

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 3 JUNE 2024 AT 7.00 PM

PRESENT: Councillor J Lloyd (Chair),
Councillors J Cole, C Govier, A Govier, M Lithgow, M McGuffie, S Pringle-Kosikowsky, J Thorne and K Wheatley

IN ATTENDANCE: David Farrow (Town Clerk)
Alice Kendall (Deputy Clerk)
One member of the press
Three members of the public

16 TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed all those present.

17 TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN

Apologies were received from Councillors C Booth, K Canham and S Mercer.

18 DECLARATIONS OF INTEREST

Councillor A Govier declared a personal interest in item 7 (School Place Planning) as a Somerset Councillor.

19 MINUTES

RESOLVED to approve and sign the minutes of the Annual Council meeting held 1 May 2024.

20 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Two members of the public wished to speak; the first presented information on a right to grow scheme being implemented elsewhere in the Country. The Clerk has received the information by e-mail and will present it to the Environment Committee. The second reported that he feels that the Longforth Road Toilets should not be rebuilt given the likely cost and expressed views on how this matter relates to other issues (relating to the Council and otherwise).

21 TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

The report from Sergeant Jon O'Connor had been circulated prior to the meeting and was noted. He gave an update on a recent incident and that the information was being processed accordingly. He re-iterated the importance of being vigilant of courier fraud schemes which seem to be prevalent at the moment. The Mayor thanked him for his attendance at the meeting and at the Street Fair the previous weekend.

22 SCHOOL PLACE PLANNING IN WELLINGTON

Phil Curd, Head of Education Places, Somerset Council gave a presentation on the projected need for school places in Wellington in light of recent and proposed developments.

Councillors asked a number of questions; the overall outcome of which being that there are sufficient school places for the expected developments that are expected to come to fruition.

23 TO RECEIVE A REPORT FROM THE MAYOR

The Mayor had circulated a report by e-mail just prior to the meeting.

Councillor Lithgow asked why there was no information in the Annual Report of the previous Mayor on the fundraising they had carried out. He would like to know the amount raised and

amounts distributed to charity. Councillor Lithgow further thanked Councillor Barr for his fundraising activities.

The Mayor went on to thank the Staff and Councillors who worked at the Street Fair which was held the previous weekend. She was pleased to report the footfall counter figures showed 3,000 people had visited (not including those without smartphones). Feedback so far had been overwhelmingly positive. She reminded those present that the beacon lighting to commemorate the 80th Anniversary of D-Day will be taking place in Wellington Park on the evening of Thursday 6th June.

24 SOMERSET COUNCIL/LOCAL COMMUNITY NETWORK (LCN) UPDATE

Councillor C Govier did not have anything to report as the next LCN meeting is scheduled for July but it is understood that LCN Co-Ordinator roles are soon to be appointed.

Councillor A Govier reported that the Annual Meeting was held recently and Councillors were appointed to roles as required. It is still, unfortunately, expected that a Section 114 notice will be issued later in the year.

25 TO RECEIVE THE CLERK'S REPORT ON RECENT COUNCIL ACTIVITIES

The Clerk's report had been circulated with the agenda and was noted. He echoed the comments by the Mayor, thanking the staff their work at the Street Fair. It was reported that most the officers work at present relates to devolution from Somerset Council and that a report will be presented to the Policy and Finance Committee meeting next week. An interesting meeting was had regarding the proposed Station Square and Councillors were reminded of the visioning session planned for 12th June. Lastly, it was reported that no election had been requested by 10 or more parishioners for the Rockwell Green vacancy and so there would be a co-option process at the July meeting.

26 POLICY & FINANCE COMMITTEE

The draft minutes of the meeting on 13 May had been circulated with the agenda and were noted after agreeing amendments that were required (heading needs updating, item 33 should include a deadline of 31st July and items 36 and 37 should include summaries of the decisions made).

27 ECONOMIC DEVELOPMENT COMMITTEE

The draft minutes of the meeting held on 15 May were circulated with the agenda and noted.

28 COMMUNITY COMMITTEE

The draft minutes of the meeting held on 20 May were circulated with the agenda and noted. It was **RESOLVED** to accept the recommendation that the Council supports in principle the proposal to support the holding of a Together Event in Wellington organised by Somerset Diverse Communities and that Councillor C Govier act as the councillor link with the project along with the Town Clerk.

29 ENVIRONMENT COMMITTEE

The draft minutes of the meeting held on 22 May were circulated with the agenda and noted.

Councillor J Cole raised two queries:

- He believes that the funding approved to the Community Farm should have been administered through the grant policy and appropriate process.
- It was noted that the Committee had exceeded the £15,000 per year spending cap as set in the Terms of Reference and that items 74 and 75 would need further ratification.

RESOLVED to ratify the spending detailed in minute 74 (£4,000 for required play area repairs).

RESOLVED to ratify the spending detailed in minute 75 (£1,400 for skips at the Basins Allotments).

A wider discussion took place on the cumulative spending cap of £15,000 per year that was agreed for each committee at the Annual Meeting in May. The Clerk and Deputy Clerk reported that an item would be placed on the agenda for the upcoming Policy & Finance Committee meeting.

30 THE BASINS CAUSEWAY

RESOLVED to accept the quote of £1,291.20 for essential repair works to the Causeway.

STANDING DECLARATIONS OF INTEREST

Members of Somerset Council:

Councillor Andrew Govier

Councillor Marcus Barr

Councillor Ross Henley

Director of the Somerset Association of Local Councils

Councillor Janet Lloyd

The meeting closed at 8.35pm

Mayor

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Police Report June 2024

This report covers the period up to Friday 21st June inclusive.

We received a total of 203 calls so far this month and of these calls 90 crimes were recorded which are broken down into offence groups below. For ease of comparison I've included the same period up to 21st June last year:

June 2024 – Total 74

Offence Group	↓≡	Crime Count
Violence Against The Person		49
Arson and Criminal Damage		7
Public Order Offences		5
Vehicle Offences		5
Burglary		4
Theft		4

June 2023 – Total 90

Offence Group	↓≡	Crime Count
Violence Against The Person		52
Public Order Offences		11
Arson and Criminal Damage		10
Vehicle Offences		7
Theft		5
Burglary		4
Robbery		2
Miscellaneous Crimes Against Society		1
Sexual Offences		1

We've seen a reduction of almost 18% on total crime compared to this period last year and I'm pleased to say reductions in the numbers of crime types as well as within each crime type too.

Violence against the person offences which includes assaults, threats and even dog bites will always count for the largest proportion of crime reported to us and as I stated in the last meeting I have a plan to further reduce those offences stemming from neighbour disputes through working with our partners in housing. Early intervention will always be the key to prevent tensions from these matters escalating into criminal offences.

We continue to monitor the encampment in the field just off the entrance to Longforth Farm and we have been working hard to identify the landowner so that we can best support them in any eviction process they may wish to enact. Police powers can only be considered if the landowner has explicitly refused permission to be on the land and we can evidence a significant disruption or distress to the community.

