

MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY AND FINANCE 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 with a deadline of 31st July for the comparative plans to be presented to the Council. 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 Clerk gave an update on a recent working group meeting as a non-disclosure agreement is in place, information cannot be published at the time of writing.

Councillor C Govier left the meeting.

37 EQUIPMENT UPDATE
Further information was requested from the person in receipt of the Council equipment.

There being no further business the meeting closed at 7.40 pm

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Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFO Date: 04/06/2024
Name and Role (Clerk/RFO etc)

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

	Bank Reconciliation at 04/06/2024		
	Cash in Hand 01/04/2024		921,528.82
	ADD Receipts 01/04/2024 - 04/06/2024		961,954.71
			1,883,483.53
	SUBTRACT Payments 01/04/2024 - 04/06/2024		215,197.02
A	Cash in Hand 04/06/2024 (per Cash Book)		1,668,286.51
	Cash in hand per Bank Statements		
	Petty Cash 04/06/2024	0.00	
	Lloyds Current Account 2195145 04/06/2024	27,836.94	
	Lloyds Deposit Account 07788306 04/06/2024	984,714.01	
	Lloyds Treasurers PC 87331468 04/06/2024	603.79	
	The Cambridge Building Society Cl 04/06/2024	204,644.36	
	Cambridge & Counties 15020773 04/06/2024	268,310.74	
	Nationwide 01343556 04/06/2024	211,264.92	
			1,697,374.76
	Less unrepresented payments		29,143.64
			1,668,231.12
	Plus unrepresented receipts		55.39
B	Adjusted Bank Balance		1,668,286.51
	A = B Checks out OK		

Wellington Town Council
Uncashed payments/transfers out (All banks)
(Upto 04/06/2024)

Voucher	Date	Cheque No.	Description	Total	Bank
62	19/04/2024	Direct Debit	ID Cards	9.58	Lloyds Current Account 2
102	02/05/2024	BACS	Sponsorship	50.00	Lloyds Current Account 2
148	17/05/2024	BACS	Deductions - May	6,080.99	Lloyds Current Account 2
150	17/05/2024	BACS	Superann - May	5,786.36	Lloyds Current Account 2
152	28/05/2024	BACS	IT Support	466.80	Lloyds Current Account 2
153	28/05/2024	BACS	Skip for Allotments	420.00	Lloyds Current Account 2
154	28/05/2024	BACS	PPE	750.48	Lloyds Current Account 2
155	28/05/2024	BACS	Tools & Sundries	74.52	Lloyds Current Account 2
156	28/05/2024	BACS	Advertisement	633.07	Lloyds Current Account 2
157	28/05/2024	BACS	Trolley	89.99	Lloyds Current Account 2
158	28/05/2024	BACS	Rake & Hex Keys	19.38	Lloyds Current Account 2
159	28/05/2024	BACS	Artwork	75.00	Lloyds Current Account 2
161	28/05/2024	BACS	Gloves	19.20	Lloyds Current Account 2
163	28/05/2024	Direct Debit	electricity for Pop-Up Shop	229.25	Lloyds Current Account 2
164	28/05/2024	BACS	Office Cleaning	114.05	Lloyds Current Account 2
165	28/05/2024	BACS	Nuts & Bolts	4.58	Lloyds Current Account 2
166	28/05/2024	BACS	IT Support & e-mail	408.00	Lloyds Current Account 2
168	28/05/2024	BACS	Gas Bill	470.06	Lloyds Current Account 2
170	28/05/2024	BACS	electricity for Street Light	325.93	Lloyds Current Account 2
172	29/05/2024	BACS	Plants (Town Centre)	18.97	Lloyds Current Account 2
173	29/05/2024	BACS	Staff Training	52.04	Lloyds Current Account 2
175	29/05/2024		New Signage	67.20	Lloyds Current Account 2
176	29/05/2024	BACS	Sound System Hire	500.00	Lloyds Current Account 2
178	30/05/2024	BACS	Cable Ties	16.70	Lloyds Current Account 2
182	30/05/2024	BACS	Signage for Consultation	76.20	Lloyds Current Account 2
184	31/05/2024	BACS	Stationery	73.12	Lloyds Current Account 2
185	31/05/2024	Direct Debit	electricity for Pop-Up Shop	229.25	Lloyds Current Account 2
186	31/05/2024	BACS	Office Cleaning	113.59	Lloyds Current Account 2
187	31/05/2024		Pop Up Shop	86.45	Lloyds Current Account 2
189	03/06/2024	Card	Tea Bags	2.30	Lloyds Treasurers PC 87:
190	03/06/2024	Card	Milk & Coffee	6.95	Lloyds Treasurers PC 87:
191	03/06/2024	BACS	Project Management Instalment	1,795.50	Lloyds Current Account 2
193	03/06/2024	BACS	Monument Planter	780.00	Lloyds Current Account 2
194	03/06/2024	BACS	Office Cleaning	113.59	Lloyds Current Account 2
195	03/06/2024	BACS	Longforth Road Toilets Modular Optic	1,680.00	Lloyds Current Account 2
196	03/06/2024	BACS	PPE	21.48	Lloyds Current Account 2
197	03/06/2024	Card	Gas for Beacon	85.49	Lloyds Treasurers PC 87:
198	03/06/2024	Card	Plunger	9.75	Lloyds Treasurers PC 87:
199	04/06/2024	BACS	Staff travel	9.75	Lloyds Current Account 2
200	04/06/2024	Direct Debit	Waste Collections	5.77	Lloyds Current Account 2
201	04/06/2024	BACS	Tank Entertainment	1,109.50	Lloyds Current Account 2
202	04/06/2024		Town Centre Watering and maintenai	6,262.80	Lloyds Current Account 2
Total-----				29,143.64	

Wellington Town Council
Uncashed receipts/transfers in (All banks)
(Upto 04/06/2024)

Voucher	Date	Cheque No.	Description	Total	Bank
53	03/06/2024		Toneworks Tours Donation	26.11	Lloyds Current Account 2
54	04/06/2024		Toneworks Tours Donation	29.28	Lloyds Current Account 2
			Total-----	55.39	

