

**MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 1 JULY 2024 AT 7.00 PM**

**PRESENT:** Councillor J Lloyd (Chair),  
Councillors M Barr, J Cole, S Fox (from 107), C Govier, A Govier, R Henley, M Lithgow, M McGuffie, S Mercer, S Pringle-Kosikowsky and J Thorne

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

**127 TO OFFER WELCOME AND INTRODUCTIONS**

The Mayor opened the meeting and welcomed all those present.

**128 TO RECEIVE APOLOGIES FOR ABSENCE AND TO APPROVE THE REASONS GIVEN**

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

**129 DECLARATIONS OF INTEREST**

Councillors J Cole and S Pringle-Kosikowsky declared an interest in agenda item 17 (Councillor allowances)

**130 MINUTES**

**RESOLVED** to approve and sign the minutes of the Council meeting held 3 June 2024.

**131 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

Two members of the public wished to speak; the first presented thanks to the Council’s Environment Committee for reviewing the information on the Right to Grow initiative. They also gave thanks for recent works carried out by the Council’s Community Warden. All Councillors were invited to the upcoming Community Open Days at Longacre (27<sup>th</sup> July) and Fox’s Field (17<sup>th</sup> August).

The second gave some additional information on agenda item 18 (access to recreation ground).

**132 TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM**

The report from Sgt O’Conner was circulated with the agenda and was noted. Councillors were pleased to read that a suspect had been arrested and some items recovered from an overnight burglary following review of CCTV. The Clerk reported that he had asked for an update on reports of a traveller encampment at Longforth Farm but had not yet heard back. He said he would email councillors with any updates.

**133 CO-OPTION OF TOWN COUNCILLOR**

Following a casual vacancy in the Rockwell Green Ward, and no election being called by 10 or more electors, the Council considered who to co-opt as a Town Councillor. Applications were circulated by e-mail in advance of the meeting.

**RESOLVED** to hold a secret ballot.

**RESOLVED** to co-opt Susan Fox. The declaration of acceptance of office was signed and she joined the meeting.

At this juncture, it was agreed to bring forward agenda item 18 (access to the recreation ground)

**134 ACCESS TO RECREATION GROUND**

A paper was circulated with the agenda. The Town Clerk apologised for an error as the paper should have referred to the Playing Fields rather than the Recreation Ground. It was agreed that the paper should be updated and presented to the next Policy & Finance Committee meeting.

**135 TO RECEIVE A REPORT FROM THE MAYOR**

The Mayor had circulated an e-mail report of her recent engagements. She reiterated that it was felt that the marking of Armed Forces Day should be reviewed. The Deputy Mayor was thanked for attending the St John Ambulance presentations.

**136 SOMERSET COUNCIL/LOCAL COMMUNITY NETWORK (LCN) UPDATE**

Councillor C Govier reported that the next LCN meeting was scheduled for next week and was to be the AGM.

Councillor A Govier reported that the Gravity Site had been approved which will provide significant employment opportunities for the area. Large numbers of voluntary redundancies had been approved at Somerset Council but it was expected that more compulsory redundancies will be likely. There is still potential for a Section 114 notice being issued later in the year.

Councillor R Henley has been appointed as Chair of the Constitution and Governance Committee which is due to receive a briefing on proposed boundary changes from the Local Boundary Commission. They are also reviewing call in timings for Planning.

Councillor M Barr reported that he had mostly been addressing case work including road linings in the town.

The Town Clerk reported that there had been two LCN working group meetings (highways and community transport). It was asked that any Councillor who wished to be a member of these groups should contact him. Councillor S Mercer volunteered to join the LCN Community Transport Working Group.

**137 TO RECEIVE THE CLERK'S REPORT ON RECENT COUNCIL ACTIVITIES**

The Clerk's report had been circulated with the agenda and was noted. Councillor M Barr asked for clarification on the second Community Warden being employed via an agency. The Clerk explained that flexibility was required as details around the devolution of services are reviewed. Further to this, the Clerk reported that details will be presented to the Policy & Finance meeting on 8<sup>th</sup> July and encouraged as many Councillors as possible to attend.

**138 POLICY & FINANCE COMMITTEE**

The draft minutes of the meeting held on 10 June 2024 were circulated with the agenda and were noted. The Committee made the following recommendations:

- i. That the Council provide funding for the breakfast initiative at Beech Grove for the next academic year.

Councillor Lithgow declared a personal interest as a Governor of Beech Grove School.