There was an overnight dwelling burglary on the Cades Farm estate earlier this month whilst the occupants were away. I'm pleased to report through some prompt enquiries and an identification from CCTV footage by my team, a suspect was arrested and some of the outstanding property recovered. He remains on bail pending further forensic enquiries.

If anyone has any questions or enquiries they wish to make with the team, the enquiry office at Wellington Police Station is open from 10am – 2pm on Mondays, Tuesdays, Thursdays and Fridays. We can be contacted via our social media accounts, the Avon & Somerset Police website or by calling 101. Alternatively, feel free to stop any one of us whilst we're out on patrol and we'll always be happy to speak with you.

Jon O'Connor

Neighbourhood Sergeant for Wellington



REPORT OF THE TOWN CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE TOWN COUNCIL 1 JULY 2024

1. Introduction

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

2. Other Matters

- Given the amount of work taken on as a result of Somerset Council reducing its capacity we have recruited an additional full time Community Warden, Danny Hancock, for the summer period through an agency. We decided not to recruit a permanent post at this time (a) because we need to have flexibility whilst we consider what workforce we will need from April 2025 (b) there won't be enough work for two Wardens through the winter. The Council had budgeted for an additional Community Warden in the 2024/5 budget. We are posting weekly updates on social media that highlights the work being done by the Community Wardens. The work and the posts are being well received.
- I have extended the temporary contract of the Climate Change Project Officer for a further 6 months. Good progress is being made on the Climate Change Strategy Action Plan and work around that and we need to maintain momentum. Funding for this post will be from the Project Officer post budget line.
- The D-Day event in Wellington Park was another resounding success with the signing of the Armed Forces Covenant adding to the occasion. The whole evening was very well received by the community. Thanks to all who contributed to the planning, delivery and late night clearing up.
- Following the Visioning Session a meeting has been arranged on the 1 July with officers from Somerset Council's housing team and Cllr C Govier and I to discuss the provision of affordable housing in the town and what role the Town Council may have in that.
- The Open Spaces manager and I are meeting officers from Somerset Council on the afternoon of 3 July to get feedback on the Environmental Study carried out on the proposed Longforth Farm Playing pitch site. This will be reported to the July Environment Committee.
- The Town Clerk and Project Assistant met with Giles Adams, Chair of Visit Somerset to discuss how we could better promote Wellington both through using the Visit Somerset website and publications but also more generally. He is pulling together some thoughts and has offered to attend a future meeting of the Economic Development Committee to discuss further.
- As reported via email, a group of travellers have been in a field on Longforth Farm behind the planned allotment site since 13 June. The Police are in contact with the landowner, and we are waiting to hear what action is to be taken.

- I have requested a meeting with senior Somerset Council officers to discuss the future shape of early help coordination in the town in light of its financial difficulties and to inform budget planning for 2025/6. This has been agreed and I am just waiting for a date to be confirmed. I will report on the outcome of these discussions to the Community Committee.
- The latest iteration of the CCTV Service Level Agreement has come through. The annual cost is unchanged and as agreed previously by the Town Council. The cost of upgrading cameras has been confirmed at £4,300 which was the maximum cost delegated to me to approve. Somerset Council has also confirmed that it will fund the cost of replacing and upgrading the two cameras that are faulty.
- The Open Spaces Manager has met with the Community Payback Team to discuss what support it may be able to provide to the Town Council through its work. We will report further on this as discussions progress.

3. Communications and Social Media

Between 1 and 24 June, Wellington Town Council’s social media reached 27.9k people, with much of this reach attributed to our D-Day 80th Anniversary Celebrations and the posts used to promote/reflect on this.

The top five reacted to posts in this period were:

1. Thank you to all who attended the beacon lighting – 53 reactions
2. Updated cover photo to photo of Wellington Park – 41 reactions
3. Preparations in progress for beacon lighting – 36 reactions
4. Sneak peak of beacon during test fire – 36 reactions
5. Bedding plants going in at Wellington Park – 35 reactions

Although engagement may now face a decline as our main events (until Christmas) are over, we hope to keep people interested in our page as we are more regularly sharing updates of our work and posting on a more frequent basis about more generic topics such as registering to vote and national “Thank a Teacher” day.

The newsletter’s audience is also steadily growing with 13 new subscribers in the past month, bringing our total subscriber number to 131. It should be noted that the newsletter has subscribers not just from Wellington, but also from our surrounding towns and villages in Devon and Somerset.

4. Monthly Bank Reconciliation

Attached as an appendix.

5. July Meetings/Events

Date	Time	Event	Location	Who Involved
1 July	9.30am	Meeting with SC officers re housing provision in the town	Council Chamber	Cllr C Govier Town Clerk

1 July	6.00pm*	Planning Committee	URC Hall	Committee members
1 July	7.00pm	Full Council	URC Hall	All councillors
3 July	2.00pm	Feedback on Environmental Study Longforth Farm playing pitch site	Virtual	Town Clerk Open Spaces Manager
5 July	9.30am	Wellington School Commemoration Service	Wellington School	Mayor
8 July	6.00pm	Policy and Finance Committee	URC Hall	Committee members
10 July	10.30am	Town and Parish Clerks Briefing	Virtual	Town Clerk
10 July	6.00pm	Economic Development Committee	URC Hall	Committee members
15 July	6.00pm	Community Committee	URC Hall	Committee members
16 July	All day	Britain in Bloom Judging – lunch for judges in Council Chamber at 12.00pm	Everywhere	Mayor, officers
17 July	6.00pm	Environment Committee	URC Hall	Committee members
18 July	10.30am	Officers Devolution meeting with SC	Chamber	Council officers
18 July	1.00pm	Officers Fire Warden Training	Council offices	Council officers
20 July	2.00pm	Camelot House Fete	Camelot House	Mayor
24 July	10.30am	Town and Parish Clerks Briefing	Virtual	Town Clerk

*time to be confirmed.

6. Annual Leave

Deputy Clerk/RFO – 5 July

Assets and Events Officer – 9 July

Open Spaces Manager – 1 July

Project Assistant – 5 – 12 July

Community Connect Champion – 15, 18 and 22 July

Dave Farrow

Town Clerk

24 June 2024

Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFO Date: 19/06/2024

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 19/06/2024			
	Cash in Hand 01/04/2024			921,528.82
	ADD			
	Receipts 01/04/2024 - 19/06/2024			974,510.64
				1,896,039.46
	SUBTRACT			
	Payments 01/04/2024 - 19/06/2024			273,671.17
A	Cash in Hand 19/06/2024 (per Cash Book)			1,622,368.29
	Cash in hand per Bank Statements			
	Petty Cash	04/06/2024	0.00	
	Lloyds Current Account 2195145	19/06/2024	32,323.24	
	Lloyds Deposit Account 07788306	19/06/2024	950,951.28	
	Lloyds Treasurers PC 87331468	19/06/2024	273.83	
	The Cambridge Building Society Cl	19/06/2024	204,644.36	
	Cambridge & Counties 15020773	19/06/2024	268,310.74	
	Nationwide 01343556	19/06/2024	212,027.50	
				1,668,530.95
	Less unrepresented payments			54,497.81
				1,614,033.14
	Plus unrepresented receipts			8,335.15
B	Adjusted Bank Balance			1,622,368.29
	A = B Checks out OK			

MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY AND FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 10 JUNE 2024 AT 6.00PM

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

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

72 APOLOGIES

All Committee members were present.

