

WELLINGTON TOWN COUNCIL MINUTES 1 MAY 2024

MINUTES OF THE ANNUAL MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON WEDNESDAY 1 MAY 2024 AT 7.00PM

PRESENT: Councillor J Lloyd (Mayor)
 Councillors M Barr, C Booth, J Cole, C Govier, M Lithgow, M McGuffie, S Mercer, S Pringle-Kosikowsky, J Thorne and K Wheatley,

IN ATTENDANCE: David Farrow (Town Clerk)
 Alice Kendall (Deputy Clerk)
 Darren Hill (Open Spaces Manager) (until minute 9)
 Six members of the public
 One member of the press

Before the commencement of the meeting, Councillor Barr, as outgoing Mayor, was presented with a bible from Churches Together in Wellington.

1 TO ELECT THE MAYOR FOR 2024/25
RESOLVED to elect Councillor J Lloyd as Mayor for 2024/25.

During this item, Councillor Booth arrived at the meeting.

2 TO ELECT A DEPUTY MAYOR FOR 2024/25
RESOLVED to elect Councillor C Govier as Deputy Mayor for 2024/25.

3 APOLOGIES
 Apologies were received from Councillor A Govier. The Clerk reported that Councillor Z Barr had informed the Chairman of her resignation, and that the vacancy will be advertised as appropriate in due course.

4 DECLARATIONS OF INTEREST
 Councillor J Lloyd declared a personal interest in agenda item 13a (renewal of subscriptions) as a director of SALC.

Councillor Thorne declared a prejudicial interest in agenda item 20b (correspondence) as a member of the Conservative Club.

5 MINUTES
RESOLVED to approve the minutes of the Planning and Full Council meetings held on 8 April 2024 after having an appropriate summary of the confidential minute being added.

6 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC
 No members of the public wished to speak.

7 TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM
 Sergeant O'Connor had provided a report prior to the meeting which the Clerk had circulated by e-mail. He was pleased to mark one year in post and thanked Councillor Barr for his work as Mayor. He gave updates on spikes in some crimes and noted there had been spikes in certain statistics. One of these being 'offence against the person' numbers being increased by online activities, especially with secondary school aged children. He is working with the

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school to address this. Updates on other matters in the town were given, including the arrest of two suspects following theft at Brock's Convenience Store.

Councillors asked about a larger police presence in the town that day, Sgt O'Connor reported that a shoplifter had been arrested, the suspect being previously known to the local policing team.

Councillors congratulated Sgt O'Connor in securing an additional PC to his team.

At this juncture, it was agreed to bring forward agenda item 21 (Open Spaces)

8 OPEN SPACES

- a. **Update from the Open Spaces Manager** – more information and an update was given on the progress with the Green Flag status for Wellington Park and preparations for the In Bloom competition. The Open Spaces Manager and the Town Clerk will be working on proposals for 25/26 which will be presented to Council in September for final approval before the budget setting process. He is confident that a service will be in place before any assets are transferred so there is no gap in maintenance etc.
- b. **To consider approving delegated authority to the Town Clerk to authorise expenditure of up to £10,000 from the Open Spaces Development Reserve**

RESOLVED to approve delegated authority to the Town Clerk to authorise up to £10,000 of expenditure for items required for the current Community Warden team. However, the spend to be met by codes within the Community Warden cost centre rather than the Open Space Development Reserve. It was noted that this may cause some codes to be marked as overspent.

9 FINANCE COMMITTEE

The draft minutes of the meeting held on 12 March 2024 were circulated for information and consideration. Councillor M Lithgow provided a brief update. The Committee made the following recommendations:

- a. That the updated Grants Policy, Application Form and Guidance Notes be adopted.

RESOLVED to adopt the updated Grants Policy, Application Form and Guidance Notes.

10 POLICY AND RESOURCES COMMITTEE

The draft minutes of the meeting held on 12 March 2024 were circulated for information and consideration. Councillor C Govier gave an update. The Committee made the following recommendations:

- a. The new committee structure be adopted (attached)

RESOLVED to adopt the updated committee structure.

