

Minutes of a meeting of the Wellington Town Centre Committee held at the United Reformed Church Hall, Fore Street, Wellington TA21 8AG on Tuesday 12th March 2024 at 6.00pm

Present: Councillors: C Booth (Chair), M Barr, C Govier, M Lithgow, J Lloyd, S Pringle-Kosikowsky, K Wheatley.

In Attendance: Councillor J Thorne
Annette Kirk – Assets & Events Officer
1 member of the press

550 APOLOGIES

Apologies had been received from co-opted members Zoe Old.

551 DECLARATIONS OF INTEREST

No Declarations of Interest.

552 MINUTES

RESOLVED to approve and sign the minutes of the Town Centre Committee meeting held on 16th March 2024.

553 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

No members of the public were in attendance.

554 POP UP SHOP

A report had been circulated to the Committee prior to the meeting. The Committee would like to pass on their gratitude to the Community Warden and Administration Assistant for the decorating and cleaning work carried out in the shop.

555 WELLINGTON MARKET

Councillors M Lithgow and K Wheatley updated the committee on the current position with regards to Wellington Market. Correspondence had been received from Wellington Market informing that they will have to pass the management of the markets on to someone else. The market on 30th March will be their final event. The Committee agreed it was now the right time to explore fully all the options available around having a street market. i.e. location, trading day, frequency of market etc.

Councillor M Lithgow praised Wellington Market on how they worked to appease businesses in South Street, and they were fully committed to make the market work.

RESOLVED that Councillors M Lithgow, K Wheatley, and the Assets & Events Officer will work together to fully explore the options around having a street market. To engage with other organisations and individuals who may be interested in taking on the market and to bring back to the Town Centre Committee proposals to take to Full Council.

At this juncture Councillors J Thorne and M Barr left the meeting.

556 80TH ANNIVERSARY OF D-DAY EVENTS

a. TONEDALE BRIDGE

After much discussion, there was mixed feeling whether to put new artwork on the bridge or not. It was felt by not putting something on the bridge it would leave a dull blank canvas, which would encourage graffiti. It was also felt whilst there was a need for artwork in Wellington. Artwork could be better located within the town by engaging with the Community in the design.

RESOLVED to steam/chemical clean the mural off the bridge. The Assets and Events Officer to confirm which budget heading would cover the cost. One quotation had been received. Council Officers await receipt of two further quotations.

b. COMMEMORATIVE FLAG

It was agreed that the D-Day 80th Anniversary Flag would be flown in Wellington Park.

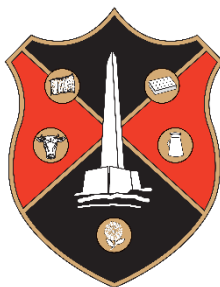
557 TOWN COUNCIL 50TH ANNIVERSARY

RESOLVED to approve the maximum spend up £600 to cover the cost of the light buffet reception after the Civic Service to be held in St. John’s Church Hall on Saturday 14th April.

558 DATE OF NEXT MEETING: To be advised.

The meeting ended at 7.00 pm.

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WELLINGTON TOWN COUNCIL

TERMS OF REFERENCE

Group Name	Event Working Group		
Lead Officer(s)	Facilities Manager		
Membership	3 Councillors		
Reports To	Economic Development Committee		
Date of Adoption	May 2024	Review Due	May 2025

1. Purpose

1.1. To support Council Officers in the implementation of Council Events.

2. Summary of Responsibilities

2.1. The group has been appointed by the Economic Development Committee to oversee the following and make recommendations where necessary.

2.1.1. To review the annual calendar of events.

2.1.2. To review and make recommendations to the Committee on what events could be organised by the Town Council.

2.1.3. To review activities and vendors required within each event.

2.1.4. To review event action plans.

2.1.5. To have oversight of health and safety matters relating to events.

3. Spending Authority

3.1. The Group has no delegated authority to incur expenditure. Any requests for expenditure must be by way of a recommendation to the Economic Development Committee or Full Council. The Economic Development Committee will have general oversight of the budget for events.

4. Reporting

4.1. The Group shall, by way of presentation of notes and action points, report to the next Economic Development Committee meeting after each meeting. If appropriate, the Chairman may give a verbal update.

5. Membership

5.1. The Group shall comprise of three Councillors, to be appointed by the Economic Development Committee.

5.2. The Group must appoint a Chairman at its first meeting.

5.3. At the discretion of the Lead Officer, representatives from external groups may be invited to meetings where required.

6. Operation

6.1. The Group has power to operate only as set out in these Terms of Reference and the Council's Standing Orders as applicable.

6.2. Meetings shall be held as deemed necessary.

6.3. As a working group is not a formally constituted committee of the Council, the normal legal requirements in relation to publication of agenda, admitting the press and public to the meetings and the publication of minutes will not apply. However, any action points agreed will be noted and circulated to group members.

6.4. The Facilities Manager will coordinate the arrangements for meetings and the circulation of any papers to be considered.

6.5. The Facilities Manager will attend all meetings.

Gown Engineers from Shepton Mallet were asked to look at the archway at the top of Cornhill in the first instance and to report back. We received the following reply:

The arch looks like it is decorative. I say this because it is really flat. Flat arches do not work. I suspect there is a beam of some sort hidden behind.

Without inspecting and probably doing some sort of investigation (removing some of the board to the soffit of the alley behind the arch) it is not possible to say the best way of attaching the lantern. That said a new (small) beam installed in the brick work (or fixed into the brickwork) at each side of the arch is probably the easiest option.

