (54%)	
223	Mower Leases				6,050.00	6,017.88	32.12 (0%)	
224	OS Responsive Maintenance				5,000.00	7,052.39	-2,052.39 (-41%)	
225	PA Responsive Maintenance				5,000.00	5,006.20	-6.20 (-0%)	
226	Park Water Bill				2,500.00	5,541.32	-3,041.32 (-121%)	
227	Phone Contracts				1,400.00	264.00	1,136.00 (81%)	
228	Pitch Marking				2,500.00	2,006.89	493.11 (19%)	
229	Plants				15,000.00	14,385.57	614.43 (4%)	
230	Servicing				5,000.00	5,530.32	-530.32 (-10%)	
231	Software				4,000.00	529.50	3,470.50 (86%)	
232	Sundries				2,000.00	1,145.89	854.11 (42%)	
233	Tool Hire				1,500.00	1,496.66	3.34 (0%)	
234	Tractor Flailing				3,000.00	1,050.00	1,950.00 (65%)	
235	Training				2,500.00	1,935.00	565.00 (22%)	
236	Tree Inspections				5,750.00	1,425.00	4,325.00 (75%)	
237	Tree Works				5,000.00	3,531.20	1,468.80 (29%)	
238	Vehicle Sundries				1,000.00	31.93	968.07 (96%)	
239	Watering				15,000.00	11,114.47	3,885.53 (25%)	
240	Pavilion Utilities				3,500.00	12,269.47	-8,769.47 (-250%)	
250	Leases Income		6,937.19	6,937.19			6,937.19 (N/A)	
252	Pitch/Pavilion Hire		4,934.61	4,934.61			4,934.61 (N/A)	
254	OS Sponsorship		720.00	720.00			720.00 (N/A)	
SUB TOTAL		12,591.80	12,591.80		176,450.00	147,054.98	29,395.02	41,986.82 (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	13,463.61	1,536.39	1,536.39 (10%)
172	Play Area Reserve							(N/A)

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

241 Signage		2,000.00	2,048.30	-48.30	-48.30 (-2%)
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	45,146.66	9,353.34	9,353.34 (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		957.95	957.95		5.92	-5.92	952.03 (N/A)
253	Utilities					1,198.63	-1,198.63	-1,198.63 (N/A)
SUB TOTAL		3,500.00	4,557.95	1,057.95	9,000.00	9,827.14	-827.14	230.81 (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	Sundires				1,500.00	408.13	1,091.87	1,091.87 (72%)
247	Utilities				4,000.00	4,796.52	-796.52	-796.52 (-19%)
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	125,456.10	-64,956.10	9,477.58 (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	764.18	1,235.82	1,235.82 (61%)
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	694,073.32	10,176.68	42,431.80 (N/A)

Together in Tone

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
271	Grant Income		2,000.00	2,000.00				2,000.00 (N/A)
272	Staffing					2,000.00	-2,000.00	-2,000.00 (N/A)
273	Artist							(N/A)

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

274 Digital Content							(N/A)
275 Events							(N/A)
276 Marketing							(N/A)
277 Volunteer Support							(N/A)
SUB TOTAL		2,000.00	2,000.00		2,000.00	-2,000.00	(N/A)
Restated							(N/A)
NET TOTAL	1,302,360.00	1,455,565.06	153,205.06	1,459,132.50	1,467,515.77	-8,383.27	144,821.79
V.A.T.		101,496.19			103,694.08		
GROSS TOTAL		1,557,061.25			1,571,209.85		



Dave Farrow
Town Clerk
Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AQ

14th May 2026

Dear Dave,

Year End Internal Audit Report

An audit was carried out by Kevin Rose on Tuesday 5 May 2026. This was the Year End audit following on from the interim audit carried out on 6 October 2025.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 210 items. A total of 102 items were tested during this audit in addition to the 108 items tested and checked during the interim audit process. All items on the checklists were tested during the year.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