PAYMENTS LIST

AGENDA ITEM 5B

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
116	Internal Office Re-Decoration	08/05/2024		Lloyds Current Accou	BACS	Office Furniture	Taunton Office Furniture Si	X	75.00		75.00
119	Stationery & Postage	09/05/2024		Lloyds Current Accou	BACS	Stationery & Hand Towels	Viking	S	26.48	5.30	31.78
119	Stationery & Postage	09/05/2024		Lloyds Current Accou	BACS	Stationery & Hand Towels	Viking	S	13.98	2.80	16.78
118	Office Cleaning & Maintenance	09/05/2024		Lloyds Treasurers PC	Card	Cleaning Supplies	H T Perry & Son	S	5.15	1.03	6.18
119	Office Cleaning & Maintenance	09/05/2024		Lloyds Current Accou	BACS	Stationery & Hand Towels	Viking	S	44.99	8.99	53.98
117	Summer Street Fair	09/05/2024		Lloyds Current Accou	BACS	Lamp Post Banners	Bay Media	S	1,225.00	245.00	1,470.00
122	Cost of Living Crisis	10/05/2024		Lloyds Current Accou	BACS	Funding	Beech Grove Primary Schoo	X	2,842.50		2,842.50
120	Summer Street Fair	10/05/2024		Lloyds Current Accou	BACS	Free Parking	Somerset Council	S	905.00	181.00	1,086.00
121	Longforth Rd Toilet Refurb	10/05/2024		Lloyds Current Accou		Demolition of Toilet Block	Mercury Construction	S	23,195.11	4,639.02	27,834.13
123	Clothing/PPE	10/05/2024		Lloyds Treasurers PC	Card	Boots	Amazon	S	27.97	5.59	33.56
124	Equip. Maintenance	10/05/2024		Lloyds Current Accou		Tools & Sundries	Willis and Grabham	S	14.99	3.00	17.99
124	Equip. Maintenance	10/05/2024		Lloyds Current Accou		Tools & Sundries	Willis and Grabham	S	16.66	3.33	19.99
124	Equip. Maintenance	10/05/2024		Lloyds Current Accou		Tools & Sundries	Willis and Grabham	S	19.17	3.83	23.00
124	Sundries	10/05/2024		Lloyds Current Accou		Tools & Sundries	Willis and Grabham	S	23.50	4.70	28.20
124	Tools	10/05/2024		Lloyds Current Accou		Tools & Sundries	Willis and Grabham	S	488.05	97.61	585.66
124	Tools	10/05/2024		Lloyds Current Accou		Tools & Sundries	Willis and Grabham	S	400.00	80.00	480.00
124	Tools	10/05/2024		Lloyds Current Accou		Tools & Sundries	Willis and Grabham	S	154.17	30.83	185.00
124	Tools	10/05/2024		Lloyds Current Accou		Tools & Sundries	Willis and Grabham	S	480.00	96.00	576.00
128	Sage Payroll & HR	13/05/2024		Lloyds Treasurers PC	Card	HR System	Sage HR	S	50.60	10.12	60.72
125	Van Maintenance	13/05/2024		Lloyds Current Accou	BACS	Beacon & Signs	Screwfix	S	95.99	19.20	115.19
125	Clothing/PPE	13/05/2024		Lloyds Current Accou	BACS	Beacon & Signs	Screwfix	S	66.65	13.33	79.98
126	Van Charging	13/05/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltr	S	16.73	3.35	20.08
127	Sundries	13/05/2024		Lloyds Current Accou	BACS	PPE	Tudor Envirnomental	S	78.70	15.74	94.44
137	Staff Travelling	15/05/2024		Lloyds Current Accou	BACS	Staff travel	Mr S Tate	X	29.70		29.70
129	Hospitality	15/05/2024		Lloyds Treasurers PC	BACS	Milk	Co-op	X	1.65		1.65
132	Professional Fees	15/05/2024		Lloyds Current Accou		Climate Action Support	Centre for Sustainable Ene	S	1,140.00	228.00	1,368.00
130	Allotments	15/05/2024		Lloyds Treasurers PC	Card	Waste Removal	Biffa	S	37.50	7.50	45.00
135	Promotion of Wellington	15/05/2024		Lloyds Current Accou	BACS	Notice of Vacancy Advert	Tindle Newspapers	S	250.00	50.00	300.00
131	Town Centre Projects	15/05/2024		Lloyds Treasurers PC	Card	Compost (Town Centre Plantin	The Old Well	S	44.95	8.99	53.94
133	Town Centre Projects	15/05/2024		Lloyds Treasurers PC	Card	Plants (Town Centre)	Crocus	X	95.95		95.95
134	Summer Street Fair	15/05/2024		Lloyds Current Accou	BACS	Flyers	Carly Press	Z	82.00		82.00
136	Clothing/PPE	15/05/2024		Lloyds Current Accou		PPE	Tudor Envirnomental	S	9.99	2.00	11.99
138	Professional Fees	16/05/2024		Lloyds Current Accou	BACS	Grants Online Subscription	Grants Online	S	125.00	25.00	150.00
139	Telephone & Broadband	16/05/2024		Lloyds Current Accou	Direct Debit	Telephone & Broadband	Chess	S	135.43	27.09	162.52

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
140	Sage Payroll & HR	16/05/2024		Lloyds Current Accou	Direct Debit	Payroll System	Sage	S	48.00	9.60	57.60
141	Tools	16/05/2024		Lloyds Treasurers PC	Card	Water Carrier	Amazon	S	30.00	6.00	36.00
147	Salaries	17/05/2024		Lloyds Current Accou	BACS	Net Salaries	Various	X	14,877.38		14,877.38
148	Salaries	17/05/2024		Lloyds Current Accou	BACS	Deductions - May	HMRC	X	6,080.99		6,080.99
150	Salaries	17/05/2024		Lloyds Current Accou	BACS	Superann - May	Somerset County Council	X	5,786.36		5,786.36
146	Hospitality	17/05/2024		Lloyds Treasurers PC	Card	Tea & Milk	Co-op	X	4.15		4.15
142	Green Corridor	17/05/2024		Lloyds Current Accou	BACS	Decking plank for bridge	Buildbase	S	10.44	2.09	12.53
144	Longforth Allotment	17/05/2024		Lloyds Current Accou	BACS	Fencing (Longforth Allotments)	Abacus Construction Ltd	S	4,650.00	930.00	5,580.00
143	Sundries	17/05/2024		Lloyds Treasurers PC	Card	Screws	H T Perry & Son	S	8.53	1.71	10.24
145	Responsive Maintenance	17/05/2024		Lloyds Current Accou	BACS	Fire Alarm Call Point Replacem	Coomber Security Systems	S	107.45	21.49	128.94
149	Van Charging	17/05/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
151	Van Charging	17/05/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltd	S	15.08	3.02	18.10
167	Hospitality	28/05/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
152	IT Equipment	28/05/2024		Lloyds Current Accou	BACS	IT Support	MTMIT	S	49.00	9.80	58.80
152	IT Support & Email Hosting	28/05/2024		Lloyds Current Accou	BACS	IT Support	MTMIT	S	340.00	68.00	408.00
153	Allotments	28/05/2024		Lloyds Current Accou	BACS	Skip for Allotments	Tivvy Skip Hire	S	350.00	70.00	420.00
156	Promotion of Wellington	28/05/2024		Lloyds Current Accou	BACS	Advertisement	Tindle Newspapers	S	300.00	60.00	360.00
160	Telephone System	28/05/2024		Lloyds Current Accou	Direct Debit	Telephone System	SW Comms	S	454.67	90.93	545.60
163	Overheads	28/05/2024		Lloyds Current Accou	Direct Debit	electricity for Pop-Up Shop	SSE	L	218.33	10.92	229.25
164	Office Cleaning & Maintenance	28/05/2024		Lloyds Current Accou	BACS	Office Cleaning	AIS Cleaners	S	95.04	19.01	114.05
166	IT Support & Email Hosting	28/05/2024		Lloyds Current Accou	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
169	Electricity	28/05/2024		Lloyds Current Accou	Direct Debit	Electricity for Offices	Engie	L	247.89	12.39	260.28
170	Electricity for Street Light	28/05/2024		Lloyds Current Accou	BACS	electricity for Street Light	EDF Energy	L	310.41	15.52	325.93
154	Tools	28/05/2024		Lloyds Current Accou	BACS	PPE	Tudor Environmental	S	625.40	125.08	750.48
155	Equip. Maintenance	28/05/2024		Lloyds Current Accou	BACS	Tools & Sundries	Tudor Environmental	S	29.84	5.97	35.81
155	Equip. Maintenance	28/05/2024		Lloyds Current Accou	BACS	Tools & Sundries	Tudor Environmental	S	32.26	6.45	38.71
156	Summer Street Fair	28/05/2024		Lloyds Current Accou	BACS	Advertisement	Tindle Newspapers	S	227.56	45.51	273.07
157	Tools	28/05/2024		Lloyds Current Accou	BACS	Trolley	Screwfix	S	74.99	15.00	89.99
158	Tools	28/05/2024		Lloyds Current Accou	BACS	Rake & Hex Keys	Screwfix	S	16.16	3.22	19.38
159	Summer Street Fair	28/05/2024		Lloyds Current Accou	BACS	Artwork	Word Gets Around	X	75.00		75.00
161	Sundries	28/05/2024		Lloyds Current Accou	BACS	Gloves	Buildbase	S	16.00	3.20	19.20
162	Van Charging	28/05/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltd	S	16.41	3.28	19.69
165	Sundries	28/05/2024		Lloyds Current Accou	BACS	Nuts & Bolts	Buildbase	S	3.82	0.76	4.58
168	Gas	28/05/2024		Lloyds Current Accou	BACS	Gas Bill	TotalEnergies	L	447.68	22.38	470.06
173	Staff Training	29/05/2024		Lloyds Current Accou	BACS	Staff Training	NALC	S	43.37	8.67	52.04