**RESOLVED** to provide funding of £12,000 for the breakfast initiative for the next academic year. £8,000 of which will be funded in the 24/25 financial year and £4,000 added to the 25/26 budget. Councillor J Cole expressed thanks to Deb from Beech Grove School to her hard work in setting up and administering the initiative.

- ii. 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 considered at the meeting) after updating the Budget Cost Centres each committee is responsible for so that there is no overlap. Updated copies were attached to the agenda.

**RESOLVED** to adopt the updated Terms of Reference as presented.

- iii. That the Scheme of Delegation be adopted following any changes required by item ii above, and that Officers are given delegation to spend specific budget codes as will be defined in the updated draft. The updated draft was attached to the agenda.

**RESOLVED** to adopt the updated Scheme of Delegation as presented.

### **139 ENVIRONMENT COMMITTEE**

The draft minutes of the meeting held on 19 June were circulated with the agenda and noted. The Committee made the following recommendations:

- i. That three thermal imaging cameras should be purchased at a cost not exceeding £1,100.

**RESOLVED** to purchase three thermal imaging cameras at a cost not exceeding £1,100.

- ii. That a 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.

**RESOLVED** to accept the grass cutting quotations.

### **140 COMMITTEE VACANCIES**

The following committee vacancies were noted.

- i. Policy & Finance (1 vacancy)
- ii. Environment (1 vacancy)
- iii. Planning (1 vacancy)

### **141 EXTERNAL FUNDING REVIEW WORKING GROUP**

The Working Group met on 17 June to review the existing SLA with Reminiscence Learning as well as a request for additional funding from the organisation. The Working Group made the following recommendations:

- i. That Appendix B of the existing agreement (£12,000pa value) be updated as attached.

**RESOLVED** to accept and update Appendix B of the current agreement as presented.

- ii. That an additional £5,000 of funding be allocated from the Service Level Agreements budget for the final two years of the current agreement (24-25 and 25-26) for services delivered by the organisation to Wellington residents as detailed in Appendix C in the attached updated agreement

**RESOLVED** to provide the extra £5,000 funding with terms as detailed in Appendix C as presented.

**142 CARNIVAL CLASS SPONSORSHIP**

**RESOLVED** to sponsor the Comic Class at a cost of £400.

**143 MAYOR'S HONOURS BOARD**

A paper was circulated with the agenda. After some discussion, it was proposed and duly seconded that the principle of ordering an honours board detailing past Chairmen and Mayors be taken forward. There were six votes in favour and six votes against. The Mayor used their casting vote against the proposal and the motion was not carried.

**144 COUNCILLOR ALLOWANCES**

Councillors J Cole, S Fox and S Pringle-Kosikowsky declared interests in this item and left the meeting. As it was the last item on the agenda, they gave their apologies and did not return before the meeting was closed. At this juncture, Councillor R Henley also gave his apologies and left the meeting.

A paper was circulated with the agenda and was noted. After some discussion, having noted the legislation cited in the paper as well as previous comments from the Internal Auditor, it was **RESOLVED** to also pay allowances to those Councillors who have been co-opted.

**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 8.40 pm

Mayor

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## **REPORT OF THE TOWN CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE TOWN COUNCIL 5 AUGUST 2024**

### **1. Introduction**

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

### **2. Other Matters**

As all Committees have met this month most business is covered through those agendas and minutes.

- Railway Station – The announcement by The Chancellor of the Exchequer of the cancellation of the Restoring Your Railways project gave immediate cause for concern but the response of the Chancellor to a question from Gideon Amos MP during the debate seemed to indicate that the Wellington Railway Station project would continue.
- Councillors may be aware through social media of concerns being raised about the impact of discarded fishing lines at the Basins on wildlife following the death of a heron that had got caught up in a discarded line. This has escalated to bring in broader concerns about dog walking, litter and general antisocial behaviour. I am in discussion with the person who raised the initial concern and have asked the Environment Agency who regulate fishing permits for support in managing this situation. I have also asked Sergeant O'Connor that his team monitor the Basins especially over the summer holidays. We'll continue to work with all interested parties to find a satisfactory resolution to these issues.
- Following discussion with the respective Chairs we have agreed to cancel the August meetings of the Community, Environment and Economic Development Committees. The Policy and Finance Committee meeting will still take place.
- Insufficient requests were received by Somerset Council to trigger an election for the vacancy created by the resignation of Kieran Canham. On that basis we have moved to the Co-option process with the Vacancy Notice published on Friday 2 August with a deadline of the 23 August. Any applicants will then be considered at the September Council meeting.