11 APPOINTMENT OF COMMITTEES INCLUDING MEMBERSHIP AND TERMS OF REFERENCE

a. Policy & Finance Committee

i. Terms of Reference

Draft Terms of Reference were circulated with the agenda. After some discussion, it was noted that the Deputy Clerk will update item 6.2 on this document, and all the

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others presented on the agenda, to allow for cancellation of a meeting if there is insufficient business. It was further **RESOLVED** to adopt the terms of reference after adding a cumulative spending cap of £15,000 per year.

ii. **Membership**

RESOLVED to set the membership at nine Councillors and for 2024/25 will comprise of Councillors M Barr, C Cole, A Govier, C Govier, M Lithgow, J Lloyd, S Mercer, S Pringle-Kosikowsky and J Thorne.

b. Environment Committee

i. **Terms of Reference**

RESOLVED to adopt the terms of reference after adding a cumulative spending cap of £15,000 per year.

ii. **Membership**

RESOLVED to set the membership at seven Councillors and for 2024/25 will comprise of Councillors C Booth, C Govier, M Lithgow, M McGuffie, S Pringle-Kosikowsky and K Wheatley (1 vacancy).

c. Community Committee

i. **Terms of Reference**

RESOLVED to adopt the terms of reference after adding a cumulative spending cap of £15,000 per year.

ii. **Membership**

RESOLVED to set the membership at seven Councillors and for 2024/25 will comprise of Councillors C Both, J Cole, A Govier, C Govier, M Lithgow, J Lloyd, and M McGuffie.

d. Economic Development Committee

i. **Terms of Reference**

RESOLVED to adopt the terms of reference after adding a cumulative spending cap of £15,000 per year.

ii. **Membership**

RESOLVED to set the membership at seven Councillors and for 2024/25 will comprise of Councillors C Both, M Lithgow, J Lloyd, M McGuffie, S Mercer, J Thorne and K Wheatley.

e. Planning Committee

i. **Terms of Reference**

RESOLVED to adopt the Terms of Reference.

ii. **Membership**

RESOLVED to set the membership at nine Councillors and for 2024/25 will comprise of Councillors C Booth, A Govier, C Govier, J Lloyd, M McGuffie, S Mercer, S Pringle-Kosikowsky and J Thorne (1 vacancy).

At this juncture, it was agreed to bring forward agenda item 20 (Abbeyfield) and Councillor Barr left the meeting without giving apologies.

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12 ABBEYFIELD – IVY HOUE AND THE OLD VICARAGE

The Clerk gave a brief update and reported that he was working on the position of a previous Council resolution to consider purchase of the buildings as a last resort. However, it must be noted that any transfer as a going concern has to be made with an existing housing provider. There is a Non-Disclosure Agreement in place so some conversations will have to be in private session. He and Councillor C Govier are working with Citizens Advice Somerset to provide advice to the residents.

During this item, Councillor Thorne left and returned before the next item.

13 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

It was noted that new model Financial Regulations are due to be published soon by NALC which will in turn affect some items in Standing Orders. The updated documents will be presented to the Policy & Finance Committee for review when available.

14 TO REVIEW AND ELECT REPRESENTATIVES TO OUTSIDE BODIES

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 M Barr
- h. **Representative Governor at Wellington School** Councillor K Wheatley
- i. **Wellington One** Councillors A Govier and M McGuffie
- j. **Basins Volunteer Group** Councillor M Barr
- k. **Local Community Network** Councillor C Govier

15 RENEWAL OF ANNUAL SUBSCRIPTIONS

- a. **Somerset Association of Local Councils (SALC)**

RESOLVED to renew the subscription to SALC.

Councillor Booth left the room.

- b. **The Community Council for Somerset (CCS)**

RESOLVED to renew the subscription to CCS.

- c. **The Society of Local Council Clerks (SLCC)**

RESOLVED to renew the subscription to SLCC.

Councillor Booth returned.

16 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.

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17 CALENDAR OF MEETINGS FOR 2024/25

RESOLVED to adopt the calendar of meetings after changing the start time of committees to 6pm.

18 COUNCILLOR ATTENDANCE

The Summary of Councillor’s attendance was noted.

19 YEAR END ACCOUNTS AND ANNUAL RETURN 2023-24

a. Year End Bank Reconciliation

RESOLVED to approve the year end bank reconciliation.

b. Summary of Funds Report 2023-24

RESOLVED to approve the Summary of Funds Report.

c. Internal Auditor’s Report 2023-24

RESOLVED to note the Internal Auditor’s report.

d. AGAR Section 1 - Annual Governance Statement

Having noted the comments from the Internal Auditor indicating that a ‘No’ response should be given for item 3, it was **RESOLVED** that it was appropriate for ‘Yes’ responses to be given for all items on Section 1.

e. AGAR Section 2 – Accounting Statements (attached)

RESOLVED to approve Section 2.

f. Draft notice of Exercise of Public Rights (attached)

RESOLVED to approve the notice for the Exercise of Public Rights, noting the dates being Monday 3 June – Friday 12 July 2024.