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
171	TC Planting	29/05/2024		Lloyds Treasurers PC	Card	Plant Feed	The Old Well	S	6.66	1.33	7.99
172	TC Planting	29/05/2024		Lloyds Current Accou	BACS	Plants (Town Centre)	D Pollak	X	18.97		18.97
174	Van Charging	29/05/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.20		1.20
175	Weavers Reach Play Area	29/05/2024		Lloyds Current Accou		New Signage	Somerset Sign & Print Co	S	56.00	11.20	67.20
176	Summer Street Fair	29/05/2024		Lloyds Current Accou	BACS	Sound System Hire	DJ Steve	X	500.00		500.00
177	Hospitality	30/05/2024		Lloyds Treasurers PC	Card	Refreshments	Co-op	X	19.85		19.85
178	Stationery & Postage	30/05/2024		Lloyds Current Accou	BACS	Cable Ties	Screwfix	S	13.92	2.78	16.70
182	Environmental Improvements	30/05/2024		Lloyds Current Accou	BACS	Signage for Consultation	Somerset Sign & Print Co	S	63.50	12.70	76.20
179	TC Planting	30/05/2024		Lloyds Treasurers PC	Card	Plants & Feed	The Old Well	S	15.82	3.16	18.98
180	TC Planting	30/05/2024		Lloyds Treasurers PC	Card	Compost (Town Centre Plantin	The Old Well	S	179.80	35.96	215.76
181	Van Charging	30/05/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
183	Van Charging	30/05/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltd	S	14.70	2.94	17.64
184	Stationery & Postage	31/05/2024		Lloyds Current Accou	BACS	Stationery	Viking	S	60.93	12.19	73.12
188	Stationery & Postage	31/05/2024		Lloyds Treasurers PC	Card	Stickers & Hooks	W H Smith	S	7.07	1.41	8.48
185	Overheads	31/05/2024		Lloyds Current Accou	Direct Debit	electricity for Pop-Up Shop	SSE	L	218.33	10.92	229.25
186	Office Cleaning & Maintenance	31/05/2024		Lloyds Current Accou	BACS	Office Cleaning	AIS Cleaners	S	94.66	18.93	113.59
187	Deposits	31/05/2024		Lloyds Current Accou		Pop Up Shop	Kieran's Legacy	X	86.45		86.45
189	Hospitality	03/06/2024		Lloyds Treasurers PC	Card	Tea Bags	Co-op	X	2.30		2.30
190	Hospitality	03/06/2024		Lloyds Treasurers PC	Card	Milk & Coffee	Asda	X	6.95		6.95
194	Office Cleaning & Maintenance	03/06/2024		Lloyds Current Accou	BACS	Office Cleaning	AIS Cleaners	S	94.66	18.93	113.59
191	Longforth Rd Toilet Refurb	03/06/2024		Lloyds Current Accou	BACS	Project Management Instalmen	Ravenslade	S	1,496.25	299.25	1,795.50
192	Summer Street Fair	03/06/2024		Lloyds Current Accou		Card Transaction Fees	SumUp Payments Ltd	X	0.76		0.76
192	Heritage	03/06/2024		Lloyds Current Accou		Card Transaction Fees	SumUp Payments Ltd	X	0.17		0.17
193	Town Centre Projects	03/06/2024		Lloyds Current Accou	BACS	Monument Planter	Montaz Engineering Solutic	S	575.00	115.00	690.00
193	Town Centre Projects	03/06/2024		Lloyds Current Accou	BACS	Monument Planter	Montaz Engineering Solutic	S	75.00	15.00	90.00
195	Longforth Rd Toilet Refurb	03/06/2024		Lloyds Current Accou	BACS	Longforth Road Toilets Modulai	Healthmatic	S	1,400.00	280.00	1,680.00
196	Clothing/PPE	03/06/2024		Lloyds Current Accou	BACS	PPE	Screwfix	S	17.90	3.58	21.48
197	Summer Street Fair	03/06/2024		Lloyds Treasurers PC	Card	Gas for Beacon	H T Perry & Son	S	83.80	1.69	85.49
198	Responsive Maintenance	03/06/2024		Lloyds Treasurers PC	Card	Plunger	H T Perry & Son	S	8.12	1.63	9.75
199	Staff Travelling	04/06/2024		Lloyds Current Accou	BACS	Staff travel	Mr S Tate	X	9.75		9.75
204	Professional Fees	04/06/2024		Lloyds Current Accou	Standing Order	Health & Safety Advisor	WT Consultancy	S	125.00	25.00	150.00
203	Rent	04/06/2024		Lloyds Current Accou	Standing Order	Pop Up Shop Rent	H T Perry & Son	X	500.00		500.00
206	Office Equipment	04/06/2024		Lloyds Treasurers PC	Card	Garment Bag (Mayors Robes)	Amazon	S	11.65	2.33	13.98
200	Responsive Maintenance	04/06/2024		Lloyds Current Accou	Direct Debit	Waste Collections	Suez	S	4.81	0.96	5.77
201	Summer Street Fair	04/06/2024		Lloyds Current Accou	BACS	Tank Entertainment	Fuse Performance	X	1,109.50		1,109.50