### **3. Communications and Social Media**

At the time of writing the Project Assistant is away from work. Information in relation to this item will be circulated prior to or at the meeting

### **4. Monthly Bank Reconciliation**

Attached as an appendix.

## 5. August Meetings/Events

Date	Time	Event	Location	Who Involved
5 August	10.00	Longforth Toilet Block Working Group Meeting	Council Chamber	All councillors invited
5 August	6.30pm	Planning Committee	URC Hall	Committee Members
5 August	7.00pm	Full Council	URC Hall	All
6 August	1.30pm	Allotment Competition Judging	Basins Allotments	Mayor/Facilities Manager
7 August	10.30am	Whacky Wednesday	Wellington Park	Anyone who is available
9 August	12.00pm	Brest Cancer Awareness Fundraiser	Jurston Fields	Mayor
12 August	6.00pm	Policy and Finance Committee	URC Hall	Committee Members
15 August	10.00	Devolution Officer Meeting with Somerset Council	Virtual or Chamber	Officers
20 August	12.00pm	Meeting to discuss Community Use of The Dolphin pub	The Dolphin	Town Clerk/Community Connect Champion
21 August	10.30am	Whacky Wednesday	Wellington Park	Anyone who is available
21 August	10.30am	Town and Parish Clerks Briefing	Virtual	Town Clerk
22 August	10.30am	Meeting with CG Fry rep re Dormouse Wood	Jurston Fields	Town Clerk and Open Spaces Manager

## 6. Annual Leave

Town Clerk – 9 – 16 August and 23 August.

Deputy RFO/Clerk – 1 – 5 August and 16 – 19 August.

Open Spaces Manager – 27 – 30 August

Facilities Manager – 29 August – 3 September.

Dave Farrow  
Town Clerk  
30 July 2024

## Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFODate: 30/07/2024*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 30/07/2024</b>		
	Cash in Hand 01/04/2024		921,528.82
	<b>ADD</b> Receipts 01/04/2024 - 30/07/2024		979,377.15
			1,900,905.97
	<b>SUBTRACT</b> Payments 01/04/2024 - 30/07/2024		351,706.24
<b>A</b>	<b>Cash in Hand 30/07/2024</b> (per Cash Book)		<b>1,549,199.73</b>
	Cash in hand per Bank Statements		
	Petty Cash	30/07/2024	0.00
	Lloyds Current Account 2195145	30/07/2024	20,278.67
	Lloyds Deposit Account 07788306	30/07/2024	864,944.66
	Lloyds Treasurers PC 87331468	30/07/2024	608.49
	The Cambridge Building Society Cl	30/07/2024	204,644.36
	Cambridge & Counties 15020773	30/07/2024	268,310.74
	Nationwide 01343556	30/07/2024	212,768.15
			<b>1,571,555.07</b>
	Less unrepresented payments		22,280.34
			1,549,274.73
	Plus unrepresented receipts		-75.00
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>1,549,199.73</b>
	<b>A = B Checks out OK</b>		

**MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY AND FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 8 JULY 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  
Darren Hill – Open Spaces Manager  
Three members of the public  
One member of the press

**145 APOLOGIES**

No apologies had been received.

**146 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.

**147 PUBLIC PARTICIPATION**

A member of the public spoke to give clarification and further information on agenda item 7 (Access to the Playing Fields on Wellington AFC Matchdays) and Councillors asked questions.

During this item, Councillor A Govier arrived at the meeting and declared a personal interest in the item as a member of the football club.

**148 MINUTES**

**RESOLVED** to approve and sign the minutes of the Policy and Finance Committee held on 10 June 2024

**149 ACCOUNTING STATEMENTS**

**(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 2 JULY 2024**

**RESOLVED** to approve the bank reconciliation.

**(b) TO NOTE AND APPROVE EXPENDITURE FOR 5 JUNE – 2 JULY 2024**

**RESOLVED** to note and approve the expenditure. The payment of an allowance to a Councillor who has since resigned was questioned. This matter will be brought back to a future meeting.



Councillor S Pringle-Kosikowsky declared a personal interest as a member of the Film Festival Committee.

**(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 5 JUNE – 2 JULY 2024**

**RESOLVED** to note and 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 and approve the budget report. The following were noted:

- Code 73 – Film Festival – It was agreed that this should be brought in line with the grants. The Deputy Clerk reported that she will send a grant application form to collect information and present to the External Funding Working Group with a view to form a new SLA.
- Code 140 – Summer Street Fair – overspend noted.