20 CLERK’S REPORT

The report was noted.

21 CORRESPONDENCE

a. Request from Wellington Khaki Sox Baseball Team (attached)

RESOLVED to approve a sponsorship of the event at £50.

b. Request for comments on an application to vary club premises certificate at Wellington and District Conservative Club (attached)

Having declared a prejudicial interest, Councillor Thorne left the meeting.

Agreed to note the application.

Councillor Thorne returned to the meeting.

The meeting closed at 9.05pm

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REPORT OF THE TOWN CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE TOWN COUNCIL 3 JUNE 2024

1. Introduction

This report will update councillors on matters not covered elsewhere on the agenda. Given that all the committees have met during May most Council business is referenced in the minutes of the respective meetings.

2. Other Matters

- With the agreement of the Mayor I have authorised work to repair and replace Emergency Lighting in the Council Offices under para 4.5 of Financial regulations allow me to authorise expenditure of up to £500 in the case of extreme risk to the delivery of Council services and where in my judgement it is necessary to carry out the work so long as I inform the Mayor as soon as possible and the Council as soon as possible after that. Work covered includes repair, replacement or other work. My view was that not having effective emergency lighting in place in the office was at best an extreme risk to Council staff and therefore services and at worst meant we were non-compliant with Fire Regulations. The cost of the work is £481.35 and will be undertaken by Coomber Security.
- The first meeting of the Station Working Group took place on Friday 24 May and was attended by Simon Fox of Somerset Council and Louise Baugh of Swan Paul Partnership, a landscape architect working with West of England Developments on the Station Square concept. It was agreed that we will set time aside at the Visioning Session on the 12 June to look at and comment on what is being proposed.
- The second meeting of the Devolution Working Group also took place on the 24 May and reviewed documentation received from Somerset Council including a detailed lists of green spaces which the Council will be responsible for in April 2025. This will be reported to the next meeting of the Policy and Finance Committee.
- The Planning Inquiry for the footpath from Weavers Reach to Burchills Hill took place on the 14 and 15 May – we await the outcome.

3. Communications and Social Media

In the time period from 26th April – 23rd May, Wellington Town Council's Facebook page has reached an estimated 44.2k accounts with 934 content interactions. These numbers are increases on the previous 28 days by 583% and 217% respectively. We can thank this large increase in engagement to our upcoming D-Day 80th Anniversary events as these have proved popular in the Wellington and Taunton area as well as further afield due to the 1940's theme being a big draw for a lot of people. As well as this, we have seen excellent levels of interaction on our posts sharing the work the Community Warden is doing around town in our "Community

Warden Round Up”. This is a new post style that we are trying out and will be sharing a collection of photos of the Community Warden’s work either weekly or bi-weekly. The Project Assistant will be working with the Community Warden and Open Spaces Manager to take pictures of the work done in a “before and after” style.

Our top five liked posts have been:

1. Tulip bulbs in Wellington Park – 78 reactions
2. First Community Warden Round Up (10th May) – 53 reactions
3. Happy 64th Birthday to Perry’s – 50 reactions
4. Advertising The Liberty Sisters will be at Street Fair – 23 reactions
5. Mayor Lloyd pitching first ball at baseball game – 21 reactions

The week running up to the Street Fair and Beacon Lighting will be very busy and the events will be documented in posts and stories on Instagram and Facebook.

In terms of our other communications, we now have 117 newsletter subscribers and will be releasing our fourth newsletter on Friday 7th June. Newsletter subscription has declined but we hope to encourage more sign-ups at the Street Fair.

4. Monthly Bank Reconciliation

Will be discussed at the June meeting of the Policy & Finance Committee.