73 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.

74 PUBLIC PARTICIPATION

No members of the public wished to speak.

75 MINUTES

RESOLVED to approve and sign the minutes of the Policy and Finance Committee held on 13 May 2024 after correcting Councillor Cole’s initial in the list of those present.

76 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 4 JUNE 2024

RESOLVED to approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 8 MAY – 4 JUNE 2024

RESOLVED to note an approve the expenditure. The Deputy Clerk was asked to check the documents available on the website for items b and c.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 8 MAY – 4 JUNE 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 4 JUNE 2024 (attached)

RESOLVED to note an approve the budget report.

77 DEVOLUTION WORKING GROUP

The notes from the meeting held 24 May were noted. Councillor Cole reported that matters are moving forward with officers as required. More information had been received from Somerset Council relating to open spaces, it is planned that at the next meeting a working document will be reviewed to assess the options for outsourcing or in an inhouse work force for the open spaces. The date of the next meeting will be 26th June.

78 BEECH GROVE SCHOOL FUNDING

Following the approval of £2,842.50 to provide bagels and cereal to children at Beech Grove until the end of the academic year; Councillor Cole provided an update from the follow up meeting held on 4th June. He explained that there had been some issues in getting the scheme started but was since working well and had been positively received. Under the scheme, all pupils receive half a bagel at the gates before starting classes and all pupils in KS2 receive a cup of cereal at breaktime. It was envisaged that the Council might offer support for a town wide scheme but , other schools did not report a need for this at this time. Given the feedback from the previous funding provided, it was **RESOLVED** to recommend to Full Council that the Council provide funding for the scheme at Beech Grove for the next academic year.

Councillor M Lithgow declared an interest as he is a Governor at Beech Grove School and did not vote on the proposal.

79 LONGFORTH ROAD TOILET BLOCK

Having considered the updated fee proposal from Ravenslade it was **RESOLVED** to accept the quotation in the amount of £6,310 (£4,450 of which had been previously approved) for works required up to the planning stage.

80 SCHEME OF DELEGATION AND TERMS OF REFERENCE FOR COMMITTEES

A paper and draft Scheme of Delegation was circulated with the agenda. After some discussion, it was **RESOLVED**:

1. To recommend to Full Council that the Terms of Reference for all committees be adopted as previously circulated with the Annual Meeting (i.e. Committees have full spending authority within the parameters detailed in the paper) after updating the Budget Cost Centres each committee is responsible for so that there is no overlap.
2. To recommend to Full Council that the Scheme of Delegation be adopted following any changes required by item 1 above, and that Officers are given delegation to spend specific budget codes as will be defined in the updated draft.

81 TOWN COUNCIL WEBSITE AND E-MAIL ADDRESSES

A paper was circulated with the agenda detailing information on the expectation that Parish, Town and Community Council's should make use of a .gov.uk domain and website accessibility requirements. **RESOLVED** to approve the principle of moving to a .gov.uk domain for the Council's website and e-mail addresses. Officers were asked to bring more information back to a future meeting on costings required in relation to the current IT budget.

82 SCHEDULE OF POLICIES

A schedule of the Council's Policies and procedures was circulated with the agenda. It was **RESOLVED** that Officers be delegated authority to update documents where only drafting

changes were required (i.e. updating references to Somerset West & Taunton to Somerset Council, etc.). If a document is identified as requiring more in depth review, it will be brought back to a future meeting.

83 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).

84 UPDATE ON IVY HOUSE AND THE OLD VICARAGE

The contents of this minute are confidential due to an NDA being in place.

There being no further business the meeting closed at 7.30 pm

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WELLINGTON TOWN COUNCIL

COMMITTEE TERMS OF REFERENCE

Committee Name	Policy & Finance		
Lead Officer(s)	Town Clerk Finance Manager (RFO)		
Membership	9 Councillors		
Reports To	Full Council		
Date of Adoption	01 July 2024	Review Due	ATC Mtg 2025

1. Purpose

- 1.1. To review, report on, make decisions, and recommendations to the Council on all matters relating to corporate governance, policies, procedures, finance, staffing and health and safety.

2. Summary of Responsibilities

- 2.1. The Committee shall have delegated authority to:

- 2.1.1. Monitor, review, and approve monthly expenditure and accounts for payment.
- 2.1.2. Monitor, review, and approve monthly bank reconciliations.
- 2.1.3. Monitor, review, and approve the Council's expenditure against the budget.
- 2.1.4. Monitor, review, and approve the Council's asset register.
- 2.1.5. Monitor, review and action matters arising from the Council's Internal Audit.
- 2.1.6. Receive, assess, and decide Grant applications within the Council's policy.
- 2.1.7. Review and approve contracts for goods and services.
- 2.1.8. Review and approve the Council's bank mandate and banking arrangements.
- 2.1.9. Development, monitoring, and implementation of the Council's Strategic Plan.
- 2.1.10. Review and approve matters relating to Staffing including HR policy management and staffing structure.
- 2.1.11. Monitor matters relating to the Council's Health and Safety Policy.
- 2.1.12. Monitor, review, and approve the Council's Risk Management Scheme.
- 2.1.13. Monitor, review, and approve the Council's Leases and Licences.

2.2. The following are reserved for Full Council, but the Committee may review and make recommendations on:

- 2.2.1. The Council's reserves.
- 2.2.2. The Council's annual budget and precept demand.
- 2.2.3. Approval of the Council's Year End Accounts and Annual Return (AGAR).
- 2.2.4. Authorisation of terms and purpose for any approval of borrowing.
- 2.2.5. Approval of the Council's Service Level Agreements.
- 2.2.6. Any policies and procedures.
- 2.2.7. The Council's Code of Conduct
- 2.2.8. The review of the Council's Standing Orders and Financial Regulations.

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

- 2.3.1. HR Sub-Committee
- 2.3.2. SLA Review Working Group
- 2.3.3. Audit Working Group
- 2.3.4. Devolution Working Group

2.4. The Committee may appoint further Sub-Committees or Working Groups as required and will set their membership and Terms of Reference.

2.5. Sub-Committees or Working Groups shall be reviewed by the Committee each year at its first meeting following the Annual Town Council Meeting.

2.6. Where a matter is considered by more than one Committee, this Committee may make recommendations to other Committees where required.

3. Spending Authority

3.1. The Committee has delegated authority to incur expenditure where items relate to its core responsibilities as set out 2.1 above.

