

WELLINGTON TOWN COUNCIL**MINUTES OF THE POLICY AND RESOURCES COMMITTEE HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON 17 APRIL 2024 AT 4.30PM**

Present: Councillors C Govier (Chair),
M Barr, A Govier, M Lithgow, J Lloyd, M McGuffie, J Thorne and K Wheatley.

In Attendance: Councillor J Cole
David Farrow – Town Clerk
Alice Kendall – Deputy Clerk

One member of the press.

The meeting commenced later than publicised due to the Finance Committee running over time.

607 TO RECEIVE APOLOGIES AND APPROVE THE REASONS GIVEN

Apologies for Councillor K Canham were presented by Councillor A Govier.

608 MINUTES

RESOLVED to approve and sign the minutes of the Policy and Resources Committee Meeting held on 21 February 2024.

609 DECLARATIONS OF INTEREST

There were none.

610 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

There were no members of the public present.

611 SOMERSET COUNCIL ASSETS AND SERVICES

The Town Clerk updated the committee on discussions that were taking place in relation to the transfer of assets and services from Somerset Council. A Devolution Working Group was formed at the last Full Council meeting who will report back regularly.

612 CCTV

As requested by Full Council, the Town Clerk confirmed that the annual cost for the first year of the Service Level Agreement is £16,789.70. It was reported that the amount to be charged for the agreed upgrades for four cameras had increased on the latest draft copy of the agreement. The Town Clerk reported that he had challenged this.

RESOLVED to approve the agreement with delegation given to the Town Clerk to seek the best cost for the replacement cameras and agree a price up to a maximum of £4,300 per camera.

613 FUTURE COMMITTEE STRUCTURE

RESOLVED to recommend to the Annual Council Meeting that the updated Committee structure be accepted.

614 LONGFORTH ROAD TOILET BLOCK

The Town Clerk reported that the demolition of the block had been completed ahead of schedule and with minimum disruption. There was some making good to be completed but this too was minimal. Further to this, the next steps will be to call a specific meeting to review options for modular or traditional builds so that the final tender documents can be prepared for publication.

615 PURCHASE OF CROWN ESTATE LAND

(i) Land Around the Basins

The Clerk gave an update; he reported that a price for a survey of the Linden Drive Bridge had been received. It was **RESOLVED** to accept the quotation of £2,450.

(ii) Bridge at Weavers Reach

The survey report had been circulated with the agenda. It was **RESOLVED** that officers should approach the Crown Estate in relation to purchasing the bridge and any associated land and arrange for any urgent repairs to be carried out.

There being no further business the meeting closed at 5.40pm.

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MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON WEDNESDAY 17 APRIL 2024 AT 3.00PM

PRESENT: Councillor M Lithgow (Chair),
Councillors M Barr, J Cole, A Govier (from 604 b iii), C Govier, J Lloyd, M McGuffie and J Thorne

IN ATTENDANCE: Alice Kendall – Deputy Clerk/Deputy RFO
David Farrow – Town Clerk
One member of the press
Seven members of the public

597 APOLOGIES

It was reported that Councillor A Govier would be arriving late to the meeting.

598 DECLARATIONS OF INTEREST

Councillors Lloyd has a standing personal interest declaration relating to MTMIT, the Council’s IT consultant, being a former customer of the company. Also, a personal interest as a director of SALC.

Councillor A Govier has a standing personal interest declaration relating to MTMIT, the Council’s IT consultant, being a former customer of the company.

Councillor Thorne has a standing personal interest declaration relating to MTMIT, the Council’s IT consultant, being a personal friend of the company owner.

Councillor M Lithgow declared a personal interest in agenda item 10 as a governor of Beech Grove Primary School.

599 PUBLIC PARTICIPATION

The members of the public present were representatives of grant applicants, the Chair will suspend standing orders at the appropriate times.

600 MINUTES

RESOLVED to approve and sign the minutes of the meeting held on 12 March 2024 after adding Councillor J Lloyd to the list of those present.

601 ASSET REGISTER

Following the purchase of 28-30 Fore Street, the Asset Register has been updated and was circulated for approval. **RESOLVED** to approve the updated asset register.

602 YEAR END ACCOUNTING STATEMENTS 2023-24

The following were presented in draft form and duly noted. It was further noted that figures may be subject to change and that the Internal Auditor’s visit is scheduled for 22nd April.

- (a) Bank reconciliation as at 31 March 2024
- (b) Draft income and expenditure account
- (c) Year end reserves report
- (d) Draft year accounting statements
- (e) Draft reconciliation of box 7 & 8 including adjustment details

Initial.....

(f) Draft final position of income and expenditure against the budget 2023-24

603 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 10 APRIL 2024

RESOLVED to approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 6 - 31 MARCH 2024

RESOLVED to note an approve the expenditure.

(c) TO NOTE AND APPROVE EXPENDITURE FOR 1 – 10 APRIL 2024

RESOLVED to note an approve the expenditure.

(d) TO NOTE AND APPROVE INCOME RECEIVED FOR 6 - 31 MARCH 2024

RESOLVED to note an approve the income.

(e) TO NOTE AND APPROVE INCOME RECEIVED FOR 1 – 10 APRIL 2024

RESOLVED to note an approve the income.

(f) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2024-25 YEAR AS AT 10 APRIL 2024 (attached)

RESOLVED to note an approve the budget report.

604 GRANTS

(a) Annual Review of Policy, Application Form and Guidance Notes

As per the previous meeting, an updated draft of the policy had been circulated with the agenda. A further copy was provided by e-mail by the Deputy Clerk following comments from Councillors.

RESOLVED to recommend to Full Council that the second updated version of the policy be adopted with grant applications being reviewed in April, July, October & January. All annual information will be provided on the Website or ease of updating.

(b) Applications

i. **Best Before Food Store** – the organisation had applied for a grant of £2,000 for ongoing costs. The application form and supporting documents were circulated by e-mail.

RESOLVED to suspend standing orders to allow the applicant to answer questions.

Standing Orders were re-instated.

It was proposed that £2,000 be awarded, the majority voted against, the motion was not carried.

It was **RESOLVED** to award a grant of £1,500.

- ii. **Wellington Bus User Group (Somerset Bus Partnership)** - the organisation had applied for a grant of £420 for printing and event costs. The application form and supporting documents were circulated by e-mail.

RESOLVED to suspend standing orders to allow the applicant to answer questions.

Standing Orders were re-instated.

RESOLVED to award a grant of £420.

- iii. **Wellington Carnival Committee** - the organisation had applied for a grant of £2,300 for various items. The application form and supporting documents had been circulated by e-mail.

RESOLVED to suspend standing orders to allow the applicant to answer questions.

Standing Orders were re-instated.

It was proposed and seconded that £2,300 be awarded. The majority voted against, and the motion was not carried.

It was **RESOLVED** that £1,000 of funding be provided as per the budget line. With the Council paying agreed invoices directly in line with previous agreements.

During this item, Councillor A Govier arrived at the meeting.

- iv. **Wellington Majorettes** - the organisation has applied for a grant of £1,500 for uniform costs. The application form and supporting documents have been circulated by e-mail.

RESOLVED to award a grant of £1,500.

605 SERVICE LEVEL AGREEMENTS (SLA)

(a) To Note the Summary of SLA payments for 2024-25

The Summary of payments was noted.