5. June Meetings/Events

Date	Time	Event	Location	Who Involved
3 June	6.00pm (tbc)	Planning Committee	URC Hall	Committee Members
3 June	7.00pm	Full Council	URC Hall	All
6 June	7.00pm	D-Day Event/beacon Lighting	Wellington Park	Mayor and any available councillors
8 June	11.0am	RBL D-Day Commemoration	Wellington Park	Mayor and any available councillors
10 June	6.00pm	Policy and Finance Committee	URC Hall	Committee Members
12 June	10.30	Town and Parish Clerks Briefing	Virtual	Town Clerk
12 June	1.30pm	One Team Meeting	Christian Centre, Rockwell Green	Councillor links
12 June	6.00pm	Informal Visioning Meeting	URC Hall	All
16 June	2.00pm	The Installation of the Reverend Canon	Wells Cathedral	Mayor

		Toby Wright as Dean of Wells		
17 June	6.00pm	Community Committee	URC Hall	Committee members
19 June	6.00pm	Environment Committee	URC Hall	Committee Members
20 June	10.00am	Officers Devolution Working Group with Somerset Council	Council Offices	Council Officers
21 June	10.30am	Councillor Devo Working Group	Council offices	Working Group Members
25 June	7.00pm	St John Ambulance Youth Presentation	Wellington Methodist Church	Mayor
26 June	10.30am	Town and Parish Clerks Briefing	Virtual	Town Clerk
26 June	1.30pm	Multi Agency Meeting re Kings Arms	Court Fields School	Town Clerk, Community Connect Officer

6. Annual Leave

Assets and Events Officer – 11 June

Open Spaces Manager – 12 – 14 June

Deputy Clerk/RFO – 20 – 26 June

Dave Farrow

Town Clerk

24 May 2024

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE AND POLICY COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 13 MAY 2024 AT 6.00PM

PRESENT: Councillor M Lithgow (Chair),
Councillors M Barr, C Cole, A Govier, C Govier, S Pringle-Kosikowsky and J Thorne.

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

As Chair of the former Policy & Resources Committee, Councillor C Govier opened the meeting.

22 TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR

RESOLVED to elect Councillor M Lithgow as Chairman.

23 TO ELECT A VICE CHAIRMAN FOR THE FORTHCOMING YEAR

RESOLVED to elect Councillor J Cole as Vice Chairman.

Councillor M Barr arrived at the meeting.

24 APOLOGIES

Apologies were received from Councillor J Lloyd who was carrying out Mayoral duties.
Councillor S Mercer was absent.

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

26 PUBLIC PARTICIPATION

One member of public spoke in favour of the Mayor travelling to Torres Vedras, Portugal to strengthen links with the Twinned Town as the links relate to the Duke of Wellington. It was suggested that a visit for their Annual Day would be appropriate as well as the Carnival visit.

Councillor M Barr left the meeting.

27 MINUTES

RESOLVED to approve and sign the minutes of the Finance and Policy and Resources Committees held on 17 April 2024.

28 SUB-COMMITTEE AND WORKING GROUP TERMS OF REFERENCE AND MEMBERSHIP

The Committee has appointed the following sub-committees and working groups as part of its Terms of Reference, their membership and Terms of Reference were considered.

(a) HR Sub-Committee

RESOLVED to accept and adopt the terms of reference as presented.

RESOLVED to set membership as Councillors C Govier, M Lithgow and S Pringle-Kosikowsky.

(b) SLA Review Working Group

RESOLVED that this group be re-named External Funding Review Working Group, the updated Terms of Reference were adopted as circulated by the Deputy Clerk prior to the meeting.

RESOLVED to set membership as Councillors J Cole, M Lithgow and S Pringle-Kosikowsky.

(c) Audit Working Group

RESOLVED to accept and adopt the terms of reference as presented.

RESOLVED to set membership as Councillors J Cole, M McGuffie and J Thorne.

(d) Devolution Working Group

RESOLVED to accept and adopt the terms of reference as presented.

It was noted that membership has already been set as Councillors J Cole, C Govier and J Lloyd

29 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 7 MAY 2024

RESOLVED to approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 10 APRIL – 7 MAY 2024

RESOLVED to note an approve the expenditure.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 10 APRIL – 7 MAY 2024

RESOLVED to note an approve the income.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2024-25 YEAR AS AT 7 MAY 2024 (attached)

RESOLVED to note an approve the budget report. Particular note was made of the overspend on Business Rates for 28-30 Fore Street. The Deputy Clerk reported that she was looking into what relief schemes the Council would be eligible for.