3.2. This Committee may incur expenditure from any part of the Council's agreed budget.

3.3. The Committee may not approve expenditure that will cause a budget line to become overspent. It may, however, make such recommendations to Full Council for final approval.

3.4. Where appropriate, the Committee may further delegate specific spending authority to Council Officers. Such spending must be in line with the Council's Financial Regulations, Standing Orders and these Terms of Reference.

3.5. The Committee may prepare and approve any documents required for obtaining quotations and tenders. Awards of contracts procured through the tender process may be reviewed by the committee but must be recommended to Full Council for approval.

4. Reporting

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

5. Membership

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

6. Operation

- 6.1. The Committee has power to operate only as set out in these Terms of Reference and the Council's Standing Orders as applicable.
- 6.2. Meetings shall be held once per month.
- 6.3. The Quorum of the committee is 5 Councillors. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.
- 6.4. If both the appointed Chairman and Vice Chairman are not present at the start of a meeting, the Committee will appoint another Councillor to act as Chairman for that meeting.
- 6.5. These Terms of Reference will be reviewed each year at the Annual Meeting of the Council. Changes may also be made by resolution at Full Council. The Committee can instigate any change by way of a recommendation.



WELLINGTON TOWN COUNCIL COMMITTEE TERMS OF REFERENCE

Committee Name	Environment		
Lead Officer(s)	Town Clerk Open Spaces Manager		
Membership	7 Councillors		
Reports To	Full Council		
Date of Adoption	01 July 2024	Review Due	ATC Mtg 2025

1. Purpose

- 1.1. To review, report on, make decisions, and recommendations to the Council on matters relating to green spaces, highways, street cleaning and the Council's climate, tree and planting strategies.

2. Summary of Responsibilities

- 2.1. The Committee shall have delegated authority to:

- 2.1.1. Have oversight of any parks, play areas and open spaces owned, leased, or otherwise managed by the Council.
- 2.1.2. To review, develop and implement maintenance plans for the abovementioned property in 2.1.2.
- 2.1.3. Review and deliver the Council's Climate Change and Tree Planting Strategies.
- 2.1.4. Have full oversight of the management of the Council's allotments.
- 2.1.5. Review, develop and implement the Council's Strategy for planting in and around the Town Centre.
- 2.1.6. Receive reports on and monitor Public Rights of Way.
- 2.1.7. Receive information on and monitor minor highways works activities.
- 2.1.8. Review, develop and implement the Council's Strategy for the provision of street cleaning, litter bins and dog bins.

- 2.2. To assist in its responsibilities, the Committee will appoint the following Sub-Committees or working groups and shall determine their membership and terms of reference. These

groups shall make recommendations to the Committee for final resolution (or recommendation to Full Council) in accordance with these Terms of Reference.

- 2.2.1. Green Corridor Advisory Board
- 2.2.2. Basins Allotments Advisory Board
- 2.2.3. Longforth Allotments Advisory Board
- 2.2.4. Station Development Working Group

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

3. Spending Authority

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

Cost Centre	Cost Codes
Allotments	All codes
Earmarked Reserves	Railway Station
	Playing Pitch Strategy
	Environmental Improvements
	Open Spaces Development
Environment & Planning	All codes
Play Areas	All codes
Unitary Devolution	Play Areas
	TC Planting
	Park Planting & Security

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

3.7. At each meeting, the Committee will review spending against the budget codes listed above.

4. Reporting

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

5. Membership

5.1. The Committee shall comprise of seven Councillors, elected annually at the Annual Council meeting, or at any other Council meeting should an interim need arise.

5.2. At its first meeting following the Annual Council Meeting, the Committee shall appoint a Chairman and Vice Chairman for the coming Council year.

5.3. The Committee may appoint Lead Councillors for projects and other matters for consideration. Where a Councillor is not specifically appointed, the Chairman shall act as Lead Councillor. Lead Councillors will be authorised to work directly with Council Officers as appropriate and report updates to the committee.

5.4. All members of the Council are entitled to attend meetings and to speak on items on the agenda.

6. Operation

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

6.2. Meetings shall be held once per month.

6.3. The Quorum of the committee is four Councillors. No business may be transacted at a meeting unless the set quorum of Councillors is present and eligible to vote.

6.4. If both the appointed Chairman and Vice Chairman are not present at the start of a meeting, the Committee will appoint another Councillor to act as Chairman for that meeting.

6.5. These Terms of Reference will be reviewed each year at the Annual Meeting of the Council. Changes may also be made by resolution at Full Council. The Committee can instigate any change by way of a recommendation.



WELLINGTON TOWN COUNCIL COMMITTEE TERMS OF REFERENCE

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

1. Purpose

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

2. Summary of Responsibilities

2.1. The Committee shall have delegated authority to:

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

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

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

- 2.2.1. Event Working Group

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

3. Spending Authority

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

Cost Centre	Cost Codes
Christmas	All codes
Town Centre	Summer Street Fair
	Town Centre Projects
	Remembrance & AFD
	Heritage
	Clocks

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

4. Reporting

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

5. Membership

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

6. Operation

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



WELLINGTON TOWN COUNCIL COMMITTEE TERMS OF REFERENCE

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

1. Purpose

- 1.1. To review, report on, make decisions, and recommendations to the Council on matters relating to community plans and engagement, twinning and asset management.

2. Summary of Responsibilities

- 2.1. The Committee shall have delegated authority to:

- 2.1.1. Review, develop and implement the Council's Community Development Plan.
- 2.1.2. To oversee engagement with the Community.
- 2.1.3. Have oversight of the Council's involvement with the Kings Arms Community Hub.
- 2.1.4. Have oversight of the Council's involvement with the Twinning Association.
- 2.1.5. Have oversight of the day-to-day management of Council buildings, property and other assets including planned maintenance and development. *
- 2.1.6. To appoint a Council representative for the Wellington One Team.
- 2.1.7. To receive and review information from the Wellington One Team.
- 2.1.8. Have oversight of any emergency planning.

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

- 2.2. To assist in its responsibilities, the Committee will appoint the following Sub-Committees or working groups and shall determine their membership and terms of reference. These

groups shall make recommendations to the Committee for final resolution (or recommendation to Full Council) in accordance with these Terms of Reference.

2.2.1. Kings Arms Working Groups

2.3. The Committee may appoint further Sub-Committees or Working Groups as required and will set their membership and Terms of Reference.

2.4. Sub-Committees or Working Groups shall be reviewed by the Committee each year at its first meeting following the Annual Town Council Meeting.

2.5. Where a matter is considered by more than one Committee, this Committee may make recommendations to other Committees where required.

3. Spending Authority

3.1. The Committee has delegated authority to incur expenditure where items relate to its core responsibilities as set out 2.1 above.