- Petty cash (Box F)
- Exemption from External Audit (Box K)
- Trust Funds (Box P)

(Please refer to the explanation of my 'Not Covered' responses on Page 3)

Areas subject to audit were;

- the Payment system (Box B)
- Risk and insurance (Box C)
- Income billing, collection and VAT (Box E)
- Payroll(Box G)
- Assets and investments (Box H)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)
- the Transparency Code (for Smaller Authorities) (Box L)
- compliance with digital and data legislation (Box O)

Summary of tests undertaken during this audit

Positive response	63
Negative response	4
Not Applicable to your Council	35
Total tests carried out	<u>102</u>

Of the 67 applicable items tested a Positive response was obtained in respect of 63 tests. There were 4 Negative responses identified and 8 Observations were made, details of which are set out in the attached Year End Internal Audit Observations.

Summary of tests undertaken for the financial year (including interim audit work)

Positive response	155
Negative response	14
Not Applicable to your Council	41
Total tests carried out	<u>210</u>
Tests not carried out	Nil

I am pleased to advise that no 'Non-Compliances' were identified that would give rise to a negative response on the statutory Annual Internal Audit Report.

Based on the internal audit testing carried out during the year I am satisfied that the Council's Internal Controls were effective for the 2025/26 financial year.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,



Kevin Rose ACMA
Director

Internal Audit 'Not Covered' Responses

Internal Control Objective	Reason for Not Covered Response
F: Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	The reason for the Not Covered response for Objective F is that we understand that your Council does not maintain a Petty Cash. (Note: Where cash is held as a cash float, solely for the purpose of providing change, this is covered in our response to Internal Control Objective I)
K: If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick “not covered”	The reason for the “Not Covered” response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from a limited assurance review for the relevant financial year.
P: (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	The reason for the Not Covered response for Objective P as it is our understanding that the Council does not act as Trustee.

Annual Internal Audit Report 2025/26

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During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic bank account reconciliations were properly carried out during the year.	Yes		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	Yes		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	Yes		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	Yes		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	Yes		
P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

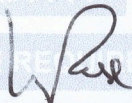
Name of person who carried out the internal audit

10/05/2025 06/10/2025

Kevin Rose ACMA- IAC Audit & Consultancy Ltd DR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED



Date

05/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**Wellington Town Council
Financial Year 2025-26**

Year End Internal Audit Observations

Date considered by Council 01 June 2026

Minute Reference _____



IAC Audit and Consultancy Ltd

Audit date: 5 May 2026

C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	No	<p><i>It was noted that the Policy and Finance Committee reviewed the Statement of Internal Control at a meeting held on 9th February 2026. The review of Internal Control is not specifically covered in the Council's Scheme of Delegation.</i></p> <p><i>Regulation 6 (3) of the Accounts and Audit Regulations 2015 states that a town and parish council (as 'Category 2' body) must "consider the findings of the review by members of the authority meeting as a whole".</i></p> <p><i>It is a requirement of Assertion 2 of the Annual Governance Statement that the Council confirm that it has done this.</i></p>	<p>The Council to note the requirement of the Accounts and Audit Regulations that the council 'meeting as a whole' must consider "a review of the effectiveness of the system of internal control".</p> <p>If the Council is to consider this, on recommendation from the Policy and Finance Committee, the Scheme of Delegation should be updated to reflect this.</p>	High	SoD to be updated and brought to a future meeting
2	The council has reviewed its insurance requirements	Yes	<p><i>The Policy and Finance Committee Minutes of March 2026 record a review of the Councils insurance. The Committees terms of reference do not specifically include a responsibility for insurance.</i></p>	<p>The Council to consider whether the responsibility for the Council's insurance arrangements should be specifically included in the Policy and Finance Committee terms of reference.</p>	Medium	As above

E *Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Is there an appropriately approved schedule of fees and charges which is published on the Councils website?	Yes	<i>A schedule of the Council's fees and charges was provided during the audit, but it unclear whether this document is published on the Councils website.</i>	The Council to review the publication of its fees and charges on the Council website.	Medium	Officers to ensure publication on new website.