(b) Reminiscence Learning

After some discussion, it was **RESOLVED** that a full review should be carried out. It was noted that a committee review was being considered at the Policy and Resources meeting directly following this meeting and that an SLA working group was proposed. It was agreed that, if agreed, the required set up should be done at the Annual Meeting on 1st May to allow the group to meet quickly with Reminiscence Learning.

606 REQUEST FOR FUNDING

Correspondence from Beech Grove Primary School was circulated for consideration. They were seeking funding to provide morning food to all pupils for the remainder of the academic year and all of the following year..

RESOLVED to suspend standing orders to allow the applicant to answer questions.

Standing Orders were re-instated.

It was proposed that the full request be awarded. There was no seconder.

RESOLVED to award funding for to the end of July 2024 (£2,842.50), with a review in late June to assess and provide clarification on funding for the following academic year.

Councillors Cole and Govier will form a group with the Deputy Clerk and the One Team Coordinator to carry out the review and look at a possible town wide initiative.

There being no further business the meeting closed at 4.25 pm

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WELLINGTON TOWN COUNCIL

TERMS OF REFERENCE

| | | | |
|-------------------------|-----------------------------|-------------------|-----------------|
| Group Name | HR Sub-Committee | | |
| Lead Officer(s) | Town Clerk | | |
| Membership | 3 Councillors | | |
| Reports To | Policy & Finance | | |
| Date of Adoption | May 2024 | Review Due | May 2025 |

1. Purpose

- 1.1. To support the Town Clerk in developing and monitoring the staffing and HR matters.

2. Summary of Responsibilities

- 2.1. The Sub-Committee shall have the authority to review and make recommendations to the Policy and Finance Committee on the following:
- 2.1.1. To oversee the appointment of Council staff in consultation with the Clerk, any appointment being subject to the approval of Council. The appointment of staff other than the Clerk, may be delegated to the Clerk, by agreement.
 - 2.1.2. To form the interview panel for such appointments.
 - 2.1.3. To review staffing structures in consultation with the Clerk, to ensure the structure is sufficient to meet the aims of the Council.
 - 2.1.4. Develop and review employment practices and policies in consultation with the Clerk.
 - 2.1.5. Review HR related policies and the staff handbook.
 - 2.1.6. Ensure appropriate performance management and appraisal systems are in place and monitor their effectiveness.
 - 2.1.7. Ensure appropriate arrangements are in place to support staff development and training.
 - 2.1.8. Manage Disciplinary and Grievance Procedures in accordance with the appropriate council policy and processes.

3. Spending Authority

- 3.1. The Sub-Committee has no delegated authority to incur expenditure. Any requests for expenditure must be by way of a recommendation to the Policy & Finance Committee or Full Council.

4. Reporting

- 4.1. The Sub-Committee shall, by way of presentation of minutes, report to the next Policy & Finance 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 Policy & Finance Committee.
- 5.2. The quorum shall be three Councillors.
- 5.3. The Group must appoint a Chairman at its first meeting.

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 required the dates and times to be set by the Clerk and Chairman.
- 6.3. The Town Clerk will coordinate the arrangements for meetings and the circulation of any papers to be considered.
- 6.4. The Town Clerk will attend all meetings, other Council staff with management responsibilities will attend meetings as and when required.



WELLINGTON TOWN COUNCIL

TERMS OF REFERENCE

| | | | |
|-------------------------|---|-------------------|-----------------|
| Group Name | SLA Working Group | | |
| Lead Officer(s) | Town Clerk Finance Manager (RFO) | | |
| Membership | 3 Councillors | | |
| Reports To | Policy & Finance | | |
| Date of Adoption | May 2024 | Review Due | May 2025 |

1. Purpose

- 1.1. To support the Town Clerk and RFO in the review and creation of the Council's Service Level Agreements (SLA) with external providers.

2. Summary of Responsibilities

- 2.1. The group has been appointed by the Policy & Finance Committee to oversee the following and make recommendations where necessary.

- 2.1.1. To scrutinise any new requests for ongoing funding.
 2.1.2. To carry out annual reviews of the Council's existing SLAs
 2.1.3. To receive and recommend approval of three annual feedback from organisations as required in their SLA.

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 Policy & Finance Committee or Full Council.

4. Reporting

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

5. Membership

- 5.1. The Group shall comprise of three Councillors, to be appointed by the Policy & Finance Committee.
- 5.2. The Group must appoint a Chairman at its first meeting.

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 Town Clerk will coordinate the arrangements for meetings and the circulation of any papers to be considered.
- 6.5. The Town Clerk and Finance Manager will attend all meetings.



WELLINGTON TOWN COUNCIL

TERMS OF REFERENCE

| | | | |
|-------------------------|---|-------------------|-----------------|
| Group Name | Audit Working Group | | |
| Lead Officer(s) | Town Clerk Finance Manager (RFO) | | |
| Membership | 3 Councillors | | |
| Reports To | Policy & Finance | | |
| Date of Adoption | May 2024 | Review Due | May 2025 |

1. Purpose

- 1.1. To support the Town Clerk and RFO in the review of observations by the Council's Internal and External Auditors.

2. Summary of Responsibilities

- 2.1. The group has been appointed by the Policy & Finance Committee to oversee the following and make recommendations where necessary.

- 2.1.1. To scrutinise observations made by the Council's Internal Auditor and, if required, to agree appropriate actions with the Clerk and RFO
- 2.1.2. To receive quotations and proposals for the appointment of the Council's Internal Auditor.
- 2.1.3. To review observations made by the External Auditor.

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 Policy & Finance Committee or Full Council.

4. Reporting

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

5. Membership

- 5.1. The Group shall comprise of three Councillors, to be appointed by the Policy & Finance Committee.
- 5.2. The Group must appoint a Chairman at its first meeting.

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 Town Clerk will coordinate the arrangements for meetings and the circulation of any papers to be considered.
- 6.5. The Town Clerk and Finance Manager will attend all meetings.



WELLINGTON TOWN COUNCIL

TERMS OF REFERENCE

| | | | |
|-------------------------|---|-------------------|-----------------|
| Group Name | Devolution Working Group (DWG) | | |
| Lead Officer(s) | Town Clerk Finance Manager (RFO) | | |
| Membership | 3 Councillors | | |
| Reports To | Policy & Finance | | |
| Date of Adoption | May 2024 | Review Due | May 2025 |

1. Purpose

- 1.1. To support the Town Clerk and Council staff in developing and monitoring the delivery of plans to ensure that the Town Council is able to take on responsibility for those services and assets that the Council has agreed to take responsibility for from Somerset Council.
- 1.2. To review documentation received from Somerset Council to ensure it is fit for purpose and meets the Town Council's requirements prior to consideration by Policy and Finance Committee, or Full Council.
- 1.3. To review draft proposals developed by Officers for how devolved services could be funded/delivered prior to formal consideration by the relevant Committee or Full Council.

2. Structure

- 2.1. The DWG is a task and finish group and will remain in place until 31 March 2025 at the latest.
- 2.2. It will make recommendations to the Policy and Finance Committee or if necessary, to Full Council.

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 Policy & Finance Committee or Full Council.

4. Reporting

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

5. Membership

- 5.1. The Group shall comprise of three Councillors, to be appointed by the Policy & Finance Committee.
- 5.2. The Group must appoint a Chairman at its first meeting.