3.2. This Committee may incur expenditure from the following Cost Centres & Codes within the Council's Budget

Cost Centre	Cost Codes
28-30 Fore Street	All codes
Community Services	All codes
Pop Up Shop	All codes
Town Centre	Longforth Road Toilets
	Longforth Road Toilets Refurb
	Kings Arms
Unitary Devolution	Toilets
	Bus Shelters

3.3. If the Committee wish to make a spend from a Cost Code or Centre not mentioned above, it should make a recommendation either to another appropriate Committee which does have delegated spending authority or to Full Council.

3.4. The Committee may not approve expenditure that will cause a budget line to become overspent. It may, however, make such recommendations to Full Council for final approval.

3.5. Where appropriate, the Committee may further delegate specific spending authority to Council Officers. Such spending must be in line with the Council's Financial Regulations, Standing Orders, and these Terms of Reference.

3.6. The Committee may prepare and approve any documents required for obtaining quotations and tenders. Awards of contracts procured through the tender process may be reviewed by the committee but must be recommended to Full Council for approval.

3.7. At each meeting, the Committee will review spending against the budget codes listed above.

4. Reporting

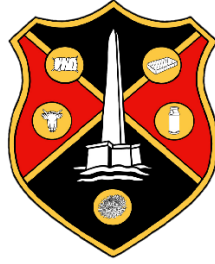
- 4.1. The Committee shall, by way of presentation of draft minutes, report to the next Full Council meeting after each meeting. If appropriate, the Committee Chairman may give a verbal update.

5. Membership

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

6. Operation

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



Scheme of Delegation to Committees and Officers

Wellington Town Council

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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 if required; for example when there are staffing changes.
- 2.2. One of the purposes of this 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 within budgets as detailed in item 7 on behalf of the Council up to the amounts included in those approved budgets,
- The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage 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 Media Communications 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 the following Cost Centre/Code budgets as set: 28-30 Fore Street (all codes) Administration (all codes) Community Warden (all codes) Cost of Democracy & Elections <ul style="list-style-type: none"> • Members training • Members travelling • Hospitality • Deputy Mayor's Expenses IT, Website & Internet (all codes) Staff Costs & Expenses (all codes) Unitary Devolution <ul style="list-style-type: none"> • IT Impact 	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 budgets as above	Town Clerk and/or RFO

7.2. Financial Delegation to Committees

Committee Name	Membership	Delegated Budgets	Delegated Spending Authority
Policy & Finance Committee	<p>9 Councillors</p> <p>Quorum of 5 Councillors</p> <p>May appoint a Chairman, Vice Chairman and lead Councillors as required.</p>	All	<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>
Environment Committee	<p>7 Councillors</p> <p>Quorum of 4 Councillors</p> <p>May appoint a Chairman, Vice Chairman and lead Councillors as required.</p>	<p>Allotments (all codes)</p> <p>Earmarked Reserves:</p> <ul style="list-style-type: none"> • Railway Station • Playing Pitch Strategy, • Environmental Improvements, • Open Spaces Development <p>Environment & Planning (all codes)</p> <p>Play Areas (all codes)</p> <p>Unitary Devolution:</p> <ul style="list-style-type: none"> • Play Areas, • TC Planting, • Park Planting & Security 	<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>Economic Development Committee</p>	<p>7 Councillors</p> <p>Quorum of 4 Councillors</p> <p>May appoint a Chairman, Vice Chairman and lead Councillors as required.</p>	<p>Christmas (all codes) 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>Community Committee</p>	<p>7 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 (all codes) Community Services (all codes) Pop Up Shop (all codes) 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>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>

MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT AND COMMITTEE HELD AT UNITED REFORMED CHURCH HALL ON WEDNESDAY 19 JUNE 2024 AT 6.00 PM

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

In attendance: David Farrow (Town Clerk)
Darren Hill (Open Spaces Manager)
Stephen Tate (Climate Change Project Officer)
Steve Saunders, Footpath Volunteer Coordinator for agenda item 6.
Councillor S Mercer
Councillor J Thorne
Four members of the public

85. APOLOGIES

There were no apologies.

86. DECLARATIONS OF INTEREST

There were no declarations of interest.

87. QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Councillor J Thorne spoke saying that he did not believe a Right to Grow Policy was required as it was already happening in the town, noted that the Climate Change Strategy was not attached to the agenda, stated that he supported the purchase of the thermal imaging cameras but considered the Ballot Bin proposal a waste of money. He also spoke against the erection of fencing in Fox’s Field.

At this juncture Councillor Thorne left the meeting.

88. FOOTPATH UPDATE

Steve Saunders provided an update on the work of the footpath volunteers noting that issues identified by the member of the public at the previous meeting had been addressed and that in total the volunteers had undertaken 28 hours of work since the last meeting.

89. RIGHT TO GROW

A paper had been circulated with the agenda.

It was **RESOLVED** to suspend Standing Orders to allow members of Transition Town Wellington to address the Committee and explain the concept of the Right to Grow.

After asking questions it was **RESOLVED** to reinstate Standing Orders.

After some discussions it was **RESOLVED** to ask officers to do more work on this and develop a proposal for how the Right to Grow could work in the town for consideration at a future Committee meeting noting that at present the priority for

officers had to be preparing to take on the management of the Open Spaces from Somerset Council.

90. BUDGET REPORT

The report had been circulated prior to the meeting and was noted. The Town Clerk said he would report back on the apparent overspend on the Longforth Farm Allotment line.

91. CLIMATE CHANGE PLAN UPDATE

A paper had been circulated with the agenda and an updated version was tabled at the meeting It was **RESOLVED:**

- (i) That work should continue on the development of the Action Plan and that specifically officers should continue discussions with their counterparts in Tiverton and Cullompton to establish if there was a shared project that could be developed that could draw down funding from the National Lottery or elsewhere and further develop the tree planting strategy.
- (ii) Not to recommend to Full Council that The Housing Charter should be adopted.
- (iii) To recommend to Full Council that three Thermal Imaging Cameras be purchased with costs not to exceed £1,100 on the basis set out in the paper circulated with the agenda.
- (iv) Not to recommend to Full Council that a Ballot Bin be purchased on the basis that it could undermine the condition of the Iron Duke’s License not to allow smoking anywhere other than its upstairs terrace.

92. OPEN SPACES MANAGER UPDATE

The Open Spaces Manager provided an update on work that had been undertaken since the last meeting.

93. GREEN CORRIDR AND ENVIRONMENTAL IMPROVEMENTS BUDGET 2024/5

It was **RESOLVED:**

- (i) To recommend to Full Council that Justin Perry-Jones quote of £130 for cutting fields in the Green Corridor and for £90 for cutting the Longforth Farm allotments totalling £420 plus VAT is approved.
- (ii) That fencing should not be erected around the river in Fox’s Field and that officers should instead explore installing signage at the entrances to the field warning of steep drops and open water and also an information board by the river with similar warnings but also detailing the wildlife and plants in the area and explaining the erosion of the bank.