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
202	TC Planting	04/06/2024		Lloyds Current Accou		Town Centre Watering and ma	Exe Valley Maintenance Se	S	5,219.00	1,043.80	6,262.80
205	Storage Unit Rental	04/06/2024		Lloyds Current Accou	Standing Order	Storage Unit	Wellington Self Storage	S	116.67	23.33	140.00
Total									80,370.07	9,400.37	89,770.44

RECEIPTS LIST

AGENDA ITEM 5C

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
31	Summer Street Fair	09/05/2024		Lloyds Current Accou		Stall Fee	Somerset Airsoft	X	45.00		45.00
32	Summer Street Fair	09/05/2024		Lloyds Current Accou		Stall Fee	Gallery 59	X	70.00		70.00
33	Summer Street Fair	09/05/2024		Lloyds Current Accou		Stall Fee	Thai Style Thai Food	X	70.00		70.00
34	Summer Street Fair	16/05/2024		Lloyds Current Accou		Stall Fee	Tweety Heaven	X	45.00		45.00
35	Summer Street Fair	16/05/2024		Lloyds Current Accou		Stall Fee	Ridgeway Cider	X	45.00		45.00
36	Summer Street Fair	16/05/2024		Lloyds Current Accou		Stall Fee	Isla-Rose	X	45.00		45.00
38	Bank Interest	17/05/2024		Lloyds Deposit Accou		Interest	Lloyds Bank	X	267.52		267.52
39	Deposits	17/05/2024		Lloyds Current Accou		Pop Up Shop	Grand Western Greenway	X	100.00		100.00
37	Deposits	17/05/2024		Lloyds Current Accou		Pop-Up Shop	The Rotary Club of Welling	X	200.00		200.00
40	Summer Street Fair	28/05/2024		Lloyds Current Accou		Stall Fee	Bluebell Gems	X	45.00		45.00
41	Summer Street Fair	28/05/2024		Lloyds Current Accou		Stall Fee	Riverside Plant Nurseries	X	70.00		70.00
42	Summer Street Fair	28/05/2024		Lloyds Current Accou		Stall Fee	Amy's Crystals and Crafts	X	45.00		45.00
43	Summer Street Fair	28/05/2024		Lloyds Current Accou		Stall Fee	Utility Warehouse	X	45.00		45.00
46	Allotments	28/05/2024		Lloyds Current Accou		Allotment Deposit & Rent	Monika Csuzdi - Plot 56	Z	14.00		14.00
47	Allotments	28/05/2024		Lloyds Current Accou		Allotment Rent & Deposit	Alexandra Larcombe - Plot	X	14.00		14.00
49	Allotments	28/05/2024		Lloyds Current Accou		Allotment Deposit & Rent	Isaiah E Ngwee - Plot 34	X	14.00		14.00
48	Rent	28/05/2024		Lloyds Current Accou		Pop-Up Shop	Linda Bennet	X	150.00		150.00
44	Summer Street Fair	28/05/2024		Lloyds Current Accou		Stall Fee	The Magic Fairy	X	45.00		45.00
49	Allotment Deposits	28/05/2024		Lloyds Current Accou		Allotment Deposit & Rent	Isaiah E Ngwee - Plot 34	X	50.00		50.00
46	Allotment Deposits	28/05/2024		Lloyds Current Accou		Allotment Deposit & Rent	Monika Csuzdi - Plot 56	Z	50.00		50.00
47	Allotment Deposits	28/05/2024		Lloyds Current Accou		Allotment Rent & Deposit	Alexandra Larcombe - Plot	X	50.00		50.00
48	Deposits	28/05/2024		Lloyds Current Accou		Pop-Up Shop	Linda Bennet	X	100.00		100.00
45	Heritage	28/05/2024		Lloyds Current Accou		Toneworks Tours	Eventbrite	X	30.26		30.26
45	Heritage	28/05/2024		Lloyds Current Accou		Toneworks Tours	Eventbrite	X	14.64		14.64
50	Summer Street Fair	30/05/2024		Lloyds Current Accou		Stall Fee	Rheas Raw	X	45.00		45.00
51	Summer Street Fair	30/05/2024		Lloyds Current Accou		Stall Fee	Everyone Active	X	45.00		45.00
52	Heritage	03/06/2024		Lloyds Current Accou		Toneworks Tours Donation	Various	X	10.00		10.00
53	Heritage	03/06/2024		Lloyds Current Accou		Toneworks Tours Donation	Eventbrite	X	26.11		26.11
55	Bank Interest	04/06/2024		Cambridge & Countie		Interest	Cambridge & Counties	X	1,001.20		1,001.20
54	Heritage	04/06/2024		Lloyds Current Accou		Toneworks Tours Donation	Eventbrite	X	29.28		29.28
Total									2,781.01		2,781.01

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

AGENDA ITEM 5D

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	247.89	5,752.11	5,752.11 (95%)
32	Office Equipment				2,000.00	25.18	1,974.82	1,974.82 (98%)
37	Office Cleaning & Maintenance		140.00	140.00	2,500.00	1,805.40	694.60	834.60 (33%)
143	Internal Office Re-Decoration				5,000.00	416.23	4,583.77	4,583.77 (91%)
156	Gas				3,000.00	447.68	2,552.32	2,552.32 (85%)
157	Business Rates				2,000.00	10,542.87	-8,542.87	-8,542.87 (-427%)
158	Responsive Maintenance				5,000.00	120.38	4,879.62	4,879.62 (97%)
159	IT Upgrades				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL		250.00	840.00	590.00	30,500.00	13,605.63	16,894.37	17,484.37 (98%)

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	265.04	734.96	734.96 (73%)
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	3,160.00	16,840.00	16,840.00 (84%)
SUB TOTAL					32,425.00	10,620.92	21,804.08	21,804.08 (86%)

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	56.00	-2,854.00	2,910.00	388.58	2,521.42	-332.58 (-5%)
92	Longforth Allotment	3,000.00		-3,000.00	3,000.00	4,650.00	-1,650.00	-4,650.00 (-77%)
148	Allotment Deposits		200.00	200.00				200.00 (N/A)
SUB TOTAL		5,910.00	256.00	-5,654.00	5,910.00	5,038.58	871.42	-4,782.58 (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	1,281.44	3,718.56	3,718.56 (74%)
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	1,398.52	15,901.48	15,901.48 (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	115.28	1,444.72	1,444.72 (92%)
162	Van Maintenance				750.00	126.81	623.19	623.19 (83%)
163	Storage Unit Rental				1,500.00	350.01	1,149.99	1,149.99 (76%)
164	Tools				2,000.00	2,281.26	-281.26	-281.26 (-14%)
165	Equip. Maintenance				1,000.00	132.09	867.91	867.91 (86%)
166	Clothing/PPE				750.00	136.90	613.10	613.10 (81%)
167	Sundries				3,000.00	195.14	2,804.86	2,804.86 (93%)
SUB TOTAL					10,560.00	3,337.49	7,222.51	7,222.51 (93%)

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	51.35	248.65	248.65 (82%)
89	Deputy Mayor's Expenses				200.00		200.00	200.00 (100%)
SUB TOTAL					6,700.50	71.35	6,629.15	6,629.15 (92%)