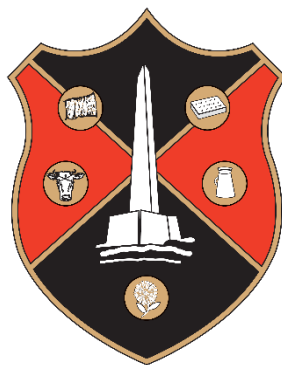
The new beam would need to be fabricated and the fixings and beam designed but this, hopefully, would not be a prohibitive cost.

Gown Engineers proposed work scope as follows:

1. Site visit to assess the structure and determine whether and what additional opening up works are required to reveal any hidden structure.
2. Return visit if needed (note additional cost below)
3. Propose support methodology and provide connection details as required.

Fee for the above work would be £650.00 plus VAT. An additional fee of £350.00 plus VAT would be chargeable should a return visit be needed.

Owner's permission will need to be obtained and planning requirements satisfied. To provide power to the Victorian Lantern further electrical work will be required.



WELLINGTON TOWN COUNCIL COMMITTEE TERMS OF REFERENCE

Committee Name	Economic Development		
Lead Officer(s)	Town Clerk Assets & Events Officer		
Membership	7 Councillors		
Reports To	Full Council		
Date of Adoption	01 May 2024	Review Due	ATC Mtg 2025

1. Purpose

1.1. To review, report on, make decisions, and recommendations to the Council on matters relating to events, promotion, tourism and heritage.

2. Summary of Responsibilities

2.1. The Committee shall have delegated authority to:

- 2.1.1. Review, develop and implement any event the Council wishes to organise.
- 2.1.2. Review, develop and implement the Council's festive lighting scheme.
- 2.1.3. Consider matters relating to the promotion of Wellington.
- 2.1.4. Consider matters relating to Tourism.
- 2.1.5. Consider matters relating to Heritage.
- 2.1.6. Consider all other matters relating to economic development activities.

*** NB – where assets or property are specifically mentioned in another Committee's Terms of Reference, they shall remain the responsibility of that committee.**

2.2. To assist in its responsibilities, the Committee will appoint the following Sub-Committees or working groups and shall determine their membership and terms of reference. These groups shall make recommendations to the Committee for final resolution (or recommendation to Full Council) in accordance with these Terms of Reference.

2.2.1. Event Working Group

- 2.3. The Committee may appoint further Sub-Committees or Working Groups as required and will set their membership and Terms of Reference.
- 2.4. Sub-Committees or Working Groups shall be reviewed by the Committee each year at its first meeting following the Annual Town Council Meeting.
- 2.5. Where a matter is considered by more than one Committee, this Committee may make recommendations to other Committees where required.

3. Spending Authority

- 3.1. The Committee has delegated authority to incur expenditure where items relate to its core responsibilities as set out 2.1 above.
- 3.2. This Committee may incur expenditure from the following Cost Centres & Codes within the Council's Budget

Cost Centre	Cost Codes
Christmas	All codes
Community Services	Promotion of Wellington
	Community Services & Priorities
Town Centre	Summer Street Fair
	Town Centre Projects
	Remembrance & AFD
	Heritage
	Clocks

- 3.3. If the Committee wish to make a spend from a Cost Code or Centre not mentioned above, it should make a recommendation either to another appropriate Committee which does have delegated spending authority or to Full Council.
- 3.4. The Committee may not approve expenditure that will cause a budget line to become overspent. It may, however, make such recommendations to Full Council for final approval.
- 3.5. There will be a cumulative spending cap for the Committee of £15,000 per year.
- 3.6. Where appropriate, the Committee may further delegate specific spending authority to Council Officers. Such spending must be in line with the Council's Financial Regulations, Standing Orders, and these Terms of Reference.
- 3.7. The Committee may prepare and approve any documents required for obtaining quotations and tenders. Awards of contracts procured through the tender process may be reviewed by the committee but must be recommended to Full Council for approval.
- 3.8. At each meeting, the Committee will review spending against the budget codes listed above.

4. Reporting

- 4.1. The Committee shall, by way of presentation of draft minutes, report to the next Full Council meeting after each meeting. If appropriate, the Committee Chairman may give a verbal update.

5. Membership

- 5.1. The Committee shall comprise of nine Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.
- 5.2. At its first meeting following the Annual Council Meeting, the Committee shall appoint a Chairman and Vice Chairman for the coming Council year.
- 5.3. The Committee may appoint Lead Councillors for projects and other matters for consideration. Where a Councillor is not specifically appointed, the Chairman shall act as Lead Councillor. Lead Councillors will be authorised to work directly with Council Officers as appropriate and report updates to the committee.
- 5.4. All members of the Council are entitled to attend meetings and to speak on items on the agenda.

6. Operation

- 6.1. The Committee has power to operate only as set out in these Terms of Reference and the Council's Standing Orders as applicable.
- 6.2. Meetings shall be held once per month.
- 6.3. The Quorum of the committee is 4 Councillors. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.
- 6.4. If both the appointed Chairman and Vice Chairman are not present at the start of a meeting, the Committee will appoint another Councillor to act as Chairman for that meeting.
- 6.5. These Terms of Reference will be reviewed each year at the Annual Meeting of the Council. Changes may also be made by resolution at Full Council. The Committee can instigate any change by way of a recommendation.