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

.....
Councillor M McGuffie
Chairman

WELLINGTON TOWN COUNCIL**ENVIRONMENT COMMITTEE****19 JUNE 2024****PURCHASE OF THERMAL IMAGING CAMERAS****1. Introduction**

- 1.1 The purpose of this paper is to seek the committee's views on recommending to Full Council that it purchases thermal imaging cameras to loan to residents to enable them to assess what action they need to take to make their homes more energy efficient thereby reducing their carbon footprint and reducing their energy bills.

2. Background

- 2.1 In 2023 Somerset Council introduced a scheme where residents could borrow thermal imaging camera through the Library Service for a three day period at no cost that connects to a smartphone or tablet to help residents identify areas of heat loss to help improve energy efficiency, reduce household bills, and reduce carbon emissions. The initiative resulted in the service receiving the South Western Regional Library Services (SWRLS) Charitable Incorporated Organisation (CIO) Initiative Award and it has been copied by other councils around the country.
- 2.2 The Climate Change Officer has been in discussion with staff at Wellington Library who have said that there is a high demand for the cameras, which are best used in the winter when the temperature between the interior and exterior of a home is greatest. There is a turnaround time of three days for them to be delivered from Taunton and this has resulted in a long waiting list for their use.
- 2.3 The Centre for Sustainable Energy Carbon Footprint Report for the town identified that emissions resulting from residents' use of energy in their homes accounted for 18% of the towns total emissions. Whilst not the highest cause of emissions it is still significant, and residents should be encouraged to assess their homes not only to aid the reduction in carbon emissions but also to reduce their household bills.

3. Consideration

- 3.1 The Committee is asked to consider recommending to the Full Council that it purchases two thermal imaging cameras to enhance the offer from Somerset Council. The intention is that we use the existing system in the Library Service to manage the loan process.

3.2 Alongside this we will develop guidance to signpost residents to information and organisations that can support them on how to address any issues identified through the use of the cameras.

3.3 The recommended camera is the FLIR One Pro Smartphone Thermal Camera (3rd Gen) which clips into a smart phone or tablet. A different camera is needed for iPhones and two for android phones to allow for different connectors. Octopus Energy has recently purchased a number of these phones to loan to its customers.

3.4 At the time of writing the phones cost £349 plus VAT each making a total cost of £1,047.

4. Decision Required

4.1 The Committee is asked to consider recommending to Full Council that officers are authorised to purchase three FLIR One Pro Smartphone Thermal Cameras (3rd Gen) one for iPhones and two for Android phones to allow for different connectors with funding to be drawn from the Environmental Improvements Budget. It is suggested that a ceiling of £1100 be placed on the decision to allow for potential flex in pricing between the writing of this report and the purchase of the cameras.

Dave Farrow

Town Clerk

June 2024

Revised SLA appendices to the agreement between Reminiscence Learning (“RL”) and Wellington Town Council (“The Council”) dated [ENTER THE DATE OF THE ORIGINAL AGREEMENT]

Appendix A

1. Funding

In the original agreement dated [ENTER THE DATE OF THE ORIGINAL AGREEMENT], The Council agreed to pay a total of £36,000 to RL over a 3-year period 1st April 2023 to 31st March 2026 in 3 instalments.

As of the revision date, [ENTER THE DATE OF THIS AGREEMENT], the council has paid the first 2 instalments totalling £24,000.

The Council shall pay a further total of £22,000 to RL as follows:

- £5,000 for services to Wellington residents and carers as outlined in Appendix C between the date of this agreement and 31st March 2025 within 14 days of the signing of this revision.
- £12,000 for services as outlined in Appendix B between 1st April 2025 and 31st March 2026 payable no later than 31st May 2026.
- £5,000 for services to Wellington residents and carers as outlined in Appendix C between 1st April 2025 and 31st March 2026 payable no later than 31st May 2026.

2. Period of notice of changes in funding levels

The Council shall give three months' notice in writing if there are to be any changes in funding to RL.

3. Period of notice for termination of agreement

The Council or RL can terminate this Agreement by giving three months' notice in writing to the other party.

Appendix B

1. Provide community sessions, Funday Fridays, to Wellington residents living with dementia/memory loss and their Carers.
 - Sessions will take place weekly (50 per year) and are open those who are living with dementia/memory loss, including those in the early stages of the disease, and their Carers.
 - The sessions will take place in Wellington and will be open to Wellington residents and those who live outside the boundaries.
 - Attendees to the sessions are welcome to donate £5 per person to help cover the running costs.
 - Based on the last 12 months:
 - The costs to run the sessions are approximately £205 per session or £10,250 per year.
 - Average donations are approximately £100 per session or £5,000 per year.
 - This leaves a funding gap of £105 per session or £5,250 per year.
 - Where data of attendees is collected, 85% are Wellington residents.
 - The Council agree to contribute £4,500 to support Wellington residents living with dementia/memory loss and their Carers to participate in Funday Fridays.
 - RL will provide the additional funding of £750.
2. Provide Forest School sessions to Wellington residents living with dementia/memory loss and their Carers.
 - RL will provide 10 sessions per year for Wellington residents living with dementia/memory loss and their Carers and will be free of charge.
 - Attendees from outside of Wellington will be asked for a donation to participate.
 - RL may accept unsolicited donations from Wellington residents.
 - The cost to provide these sessions is £100 per session or £1,000 per year and The Council agree to fully fund these sessions for the benefit of Wellington residents living with dementia/memory loss and their Carers.
3. Provide a Carers Support Group to Wellington Carers
 - Sessions will take place twice a week and are open to Carers of those who are living with dementia/memory loss including those in the early stages of the disease.
 - Sessions will be held remotely and will be open to Carers from Wellington and those outside the boundaries.
 - Based on the last 12 months:
 - The cost to run the sessions is £150 per week or £7,500 per year.
 - 87% of attendees are Wellington residents or care for a Wellington resident living with dementia/memory loss.

- The Council agree to contribute £6,500 to support carers who are residents of Wellington or caring for a Wellington resident living with dementia/memory loss to attend the Carers Support Group.
- RL will provide the additional funding of £1,000.

Summary

Project	Funding
Funday Fridays	£4,500
Forest School	£1,000
Carers Support Group	£6,500
Total	£12,000

Appendix C

The Council recognise the work RL do in the Wellington Community to raise the awareness of the disease and provide support to those diagnosed and their Carers.

Currently, there are an estimated 9,857 dementia patients within Somerset¹ and although there is no specific figure for Wellington, based on population sizes, this would equate to approximately 296 patients who are currently registered with dementia living in the town².

The number of people affected by dementia increase when those with early onset (and not diagnosed), Carers and family members are included in the numbers. This number could be as high as 900 within Wellington.

The awareness of dementia within Wellington is perceived to be higher than comparable towns and The Council believe this is due to the work of RL in the town.