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					2,842.50	-2,842.50		-2,842.50 (N/A)
SUB TOTAL					2,842.50	-2,842.50		-2,842.50 (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					63.50	-63.50	-63.50 (N/A)
113	Electricity for Street Light				850.00	310.41	539.59	539.59 (63%)
129	Additional Street Lighting							(N/A)
131	Green Corridor				30,000.00	10.44	29,989.56	29,989.56 (99%)
168	Cycle Route Cont.				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL					56,450.00	384.35	56,065.65	56,065.65 (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	3,265.74	-16,734.26				-16,734.26 (-83%)
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	948,657.74	-17,734.26		-1,490.00	1,490.00	-16,244.26 (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	375.43	3,124.57	3,124.57 (89%)
30 IT Equipment	1,200.00	61.66	1,138.34	1,138.34 (94%)
31 IT Support & Email Hosting	4,250.00	1,020.00	3,230.00	3,230.00 (76%)
94 IT for New Staff	1,500.00	808.99	691.01	691.01 (46%)
101 Telephone System	2,400.00	615.47	1,784.53	1,784.53 (74%)
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	192.80	1,637.20	1,637.20 (89%)
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	3,299.95	20,140.05	20,140.05 (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	56.00	4,944.00	4,944.00 (98%)
146	Annual Play Inspections				500.00		500.00	500.00 (100%)
SUB TOTAL					10,500.00	56.00	10,444.00	10,444.00 (98%)

Pop Up Shop

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	4,500.00	450.00	-4,050.00	6,000.00	1,500.00	4,500.00	450.00 (4%)
118	Overheads				3,500.00	1,301.18	2,198.82	2,198.82 (62%)
119	Repairs				1,500.00		1,500.00	1,500.00 (100%)
149	Deposits		900.00	900.00		359.84	-359.84	540.16 (N/A)
SUB TOTAL		4,500.00	1,350.00	-3,150.00	11,000.00	3,161.02	7,838.98	4,688.98 (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	51,171.38	430,083.62	430,083.62 (89%)
17	Staff Training				2,000.00	43.37	1,956.63	1,956.63 (97%)
18	Staff Travelling				200.00	70.35	129.65	129.65 (64%)
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	51,285.10	435,169.90	435,222.90 (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	52,669.20	-42,669.20	-42,669.20 (-426%)
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	1,283.90	18,716.10	18,716.10 (93%)
138 Carnival				1,000.00		1,000.00	1,000.00 (100%)
140 Summer Street Fair	2,000.00	2,160.00	160.00	7,000.00	5,924.65	1,075.35	1,235.35 (13%)
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		284.48	284.48	5,400.00	0.17	5,399.83	5,684.31 (105%)
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	2,984.48	984.48	75,900.00	59,974.93	15,925.07	16,909.55 (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	5,440.25	9,559.75	9,559.75 (63%)
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	5,440.25	101,059.75	101,059.75 (63%)

Restated

(N/A)

NET TOTAL	1,010,402.00	984,141.22	-26,260.78	976,302.50	199,186.59	777,115.91	750,855.13 (37%)
V.A.T.		9,091.49			17,024.53		
GROSS TOTAL		993,232.71			216,211.12		

Devolution Working Group

24 May 2024

Present;

Cllr Justin Coles Chair
Cllr Janet Lloyd
Dave Farrow – Town Clerk
Darren Hill – Open Spaces Manager

Apologies were received from Cllr C Govier

1. 2024/5

a. Toilets

- A copy of the memorandum of understanding (MOU) from Somerset Council had been circulated prior to the meeting. It was noted
 - The cost did not match the figure previously given and on which the budget had been set.
 - There was insufficient detail in relation to locking/unlocking arrangements and service standards. These should be based on the current IDV contract.
- A set of keys for the toilets should be provided to WTC.
- List of defects should be provided and put right before WTC starts paying for cleaning.
- Spreadsheet recently provided by Somerset Council seemed to indicate that ownership of the North Street toilets could not be transferred. Group felt that if ownership not transferred then WTC should not pay for upkeep.
- There should be a penalty clause in MOU to cover the eventuality that the ownership of the toilets doesn't happen by a certain time.

Actions

- Town Clerk to raise these issues with Somerset Council.

b. Hanging Baskets/Planters

- Awaiting MOU but all in place for the provision/planting and maintenance of the hanging baskets and planters. Costs significantly reduced from what was originally proposed.

c. CCTV

- Town Clerk meeting with Somerset Council staff on 3 June to discuss.

d. Park Security

- A copy of the MOU was circulated prior to the meeting.
 - Concerns re lack of detail re timing of locking/unlocking
 - Issue that park had not been locked one evening. Has been raised with SC officers with a checking system proposed.
 - Cost of service more than originally quoted. Security company had withdrawn meaning SC staff now carrying out the duties – having to pay premium rate.

- Need to check insurance position if gates not locked to both park and recreation ground.

Actions

- Open Spaces manager to contact company who previously managed security to see if they would be willing to take on the contract again.
- Deputy Clerk/RFO to check insurance position

e. St John's School Crossing Patrol

Now resolved.

f. Highways Steward Functions

Had held meeting with County Highways to discuss principles but still waiting for detailed information. Message was clear that Highways would be doing bare minimum and would be focusing on functional/legal requirements rather than aesthetic appearance.

2. Preparation for 2025/6

a. Parks and Open Spaces and Cemetery

Detailed spreadsheet of areas and costs received from Somerset Council – OSM now able to start costing out alternative models of service delivery.

b. Community Centre and Gazebo (Longforth Car Park)

Town Clerk has logged with Somerset Council that WTC is definitely interested in the transfer of the Community Centre and would want to explore further the Gazebo before committing either way. Awaiting response.

3. Date of Next Meeting

Set at meeting as 21 June at 10.30 - subsequently changed to 28 June at 10.30.

POLICY AND FINANCE COMMITTEE

10 JUNE 2024

SCHEME OF DELEGATION AND COMMITTEE TERMS OF REFERENCE

1. Introduction

- 1.1. To accompany its Standing Orders and Financial Regulations, the Council should adopt a scheme of delegation.
- 1.2. At the Annual Meeting, new standing committees were appointed, and their Terms of Reference were set with an annual spending cap of £15,000.
- 1.3. The first meeting of the Environment Committee exceeded this cap which instigated discussions at Full Council when the minutes of the meeting were presented. Items of expenditure exceeding the £15,000 cap had to be ratified despite the Committee not presenting them as recommendations as it should have done.

2. Scheme of Delegation

- 2.1. A draft scheme is attached to this report. It contains details of items that can and cannot be delegated to a Committee, Sub-Committee or Officer.
- 2.2. It will be read in conjunction with the Council’s Standing Orders and Financial Regulations.
- 2.3. Once adopted, some items within it will require updates to be made to Financial Regulations. It should be noted that the new Model Financial Regulations have now been published by NALC and are being reviewed by officers for consideration at the July meeting.
- 2.4. By way of summary, it set the following allowed delegations for the Clerk and/RFO (who may, further delegate to other senior officers if required)

Authority	Limit	Officer
To incur any day to day expenditure	Within budget < £2,000	Town Clerk and/or RFO
To incur emergency expenditure	< £5,000	Town Clerk and/or RFO
To incur expenditure for Training of Officers & Members	Within budget	Town Clerk and/or RFO

- 2.5. The final section also contains a summary of the current committee terms of reference which are to be reviewed in item 3 below.