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 once per month but more regularly if it deems it 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 DWG group members.
- 6.4. The Town Clerk will coordinate the arrangements for meetings and the circulation of any papers to be considered.
- 6.5. The Town Clerk and Finance Manager will attend all meetings and the Assets and Events Officer and Open Spaces Manager will attend meetings as and when required.

Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFO Date: 07/04/2024

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

| | | | |
|----------|---|--------------|---------------------|
| | Bank Reconciliation at 07/05/2024 | | |
| | Cash in Hand 01/04/2024 | | 921,528.82 |
| | ADD Receipts 01/04/2024 - 07/05/2024 | | 959,173.70 |
| | | | 1,880,702.52 |
| | SUBTRACT Payments 01/04/2024 - 07/05/2024 | | 125,425.33 |
| A | Cash in Hand 07/05/2024 (per Cash Book) | | 1,755,277.19 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 07/05/2024 | 0.00 | |
| | Lloyds Current Account 2195145 07/05/2024 | 65,417.21 | |
| | Lloyds Deposit Account 07788306 07/05/2024 | 1,025,906.45 | |
| | Lloyds Treasurers PC 87331468 07/05/2024 | 399.35 | |
| | The Cambridge Building Society Cl 07/05/2024 | 204,644.36 | |
| | Cambridge & Counties 15020773 07/05/2024 | 267,309.54 | |
| | Nationwide 01343556 07/05/2024 | 211,264.92 | |
| | | | 1,774,941.83 |
| | Less unrepresented payments | | 26,522.11 |
| | | | 1,748,419.72 |
| | Plus unrepresented receipts | | 6,857.47 |
| B | Adjusted Bank Balance | | 1,755,277.19 |
| | A = B Checks out OK | | |

Wellington Town Council

PAYMENTS LIST

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------|-------------------------------|------------|--------|----------------------|--------------|--------------------------------|-----------------------------|----------|-----------|--------|-----------|
| 32 | Professional Fees | 10/04/2024 | | Lloyds Current Accou | Direct Debit | Data Protection Registration | ICO | X | 35.00 | | 35.00 |
| 33 | Stationery & Postage | 11/04/2024 | | Lloyds Current Accou | BACS | Stationery | Viking | S | 62.89 | 12.58 | 75.47 |
| 36 | Professional Fees | 11/04/2024 | | Lloyds Treasurers PC | Card | Land Registry Search | HM Land Registry | X | 3.00 | | 3.00 |
| 34 | Internal Office Re-Decoration | 11/04/2024 | | Lloyds Current Accou | BACS | Paint | B & Q | S | 56.67 | 11.33 | 68.00 |
| 35 | Tools | 11/04/2024 | | Lloyds Current Accou | BACS | Work in Progress Sign | Screwfix | S | 12.49 | 2.50 | 14.99 |
| 37 | Hospitality | 12/04/2024 | | Lloyds Treasurers PC | Card | Milk | Co-op | X | 1.25 | | 1.25 |
| 38 | Stationery & Postage | 12/04/2024 | | Lloyds Treasurers PC | Card | Markers | W H Smith | X | 4.99 | | 4.99 |
| 40 | Professional Fees | 12/04/2024 | | Lloyds Treasurers PC | Card | Land Registry Search | HM Land Registry | X | 12.00 | | 12.00 |
| 39 | Promotion of Wellington | 12/04/2024 | | Lloyds Current Accou | BACS | Order of Service & Award Print | Carly Press | S | 120.00 | 1.00 | 121.00 |
| 43 | Staff Travelling | 15/04/2024 | | Lloyds Current Accou | BACS | Staff travel | Mr S Tate | X | 21.00 | | 21.00 |
| 41 | Telephone & Broadband | 15/04/2024 | | Lloyds Current Accou | Direct Debit | Telephone & Broadband | Chess | S | 135.43 | 27.09 | 162.52 |
| 44 | Office Cleaning & Maintenance | 15/04/2024 | | Lloyds Treasurers PC | Debit Card | Toilet Roll | Asda | X | 11.90 | | 11.90 |
| 46 | Office Cleaning & Maintenance | 15/04/2024 | | Lloyds Current Accou | BACS | Office Cleaning | AIS Cleaners | S | 88.00 | 17.60 | 105.60 |
| 47 | Office Cleaning & Maintenance | 15/04/2024 | | Lloyds Current Accou | BACS | Fire & Intruder Alarm Maintena | Coomber Security Systems | S | 970.00 | 194.00 | 1,164.00 |
| 42 | Repairs | 15/04/2024 | | Lloyds Current Accou | BACS | Carpeting Pop Up | C & C Carpets Ltd | S | 574.17 | 114.83 | 689.00 |
| 45 | Deposits | 15/04/2024 | | Lloyds Current Accou | | Pop Up Shop | Claire Western Art | X | 184.00 | | 184.00 |
| 50 | Hospitality | 16/04/2024 | | Lloyds Treasurers PC | Card | Tea & Milk | Co-op | X | 3.80 | | 3.80 |
| 48 | Sage Payroll & HR | 16/04/2024 | | Lloyds Current Accou | Direct Debit | Payroll System | Sage | S | 48.00 | 9.60 | 57.60 |
| 53 | Electricity | 16/04/2024 | | Lloyds Current Accou | Direct Debit | Electricity for Offices | Engie | L | 225.17 | 11.26 | 236.43 |
| 49 | Allotments | 16/04/2024 | | Lloyds Current Accou | BACS | Card Transaction Fees | SumUp Payments Ltd | X | 1.08 | | 1.08 |
| 51 | Van Charging | 16/04/2024 | | Lloyds Treasurers PC | Card | Parking (van charging) | PayByPhone | X | 1.40 | | 1.40 |
| 54 | Clothing/PPE | 16/04/2024 | | Lloyds Current Accou | BACS | Overalls (OSM) | D Hill | X | 14.39 | | 14.39 |
| 52 | Sundries | 16/04/2024 | | Lloyds Treasurers PC | Card | Paint Tray | H T Perry & Son | S | 1.66 | 0.33 | 1.99 |
| 55 | Salaries | 17/04/2024 | | Lloyds Current Accou | BACS | Net Salaries | Various | X | 13,733.26 | | 13,733.26 |
| 56 | Salaries | 17/04/2024 | | Lloyds Current Accou | BACS | Deductions - April | HMRC | X | 5,394.62 | | 5,394.62 |
| 57 | Salaries | 17/04/2024 | | Lloyds Current Accou | BACS | Superann - Apr | Somerset County Council | X | 5,298.77 | | 5,298.77 |
| 60 | Hospitality | 18/04/2024 | | Lloyds Treasurers PC | Debit Card | Squash | Co-op | X | 1.60 | | 1.60 |
| 59 | Photocopier | 18/04/2024 | | Lloyds Current Accou | BACS | Printing & Copier Rental | Konica Minolta | S | 290.91 | 58.18 | 349.09 |
| 58 | Stationery & Postage | 18/04/2024 | | Lloyds Treasurers PC | Card | Wall Planner | Amazon | S | 7.48 | 1.50 | 8.98 |
| 64 | Misc Income | 19/04/2024 | | Lloyds Current Accou | BACS | Grant Return | Wellington & District Twinr | X | -1,490.00 | | -1,490.00 |
| 61 | Stationery & Postage | 19/04/2024 | | Lloyds Current Accou | BACS | Stationery | Viking | S | 38.64 | 7.73 | 46.37 |
| 62 | Stationery & Postage | 19/04/2024 | | Lloyds Current Accou | Direct Debit | ID Cards | The JKB Ltd | X | 9.58 | | 9.58 |
| 65 | Stationery & Postage | 19/04/2024 | | Lloyds Treasurers PC | Debit Card | Batteries | Co-op | X | 6.75 | | 6.75 |