**150 Q2 GRANTS**

A summary of the applications received in Quarter 2 was circulated with the agenda.

**(a) Somerset Youth Theatre**

**RESOLVED** to suspend Standing Orders to allow a representative to answer questions.

**RESOLVED** to reinstate Standing Orders

**RESOLVED** to award a grant of £1,000.

**(b) Wellington Warm Place**

**RESOLVED** to suspend Standing Orders to allow a representative to answer questions.

**RESOLVED** to reinstate Standing Orders

It was proposed and duly seconded that this application be deferred and ask for an updated application. There were two votes in favour, the motion was not carried.

**RESOLVED** to award a grant of £2,400.

**151 DEVOLUTION WORKING GROUP**

The notes from the meeting held 26 June were noted and the Clerk gave a verbal update. As Chairman of the Group; Councillor Cole reported concern that Somerset Council continually reported costs far in excess of those reported to the Council during the budget setting process. It was further noted that the Open Spaces Management item later in the meeting would contain more detailed information on that piece of work.

A discussion on the locking of the park took place, it was agreed that the group would review this further.

During this item, Councillor S Mercer left the meeting.

**152 ACCESS TO THE PLAYING FIELDS ON WELLINGTON AFC MATCHDAYS**

The committee were asked to consider a request for comment from Somerset Council on a request from Wellington AFC that access to the Playing Field is restricted on match days. A report was circulated with the agenda.

After some discussion, it was **RESOLVED** to support the request on the understanding that the club needed to be able demonstrate that it was able to close the site off but that in all likelihood this would only be enacted for FA Cup and FA Vase matches and where larger than average crowds were expected. It was also noted that during any closure the tennis and cricket clubs would still be accessible for those using them.

**153 PROVISION OF TOILETS FOR THE CARNIVAL**

The committee were asked to consider a request from the Wellington Carnival Committee that the Town Council fund the provision of three portable toilets plus one disabled toilet at Longforth Road, given the lack of public toilets at that end of the town. Correspondence was attached to the agenda.

**RESOLVED** to approve funding of toilets for Longforth Road (three standard, plus one disabled) at a cost of £378, plus a contribution to delivery costs at a total of £112.

**154 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).

**155 OPEN SPACES MANAGEMENT 2025/6 ONWARDS**

A paper was circulated with the agenda and the Clerk gave a verbal update. The Deputy Clerk and Open Spaces Manager presented initial figures on the projected costs and precept impact. It was agreed that the Open Spaces Management should be a blended operation of an inhouse team with specialist activities being outsourced. The Officers will continue to do more work on the proposals to be brought back to a future meeting, it was anticipated that the original September deadline will still be reached.

There being no further business the meeting closed at 7.45 pm

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**Somerset Council Asset Transfer**

NB ‘Open spaces management arrangements’ is short hand for all the work Darren/Alice are doing on assessing what is needed and costs.

Initials against an item indicate that persons/those peoples’ responsibility to action/chase through/resolve

DF – Dave, AK – Alice, NK – Netty, DH – Darren, SC – Somerset Council

Asset	Issues/Actions	WTC Lead Officer
Wellington Park including Lodge House	Park: <ul style="list-style-type: none"> <li>• Open spaces management arrangements</li> </ul> Lodge: <ul style="list-style-type: none"> <li>• Further information being sought in relation to current tenancy arrangements and any implications for the Town Council</li> </ul>	DH  NK
Recreation Ground Including pavilion	Recreation Ground <ul style="list-style-type: none"> <li>• Open spaces management arrangements</li> <li>• Understand/set up booking systems for pitch hire/events ensuring links with existing WTC systems.</li> <li>• Build booking income into budget setting</li> <li>• Title plan includes Park</li> </ul> Pavilion <ul style="list-style-type: none"> <li>• Not in use at present</li> <li>• SC to provide most recent asbestos/condition survey</li> <li>• Need to establish booking arrangements alongside ground booking arrangements.</li> </ul>	DH  AK/NK  AK   NK  NK