30 BANKING ARRANGEMENTS

- (a) **RESOLVED** to approve the addition of Councillors S Mercer and S Pringle-Kosikowsky as Lloyds signatories.
- (b) **RESOLVED** that the Mayor (Councillor J Lloyd) and Deputy Mayor (Councillor C Govier) be confirmed as signatories for the Council's saving accounts held with Nationwide, the Cambridge Building Society and Cambridge and Counties.
- (c) **RESOLVED** to approve a debit card for the Open Spaces Manager.

31 DEVOLUTION WORKING GROUP

The notes from the meeting held 26 April were noted, Councillor Cole and the Clerk gave an update. It was agreed that the maintenance of the Cemetery was an important service to take on to improve upon the current situation. Within this context, the Open Spaces Manager is also considering the set up of 'Friends of' type groups to assist in delivery. Councillor A Govier asked that the Clerk and Open Spaces Manager copy him on e-mails to Somerset Council so that he can follow up with their officers in his capacity as Somerset Councillor to try and improve the blocks being experienced.

32 ST JOHN'S CROSSING PATROL

RESOLVED to note and approve that the shortfall of funding for the Crossing Patrol at St John's Primary School is £460. The Council had previously agreed allocation of £690 from the Community Services & Priorities budget.

33 LONGFORTH ROAD TOILET BLOCK

- (a) To consider additional project management requirements.
- (b) To consider design options for replacement buildings to inform work on costings.

After some discussion, it was **RESOLVED** that:

- The building should consist of 2 no. cubicles, 1 no. accessible/disabled cubicle plus storage area,
- The building should have a 'flat' roof construction,
- Ravenslade be appointed for further project management work as required to a maximum of £4,750. The Clerk and Deputy to review with them the hours required, and
- That a Working Group be formed to assist the Assets and Events Officer in preparing specifics to move the project forward outside of formal meetings. Councillors A Govier and J Lloyd were appointed.

- (c) To consider placing the Monument Planter on the site as part of any landscaping scheme.

RESOLVED that the Monument Planter be included in the site, the abovementioned Working Group to review overall landscaping and street furniture on the site.

34 WORK PLAN 24/25

The Clerk reported that a timetable/overview will be compiled for the review of Standing Orders, Financial Regulations and other policies and procedures including those relating to

HR being reviewed by Worknest. Councillors should get in touch with the Clerk or Deputy Clerk with any suggestions for the Work Plan.

35 TO CONSIDER EXCLUDING MEMBERS OF THE PRESS AND PUBLIC
RESOLVED to exclude the press and public under Schedule 12A of the Local Government Act 1972. Reason: taken from legislation Information relating to the financial or business affairs of any particular person (including the authority holding that information).

36 UPDATE ON IVY HOUSE AND THE OLD VICARAGE
The contents of this minute are confidential.

Councillor C Govier left the meeting.

37 EQUIPMENT UPDATE
The contents of this minute are confidential.

There being no further business the meeting closed at 7.40 pm

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MINUTES OF THE WELLINGTON TOWN COUNCIL ECONOMIC DEVELOPMENT COMMITTEE MEETING HELD AT UNITED REFORMED CHURCH HALL ON WEDNESDAY 15 MAY 2024 AT 6.00PM

PRESENT: Councillor C. Booth (Chair),
Councillors M Lithgow, M. McGuffie, J. Thorne. K. Wheatley.

IN ATTENDANCE: David Farrow – Town Clerk
Annette Kirk - Assets & Events Officer
One member of the public

As Chair of the former Town Centre Committee, Councillor C Booth opened the meeting.

39 TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR

RESOLVED to elect Councillor C Booth as Chairman.

40 TO ELECT A VICE CHAIRMAN FOR THE FORTHCOMING YEAR

RESOLVED to elect Councillor M Lithgow as Vice Chairman.

41 APOLOGIES

Apologies were received from Councillor J Lloyd. Councillor S Mercer was absent.

42 DECLARATIONS OF INTEREST

No declarations of interest.

43 MINUTES

RESOLVED to approve and sign the minutes of the Town Centre Committee held on 12 March 2024.

44 PUBLIC PARTICIPATION

One member of public spoke, raising concern over the number of inappropriate shops signs that had appeared in the town centre conservation area.