PAYMENTS LIST

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------|-------------------------------|------------|--------|----------------------|--------------|--------------------------------|-----------------------------|----------|-----------|--------|-----------|
| 66 | Service Level Agreements | 19/04/2024 | | Lloyds Current Accou | BACS | SLA Payment | Citizens Advice Taunton | X | 5,600.00 | | 5,600.00 |
| 67 | Service Level Agreements | 19/04/2024 | | Lloyds Current Accou | BACS | SLA Payment | Reminiscence Learning | X | 12,000.00 | | 12,000.00 |
| 68 | Service Level Agreements | 19/04/2024 | | Lloyds Current Accou | BACS | SLA Payment | Wellington Community Cou | X | 19,140.00 | | 19,140.00 |
| 69 | Promotion of Wellington | 19/04/2024 | | Lloyds Current Accou | BACS | Service Catering | Mrs J White | X | 450.00 | | 450.00 |
| 70 | Telephone System | 19/04/2024 | | Lloyds Current Accou | Direct Debit | Phone System | SW Comms | S | 160.80 | 32.16 | 192.96 |
| 63 | Longforth Rd Toilet Refurb | 19/04/2024 | | Lloyds Treasurers PC | Debit Card | Heras Fencing | Blok N Mesh | S | 631.45 | 126.29 | 757.74 |
| 71 | Stationery & Postage | 22/04/2024 | | Lloyds Treasurers PC | Card | Packing | W H Smith | X | 6.34 | | 6.34 |
| 94 | Van Charging | 22/04/2024 | | Lloyds Treasurers PC | Card | Parking (van charging) | PayByPhone | X | 1.40 | | 1.40 |
| 73 | Hospitality | 23/04/2024 | | Lloyds Treasurers PC | Card | Milk | Co-op | X | 1.50 | | 1.50 |
| 74 | Other Payments | 23/04/2024 | | Lloyds Treasurers PC | Debit Card | Dry Cleaning (Mayors Robes) | Wellington Laundry Ltd | X | 39.00 | | 39.00 |
| 72 | Office Cleaning & Maintenance | 23/04/2024 | | Lloyds Current Accou | BACS | Sanitary Bin Service (1 Year) | Initial | S | 165.96 | 33.19 | 199.15 |
| 75 | Stationery & Postage | 24/04/2024 | | Lloyds Treasurers PC | Debit Card | Recorded Postage | Post Office Ltd | X | 5.99 | | 5.99 |
| 76 | Sundries | 24/04/2024 | | Lloyds Current Accou | BACS | Barrier Tape | Screwfix | S | 8.65 | 1.73 | 10.38 |
| 79 | Internal Office Re-Decoration | 25/04/2024 | | Lloyds Treasurers PC | Card | Caulk & Fixings | H T Perry & Son | S | 6.23 | 1.25 | 7.48 |
| 78 | Equip. Maintenance | 25/04/2024 | | Lloyds Current Accou | BACS | Mower Fuel | Willis and Grabham | S | 19.17 | 3.83 | 23.00 |
| 77 | Sundries | 25/04/2024 | | Lloyds Current Accou | BACS | Cable Ties | Screwfix | S | 15.27 | 3.06 | 18.33 |
| 82 | Office Cleaning & Maintenance | 26/04/2024 | | Lloyds Current Accou | BACS | Office Cleaning | AIS Cleaners | S | 95.04 | 19.01 | 114.05 |
| 81 | Longforth Road Toilets | 26/04/2024 | | Lloyds Current Accou | BACS | Chain for Parking Area | Screwfix | S | 97.01 | 19.40 | 116.41 |
| 83 | Business Rates | 26/04/2024 | | Lloyds Current Accou | BACS | Business Rates | Somerset Council | X | 10,542.87 | | 10,542.87 |
| 80 | Sundries | 26/04/2024 | | Lloyds Current Accou | BACS | Rubble Sacks | Buildbase | S | 4.64 | 0.93 | 5.57 |
| 85 | Hospitality | 29/04/2024 | | Lloyds Treasurers PC | Debit Card | Milk & Squash | Co-op | X | 3.00 | | 3.00 |
| 84 | Longforth Rd Toilet Refurb | 29/04/2024 | | Lloyds Treasurers PC | Debit Card | Padlocks | Buy & Save | S | 8.94 | 1.79 | 10.73 |
| 86 | Internal Office Re-Decoration | 29/04/2024 | | Lloyds Current Accou | BACS | Office Furniture | Taunton Office Furniture Si | X | 140.00 | | 140.00 |
| 87 | IT Equipment | 30/04/2024 | | Lloyds Treasurers PC | Card | IT cables | H T Perry & Son | S | 6.04 | 1.21 | 7.25 |
| 88 | IT for New Staff | 30/04/2024 | | Lloyds Current Accou | Direct Debit | New Desk Phone | SW Comms | S | 534.82 | 106.96 | 641.78 |
| 89 | Van Charging | 30/04/2024 | | Lloyds Treasurers PC | Card | Parking (van charging) | PayByPhone | X | 1.40 | | 1.40 |
| 96 | Staff Travelling | 01/05/2024 | | Lloyds Current Accou | BACS | Staff travel | Miss A Kendall | X | 9.90 | | 9.90 |
| 97 | Grants | 01/05/2024 | | Lloyds Current Accou | BACS | Grant | Best Before Food Store | X | 1,500.00 | | 1,500.00 |
| 98 | Grants | 01/05/2024 | | Lloyds Current Accou | BACS | Grant | Wellington Bus User Group | X | 420.00 | | 420.00 |
| 99 | Grants | 01/05/2024 | | Lloyds Current Accou | BACS | Grant | Wellington Majorettes | X | 1,500.00 | | 1,500.00 |
| 91 | IT Equipment | 01/05/2024 | | Lloyds Treasurers PC | Card | IT cables | Micro Check | S | 6.62 | 1.33 | 7.95 |
| 92 | Longforth Rd Toilet Refurb | 01/05/2024 | | Lloyds Current Accou | | Herras fencing works and balla | M J Fletcher Property Main | X | 356.00 | | 356.00 |
| 95 | Summer Street Fair | 01/05/2024 | | Lloyds Treasurers PC | Card | Refund | British Pride | X | -2.49 | | -2.49 |
| 93 | Summer Street Fair | 01/05/2024 | | Lloyds Current Accou | BACS | Card Transaction Fees | SumUp Payments Ltd | X | 0.76 | | 0.76 |