G *Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Salaries paid agree with those approved by the council	Yes	<i>The salaries paid to staff in December 2025 were selected as an audit sample and agreed to a schedule of staff maintained by the RFO. It is not clear that this schedule is subject to formal annual review by the Council.</i>	Each year the Council, or nominated committee, should review and approve the staffing schedule maintained by the RFO. This approval should be recorded in the Minutes of the relevant meeting.	High	Could be carried out by HR Sub Committee vis Policy & Finance. Should be done before M12 according to FR. Noted for Dec for Jan P&F

I *Periodic bank account reconciliations were properly carried out during the year.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Year End bank reconciliations have been signed and dated as evidence of independent review.	No	<i>At the date of the year end audit the bank reconciliations as at 31st March 2026 have not been signed and dated as evidence of independent review.</i>	Prior to the Council's approval of the Accounting Statements the year end bank reconciliations should be subject to review and signed and dated as evidence of this review.	Medium	Updated document on June agenda for approval.
2	There are no unexplained balancing entries in any reconciliation (Year End)	Yes	<i>There are uncleared CARD and Direct Debit entries on the bank reconciliation as at 31st March 2026. These items should normally not appear on a bank reconciliation.</i>	The Council to review the uncleared CARD and DD transactions and confirm whether they are correct.	Medium	To note.

J *Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Audit Extended Trial Balance agrees to draft Accounting Statements	No	<i>There was initially a difference in the Box 3, Box 4 and Box 6 values calculated by the Internal Auditor and the draft from the SCRIBE system. This was reviewed by the RFO amendments were made and the AGAR numbers were agreed.</i>	Council to note.	Low	To Note - fixed on documents presented.

O *The authority complied with laws, regulations & proper practices relating to digital and data compliance.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has conducted a data audit in accordance with GDPR practice.	No	<i>As at the date of the year end audit the Council has not undertaken a formal audit of the personal data it holds.</i>	The Council should ensure that it undertakes an audit of personal data during the 2026-27 financial year.	Medium	To be presented to future P&F Committee.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

WELLINGTON TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.				<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://www.wellingtontowncouncil.co.uk/LABEL WEBSITE/WEBPAGE ADDRESS>

Section 2 – Accounting Statements 2025/26 for


WELLINGTON TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	893,499	808,380	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	945,392	1,234,120	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	88,411	221,445	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	369,528	707,310	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	749,395	760,206	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	808,380	796,429	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	810,167	795,173	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	497,985	606,083	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

 Date 26/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Smaller authority name: **WELLINGTON TOWN COUNCIL**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u>Tuesday 2 June 2026</u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) _____ _____ _____</p> <p>commencing on (c) <u>Wednesday 3 June 2026</u></p> <p>and ending on (d) <u>Tuesday 14 July 2026</u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"> • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) <u>Alice Kendall</u></p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>



Meeting	June 2026 Full Council
Date of meeting	01/06/2026
Briefing Item	LCAS Application
Author and email address	Wasif@wellingtontowncouncil.co.uk

1. Context

It was agreed by Councillors in September 2025 to apply for Gold status accreditation for the Local Council Award Scheme (LCAS). Since then, I have been compiling all the evidence required to meet all of the criteria.

2. Briefing

After some training sessions hosted by NALC (National Association of Local Councils) it became apparent that there were some key aspects such as a 3-year budget plan, Community Development strategy, a revised Annual Report that were required to achieve Gold status. We did not have these in September 2025, and the training sessions confirmed that there were no time-specific deadlines from registering for the award to submitting the documentation.

Full Council approval of the application is required before submission. The application is 98% complete, there are few outstanding items that will be complete before submission.

3. Background Papers

I have submitted the application checklist for review. This contains links or identifies which attachment covers each criterion. Unfortunately, the application is far too large to submit with the papers for this meeting. The links in the document will work however if there is any attachment that a councillor wishes to view, please contact me directly and I will provide them.