3. Committee Terms of Reference

3.1. The Council has appointed the following standing Committees:

- Policy & Finance Committee
- Environment Committee
- Community Committee
- Economic Development Committee
- Planning Committee

3.2. In the first instance, draft Terms of Reference for each Committee were prepared by officers with full delegated authority for spending to aid workflows. These spending authorities were subject to the following control measures:

- Committees are allocated specific budget cost centres and codes from which they can spend from, if an item is to be funded from a code that is not within their delegation, they may make recommendation to another Committee or Full Council,
- Approval of spending cannot cause a budget line to become overspent without making recommendation to Full Council, and
- Final approval of contracts/quotations procured using the tender process (i.e. over £25,000 excl. VAT) must be by recommendation to Full Council,
- Policy & Finance Committee has oversight of the Council's budget as a whole with each Committee receiving budget reports for their allocated budgets.

3.3. At the Annual Meeting held on 1 May, the above mentioned controls remained in place with the addition of a cumulative cap of £15,000 per year placed on each committee bar Planning as they have no spending authority.

3.4. It became apparent at the June Full Council that the Environment Committee had exceeded the spending cap within the first meeting of the year having approved in excess of £19,000 meaning that for the following 11 months to the 2025 Annual meeting, each item requiring expenditure will also need to be considered by Full Council which could prove onerous.

3.5. During discussions of the best way forward, the Clerk and Deputy reported that the Scheme of delegation was to be presented to this meeting and it was requested that the Terms of Reference be reviewed in conjunction. The committee may wish to make recommendations to Full Council to amend the Terms of Reference to allow easier working for the Committees.

3.6. Options for updated spending approval

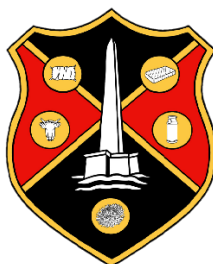
3.6.1. Acceptance of the Terms of Reference documents as originally presented to the Annual Meeting which gave full delegated authority for spending approvals subject to the controls mentioned in 3.2 above.

3.6.2. Councillor McGuffie has suggested that Committees should have authority to spend up to £5,000 per item with a monthly cumulative cap of £15,000. Any item over these limits would have to be ratified at Full Council.

4. Recommendations

4.1. Terms of Reference – Officers feel it acceptable that the Terms of Reference be adopted as originally presented to the Annual Council Meeting. i.e. Committees have full spending delegation within the parameters as summarised in 3.2.

4.2. Scheme of Delegation – it is recommended that the Scheme of Delegation be recommended to Full Council for adoption, bearing in mind amendments that may be required based on recommendations made under 4.1 above.



Scheme of Delegation to Committees and Officers

Wellington Town Council

Contents

1. Introduction	2
2. Discharge of the Scheme	2
3. Matters Reserved for Full Council	2
4. Delegation to Committees	3
5. Delegation to Officers.....	4
6. Officers Conflicts of Interest	6
7. Summary of Financial Delegation	7

1. Introduction

- 1.1. The Town Council has the power to arrange for the discharge of its functions to a committee, sub-committee or officer of the Authority¹.
- 1.2. The Town Council have appointed a Town Clerk who acts as the Council's Proper Officer. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
- 1.3. The role of the Responsible Financial Officer (RFO) is a separate post which also acts as Deputy Town Clerk in the absence of the Town Clerk.

2. Discharge of the Scheme

- 2.1. This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Order and will be reviewed at least annually or earlier, for example when there are staffing changes.
- 2.2. One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to either their line managers or Members.
- 2.3. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 2.4. Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 2.5. The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its various committees.
- 2.6. The Council's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the Council.

3. Matters Reserved for Full Council

- 3.1. Each of the Council's Committees (see item 4 below) has delegated authority to decide matters within their terms of reference as incorporated in this delegation scheme except for the following matters, which are to be resolved only by Full Council:
 - To appoint the Mayor and Deputy Mayor of the Council,
 - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies,
 - Approval of Budget and setting the precept,

¹ Local Government Act 1972 s101 (<https://www.legislation.gov.uk/ukpga/1972/70/section/101>)

- Approval of the Annual Return and Audit of Accounts,
- To determine the Council's Corporate Priorities,
- To agree and/or amend the terms of reference for Committees, deciding on their composition and making appointments to them,
- Filling of any vacancies occurring on any committee of the Council during the council year,
- To adopt the schedule of meetings for the ensuing year,
- Declaring the eligibility of the General Power of Competence,
- Addressing any recommendations in any report from the internal or external auditors,
- Appointment or nominating Council representatives to outside bodies,
- Agreement to take on new, including devolved, services subject in all cases to a fully costed business plan, to be recommended by the Policy & Finance Committee,
- To consider the recommendations of any Remuneration Panel (where one is in existence) and adopt the level of allowances that can be claimed by Members of the Council in respect of authorised or approved duties,
- To determine matters involving expenditure for which budget provision is not made or is exceeded,
- To determine any matters referred to it by a Committee in accordance with Standing Orders,
- Approval of borrowing,
- To receive statutory reports from the Town Clerk/Responsible Financial Officer,
- To consider all other matters which must, by law be considered by Full Council

3.2. The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

3.3. In accordance with processes set out in Standing Orders² the Council may, reverse a Committee (or Council) decision within 6 months.

4. Delegation to Committees

4.1. The Council has appointed the following standing Committees:

- Policy & Finance Committee
- Environment Committee Community Committee
- Economic Development Committee
- Planning Committee

4.2. The Council has, in accordance with item 3.1 above, approved Terms of Reference for the abovementioned Committees (including spending authority). The delegated decision making by Committees must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget. Where authority

² Wellington Town Council Standing Orders Section 7a

is delegated to a Committee, so far as is legally permissible, they be deemed the acts and proceedings of the Council.

- 4.3. The Council may at any time, following resolution, revoke any delegated authority, without prejudice to executive action already taken.
- 4.4. Committees may decide not to exercise delegated responsibilities and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision it makes a recommendation to Council.
- 4.5. The Council and each Committee is authorised to establish Sub-Committees and working groups, and to appoint advisers as and when necessary to assist in its work.
 - A Committee can arrange for the discharge of any of their delegated powers to a sub-committee. The delegated powers will be decided by the committee at the time it is formed detailing the delegated powers.
 - The work of a working group will be decided upon at the time it is formed by means of a Minute detailing the terms of reference. Each working group will report back with recommendations to the Council or the Committee that formed it. Working parties or groups have no delegated powers.
- 4.6. The Terms of Reference for the Committees abovementioned in item 4.1 shall form part of this Scheme by the way of attached appendixes, and a summary is included in item 7 below.