PAYMENTS LIST

| Vouche | Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|--------------------------------|------------|--------|----------------------|----------------|--------------------------------|---------------------------|----------|------------------|-----------------|------------------|
| 90 | Internal Office Re-Decoration | 01/05/2024 | | Lloyds Current Accou | BACS | Paint & Sundries | B & Q | S | 110.00 | 22.00 | 132.00 |
| 101 | Hospitality | 02/05/2024 | | Lloyds Treasurers PC | Card | Milk | Co-op | X | 1.35 | | 1.35 |
| 102 | Promotion of Wellington | 02/05/2024 | | Lloyds Current Accou | BACS | Sponsorship | Wellington Khaki Sox | X | 50.00 | | 50.00 |
| 100 | Van Charging | 02/05/2024 | | Lloyds Treasurers PC | Card | Parking (van charging) | PayByPhone | X | 1.40 | | 1.40 |
| 104 | Audit Fees | 03/05/2024 | | Lloyds Current Accou | BACS | Internal Audit | IAC Audit and Consultancy | S | 395.00 | 79.00 | 474.00 |
| 107 | Promotion of Wellington | 03/05/2024 | | Lloyds Current Accou | BACS | Dry Cleaning (Town Crier) | 10 Radio | X | 25.00 | | 25.00 |
| 105 | Longforth Rd Toilet Refurb | 03/05/2024 | | Lloyds Current Accou | | Professional Fees | Ravenslade | S | 1,662.50 | 332.50 | 1,995.00 |
| 106 | Longforth Rd Toilet Refurb | 03/05/2024 | | Lloyds Current Accou | BACS | Professional Fees | Ravenslade | S | 241.55 | 48.31 | 289.86 |
| 103 | Van Maintenance | 03/05/2024 | | Lloyds Current Accou | BACS | Sundries | Screwfix | S | 30.82 | 6.16 | 36.98 |
| 103 | Sundries | 03/05/2024 | | Lloyds Current Accou | BACS | Sundries | Screwfix | S | 14.07 | 2.81 | 16.88 |
| 17 | Professional Fees | 07/05/2024 | | Lloyds Current Accou | Standing Order | Health & Safety Advisor | WT Consultancy | S | 125.00 | 25.00 | 150.00 |
| 112 | Professional Fees | 07/05/2024 | | Lloyds Current Accou | BACS | Legal Fees for Crown Estate La | Amicus Law (South West) l | X | 900.00 | | 900.00 |
| 115 | Hospitality | 07/05/2024 | | Lloyds Treasurers PC | Card | Milk | Co-op | X | 1.25 | | 1.25 |
| 108 | Community Services & Prioritie | 07/05/2024 | | Lloyds Current Accou | BACS | War Grave Flowers | Bloomin Lovely | S | 60.42 | 12.08 | 72.50 |
| 111 | Office Equipment | 07/05/2024 | | Lloyds Current Accou | BACS | Key Cabinet | Screwfix | S | 12.49 | 2.50 | 14.99 |
| 113 | Rent | 07/05/2024 | | Lloyds Current Accou | Standing Order | Pop Up Shop Rent | H T Perry & Son | X | 500.00 | | 500.00 |
| 109 | Town Centre Projects | 07/05/2024 | | Lloyds Current Accou | BACS | Green Flag Application | Keep Britain Tidy | S | 493.00 | 98.60 | 591.60 |
| 110 | Summer Street Fair | 07/05/2024 | | Lloyds Current Accou | BACS | Gas Beacon | Bullfinch (Gas Equipment) | S | 557.00 | 111.40 | 668.40 |
| 18 | Storage Unit Rental | 07/05/2024 | | Lloyds Current Accou | Standing Order | Storage Unit | Wellington Self Storage | S | 116.67 | 23.33 | 140.00 |
| 114 | Sundries | 07/05/2024 | | Lloyds Treasurers PC | Card | Drill Bits | H T Perry & Son | S | 8.32 | 1.67 | 9.99 |
| Total | | | | | | | | | 84,662.05 | 1,587.03 | 86,249.08 |

RECEIPTS LIST

| Vouche | Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|---------------------------------|------------|--------|----------------------|------------|--------------------------|-----------------------------|----------|-------------------|-----------------|-------------------|
| 8 | Bank Interest | 10/04/2024 | | Lloyds Deposit Accou | | Interest | Lloyds Bank | X | 296.20 | | 296.20 |
| 9 | Heritage | 12/04/2024 | | Lloyds Current Accou | | Toneworks Tours | Eventbrite | X | 33.20 | | 33.20 |
| 10 | Allotments | 16/04/2024 | | Lloyds Current Accou | | Allotment Deposit & Rent | James Stephenson | X | 14.00 | | 14.00 |
| 10 | Allotment Deposits | 16/04/2024 | | Lloyds Current Accou | | Allotment Deposit & Rent | James Stephenson | X | 50.00 | | 50.00 |
| 11 | Heritage | 16/04/2024 | | Lloyds Current Accou | | Toneworks Tours | Eventbrite | X | 30.02 | | 30.02 |
| 14 | Deposits | 16/04/2024 | | Lloyds Current Accou | 500275 | Pop Up Shop | Diane Goring | X | 100.00 | | 100.00 |
| 13 | Heritage | 16/04/2024 | | Lloyds Current Accou | | Toneworks Tours | Eventbrite | X | 40.99 | | 40.99 |
| 12 | Heritage | 16/04/2024 | | Lloyds Current Accou | | Toneworks Tours | Eventbrite | X | 49.78 | | 49.78 |
| 15 | Heritage | 17/04/2024 | | Lloyds Current Accou | 500276 | Toneworks Tours Donation | Various | X | 20.20 | | 20.20 |
| 17 | Summer Street Fair | 18/04/2024 | | Lloyds Current Accou | | Stall Fee | SallysFrocks | X | 45.00 | | 45.00 |
| 16 | Street Fair Refundable Deposits | 18/04/2024 | | Lloyds Current Accou | | Stall Fee | Wellington Carnival Commi | X | 45.00 | | 45.00 |
| 18 | Deposits | 18/04/2024 | | Lloyds Current Accou | | Pop Up Shop | Kieran's Legacy | X | 100.00 | | 100.00 |
| 19 | Summer Street Fair | 19/04/2024 | | Lloyds Current Accou | | Stall Fee | Prettybaby93 | X | 55.00 | | 55.00 |
| 20 | Summer Street Fair | 19/04/2024 | | Lloyds Current Accou | | Stall Fee | Luxe Lollies | X | 45.00 | | 45.00 |
| 21 | Office Rent | 25/04/2024 | | Lloyds Current Accou | | Office Rent | Cash Access UK Ltd | X | 700.00 | | 700.00 |
| 21 | Office Cleaning & Maintenance | 25/04/2024 | | Lloyds Current Accou | | Office Rent | Cash Access UK Ltd | X | 140.00 | | 140.00 |
| 22 | Summer Street Fair | 25/04/2024 | | Lloyds Current Accou | | Stall Fee | Peter Gibbs | X | 45.00 | | 45.00 |
| 23 | Precept | 30/04/2024 | | Lloyds Current Accou | | Precept | Somerset Council | X | 945,392.00 | | 945,392.00 |
| 26 | Bank Interest | 01/05/2024 | | Cambridge & Countie | | Interest | Cambridge & Counties | X | 965.41 | | 965.41 |
| 25 | Rent | 01/05/2024 | | Lloyds Current Accou | | Pop Up Shop | Rotary Club of Wellington I | X | 150.00 | | 150.00 |
| 24 | Street Fair Refundable Deposit: | 01/05/2024 | | Lloyds Current Accou | | Stall Fee | Read Easy | X | 45.00 | | 45.00 |
| 25 | Deposits | 01/05/2024 | | Lloyds Current Accou | | Pop Up Shop | Rotary Club of Wellington I | X | 100.00 | | 100.00 |
| 27 | VAT Refund | 03/05/2024 | | Lloyds Current Accou | | VAT Refund | HMRC | R | | 2,234.02 | 2,234.02 |
| 30 | Bank Interest | 07/05/2024 | | Nationwide 0134355 | | Interest | Nationwide | X | 735.41 | | 735.41 |
| 28 | VAT Refund | 07/05/2024 | | Lloyds Current Accou | | VAT Refund | HMRC | R | | 6,857.47 | 6,857.47 |
| 29 | Street Fair Refundable Deposits | 07/05/2024 | | Lloyds Current Accou | | Stall Fee | P Daddy's Pop Up Kitchen : | X | 45.00 | | 45.00 |
| Total | | | | | | | | | 949,242.21 | 9,091.49 | 958,333.70 |