Local Council Award Scheme Application Form

COUNCIL NAME	Wellington Town Council
DATE OF APPLICATION	
AWARD LEVEL	Gold

Please read through the scheme guide before completing this form as it includes essential information in support of the evidence required. If you are unsure of the criteria requirements or need further information, then please check with your local county association or contact NALC at LocalCouncilAwardScheme@nalc.gov.uk

Completed sections required for each award level:

- If you are applying for Bronze level complete the Bronze criteria section
- If you are applying for Silver complete the Bronze and Silver criteria sections
- If you are applying for Gold complete the Bronze, Silver and Gold criteria sections

The exception to the above is if you have achieved an award within the last 12 months, then the section for that level award (and the preceding one) need not be completed.

All relevant sections of the form must be completed with evidence provided for the level that you are applying for. Otherwise, this could result in a delay to your application.

Application Tips

- Check all relevant documents are attached with your submission and hyperlinks provided are working correctly.
- Hyperlinks to the council's website must be to the exact evidence required. If this is not possible then include details of how the evidence can be found (i.e. menu, sub-menu etc).
-
- Check policies and procedures are not overdue for review. It is best practice to include a review date on all relevant documents and for Silver/Gold award levels the next review date must be included.
- If you are providing minutes as evidence, it is important you include the specific minute reference.
- For the Silver and Gold award levels, a more in-depth assessment will be undertaken of the evidence provided for the preceding award levels. For Gold in particular, the assessment panel will be looking for evidence of best practise throughout the application.
- A column has been provided on this form for any supporting comments you may have.

Local Council Award Scheme Application Form



BRONZE RESOLUTION

Please provide hyperlink to minutes:

The Council must confirm by resolution that all documentation and information is in place for the Bronze award (See Guide for wording)

Please provide a direct hyperlink for evidence that is published on the council's website. For all other evidence please specify attachment provided.

Criteria	Hyperlink or Attachment	Supporting Comments (if any)
1. Standing Orders	Link	
2. Financial Regulations	Link	
3. Code of Conduct and a link to councillors' registers of interests	Link – Code of Conduct Link – Register of Interests	
4. Accessibility statement	Link	
5. Publication scheme	Link	
6. Complaints procedure		New policy is being made as old one not fit for purpose.
7. Privacy notice	Link	
8. Last annual return	Link	
9. Transparent information about council payments	Link	
10. Calendar of all meetings <u>including</u> the next annual meeting of electors	Link	
11. Minutes for at least <u>one year</u> of full council meetings and (if relevant) all committee/sub-committee meetings	Link	
12. Current agendas	Link	
13. The Budget and Precept information for the current or next financial year	Link	
14. Biodiversity policy	Link	
15. Council contact details and councillor information in line with the Transparency Code	Link – Council Contact Details Link – Councillor Information	
16. Action plan for the current year	Link	
17. Evidence of consulting the community	Link	

Local Council Award Scheme Application Form

	Link Attachment Bronze 17.	
18. Publicity advertising council activities	Link 1 Link 2 Link 3 Link 4 Link 5 Link 6 Link 7 Link 8 Attachment: Bronze 18	
19. Evidence of participating in town and country planning	Link Attachment Bronze 19	<p>Link 1 direct to historic Planning Committee minutes – This committee has been disbanded as of July 2025 – The last meeting was held in June 2025.</p> <p>All planning applications are reviewed by Officers and Councillors via correspondence. If a planning application is determined to be of significant interest by either a Councillor or Officer then it will reviewed at the next Full Council meeting. Attachment Bronze 19 details a Full Council meeting where planning applications were discussed.</p>
20. Evidence of publicising elections and vacancies on the council	Link 1 Link 2 Link 3 Link 4 Link 5 Attachment: Bronze 20.	
21. Risk management policy	Attachment: Bronze 21	
22. Register of assets	Attachment: Bronze 22	
23. Up-to-date insurance policies that mitigate risks to public money	Attachment: Bronze 23	
24. Evidence of considering the impact of the council's functions and decisions on crime and disorder in local area	Link	An update from the local policing team is provided at every Full Council meeting where discussions take place regarding crime and disorder.
25. Disciplinary and Grievance procedures	Link	
26. A policy for training and development of staff and councillors	Link	