45 WELLINGTON MARKET

Councillor K Wheatly updated the Committee on the current position of the town market. Wellington Independent Market will hold their first market on 21st September 2024. After much discussion it was agreed that after the September market, we look at the structure of the market for 2025. Officers will work with Wellington Independent Market to agree the number of markets, location, and trading day in readiness for submitting a road closure application for 2025.

46 EVENTS 2024/25

(a) 80TH ANNIVERSARY OF D-DAY EVENTS

Project plans for Street Fair on Saturday 1st June and Thursday 6th June were circulated to the Committee. No questions were raised. Councillor McGuffie wanted it noted what a commendable effort the Council Officers had put in to pull both events together.

(b) 2024 Events in Diary – Information Only:

Remembrance – Armistice Day – Monday 11th November
Remembrance Sunday - 10th November
Christmas Market and Lights Switch on – Saturday 30th November.

47. WORKING GROUP TERMS OF REFERENCE AND MEMBERSHIP

- (a) **RESOLVED** to accept and adopt the Event Working Group terms of reference as presented.
- (b) **RESOLVED** to set the membership as Councillors C Booth, C Govier, and J Lloyd

48 HERITAGE UPDATE

A report from Amy Kemmish, Project Manager, Somerset Council – Heritage at Risk was available to the Committee to read and ask questions. The Town Clerk confirmed that the Heritage at Risk Team was now solely focussed on the Levelling Up Bid work at Tonedale Mill and Toneworks so any other matters relating to the conservation area and Rockwell Green Water Towers would be for the Town Council to raise. He reminded the Committee that a budget had been set aside for 2024/5 for specialist heritage support for this reason and that it may want to consider how it wanted to use that.

49 CORNHILL VICTORIAN LANTERN

RESOLVED to approve the quotation from Gown Engineers for £650.00 and additional fee of £350.00 should a return visit be needed to assess and advise on the installation of the lantern. The Assets & Events Officer to work with Gown Engineers and look at other possible locations in Cornhill.

50 WORKING PLAN

The Committee members to come back with ideas to cover the scope of economic development in the town e.g. events, market arrangements, conservation area, the promotion of Wellington, tourism, Heritage action plan.

Councillors to get in touch with the Clerk or Assets & Events Officer

There being no further business the meeting closed at 7.15 pm.

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**MINUTES OF THE WELLINGTON TOWN COUNCIL COMMUNITY COMMITTEE MEETING
HELD AT UNITED REFORMED CHURCH HALL ON WEDNESDAY 20 MAY 2024 AT 6.00PM**

PRESENT: Councillor C. Govier (Chair),
Councillors C Booth, A Govier, J Lloyd and M McGuffie

IN ATTENDANCE: David Farrow – Town Clerk
Peter Joint – Community One Team Co-ordinator/Area Community Connect
Champion

As Mayor Councillor J Lloyd opened the meeting.

51 TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR

RESOLVED to elect Councillor C Govier as Chairman.

52 TO ELECT A VICE CHAIRMAN FOR THE FORTHCOMING YEAR

RESOLVED to elect Councillor C. Booth as Vice Chairman.

53 APOLOGIES

Apologies were received from Councillor J Cole. Councillor M Lithgow was absent.

54 DECLARATIONS OF INTEREST

No declarations of interest.

55 PUBLIC PARTICIPATION

No members of the public were present.

56 TO APPROVE TERMS OF REFERENCE OF SUB COMMITTEES/WORKING GROUPS

RESOLVED to approve the terms of reference for the Kings Arms Working Group.

57 COMMITTEE WORK PLAN

After some discussion **RESOLVED** that the following would constitute the Committee's Work Plan for 2024/5:

- (i) The development of a Community Development Plan
- (ii) The development of a Children and Young People's Plan
- (iii) The development of a Community Engagement Plan
- (iv) The Kings Arms Community Hub Project
- (v) Council Offices – maintenance plan development and to consider commissioning a review of how to improve the energy efficiency of the building.
- (vi) Twinning – to consider the Council's role in twinning arrangements going forward.
- (vii) Emergency Plan Implementation (when approved by Council)
- (viii) To consider the Councils role in early help/intervention in light of Somerset Council's ongoing financial situation.

It was further **RESOLVED** that following the Climate Change Workshops officers should develop proposals and costings for further consideration by the Committee for carrying out an energy efficiency audit of the Councils offices. The commission to include estimated costs of any proposed work.

58 POP-UP SHOP

The Town Clerk reported that the Pop-Up Shop was fully booked for the remainder of this year.