Wellington Town Council
Summary of Income & Expenditure 2024 - 2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

28-30 Fore Street

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|-------------------------------|---------------|---------------|---------------|------------------|------------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 26 | Office Rent | 250.00 | 700.00 | 450.00 | | | | 450.00 (180%) |
| 28 | Electricity | | | | 6,000.00 | | 6,000.00 | 6,000.00 (100%) |
| 32 | Office Equipment | | | | 2,000.00 | 13.53 | 1,986.47 | 1,986.47 (99%) |
| 37 | Office Cleaning & Maintenance | | 140.00 | 140.00 | 2,500.00 | 1,470.90 | 1,029.10 | 1,169.10 (46%) |
| 143 | Internal Office Re-Decoration | | | | 5,000.00 | 341.23 | 4,658.77 | 4,658.77 (93%) |
| 156 | Gas | | | | 3,000.00 | | 3,000.00 | 3,000.00 (100%) |
| 157 | Business Rates | | | | 2,000.00 | 10,542.87 | -8,542.87 | -8,542.87 (-427%) |
| 158 | Responsive Maintenance | | | | 5,000.00 | | 5,000.00 | 5,000.00 (100%) |
| 159 | IT Upgrades | | | | 5,000.00 | | 5,000.00 | 5,000.00 (100%) |
| SUB TOTAL | | 250.00 | 840.00 | 590.00 | 30,500.00 | 12,368.53 | 18,131.47 | 18,721.47 (99%) |

Administration

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|----------------------|----------|--------|----------|------------------|-----------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 27 | Photocopier | | | | 1,300.00 | 173.26 | 1,126.74 | 1,126.74 (86%) |
| 34 | Insurances | | | | 6,000.00 | 6,627.62 | -627.62 | -627.62 (-10%) |
| 35 | Stationery & Postage | | | | 1,000.00 | 142.66 | 857.34 | 857.34 (85%) |
| 36 | Audit Fees | | | | 2,505.00 | 395.00 | 2,110.00 | 2,110.00 (84%) |
| 40 | Hire of Hall | | | | 1,620.00 | | 1,620.00 | 1,620.00 (100%) |
| 54 | Professional Fees | | | | 20,000.00 | 1,770.00 | 18,230.00 | 18,230.00 (91%) |
| SUB TOTAL | | | | | 32,425.00 | 9,108.54 | 23,316.46 | 23,316.46 (91%) |

Affiliation Fees

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|-------|----------|--------|----------|-----------------|--------|-----------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 38 | SALC | | | | 2,000.00 | | 2,000.00 | 2,000.00 (100%) |
| 99 | SLCC | | | | 357.00 | | 357.00 | 357.00 (100%) |
| 100 | CCS | | | | 100.00 | | 100.00 | 100.00 (100%) |
| SUB TOTAL | | | | | 2,457.00 | | 2,457.00 | 2,457.00 (100%) |

Allotments

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|---------------------|-----------------|--------------|------------------|-----------------|-------------|-----------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 44 | Allotments | 2,910.00 | 14.00 | -2,896.00 | 2,910.00 | 1.08 | 2,908.92 | 12.92 (0%) |
| 92 | Longforth Allotment | 3,000.00 | | -3,000.00 | 3,000.00 | | 3,000.00 | (0%) |
| 148 | Allotment Deposits | | 50.00 | 50.00 | | | | 50.00 (N/A) |
| SUB TOTAL | | 5,910.00 | 64.00 | -5,846.00 | 5,910.00 | 1.08 | 5,908.92 | 62.92 (N/A) |

Christmas

| Code | Title | Income | | | Expenditure | | | Net Position |
|------|-----------------|----------|--------|-----------|-------------|--------|-----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 114 | Hire of Lights | | | | 10,000.00 | | 10,000.00 | 10,000.00 (100%) |
| 115 | Lights Install | | | | 11,900.00 | | 11,900.00 | 11,900.00 (100%) |
| 116 | Switch on Event | 1,350.00 | | -1,350.00 | 10,000.00 | | 10,000.00 | 8,650.00 (76%) |

Wellington Town Council
Summary of Income & Expenditure 2024 - 2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

| | | | | | |
|---------------------------------|-----------------|------------------|------------------|------------------|------------------------|
| 123 Stall Deposits | | | | | (N/A) |
| 136 Electricity | | | 500.00 | 500.00 | 500.00 (100%) |
| 137 Additional Lights & Install | | | | | (N/A) |
| 160 Free Parking | | | 5,500.00 | 5,500.00 | 5,500.00 (100%) |
| SUB TOTAL | 1,350.00 | -1,350.00 | 37,900.00 | 37,900.00 | 36,550.00 (N/A) |

Community Services

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|---------------------------------|----------|--------|----------|------------------|---------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 55 | Wellington One | | | | | | | (N/A) |
| 58 | Community Safety | | | | 2,000.00 | | 2,000.00 | 2,000.00 (100%) |
| 59 | Promotion of Wellington | | | | 5,000.00 | 731.44 | 4,268.56 | 4,268.56 (85%) |
| 60 | Community Services & Priorities | | | | 5,000.00 | 120.84 | 4,879.16 | 4,879.16 (97%) |
| 61 | Health & Wellbeing | | | | 4,000.00 | | 4,000.00 | 4,000.00 (100%) |
| 64 | Community Warden | | | | | -42.76 | 42.76 | 42.76 (N/A) |
| 65 | Emergency Planning | | | | 1,000.00 | | 1,000.00 | 1,000.00 (100%) |
| 66 | Other Payments | | | | 300.00 | 39.00 | 261.00 | 261.00 (87%) |
| 153 | Charity Fundraising | | | | | | | (N/A) |
| 154 | Community Warden Set Up | | | | | | | (N/A) |
| SUB TOTAL | | | | | 17,300.00 | 848.52 | 16,451.48 | 16,451.48 (N/A) |

Community Warden

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|---------------------|----------|--------|----------|------------------|---------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 161 | Van Charging | | | | 1,560.00 | 48.36 | 1,511.64 | 1,511.64 (96%) |
| 162 | Van Maintenance | | | | 750.00 | 30.82 | 719.18 | 719.18 (95%) |
| 163 | Storage Unit Rental | | | | 1,500.00 | 233.34 | 1,266.66 | 1,266.66 (84%) |
| 164 | Tools | | | | 2,000.00 | 12.49 | 1,987.51 | 1,987.51 (99%) |
| 165 | Equip. Maintenance | | | | 1,000.00 | 19.17 | 980.83 | 980.83 (98%) |
| 166 | Clothing/PPE | | | | 750.00 | 14.39 | 735.61 | 735.61 (98%) |
| 167 | Sundries | | | | 3,000.00 | 64.59 | 2,935.41 | 2,935.41 (97%) |
| SUB TOTAL | | | | | 10,560.00 | 423.16 | 10,136.84 | 10,136.84 (99%) |