Local Council Award Scheme Application Form

27. A record of all training undertaken by staff and councillors in the last year	Attachment: Bronze 27A Bronze 27B	
28. A current clerk who has achieved 12 CPD points in the last year	Link	Will attach before sending application.
29. Signed up to the Civility & Respect Pledge and a Dignity at Work policy	Link – Dignity at Work policy Attachment Bronze 29 – Civility & Respect Pledge	October 2023 Full Council Minutes confirm that WTC agreed to sign up to Civility & Respect Pledge.

Local Council Award Scheme Application Form

SILVER RESOLUTION

Please provide hyperlink to minutes:

The Council must confirm by resolution that all documentation and information is in place for the Silver award (See Guide for wording)

Please provide a direct hyperlink for evidence that is published on the council's website. For all other evidence please specify attachment provided.

Criteria	Hyperlink or Attachment	Supporting Comments (if any)
1. Health and Safety policy	Link	
2. Policy on Equality	Link	
3. Co-option policy	Link	
4. Community engagement policy involving two-way communication between council and community	Link	
5. Councillor profiles	Link	
6. Grant awarding policy	Link	
7. Evidence showing how electors contribute to the Annual Parish or Town Meeting	Link 1 Attachment Silver7a Attachment Silver7b	
8. Action plan and related Budget responding to community engagement and setting out a timetable for action and review	Attachment Silver 8a Silver 8b	
9. Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins.	Link 1	
10. Evidence of helping the community plan for its future	Link Attachment: Silver 10a Attachment Silver 10b	
11. Evidence of encouraging public engagement in local democracy	Link 1 Link 2	
12. Scheme of Delegation (where relevant)	Link	
13. At least two-thirds of its councillors who stood for	Link 1 Link 2	

Local Council Award Scheme Application Form


election, <u>or</u> significant evidence of the council advertising vacancies	Link 3 Link 4 Link 5	
14. Evidence of customer service with examples of managing/handling correspondence with the public	Attachment: Silver 14a Silver 14b Silver 14c	
15. A current qualified clerk	Attachment: Silver 15	
16. A formal appraisal process for all staff	Link	

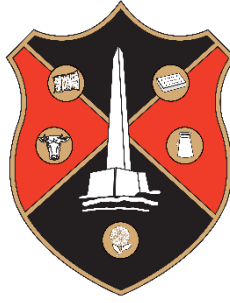
Local Council Award Scheme Application Form



GOLD RESOLUTION		
<p>Please provide hyperlink to minutes:</p> <p>The Council must confirm by resolution that all documentation and information is in place for the Gold award (See Guide for wording)</p>		
<p>Please provide a <u>direct</u> hyperlink for evidence that is published on the council’s website. For all other evidence please specify attachment provided.</p>		
Criteria	Hyperlink or Attachment	Supporting Comments (if any)
1. A business plan covering a financial forecast for at least <u>three</u> years linked to revenue and capital plans for the council and its community	Attachment: Gold 1a Gold 1b	
2. An annual report, online material, news bulletins and other council communications with evidence of:	Attachment: Gold2	
a) engaging with diverse groups in the community using a variety of methods		Awaiting Warm Welcome report from L Batcha
b) community engagement influencing council activity and priorities		Can be found in Annual Report.
c) A wide range of council activities, including innovative projects, that produce positive outcomes for the community	Attachment: Gold 2c Gold 2c1 Link 1	
d) co-operating constructively with other organisations	Attachment: Gold 2d	
e) Active promotion of elections, including that at least two-thirds of its councillors stood for election	Link 1 Link 2 Link 3 Link 4 Link 5	