	<ul style="list-style-type: none"> <li>• Potential for re-development into café – income generation for WTC.</li> </ul>	
Playing Field	<p>Leases for football and cricket clubs provided by SC.</p> <p>Pitch/Grounds</p> <ul style="list-style-type: none"> <li>• Open spaces management arrangements</li> <li>• DF and DH to meet with cricket, football and tennis club reps to discuss service requirements/leases</li> <li>• Consider alternative models of management of sports pitch provision (e.g. set up CiC?) for post April 2025</li> <li>• Understand football pitch hire arrangements/income.</li> <li>• Title include North Street Car Park so that will need to be changed?</li> </ul> <p>Cricket Club</p> <ul style="list-style-type: none"> <li>• Cricket club lease pavilion from SC but not changing rooms etc attached. What are arrangements for those?</li> <li>• SS to provide surveys where they exist</li> <li>• SS to provide licence agreements for the container, storage area and machinery store.</li> </ul> <p>Football Club</p> <ul style="list-style-type: none"> <li>• SS confirmed football club own the club house. Is on a lease SS to confirm if leasehold do they pay a service charge and ground rent?</li> <li>• Football club pay rental for use of pitch – income?</li> </ul>	<p>DH</p> <p>DF</p> <p>AK/NK NK</p> <p>NK</p> <p>NK</p> <p>NK</p> <p>NK</p> <p>AK</p>
Dobree Park	<p>Playing pitch</p> <ul style="list-style-type: none"> <li>• Open spaces management arrangements</li> <li>• Football club use it for junior training/matches – income/booking arrangements?</li> </ul>	<p>DH</p> <p>AK/NK</p>

	<ul style="list-style-type: none"> <li>• Include in future review of management arrangements</li> </ul> <p>Pavilion</p> <ul style="list-style-type: none"> <li>• SS to provide title plan, surveys where they exist and any expenditure/utility costs</li> </ul>	DF  NK
Wellington Community Centre	Transfer of trusteeship from SC to WTC if requested by Management Committee	DF
Public Toilets	<ul style="list-style-type: none"> <li>• Toilets being taken as seen – no work will be done on them in advance other than essential repairs.</li> <li>• WTC need to specify cleaning arrangements required</li> <li>• SS to provide any surveys – no new surveys will be undertaken by SC</li> <li>• Healthmatic been commissioned to carry out review of existing provision to advise on quantity of cubicles required for the town and also refurbishment costs of existing blocks e.g. installation of auto locking/unlocking.</li> <li>• Each block needs new title plan on completion of transfer and Amicus will need to register with land registry.</li> </ul> <p>• Establish arrangement for opening and cleaning of Cemetery toilet when ceremonies are taking place</p> <p>Need keys for blocks</p>	NK NK  DF  NK  DH/NK  NK
Basins Area	<ul style="list-style-type: none"> <li>• SS to provide title plans</li> <li>• Open spaces management arrangements</li> <li>• Condition survey of wooden walkways in Nature Reserve</li> <li>• Mud jumps – condition/signage/insurance</li> <li>• Skate Park – condition surveys/risk assessment/signage/fencing</li> <li>• Pétanque Court – SS to provide copy of lease/licence</li> </ul>	NK DH Dh DH DH

		DH
Play Areas	<ul style="list-style-type: none"> <li>• Get regular (monthly) updates from weekly condition surveys</li> <li>• Review 25 year replacement programme to establish what needs doing in 25/6 in particular and beyond and build in to budget planning.</li> <li>• Condition survey done – emailed to SC for comment.</li> <li>• <b>Open spaces management arrangements</b></li> <li>• SC to provide annual RoSPA reports</li> </ul>	DH DH/AK DH DH DH
All other open spaces including verges	<ul style="list-style-type: none"> <li>• Agree what this covers with SC and map</li> <li>• <b>Open spaces management arrangements</b></li> </ul>	DH DH
Swains Lane Nature Reserve	<ul style="list-style-type: none"> <li>• SS to provide a copy of management plan between Friends of Swains Lane and Somerset Council. We understand the Transition Town Group help.</li> </ul>	DH
Longacre	<ul style="list-style-type: none"> <li>• Establish licence/lease arrangements with TTW</li> </ul>	DH
St John's Churchyard	<ul style="list-style-type: none"> <li>• Legal requirement is to maintain in good order. Liability for this sits with SC and cannot be transferred however they can ask WTC to carry out function.(LGA 172 s 215)</li> <li>• <b>Build in to Open Spaces Management arrangements</b> <ul style="list-style-type: none"> <li>• Income/kit?</li> </ul> </li> </ul>	DH
Bus Shelters	<ul style="list-style-type: none"> <li>• WTC has provided list of bus shelters it understands will be transferred from SC</li> <li>• SS confirmed no remedial/repair work will be undertaken on bus shelters prior to transfer.</li> <li>• Expect that all that will be required is exchange of correspondence between SC and WTC confirming transfer of ownership and responsibilities. SS to confirm</li> <li>• Update condition survey and build repair/refurb costs in to future budgets</li> </ul>	NK NK NK/AK