5. Delegation to Officers

- 5.1. Specific delegations to officers are set out below. Delegated actions for officers shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.
- 5.2. The Town Clerk, as Proper Officer, has the delegated authority to carry out the following activities on behalf of the Council;
 - To sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings,
 - To be responsible for signing all the Council's Official Notices and for sealing Council documents as set out in the Standing Orders,
 - To receive declarations of acceptance of office,
 - To retain a copy of every Councillors Register of Interests,
 - To deal with dispensation requests from Members of the Council,
- 5.3. The Deputy Town Clerk will have the delegated powers to act as the Town Clerk, in the absence of the Town Clerk.

5.4. The Clerk may authorise another Officer or Officers of the Council to exercise the powers of the Clerk in their absence, without removing the overall responsibility of the Clerk for any such decisions.

5.5. The Clerk, and RFO, will have delegated authority as detailed for items relating the following categories

5.5.1. Day to day to day administration of the Council:

- The day to day administration and management of services, together with routine inspection and control,
- The Clerk may incur expenditure on revenue items below £2,000 on behalf of the Council up to the amounts included in the approved budget,
- The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget. They have further authority to delegate line management responsibilities to other senior officers,
- The authority to sanction and authorise payment of overtime subject to advance notice given to the committee members and within approved budget parameters,
- Power to release press statements on any activities of the Council subject to prior consultation with either the Chair of the relevant committee or the Mayor in accordance with the press and publicity policy set out in the Standing Orders and the Press and Media policy,
- The power to manage, promote and co-ordinate the events agreed by the Council in consultation with the appropriate committee,
- To retain overall editorial control of the Town Council websites and social media accounts,
- Power to act on own initiative to implement the Councils policies and objectives,

5.5.2. Council Assets & Emergency Expenditure

- In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the appropriate chairman as soon as possible and to the Finance Committee as soon as practicable thereafter,
- In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Mayor (if practicable in the circumstances),
- Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the Council,

- The Clerk will have the authority to dispose of redundant or unrepairable Council equipment (excluding land and building assets),
- The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register which shall be reported to the Policy & Finance Committee.

5.5.3. Training for Officers & Members

- To authorise staff to attend relevant training courses provided the expense can be met from approved budgets having considered the training needs of the employees,
- The power to identify own training needs and book onto relevant training courses provided that the expense can be met from approved budgets,
- The Town Clerk is authorised to book training courses for members of the Council in accordance with the Training and Development Policy

5.6. The RFO shall:

- Be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law,
- Be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law,
- Have the power to release any financial related report or document to the Council or it's committees in discharge of the Responsible Financial Officer responsibilities,

5.7. Consultants or self-employed contractors engaged by the Council do not have any delegation to make decisions or financial commitments on behalf of the Council.

6. Officers Conflicts of Interest

6.1. Officers must make a formal declaration about council contracts where the employee has a financial interest³. Every officer is responsible for identifying whether he/she has any conflict of interest in any matter which is under consideration, actual or perceived, within the Council, and notifying the Town Clerk.

6.2. Where an employee is unsure whether an interest should be declared, they should speak to Town Clerk in the first instance. If the employee is advised not to declare their interest, a record of the discussion should be kept by both

³ Local Government Act 1972, s117 (<https://www.legislation.gov.uk/ukpga/1972/70/section/117>)

parties. Failure to disclose such an interest, may result in disciplinary action being taken which could lead to dismissal.

6.3. Employees are also required to disclose any other employment that they wish to undertake in addition to their primary post with the Council.

6.4. All employees must identify and disclose any actual or potential personal, financial, business, or other interest or close personal relationship which might reasonably be perceived as a conflict of interest.

6.5. Where an Officer has a conflict of interest in any matter, he/she shall not participate in that matter in his/her capacity as an Officer except with the prior approval of the Town Clerk. Any approval granted by the Town Clerk shall be formally recorded in the Council minutes. Where such approval has been granted for the Officer to participate in a Council meeting of that subject matter, he/she must ensure that the disclosure of interest is also declared at the start of the Council meeting under the disclosures of interests for members and officers.

7. Summary of Financial Delegation

7.1. Financial Delegation to Officers

Authority	Limit	Officer
To incur day to day expenditure	Within budget < £2,000	Town Clerk and/or RFO
To incur emergency expenditure	< £5,000	Town Clerk and/or RFO
To incur expenditure for Training of Officers & Members	Within budget	Town Clerk and/or RFO

7.2. Financial Delegation to Committees

Committee Name	Membership	Delegated Budgets	Delegated Spending Authority
<p>Policy & Finance Committee</p>	<p>9 Councillors</p> <p>Quorum of 5 Councillors</p> <p>May appoint a Chairman, Vice Chairman and lead Councillors as required.</p>	<p>All</p>	<p>£15,000 cumulative cap per Council year.</p> <p>May not cause a budget line to become overspent without prior approval from or by way of recommendation to Full Council.</p> <p>May prepare and review documents required for items that must be procured through the tender process. i.e. more than £25,000 excl. VAT. But the award of contract is a reserved matter for Full Council.</p>
<p>Environment Committee</p>	<p>5 Councillors</p> <p>Quorum of 4 Councillors</p> <p>May appoint a Chairman, Vice Chairman and lead Councillors as required.</p>	<p>Allotments:</p> <ul style="list-style-type: none"> • All codes <p>Earmarked Reserves:</p> <ul style="list-style-type: none"> • Railway Station • Playing Pitch Strategy, • Environmental Improvements, • Open Spaces Development <p>Environment & Planning:</p> <ul style="list-style-type: none"> • All codes <p>Play Areas:</p>	<p>£15,000 cumulative cap per Council year.</p> <p>May not cause a budget line to become overspent without prior approval from or by way of recommendation to Full Council.</p> <p>May prepare and review documents required for items that must be procured through the tender process. i.e. more than £25,000 excl. VAT. But the award of contract is a reserved matter for Full Council.</p>

		<ul style="list-style-type: none"> All codes <p>Unitary Devolution:</p> <ul style="list-style-type: none"> Play Areas, TC Planting, Park Planting & Security 	
Community Committee	<p>5 Councillors</p> <p>Quorum of 4 Councillors</p> <p>May appoint a Chairman, Vice Chairman and lead Councillors as required.</p>	<p>28-30 Fore Street:</p> <ul style="list-style-type: none"> All codes <p>Community Services:</p> <ul style="list-style-type: none"> All codes <p>Pop Up Shop:</p> <ul style="list-style-type: none"> All codes <p>Town Centre:</p> <ul style="list-style-type: none"> Longforth Road Toilets, Longforth Road Toilets Refurb, Kings Arms <p>Unitary Devolution:</p> <ul style="list-style-type: none"> Toilets, Bus Shelters 	<p>£15,000 cumulative cap per Council year.</p> <p>May not cause a budget line to become overspent without prior approval from or by way of recommendation to Full Council.</p> <p>May prepare and review documents required for items that must be procured through the tender process. i.e. more than £25,000 excl. VAT. But the award of contract is a reserved matter for Full Council.</p>
Economic Development Committee	<p>5 Councillors</p> <p>Quorum of 4 Councillors</p>	<p>Christmas:</p> <ul style="list-style-type: none"> All codes <p>Community Services:</p>	<p>£15,000 cumulative cap per Council year.</p>