Local Council Award Scheme Application Form

<p>The following criteria require <u>statements only</u> (of no more than 1 page). Statements must include a narrative and where applicable, contain document references or hyperlinks as evidence to support the narrative.</p>		
3. Ensures that the council delivers value for money	Attachment: Gold 3	
4. Provides leadership in planning for the future of the community	Attachment: Gold 4	,
5. Engages with the community on issues related to the environment and climate change	Link	Incomplete – awaiting Wessex Water engagement. 
6. Manages the performance of staff and the council as a corporate body to achieve its business plan	Attachment: Gold 6	AK
7. Supports a culture of civility and respect in the council	Attachment: Gold 7	



WELLINGTON TOWN COUNCIL **Business Continuity Plan**

1. Objectives of the Plan

Organisational Context

Wellington Town Council delivers governance, community and facility services to the residents of Wellington, Somerset. The Council recognises that disruptions may arise from incidents such as severe weather, ICT failure, building loss, supply chain interruption or loss of key personnel.

The objectives of the Wellington Town Council Corporate Business Continuity Plan (BCP) are to:

- Establish clear leadership and control at a senior level during incidents that disrupt Council services.
- Provide a structured framework for responding to, managing and recovering from disruptive events.
- Protect critical Town Council services and ensure their restoration within acceptable timescales.
- Safeguard staff, councillors, service users and assets.
- Maintain effective communication with residents, partners and stakeholders.

This Plan provides a framework for the restoration of Town Council services should their delivery be interrupted by an unexpected event or series of events outside the Council's control.

The Business Continuity Plan may be needed whenever an incident threatens the Council's ability to deliver its priority services safely and effectively. This could include loss of access to Council buildings, failure of ICT or telephony systems, severe weather, utility outages, fire, flooding, cyber incidents, contractor failure, or sudden loss of key staff. The Plan should be considered whenever normal arrangements are insufficient and coordinated action is required to maintain or restore essential services.

The Incident Controller (IC) and the Incident Management Team (IMT) will determine whether Council offices and the Kings Arms Community Hub should close, taking account of the nature of the incident, safety considerations, service impacts and any advice received from relevant agencies.

If Council offices are not accessible, those members of staff who are able to do so will work from home, subject to the nature of their role, the availability of suitable equipment and systems, and any specific direction given by the Chief Executive Officer/Town Clerk. This will help the Council maintain priority services while alternative arrangements are put in place.

Where IT systems are affected, the Council's IT consultant will provide advice and support to help assess the issue, restore services where possible, and implement any temporary measures needed to maintain priority functions.

Interested Parties

Key interested parties include:

- Residents and service users
- Councillors and staff
- Somerset Council and emergency services
- Contractors and suppliers
- Community organisations and partners

The Council will consider the needs and expectations of these parties when planning for continuity. Wellington Town Council recognises its duties under the Civil Contingencies Act 2004 and will work in partnership with Somerset Council, emergency services and other agencies to support the local community during major incidents.

The Plan is a living document and will be reviewed annually and after any activation or exercise.

2. Roles and Responsibilities

Incident Controller: The Chief Executive Officer/Town Clerk (or nominated deputy)

Responsibilities include:

- Activating the BCP
- Coordinating incident response and recovery
- Liaising with councillors and partners
- Ensuring documentation of decisions
- Acting as the point of contact for any media enquiries

Incident Management Team (IMT): The Council's Senior Leadership Team and nominated councillors responsible for operational recovery and resource allocation. The team will:

- Assess the impact of the incident
- Develop and implement a recovery plan
- Allocate resources
- Maintain records of decisions and actions

3. Priority Services

In the event of a major disruption, the following Town Council services are prioritised for recovery:

1. Governance and statutory administration (Council meetings, democratic services)
2. Financial management and payroll
3. ICT systems and communications
4. Facilities management of Council buildings and community assets
5. Public communications and customer contact
6. Support to community emergency response

The **Incident Controller** is responsible for coordinating recovery priorities.