The initiatives run by RL in Wellington (excluding those with direct funding and included in Appendix B) not only support dementia patients and their Carers, raise the awareness of the diseases and include:

- The Archie Project
- Creative Art Project

The Council believe it should support the residents of Wellington who are affected by dementia and recognise funding specific and varied projects is sometimes difficult to quantify. The Council would like to move to a model where funding is based on the number of those affected by dementia in the town who are supported by RL and the level of awareness of dementia and how this raised awareness directly and positively impacts on their lives. To that end:

- RL will provide a range of initiatives aimed at supporting Wellington residents who have been diagnosed with dementia and their Carers and raising the awareness of the disease in the town.
- RL will capture data and report back annually on the number of Wellington residents (patients and Carers) directly supported by the initiatives, including the initiatives they have taken part in.
- RL will look to quantify the awareness levels of dementia in Wellington annually and how this awareness helps to improve the lives of dementia patients within the town.

¹ Alzheimer's Society – Local dementia statistics - Diagnosing Well at Local Authority Level: NHS Somerset ICS (<https://www.alzheimers.org.uk/about-us/policy-and-influencing/local-dementia-statistics>)

² Wellington and Rockwell Green account for approx. 3% of the population of Somerset as per 2021 census data (<https://citypopulation.de/en/uk/southwestengland/>)

- The Council will provide funding of £5,000 to support these initiatives through to 31st March 2025 and a further £5,000 for the period 1st April 2025 to 31st March 2026.

It is currently the intention of The Council to work with RL to continue this agreement beyond the expiry date. It is hoped the funding model outlined in Appendix C will be used where the services provided by RL can be demonstrated to be of direct benefit to residents of Wellington living with dementia/memory loss and their Carers either directly, or indirectly through increased awareness.

RL commit to collecting data to support the provision of services and the funding outlined in Appendix B and the data required to develop a model to support the initiatives in Appendix C. The Council recognise a minimum of 12 months of data will be required to achieve the latter and will work with RL to develop this model, as a minimum during the annual SLA review in March 2025.

Alice Kendall

From: SHIRLEY EVETT
Sent: 16 June 2024 19:44
To: Alice Kendall
Subject: Carnival Sponsorship

Follow Up Flag: FollowUp
Flag Status: Flagged

Good Morning Alice

last year The Council very kindly sponsored The Comic Class at Wellington Carnival

I was just enquiring whether they would like to do the same this year

by getting local businesses and groups to sponsor all the classes in the Carnival it enables us to increase the size of our Carnival by paying all entrants an appearance fee and not just prize money

this means that although it is still a competition for awards there is no prize money with everybody in a particular class getting an amount of appearance money

as you can image by doing this we encourage more entrants to come to wellington as apposed to going to other Carnival which are on that same night but it does cost more Money

the cost of sponsorship is the same as last year £400

for which you will be entitled to a full page add in the Carnival Souvenir Programme which last year promoted the Christmas Market & Lights Switch On but is whatever you wish it to be

Your name will also appear on the "This Years Classes page" and also the "Last years Results Page" in the Programme

Your name will also be on the Awards Certificate for The Comic Class

Also it will appear on Social Media that you have agreed to sponsor this Class

not wishing to press you but I have to have all literature for the Programme by 15th July

any further questions do not hesitate to contact me

hoping you can look up this matter favourably

Regards

Andy Thorne

Sponsorship Secretary

Wellington Carnival

MAYOR'S HONOURS BOARD

Full Council July 2024

1. Background

1.1. Councillor Marcus Barr has requested that an item be added to the Council agenda to consider the purchase of a Mayor's honours board. He would like to donate his 24/25 Councillors Allowance towards its purchase.

2. Location & Other Considerations

- 2.1. It is suggested that the board could be placed in the Community Office at 30 Fore Street once the Council operates a reception and information point there after the temporary banking hub has moved to its permanent premises (agreement in place until 31st October).
- 2.2. The location identified above (adjacent to the built in counter) would accommodate a board up to 120 cm (w) x 95cm (h).
- 2.3. Councillors will need to consider from which point in time Mayors would be added to the Board. The first Mayor (rather than Chairman) was appointed in 2008. The examples given in item 3 below should give adequate space for all previous Mayors to be included as well as space for future Mayors.
- 2.4. It should be noted that prices quoted below are for supply of basic boards only. Text, logos, fixings etc are at additional cost. This could be sourced from the supplier at time of ordering, or from a local signwriting company.

3. Examples

3.1. Hardwood (traditional) example

3.1.1. Framed hardwood honours board (Greenbarnes) **from £655.20**

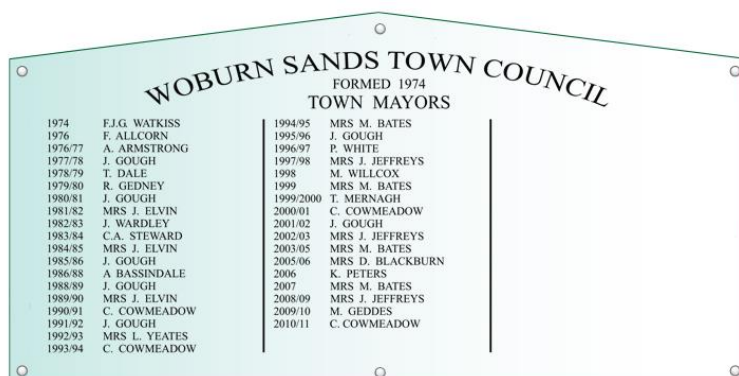
Hardwood honours board with solid timber frame and veneered panel, 1200mm wide x 600mm high, landscape format. Available with a clear lacquered finish in a choice of oak, ash, beech, maple or sapele. The oak version is also available with a dark stain, also with a lacquered finish. Supplied complete with brass picture plates for wall-mounting or with optional concealed fixings. This beautifully crafted honours board can be supplied with or without lettering, logos, border lines and dividers and typically will accommodate approximately 40 -60 inscription lines. Once you have your board, we like to make the process of keeping it updated as simple as possible. There is no need to return the board to us, thus avoiding the potential for loss and damage that this entails. Simply email us details of the additions required and we will post the necessary text out to you within a few days for you to add on site. We keep records of the layouts of each board supplied meaning that consistency of text size, colour, spacing and punctuation is guaranteed.



Options required to match that of the image above are an additional £439 (Total £1,094) this includes 16 years of previous Mayor's information.

3.1.2. Acrylic honours board (Greenbarnes) **from £240.32**

1200 x 600mm landscape format acrylic honours board. These acrylic honours boards offer a contemporary and cost-effective alternative to traditional timber boards and are available in a wide range of sizes and shapes, broadly equivalent to their timber counterparts. All can be specified in clear or green-tinted glass-effect acrylic and for locations where the wall surface behind the board is less than perfect we also offer a "frosted" version. Boards are supplied complete with chrome-finished "stand-offs" for wall-mounting. This honours board can be supplied with or without lettering, logos, border lines and dividers and typically will accommodate approximately 40 – 60 inscription lines. Once you have your board, we like to make the process of keeping it updated as simple as possible. There is no need to return the board to us, thus avoiding the potential for loss and damage that this entails. Simply email us details of the additions required and we will post the necessary text out to you within a few days for you to add on site. We keep records of the layouts of each board supplied meaning that consistency of text size, colour, spacing and punctuation is guaranteed.