	<p>May appoint a Chairman, Vice Chairman and lead Councillors as required.</p>	<ul style="list-style-type: none"> • Promotion of Wellington, • Community Services & Priorities <p>Town Centre:</p> <ul style="list-style-type: none"> • Summer Street Fair, • Town Centre Projects, • Remembrance & AFD, • Heritage, • Clocks 	<p>May not cause a budget line to become overspent without prior approval from or by way of recommendation to Full Council.</p> <p>May prepare and review documents required for items that must be procured through the tender process. i.e. more than £25,000 excl. VAT. But the award of contract is a reserved matter for Full Council.</p>
<p>Planning Committee</p>	<p>9 Councillors</p> <p>Quorum of 5 Councillors</p> <p>May appoint a Chairman, Vice Chairman and lead Councillors as required.</p>	<p>None</p>	<p>No spending authority.</p>

POLICY AND FINANCE COMMITTEE**10 JUNE 2024****TOWN COUNCIL WEBSITE AND E-MAIL ADDRESSES****1. Introduction**

1.1 The purpose of this paper is to seek the Committee's agreement to delegate authority officers to take progress changing the Councils email address and website domain to .gov.uk and to update the Councils website to meet accessibility requirements subject to limits on expenditure set out in the paper.

2. Background

- 2.1 When the current Council email addresses and website domain were set up, they were done do using a .co.uk domain.
- 2.2 The 2024 Practitioners Guide published by the National Association of Local Councils (NALC) Joint Panel on Accountability and Governance; Section 5.210 advises that all Parish, Town and Community Councils make use of .gov.uk domains for their websites and e-mail communications. The Guide sets out the benefits of doing so as follows:
- Increased professionalism and trust from members of your community, partners and suppliers because your email address and website domains are a trusted government brand.
 - Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Clerk.
 - Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.
 - Peace of mind that your .gov.uk Parish Council domain will never be sold to someone else if it is not renewed on time, which can happen with .co.uk, .org.uk and other commercial domains.
 - Additional security measures, as all .gov.uk domains are checked for any cyber vulnerabilities by the Cabinet Office and reported to the Responsible Owner, or your technical point of contact, so they can be fixed.
- 2.3 NALC is working with the Central Digital and Data Office to support the Parish Council Domains Helper Service to help local councils move to a .gov.uk domain and The Cabinet Office has secured funding of £100 plus VAT as a contribution to any costs associated with moving to a .gov.uk domain.
- 2.4 There is also a need to review the Council's website to ensure that it meets the Website Content Accessibility Guidelines (WCAG) Standard 2.1AA as required by the Public Sector Bodies (Websites and Mobile Applications Regulations 2018 which should have been by September 2020.
- 2.5 The requirement is that websites must meet the needs of users with disabilities that include but are not limited to:

- impaired vision
- motor difficulties
- cognitive impairments
- learning disabilities
- deafness or impaired hearing.

2.6 Websites must be coded and published in a way that allows users, whether with the aid of assistive technology such as screen readers and other software and hardware-based technology that helps those with disabilities to use a computer, or through controls within their browser, to access the information on the page. This includes the text, files and documents or other assets published on it.

2.7 The website must be able to have its text enlarged and be sufficiently clear, have a good level of colour and contrast and a page layout and navigation that does not present any barriers for users with disabilities or those who use the assistive technology in ways other than by using a monitor, keyboard and mouse.

2.8 Website accessibility is not limited to just viewing the website in a computer browser but also the mobile phone experience of the website and any mobile application (an 'app'), too.

2.9 An initial review of our website suggests that it is not fully compliant with WCAG Standard 2.1 AA.

3. Considerations

3.1 The Committee is asked to recommend to Full Council:

- 3.1.1 that the Council should move to a .gov.uk domain and authorise officers to commence the process of doing so by registering with the Parish Council Domains Helper Service.
- 3.1.2 That officers should assess what is required to make the Councils website compliant with WCAG Standard 2.1 AA and seek quotes for carrying out any work required.
- 3.1.3 That officers have delegated authority to spend up to £3,000 in support of this work to be drawn from the Community Services and Priorities budget.

Dave Farrow
Town Clerk
June 2024

Policy/Procedure	Last Reviewed	Review Due/Status	Proposed Action
Privacy Notice	August 2022	Subject to 'periodic review' in light of experience, comments from data subjects and guidance from the ICO	No changes required beyond updating references to other councils and Council Committees and adding review date
Publication Scheme	September 2022	September 2023	No changes required beyond updating references to other councils and Council Committees adding review date
Statement of Internal Control	2023	Not stated	Review Required
Training and Development Policy	2019	2021	Review required
Safeguarding Policy	December 2022	Not stated	No changes required beyond updating references to other councils and Council Committees adding review date.
Staff Grievance Policy	October 2022	Not stated	Subject to Worknest Review
Equal Opportunities Policy	2020	Not stated	No changes required beyond updating committee references adding review date
Councillor Code of Conduct	5 May 2023	Not stated	No changes required beyond

			adding review date
Disciplinary Policy	2023	Not stated	Subject to Worknest Review
Complaints Procedure	September 2022	Not stated	No changes required beyond updating references to other councils and Council Committees adding review date
Financial Regulations	4 July 2022	July 2023	Recently published NALC draft Regs to be considered at July meeting
Grants Policy	April 2024	Not stated	No further action needed
Standing Orders	Amended 3 May 2023	Not stated	No changes required beyond adding review date
Absence Management Policy	June 2021	Not stated	Subject to Worknest Review
Treasury and Investment Policy	4 December 2023	December 2024	Review in line with stated date
Media Communications Policy	August 2022	Not stated	No changes required beyond adding review date
Health and Safety Policy	7 June 2023	Ongoing	Regularly reviewed and updated during the year
Sponsorship Policy	2023	2025	No review needed in 2024/5
Dignity at Work Policy	4 September 2023	Not stated	No changes required beyond

			adding review date
Model Councillor-Officer Protocol	September 2023	Not stated	No changes required beyond adding review date

All Policies to be redrafted in standard format.

Alice Kendall

From: Laura Smith
Sent: 04 June 2024 15:21
To: Dave Farrow
Cc: CAUK Solution Delivery
Subject: Temp Hub Extension Proposal (31.10.24)
Attachments: Wellington LPA FINAL SIGNED.pdf

Good Afternoon Dave,

I hope this email finds you well.

My name is Laura, and I am a Contract Manager at Cash Access.

I am writing to discuss our impending expiration of our Location Partner Agreement, which is due to end on 31st July 2024.

Regrettably, our permanent hub solution will not be ready in time for the temporary hub closure.

We are hoping with that in mind, Wellington Town Council would be willing to extend our current agreement until the 31st of October 2024.

I look forward to hearing from you and getting the process of extension started,

Many thanks,
Laura



Laura Smith | Contract Analyst

Cash Access UK

Email: Laura.Smith@cashaccess.co.uk

Direct Dial: +44 20 4583 2926

Cash Access UK Limited (Company number 14546064) is a private company limited by guarantee and registered in England and Wales at 27 Old Gloucester Street, London WC1N 3AX. A list of members' names is available for inspection at its registered office and at Companies House under the registration number 14546064. For details on how we handle your personal data, please see our Privacy Notice.

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