4. Incident Classification

Incidents are classified according to scale and impact:

Level 1 – Major Incident

Prolonged loss of access to the main Council office or critical systems (over one week). The full BCP is activated and an Incident Management Team is convened.

Level 2 – Significant Disruption

Short-term loss of facilities or systems (up to one week). Targeted activation of the BCP for affected services.

Level 3 – Localised Incident

Limited disruption managed by local procedures with oversight from the Chief Executive Officer/Town Clerk.

Activation Procedures

During working hours, any serious incident must be reported immediately to the Chief Executive Officer/Town Clerk.

Outside working hours, incidents should be reported via established emergency contact arrangements. The Chief Executive Officer/Town Clerk will determine whether to activate the BCP and convene the Incident Management Team.

Recovery Teams

Functional recovery areas include:

- Facilities Recovery – buildings, security and alternative accommodation – Facilities Manager
- ICT Recovery – restoration of systems and data – Democratic and Financial Services Manager (DFSM)
- Finance and Administration Recovery – financial controls and procurement - DFSM
- Personnel Recovery – staff welfare and redeployment – Chief Executive Officer/Town Clerk

Each area is led by the assigned officer set out above reporting to the Incident Controller.

Initial Action Checklist

1. Ensure safety of staff and visitors
2. Confirm BCMS activation

3. Establish incident control location
4. Notify councillors and partners
5. Assess service impacts
6. Initiate communications
7. Deploy recovery teams
8. Record actions and decisions

5. Communications

Effective communication is essential. The Council will:

- Provide regular updates to staff and councillors
- Use website and social media channels to inform the public
- Liaise with Somerset Council and emergency services
The Chief Executive/Town Clerk will be the single point of contact for media enquiries

6. Training, Testing and Review

Wellington Town Council will:

- Provide periodic training for staff and councillors
- Test the Plan through exercises
- Review and update the Plan annually
- Incorporate lessons learned from incidents and exercises

7. Performance Evaluation and Improvement

Monitoring and Review

The BCP will be reviewed annually and following incidents.

Exercises and Testing

The Council will conduct periodic exercises to validate procedures.

Internal Review

Senior management will review BCMS effectiveness and identify improvements.

Incident Review and Lessons Learned

After any activation or exercise, a structured review will identify lessons learned and corrective actions.

Continual Improvement

The Council commits to continual improvement of its BCP through updates, training and stakeholder feedback.

Appendix A – Initial Action Checklist

Task	Achieved		
Ensure safety of staff and visitors			
Confirm activation of the BCP			
Establish incident control location			
Notify councillors and key partners			
Assess impact on priority services			
Initiate communications plan			
Deploy recovery teams			
Record decisions and actions			

Appendix B – Communications Plan

This communications plan supports the Business Continuity Plan by setting out how Wellington Town Council will communicate during a disruption affecting services, buildings or systems. Communications should be timely, accurate and proportionate to the incident, and should ensure that councillors, staff, the general public and emergency services receive relevant information at the appropriate time.

Audience	Purpose of communication	Method	Lead officer	Timing / frequency
Councillors	Provide situational updates, service impacts, decisions taken and any actions required from councillors.	Email, telephone and briefing updates.	Incident Controller / Town Clerk	As soon as practicable after activation and at agreed intervals thereafter.
Staff	Advise on safety, working arrangements, service priorities and operational instructions.	Email, telephone, text message and team briefings.	Incident Controller / Line managers	Immediately where urgent and then regularly during the incident.
General public	Provide information on service disruption, building closures, alternative arrangements and key public messages.	Council website, social media, notices and direct responses to enquiries.	Incident Controller / Communications lead	As soon as approved information is available and updated as necessary.
Emergency services	Share relevant operational information, coordinate actions and support multi-agency response.	Telephone, email and direct liaison through established contacts.	Incident Controller / nominated liaison officer	Immediately where required and maintained throughout the incident.