Cost of democracy and electic

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|-------------------------|----------|--------|----------|-----------------|--------------|-----------------|-----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 20 | Mayors Allowance | | | | 550.50 | | 550.50 | 550.50 (100%) |
| 21 | Councillors Allowance | | | | 5,250.00 | | 5,250.00 | 5,250.00 (100%) |
| 22 | Members Training | | | | 250.00 | 20.00 | 230.00 | 230.00 (92%) |
| 23 | Members Travelling | | | | 150.00 | | 150.00 | 150.00 (100%) |
| 24 | Hospitality | | | | 300.00 | 15.10 | 284.90 | 284.90 (94%) |
| 89 | Deputy Mayor's Expenses | | | | 200.00 | | 200.00 | 200.00 (100%) |
| SUB TOTAL | | | | | 6,700.50 | 35.10 | 6,665.40 | 6,665.40 (94%) |

Earmarked Reserves

| Code | Title | Income | | | Expenditure | | | Net Position |
|------|-----------|----------|--------|----------|-------------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 25 | Elections | | | | | | | (N/A) |

Wellington Town Council
Summary of Income & Expenditure 2024 - 2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

| | | | | | | | | |
|---------------------------------|--|--|--|--|--|--|--|-------|
| 67 Youth Services | | | | | | | | (N/A) |
| 71 C.I.L | | | | | | | | (N/A) |
| 73 Film Festival | | | | | | | | (N/A) |
| 75 Railway Station | | | | | | | | (N/A) |
| 76 Capital Projects | | | | | | | | (N/A) |
| 77 Playing Pitch Strategy | | | | | | | | (N/A) |
| 95 Office Furniture Replacement | | | | | | | | (N/A) |
| 96 Post Office Provision | | | | | | | | (N/A) |
| 97 Cades Farm Community Hall | | | | | | | | (N/A) |
| 139 Cost of Living Crisis | | | | | | | | (N/A) |

SUB TOTAL

(N/A)

Environment and Planning

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|-----------------------------------|----------|--------|----------|------------------|--------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 46 | Footpaths PRoW Maintenance | | | | 500.00 | | 500.00 | 500.00 (100%) |
| 49 | Emptying Dog Bins | | | | 12,600.00 | | 12,600.00 | 12,600.00 (100%) |
| 50 | Provision of Benches & Litter/Dog | | | | 2,500.00 | | 2,500.00 | 2,500.00 (100%) |
| 51 | Planning Administration | | | | | | | (N/A) |
| 52 | Environmental Improvements | | | | | | | (N/A) |
| 113 | Electricity for Street Light | | | | 850.00 | | 850.00 | 850.00 (100%) |
| 129 | Additional Street Lighting | | | | | | | (N/A) |
| 131 | Green Corridor | | | | 30,000.00 | | 30,000.00 | 30,000.00 (100%) |
| 168 | Cycle Route Cont. | | | | 10,000.00 | | 10,000.00 | 10,000.00 (100%) |
| SUB TOTAL | | | | | 56,450.00 | | 56,450.00 | 56,450.00 (N/A) |

Grants

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|--------------------------|----------|--------|----------|------------------|------------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 41 | Grants | | | | 15,000.00 | 3,420.00 | 11,580.00 | 11,580.00 (77%) |
| 152 | Green Grants | | | | | | | (N/A) |
| 169 | Service Level Agreements | | | | 47,305.00 | 36,740.00 | 10,565.00 | 10,565.00 (22%) |
| SUB TOTAL | | | | | 62,305.00 | 40,160.00 | 22,145.00 | 22,145.00 (N/A) |

Income

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|-----------------|-------------------|-------------------|-------------------|-------------|------------------|-----------------|-------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 1 | Precept | 945,392.00 | 945,392.00 | | | | | (0%) |
| 2 | Bank Interest | 20,000.00 | 1,997.02 | -18,002.98 | | | | -18,002.98 (-90%) |
| 3 | Parish Grants | | | | | | | (N/A) |
| 5 | VAT Refund | | | | | | | (N/A) |
| 6 | Rents - Various | 1,000.00 | | -1,000.00 | | | | -1,000.00 (-100%) |
| 180 | Misc Income | | | | | -1,490.00 | 1,490.00 | 1,490.00 (N/A) |
| SUB TOTAL | | 966,392.00 | 947,389.02 | -19,002.98 | | -1,490.00 | 1,490.00 | -17,512.98 (N/A) |

IT, Website & Internet

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

Wellington Town Council
Summary of Income & Expenditure 2024 - 2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

| | | | | |
|-------------------------------|------------------|-----------------|------------------|------------------------|
| 29 Telephone & Broadband | 3,500.00 | 240.00 | 3,260.00 | 3,260.00 (93%) |
| 30 IT Equipment | 1,200.00 | 12.66 | 1,187.34 | 1,187.34 (98%) |
| 31 IT Support & Email Hosting | 4,250.00 | 340.00 | 3,910.00 | 3,910.00 (92%) |
| 94 IT for New Staff | 1,500.00 | 808.99 | 691.01 | 691.01 (46%) |
| 101 Telephone System | 2,400.00 | 160.80 | 2,239.20 | 2,239.20 (93%) |
| 103 Security Software | 560.00 | | 560.00 | 560.00 (100%) |
| 104 Office 365 | 3,100.00 | 225.60 | 2,874.40 | 2,874.40 (92%) |
| 105 Parish Online | 450.00 | | 450.00 | 450.00 (100%) |
| 106 Zoom | | | | (N/A) |
| 107 Scribe Accounting System | 1,800.00 | | 1,800.00 | 1,800.00 (100%) |
| 108 Sage Payroll & HR | 1,830.00 | 94.20 | 1,735.80 | 1,735.80 (94%) |
| 132 Councillor Tablets | 850.00 | | 850.00 | 850.00 (100%) |
| 144 Inspection Applications | 2,000.00 | | 2,000.00 | 2,000.00 (100%) |
| SUB TOTAL | 23,440.00 | 1,882.25 | 21,557.75 | 21,557.75 (N/A) |

Play Areas

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|-------------------------|----------|--------|----------|------------------|--------|------------------|-------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 45 | Tone Play Area | | | | 5,000.00 | | 5,000.00 | 5,000.00 (100%) |
| 145 | Weavers Reach Play Area | | | | 5,000.00 | | 5,000.00 | 5,000.00 (100%) |
| 146 | Annual Play Inspections | | | | 500.00 | | 500.00 | 500.00 (100%) |
| SUB TOTAL | | | | | 10,500.00 | | 10,500.00 | 10,500.00 (100%) |

Pop Up Shop

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|-----------|-----------------|---------------|------------------|------------------|-----------------|-----------------|-----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 117 | Rent | 4,500.00 | 300.00 | -4,200.00 | 6,000.00 | 1,000.00 | 5,000.00 | 800.00 (7%) |
| 118 | Overheads | | | | 3,500.00 | 864.52 | 2,635.48 | 2,635.48 (75%) |
| 119 | Repairs | | | | 1,500.00 | | 1,500.00 | 1,500.00 (100%) |
| 149 | Deposits | | 500.00 | 500.00 | | 273.39 | -273.39 | 226.61 (N/A) |
| SUB TOTAL | | 4,500.00 | 800.00 | -3,700.00 | 11,000.00 | 2,137.91 | 8,862.09 | 5,162.09 (N/A) |