Cemetery	<p>DF and DH working up proposals for the Deo Working Group for how to take this forward. Issues to resolve</p> <ul style="list-style-type: none"> <li>• Take ownership – yes/no <ul style="list-style-type: none"> <li>○ If no, do we still want to maintain? If so build in to Open Spaces management arrangements</li> <li>○ If yes Take on bookings – yes/no</li> <li>○ Undertake grave digging or contract in?</li> </ul> </li> </ul>	
HRA Land	<ul style="list-style-type: none"> <li>• Map all HRA land</li> <li>• Determine Open Spaces Management arrangements</li> <li>• Establish income levels based on our actual costs</li> </ul>	DH
General	<p>Establish implications for insurance premium of taking all this on.</p> <p>Signage requirements – immediate and planned.</p> <p>Establish budget implications for 25/6 and beyond – 5 year budget plan?</p> <p>Legal costs – Amicus estimate £1k - £1.5k per title transfer dependent on complexity – need to assess likely number of transfers</p> <p>SS to provide full set of titles for each asset which defines the correct boundary line</p> <p>SS to provide utility costings for each building</p> <p>Need to ask Open Spaces Team to provide information on any property maintenance work they have carried out on buildings/assets on list.</p> <p>SS to provide detail on any restrictive covenants.</p> <p>Need access to all assets/buildings</p>	<p>AK</p> <p>DH</p> <p>All</p> <p>All</p> <p>NK</p> <p>NK</p> <p>NK</p>

	<p>We have commissioned structural surveys of all built assets being transferred to establish rebuild costs of insurance purposes and inform forward planning and costs for maintenance</p>	<p>NK NK NK</p>
<p>Set Up Arrangements</p>	<ul style="list-style-type: none"> <li>• Depot Need to establish requirements/availability and work required to bring up to required spec – <b>needed asap post decision</b> to store equipment etc as purchased</li> <li>• Kit/equipment Detailed in Open Spaces management arrangements</li> <li>• Staff structure/recruitment Agree staff structure build in to costs and Commence recruitment Jan 25 for staff to start during March 25</li> <li>• Induction/Health and Safety Training To take place before end of March</li> <li>• IT requirements Phones/tablets etc to be purchased prior to staff starting</li> </ul>	



**MINUTES OF THE WELLINGTON TOWN COUNCIL ECONOMIC DEVELOPMENT COMMITTEE MEETING HELD AT UNITED REFORMED CHURCH HALL ON WEDNESDAY 10<sup>th</sup> JULY 2024 AT 6.00PM**

**PRESENT:** Councillor M Lithgow (Vice Chair),  
Councillors J Lloyd, M. McGuffie, S Mercer, J. Thorne, K. Wheatley.

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

Councillor M Lithgow Chaired meeting in the absence of Councillor Booth.

**156 APOLOGIES**

No apologies

**157 DECLARATIONS OF INTEREST**

No declarations of interest.

**158 MINUTES**

**RESOLVED** to approve and sign the minutes of the Economic Development Committee held on 15th May 2024.

**159 PUBLIC PARTICIPATION**

One member of public spoke, asking that the Town Council support his application to Somerset Council for a double loading and unloading parking bay outside the former Emporium building.

Standing Orders was suspended to allow Councillors to ask and answer questions.  
Standing Orders were reinstated.

**RESOLVED** to bring Agenda item.11 forward.

**160 REQUEST FOR CHANGE OF PARKING ARRANGEMENTS OUTSIDE THE FORMER EMPORIUM BUILDING**

Councillors welcomed the new business into the town.  
First proposal to support the owner's application to Somerset Council Highways for a double loading/unloading bay. Proposed by Councillor K Wheatley not seconded, so did not go through.

A second proposal was made to support a single loading/unloading bay.

**RESOLVED** to support a single loading/unloading bay outside the former Emporium building.

**161 WORK PLAN 2024/25**

(i) Giles Adams, Chair of Visit Somerset presented to the Committee about its work and how they could offer to promote Wellington.

**RESOLVED** to recommend to full council that a Promotion of Wellington Working Group be established to work with Visit Somerset to develop proposals for how the Town Council could promote Wellington. Councillors J Thorne, M Lithgow expressed an interest in being part of the Working Group.