Options required to match that of the image above are an additional £340 (Total £580) this includes 16 years of previous Mayor's information.

4. Decisions required and recommendations

- 4.1. The Council should make resolution to approve (or otherwise) the proposed honours board. And, if agreed;
- 4.1.1. Which style should be chosen?
 - 4.1.2. From what year should the board start?
 - 4.1.3. Which budget should this be funded from (after accounting for £350 from Cllr Barr's allowance)
- 4.2. If the Council are minded to approve; it is recommended that
- 4.2.1. The Assets and Events Officer be given delegated authority to complete the project in conjunction with Councillor Barr.
 - 4.2.2. Depending on option, that the maximum delegated spend be set at £1,200 (traditional) or £700 (acrylic).
 - 4.2.3. Shortfalls (see table below) be funded from the Internal Office Re-Decoration budget (current balance £4,584)
- 4.3. Costings (using examples above)

Traditional Board	£1,094
Cllr Barr Allowance	-£350
Shortfall	£744

Acrylic Board	£580
Cllr Barr Allowance	-£350
Shortfall	£230

Alice Kendall
Deputy Clerk/Deputy RFO
19 June 2024

COUNCILLOR ALLOWANCES

Full Council July 2024

1. Background

- 1.1. The Internal Audit process for the 21-22 year observed that “The Members allowances have been paid to unelected/co-opted members”. This was noted by the Council on review of the report at the Full Council meeting held 6 June 2022.
- 1.2. At the abovementioned meeting, it was resolved not to seek to recover amounts previously paid to co-opted members in previous financial years.
- 1.3. At the time of meeting in June 2022, all members had been elected as part of the local council elections in May 2022.

2. Review of Councillor Allowances

- 2.1. Councillor Allowances were reviewed as part of the 24-25 Budget setting process having received a report from Somerset Council’s Parish Town and City Independent Remuneration Panel.
- 2.2. The Panel recommended that Allowances be set at £775 per Councillor. However, the Council resolved to maintain the Allowance rate of £350 for the 24-25 year.

3. Legislation

- 3.1. The Local Authorities (Members' Allowances) (England) Regulations 2003 Part 5 gives provision for the payment of allowances to Parish Councillors (for the purposes for the regulations, the Town Council is the same as a Parish Council)
- 3.2. Regulation 24¹ specifies the application of Part 5, including: “*[reference] to a member is, unless otherwise specified, a reference to an elected member of a parish council,*”
- 3.3. Regulation 25² details that the Council may pay an allowance to its Chairman only, or to each of its members. If paying the Allowance to all members, the regulation gives provision for the Council to pay a higher amount to its Chairman. Under this regulation, the Council must “*have regard*” to a Parish Remuneration panel.
- 3.4. It is the officers understanding that the General Power of Competence, which the Council currently holds, does not supersede these regulations.

¹ <https://www.legislation.gov.uk/uksi/2003/1021/regulation/24/made>

² <https://www.legislation.gov.uk/uksi/2003/1021/regulation/25/made>

4. Considerations

4.1. It has been mentioned by Councillors in previous meetings that Officers should gather information on how an allowance might be paid to Co-Opted members.

4.2. Councillor Thorne provides the following view:
'There is no definition in this part of the legislation, nor in any other part, of the word 'elected'.

I contend that co-opted members are 'elected' through a process called 'co-option' as distinct from a process called a 'local government election' where a vote is taken of local government electors.

The process is 'co-option', and candidates enter this process and are elected to the parish council by way of a vote by councillors and are therefore 'elected'.

I can see nothing in the legislation that contradicts this opinion.

Therefore, co-opted members elected by sitting councillors are equal to members elected by local government electors and entitled to the same status.

Local government electors have the opportunity to call a local government election, and where they do not take up that opportunity, they therefore pass responsibility for the election process to sitting councillors to conduct their own election by means of co-option'.

4.3. The Deputy Clerk has paid, within the normal process, the allowances for those members who have been duly elected by local government electors.

4.4. Considering the information set out above, the Council need to make a resolution to provide the Officers with a course of action for those members who have been co-opted.

David Farrow
Town Clerk

Alice Kendall
Deputy Clerk/RFO

20 June 2024

WELLINGTON TOWN COUNCIL**COUNCIL MEETING****1 JULY 2024****PERMISSIVE FOOTPATH AND ACCESS TO THE RECREATION GROUND ON MATCH DAYS****1. INTRODUCTION**

1.1 The purpose of this paper is to seek councillors' views to feedback to Somerset Council on a request from Wellington AFC that the permissive footpath that runs through the Recreation Ground from North Street Car park to the Courtland Road Car park and potentially the access from Court Drive are closed to the public for the duration of matches.

2. BACKGROUND

2.1 Wellington AFC currently play at Level 5 in the Western League.

2.2 Each year the club is subject to a visit under the Stadium Accreditation Programme to ensure that its facilities are suitable for the level of football it is competing at. This year's review has identified a number of issues all of which have to be met by March 2025 which the club is dealing with .

2.3 However one requirement they now have to meet is that the ground needs to be classed as 'a closed ground' to satisfy matchday requirements. Having the footpath running through the ground and open access at Court Drive means that that condition cannot be met.

2.4 The implications of this condition not being met is that the club may no longer be able to compete at its current level and also that it will not be able to access funding from the Premier League Stadium Fund for other work that is required to enable it to meet the standards required. For example, it has recently applied for funding for new LED floodlights, which will address the clashes with the cricket club season and make the lighting more efficient.

2.5 The Club has made a request to Somerset Council, which owns the Recreation Ground, that the footpath be closed to the public on First Team matchdays from 1.30pm until 5.30pm on Saturdays and from 6pm until dusk for scheduled First Team evening games to make the Club fully compliant. They have said they would display permanent appropriate signage and notice of forthcoming games. This approach was previously applied during the COVID period to allow for social distancing. It may also

be necessary that the entrance at Court Drive be closed on the same basis.

2.6 Given that in April 2025 responsibility for the Recreation Ground and other open spaces in the town will be transferred to the Town Council, Somerset Council has asked for the Council's views on the request and specifically whether it would support the proposal.

2.7 If agreed the revised arrangements would come in to effect at the beginning of the 2024/5 season.

3. Consideration

The Council is asked to consider whether it would support the request from Wellington AFC to Somerset Council that the permissive footpath between Noth Street Car Park and Courtland Road be closed to the public on First Team matchdays from 1.30pm until 5.30pm on Saturdays and from 6pm until dusk for scheduled First Team evening games and that if necessary, access from Court Drive be closed on the same basis to make the Club fully compliant with the standards required for the level it is playing at, with appropriate advance warning notices and signage.

Dave Farrow
Town Clerk

July 2024