Staff Costs & Expenses

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|-------------------------|------------------|------------------|--------------|-------------------|------------------|-------------------|-------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 16 | Salaries | | | | 481,255.00 | 24,426.65 | 456,828.35 | 456,828.35 (94%) |
| 17 | Staff Training | | | | 2,000.00 | | 2,000.00 | 2,000.00 (100%) |
| 18 | Staff Travelling | | | | 200.00 | 30.90 | 169.10 | 169.10 (84%) |
| 19 | Staff Recruitment | 30,000.00 | 30,053.00 | 53.00 | 3,000.00 | | 3,000.00 | 3,053.00 (9%) |
| 87 | Home Working Allowances | | | | | | | (N/A) |
| SUB TOTAL | | 30,000.00 | 30,053.00 | 53.00 | 486,455.00 | 24,457.55 | 461,997.45 | 462,050.45 (N/A) |

Town Centre

| Code | Title | Income | | | Expenditure | | | Net Position |
|------|----------------------------|----------|--------|----------|-------------|-----------|------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 53 | Longforth Road Toilets | | | | 11,000.00 | 97.01 | 10,902.99 | 10,902.99 (99%) |
| 133 | Longforth Rd Toilet Refurb | | | | 10,000.00 | 26,577.84 | -16,577.84 | -16,577.84 (-165%) |
| 134 | Kings Arms | | | | 18,000.00 | | 18,000.00 | 18,000.00 (100%) |

Wellington Town Council
Summary of Income & Expenditure 2024 - 2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

| | | | | | | | |
|-------------------------------------|-----------------|-----------------|---------------|------------------|------------------|------------------|------------------------|
| 135 Town Centre Projects | | | | 20,000.00 | 493.00 | 19,507.00 | 19,507.00 (97%) |
| 138 Carnival | | | | 1,000.00 | | 1,000.00 | 1,000.00 (100%) |
| 140 Summer Street Fair | 2,000.00 | 1,500.00 | -500.00 | 7,000.00 | 1,716.03 | 5,283.97 | 4,783.97 (53%) |
| 141 Street Fair Refundable Deposits | | 540.00 | 540.00 | | | | 540.00 (N/A) |
| 147 Remembrance & AFD | | | | 1,000.00 | | 1,000.00 | 1,000.00 (100%) |
| 170 Heritage | | 174.19 | 174.19 | 5,400.00 | | 5,400.00 | 5,574.19 (103%) |
| 171 Clocks | | | | 500.00 | | 500.00 | 500.00 (100%) |
| 179 Annual Fireworks | | | | 2,000.00 | | 2,000.00 | 2,000.00 (100%) |
| SUB TOTAL | 2,000.00 | 2,214.19 | 214.19 | 75,900.00 | 28,883.88 | 47,016.12 | 47,230.31 (N/A) |

Unitary Devolution

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|--------------------------|----------|--------|----------|-------------------|--------|-------------------|--------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 172 | Play Area | | | | 10,500.00 | | 10,500.00 | 10,500.00 (100%) |
| 173 | Toilets | | | | 22,000.00 | | 22,000.00 | 22,000.00 (100%) |
| 174 | TC Planting | | | | 15,000.00 | | 15,000.00 | 15,000.00 (100%) |
| 175 | Park Planting & Security | | | | 25,000.00 | | 25,000.00 | 25,000.00 (100%) |
| 176 | CCTV | | | | 25,000.00 | | 25,000.00 | 25,000.00 (100%) |
| 177 | Bus Shelters | | | | 5,000.00 | | 5,000.00 | 5,000.00 (100%) |
| 178 | IT Impact | | | | 4,000.00 | | 4,000.00 | 4,000.00 (100%) |
| SUB TOTAL | | | | | 106,500.00 | | 106,500.00 | 106,500.00 (100%) |

Restated

(N/A)

| | | | | | | | |
|--------------------|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|
| NET TOTAL | 1,010,402.00 | 981,360.21 | -29,041.79 | 976,302.50 | 118,816.52 | 857,485.98 | 828,444.19 (41%) |
| V.A.T. | | 9,091.49 | | | 7,624.16 | | |
| GROSS TOTAL | | 990,451.70 | | | 126,440.68 | | |



Planning Obligations - West
 The Deane House
 Belvedere Road
 Taunton
 Somerset
 TA1 1HE

COMMUNITY INFRASTRUCTURE LEVY ANNUAL REPORT

PARISH COUNCIL:

Reported year:

Total CIL receipts for reported year: £62,478.64

Total CIL expenditure for reported year: £130,000.00

Summary of CIL expenditure:

| Item | Amount (£) | Spending Justification – Compliance with CIL Reg. 59C |
|-------------------|-------------------|---|
| 28-30 Fore Street | £130,000 | Purchase of Office building to enable growth to provide services to the public. |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

NB: All CIL monies must be spent within 5 years of receipt.

Total value of CIL receipts, subject to notices served in accordance with Regulation 59E during the reported year, required to be repaid to Somerset - West: £ 0

Total value of CIL receipts, subject to notices served in accordance with Regulation 59E during any year, not yet repaid to Somerset - West: £ 0

Total CIL receipts from this reported year retained for future spending: £62,478.64

Total CIL receipts from previous years retained for future spending: £314,106.14

Copy of report to be emailed to planningobligations@somerset.gov.uk

Report to be published on Parish Council website by 31 December.

Devolution Working Group

26 April 2024

Present: Cllrs J Cole, C Govier J Lloyd.

Officers: Town Clerk – David Farrow (DF), Deputy Clerk – Alice Kendall (APK) & Open Spaces Manager – Darren Hill (DH)

1. Election of Chair

- Agreed to elect Cllr J Cole as Chairman.

2. Terms of Reference

- Draft ToR noted. APK to update to new format and present to P&F Committee for sign off.

3. 2024/5

a. Toilets

Clerk is currently working with J Stevens at Somerset Council to work out details and MOU for cleaning services. Current contract is with IDVerde who are suggesting TUPE is involved. DF is challenging this. Cemetery Toilet hasn't been included thus far, but the Clerk was tasked with reviewing to allow access to those requiring it.

b. Hanging Baskets/Planters

A draft MOU had been received which APK & DH were challenging with regard to service received as well cost.

c. CCTV

The Clerk reported that he is discussing the upgrades costings as reported at a previous meeting. Annual cost is OK.

d. Park Security

This will be covered by a MOU, is currently being done by Somerset Council staff as no contract in place and is cheaper. Insurance liability to be reviewed going forward.

e. St John's School Crossing Patrol

This has come in under budget.

f. Highways Steward Functions

DF & DH have been struggling to get a meeting in the diary with anyone from the highways department. It was noted that the model is unlikely to fit with Wellington's needs and that duties will likely feed into an additional Community Warden role.

4. Preparation for 2025/6

a. Parks and Open Spaces

DH has met with the team at Somerset Council and will do so again in May to continue review. He is working on getting mapping data as promised. Intention is to present options for managing the grounds service i.e. in house or contracted out to the September Council meeting at the latest.

b. Cemetery

Somerset Council has indicated that it is prepared to consider handing over ownership of cemetery to the Town Council. DF said that the Council would probably not be interested in managing burials as that requires specialist skills/qualifications but that arrangements could be made with Somerset Council in relation to those. It was noted that cemetery maintenance will lead into the wider work for assessing how the Council operates open spaces (i.e. in house team or contract out)

5. Date of Next Meeting

24 May 2024 at 10.00am