(ii) **RESOLVED** to use the Heritage Support Budget to source a consultant to develop proposals for improving frontages of buildings in the conservation area in the town centre and to identify and source grant funding and develop a heritage register for the town.

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

#### 162 TOWN CENTRE NOTICE BOARD

**RESOLVED** consider refurbishing the notice board and to obtain a quotation to be bought back to the next Committee meeting.

#### 163 VICTORIAN LANTERN CORNHILL

The Committee reviewed the report provided by Gown Engineering on a suitable location to site the lantern.

**RESOLVED** to site the lantern in the new residential street off Cornhill, giving access to Old Court Mews, subject to the usual permissions and planning enquiries. Council Officer to also source installation costs.

#### 164 STREET TRADING CONSENT PERMIT

**RESOLVED** to defer this for 12 months until it is clearer how much more the Town Council would be taking on from Somerset Council.

#### 165 EVENTS 2024/25

##### (i) 80<sup>TH</sup> ANNIVERSARY OF D-DAY EVENTS

The Committee noted the Payment and Receipts reports circulated with the agenda and agreed it was a very successful celebration.

##### (ii) WELLINGTON CARNIVAL – Saturday 28<sup>th</sup> September

**RESOLVED** to approve a budget of £500.00 for council officers to spend to cover costs for light buffet and drinks for the Mayor's Reception.

##### (iii) 2024 Events in Diary

Remembrance – Armistice Day – Monday 11<sup>th</sup> November

Remembrance Sunday - 10<sup>th</sup> November - road Closure Application submitted to Somerset Council.

Councillor J Lloyd informed the Committee that the RBL will invite the Town Council to join the Rockwell Green School Children in October to lay flowers and remembrance crosses in the cemetery.

##### (iii) Christmas 2024 - Christmas Market and Lights Switch on – Saturday 30<sup>th</sup> November

The Event Working Group to meet to discuss event format and expenditure. Report back at the next committee meeting.

**(iv) Film Festival**

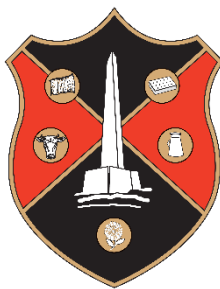
Councillor K Wheatley gave an overview of the Film Festival 2024. Following the success and popularity of the screenings and events, the next Film Festival will be held on 3<sup>rd</sup>,4<sup>th</sup> & 5<sup>th</sup> October 2025.

**(v) PULSE Smart Hubs**

The Committee considered the information presented to them. Some concerns were raised including the suggested number for the town. Pulse Representatives will deliver a presentation to the Town Council at its August meeting.

There being no further business the meeting closed at 7.20 pm.

.....  
Councillor M Lithgow



# WELLINGTON TOWN COUNCIL

## TERMS OF REFERENCE

<b>Group Name</b>	<b>Promotion of Wellington Working Group</b>		
<b>Lead Officer(s)</b>	<b>Town Clerk</b>		
<b>Membership</b>	<b>4 Councillors</b>		
<b>Reports To</b>	<b>Economic Development Committee</b>		
<b>Date of Adoption</b>	<b>August 2024</b>	<b>Review Due</b>	<b>July 2025</b>

### 1. Purpose

1.1. To develop a strategy for the promotion of Wellington.

### 2. Summary of Responsibilities

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

2.1.1. To establish a strategy and action plan for the promotion of Wellington.

2.1.2. To propose a budget to support the delivery of the strategy/action plan.

2.1.3. To liaise with other agencies/organisations to support the development of the strategy/action plan e.g. Visit Somerset, local businesses etc.

### 3. Spending Authority

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

### 4. Reporting

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

## **5. Membership**

- 5.1. The Group shall comprise of four Councillors, to be appointed by Full Council
- 5.2. The Group must appoint a Chair at its first meeting.
- 5.3. Representatives from external groups may be invited to meetings where required.

## **6. Operation**

- 6.1. The Group has power to operate only as set out in these Terms of Reference and the Council's Standing Orders as applicable.
- 6.2. Meetings shall be held as deemed necessary.
- 6.3. As a working group is not a formally constituted committee of the Council, the normal legal requirements in relation to publication of agenda, admitting the press and public to the meetings and the publication of minutes will not apply. However, any action points agreed will be noted and circulated to group members.
- 6.4. The Town Clerk or delegated member of staff will coordinate the arrangements for meetings and the circulation of any papers to be considered.
- 6.5. The Town Clerk and/or another member of staff will attend all meetings.