59 TO RECEIVE AN UPDATE FROM THE WELLINGTON ONE TEAM/COMMUNITY CONNECT CHAMPION

It was agreed that this had been covered in discussions about the Work Plan under agenda item 7.

60 WELLINGTON 'TOGETHER' EVENT

Papers had not been received prior to the meeting so had not been circulated. The Town Clerk explained that Somerset Diverse Communities were interested in running a Together Event in Wellington similar to events they are running and have run in other towns in Somerset including Yeovil, Taunton and Bridgwater celebrating the cultural diversity of the towns.

RESOLVED to recommend to the Town Council that it supports the proposal to hold a Together Event in Wellington in principle and that Councillor C Govier act as the councillor link with the project along with the Town Clerk.

There being no further business the meeting closed at 7.30 pm.

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Councillor C Govier - Chair

MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT AND COMMITTEE HELD AT UNITED REFORMED CHURCH HALL ON WEDNESDAY 22 MAY 2024 AT 6.00 PM

Present: Councillor M McGuffie (Chairman)
Councillors C Booth, C Govier, M Lithgow and S Pringle-Kosikowsky

In attendance: David Farrow (Town Clerk)
Darren Hill (Open Spaces Manager)
Stephen Tate -Climate Change Project Officer (online)
Steve Saunders, Footpath Volunteer Coordinator for agenda item 7.

Councillor J Thorne
One member of the press
One member of the public

61. TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR

Councillor M McGuffie was elected as Chairman for the forthcoming year.

62. TO ELECT A VICE CHAIRMAN FOR THE FORTHCOMING YEAR

Councillor S Pringle-Kosikowsky was elected a Vice Chairman for the coming year.

63. APOLOGIES

There were no apologies.

64. DECLARATIONS OF INTEREST

There were no declarations of interest.

65. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

A member of the public raised concerns about the condition of the footpath at Crosslands, the lack of a public footpath sign in Tonedale, the need for clearing of footpaths in the Tonedale area and the amount of litter in the park particularly in the summer and on the football pitch.

Councillor J Thorne spoke in support of agenda item 14 the Highways England Tree Planting Proposal.

66. FOOTPATH UPDATE

- (i) Steve Saunders provided an update on the work of the footpath volunteers and said that he would pick up the points made by the member of the public earlier in the meeting. The Open Spaces Manager reported that some people had indicated a willingness to volunteer in his Open Spaces Survey. The Town Clerk suggested that a meeting be convened in relation to this and the next item on the agenda.
- (ii) Letter from Somerset Council's Service Manager – Rights of Way – after some discussion it was agreed that the Town Clerk would

write to the Service Manager saying that in principal the Council was willing to explore taking on more responsibility but that more detailed information was needed to allow an in practice decision to be made.

67. CLIMATE CHANGE PLAN UPDATE

- (i) Climate Change Strategy Workshops
The Town Clerk provided an outline of what had been discussed at the workshops and also said that time would be set aside at the Council Visioning Session on the 12 June to discuss the plan in more detail.
- (ii) Pop up Climate Survey Results – these had been circulated with the agenda and would form the basis of further work.

The Town Clerk also advised that he was in discussions with the Climate Change Project Officer about extending his contract given the amount of work that was required to continue moving the project forward.

68. GREEN CORRIDOR ADVISORY BOARD

The meeting had taken place the previous evening so notes of the meeting weren't yet available. The Town Clerk advised that the meeting had considered the grass cutting plans for the corridor so that the Open Spaces Manager could begin to approach contractors to get prices.

69. WELLINGTON COMMUNITY FOOD FUNDING REQUEST

A paper had been circulated with the agenda. It was **RESOLVED:**

- (i) To provide funding of £2,405.60 as a contribution to match funding to be drawn from the Green Corridor Budget.
- (ii) To approve the installation of additional structures on the farm site and the ground works required for that and for installing a water supply as set out in the report.

At this juncture Councillor C Booth gave his apologies and left the meeting.

70. GREEN CORRIDOR AND ENVIRONMENTAL IMPROVEMENTS BUDGETS 2024/5

Papers outlining work being undertaken to plan spend against the budgets were circulated with the agenda and were noted and the following decisions made. It was **RESOLVED:**

- (i) That Mike Fletcher be commissioned to undertake fencing works associated with improving safety in the Green Corridor at a price of £3,297.87.
- (ii) That the notice board at Wellington Park should be replaced at a cost of £1,663.23 and £300 installation in preparation for the Green Flag assessment process. The design as set out in the paper with the addition of Town Council crests.

(iii) That two heritage 'Keep off the Grass' signs be ordered at a cost of £50 each plus £100 installation each in preparation for the Green Flag assessment process.

71. OPEN SPACES SURVEY UPDATE

A summary of the responses received to date was noted.

72. TOWN CENTRE AND PARK PLANTING

A paper had been circulated with the agenda. It was **RESOLVED:**

- (i) That the updated maintenance costs for the watering of the town centre beds, tubs and living walls be accepted being still within the budget previously set.
- (ii) That Council officers be given delegated spending authority to use the remainder of the Town Centre Planting Budget to contract additional watering if required.

73. HIGHWAYS ENGLAND TREE PLANTING PROPOSAL

RESOLVED that officers should proceed with discussion with Highways England in relation to the proposed planting proposal.

74. PLAY AREAS

- (i) The committee noted the RoSPA reports for the Burchills Hill and Richards Close Play Areas.
- (ii) Quotes had not been received for the work required. It was **RESOLVED** that to enable essential repairs to progress quickly officers be authorised to spend up to £4,000 from the Play Areas Budget.

75. ALLOTMENTS UPDATE

- (i) The notes of the Basins Allotments Advisory Board held on the 22 April 2024 were noted.
- (ii) It was **RESOLVED** to approve expenditure of up to £1400 from the Allotments Budget to allow officers to order skips as and when needed.

There being no further business the meeting closed at 7.25pm

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Councillor M McGuffie
Chairman

WELLINGTON TOWN COUNCIL MEETING**3 June 2024****Repairs to the Basins Causeway****1. Introduction**

1.1 The purpose of this paper is to seek the Council's authority to progress work to undertake repairs to the Basins causeway.

2. Background

2.1 It has been noticed that the surface of the causeway has been deteriorating and sinking above the pipe linking the two basins. There is now a significant dip towards the edge of the road surface suggesting there may have been some movement beneath it. A photograph is attached to this paper.

2.2 The Council will recall that the causeway is part of the Crown Estate Title that we are in the process of purchasing but as yet that has not been completed and so it remains held by the Crown Estate.

2.3 Councillors will also recall that the Crown Estate will not undertake any repairs or give authority to us to undertake repairs neither will it say that we cannot undertake repairs.

2.4 Given that there has been a noticeable deterioration the risk of not addressing the issue quickly means that further deterioration may take place requiring more substantial and costly repair work.

2.5 RW Gale has provided a quote to (a) excavate the area to ascertain the cause of the damage and (b) take remedial action to address the subsidence and re-surface the road. The quote is attached to this report.

3. Considerations

3.1 The Council is asked to consider accepting the attached quote from RW Gale for the work outlined noting that in carrying out the work we will be proceeding 'at risk' as the Town Council does not formally own the land and noting that the causeway will have to be closed for two days whilst the work is undertaken.

Dave Farrow

Town Clerk



R.W.GALE Ltd

Civil Engineering & Surfacing Contractors

Unit 4, Tonedale Ind. Est, Milverton Road, Wellington, Somerset TA21 0AN

Tel – 01823 663825

Fax – 01823 665722

Email – office@rwgale.co.uk

Web – www.rwgale.co.uk

Company No: 5514776

VAT Number: 586 006 828

Friday, 24 May 2024

Wellington Town Council
28 Fore Street
Wellington
Somerset
TA21 8AD

GROUNDWORKS AT THE BASINS

Dear Darren,

Further to your recent enquiry for the above works we are pleased to quote you our lump sum prices plus VAT as set out below to supply all the necessary plant labour and material to carry out the following work

1. Carefully excavate area around pipe/sunken area to ascertain cause of sinkage
£412.00+VAT
2. Allow to excavate around pipe, mass fill with concrete and reinstate road surfacing
£879.20+VAT

We would like to take this opportunity to draw your attention to the following items

- 1 All amounts quoted are subject to VAT and are payable 14 days from invoice latest date all in accordance with our terms and conditions
- 2 Our price will be held for 60 days
- 3 The road would need to be closed for two days

We trust that the above will be of use to you as we await your reply

Yours faithfully



David Lacey

R W Gale Ltd