**WELLINGTON TOWN COUNCIL  
EVENTS WORKING GROUP MEETING  
HELD AT COUNCIL CHAMBERS, 28 FORE STREET, WELLINGTON EX15 3XB.  
ON MONDAY 29<sup>th</sup> JULY 2024 AT 4.30PM**

## **MINUTES**

**PRESENT:** Councillors C Booth (CB) J. Lloyd (JL) C. Govier (CG)  
Annette Kirk, Assets & Events Officer (AK)

**1. ELECT A CHAIR**

Councillor C. Booth was elected as chair.

**2. APOLOGIES**

No Apologies. Rebecca Hunt, Admin Assistant was unable to attend.

**3. ANNUAL CALENDAR OF EVENTS**

Reviewed the calendar of events.

**4. CHRISTMAS MARKET AND LIGHTS SWITCH ON EVENT**

- a. Noted: 2024/2025 budget: Christmas Light Switch on Event £10,000
- b. Noted: 2024/2025 budget: Free Parking - £5,500
- c. Noted: Wellington Town Council will organise the market – Budget Line, Stall income for 30 stalls at £45.00 = £1350.00.
- d. Fuse Performance Ltd – Quotation for 4 jugglers/spinners fire/glow performers – cost £250.00 plus travel (approx. average £30-£40):  
**RECOMMENDATION** to full council that the quotation from Fuse Performance Ltd – 4 Jugglers/Spinners Fire/Glow Performers – Cost £250.00 plus travel (approx. average £30-£40) be accepted. Expenditure to be taken from the Christmas Light Switch on Event Budget Line.
- e. Prosound and Lighting – Quotation: £2000 for stage, lighting, and PA System Hire.  
**RECOMMENDATION** to full council that the quotation of £2000 from Prosound and Lighting for Stage, Lighting and PA System Hire be accepted. Expenditure to be taken from the Christmas Light Switch on Event Budget Line.
- f. The Assets and Events Officer to look at cost for a compere for the last of part of the event. JL suggested Clinton Rogers. To bring this back to the next meeting.

**5. EVENTS – 2025/2026**

- a. Night Event – night walk in Wellington Park. The working group thought this was a promising idea. AK to obtain more information on cost and what it entails to run this event.
- b. Lantern Procession. AK suggested this could be run in the town centre, but concerns were raised over cost for traffic management/road closures. AK suggested it could be work well on the evening of the carnival or one evening in the park. It was agreed that we would talk to the Carnival Committee after this year's Carnival event.
- c. VE Day – 80<sup>th</sup> Anniversary. It was agreed that we would wait for the official guidance to be released. AK to speak to RBL to see what they were planning.

**6. DATE OF NEXT MEETING:** To be confirmed.

**MINUTES OF THE WELLINGTON TOWN COUNCIL COMMUNITY COMMITTEE MEETING  
HELD AT UNITED REFORMED CHURCH HALL ON MONDAY 15 JULY 2024 AT 6.00PM**

**PRESENT:** Councillor C. Govier (Chair),  
Councillors C Booth (from item 170), A Govier, M Lithgow, J Lloyd and M McGuffie

**IN ATTENDANCE:** David Farrow – Town Clerk  
One member of the press  
Four members of the public for The Dolphin Inn agenda item.  
One member of the public from item 170

**166 APOLOGIES**

Apologies were received from Councillor J Cole.

**167 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**168 PUBLIC PARTICIPATION**

No members of the public were present.

**169 MINUTES**

**RESOLVED** to approve and sign the minutes of the Community Committee meeting held on the 20 May 2024.

In the absence of Polly Matthews it was agreed to bring agenda item 6 forward.

**170 THE DOLPHIN INN**

The owners of The Dolphin Inn and Representatives of GTH presented proposed plans for the future use of the building. The first floor will be used as office space with the ground floor offering community space on a model similar to The Waffle in Axminster. It was further proposed that two houses be built in the rear garden with access off Beech Grove.

Councillors welcomed the idea of a community space in that part of town and the Town Clerk offered to arrange a meeting with him and the Councils Community Officer to discuss how it could link in with the work being done in relation to the Kings Arms.

**171 CRADLE TO CAREER MODEL OF WORKING**

Councillor A Govier declared a personal interest as an employee of Court Fields School.

Polly Matthews was unable to attend the meeting. The Town Clerk briefed the committee on the concept of Cradle to Career model of working. The Committee welcomed and supported the idea in principle but asked that Mrs Matthews attend a future meeting to answer any questions. Councillor Lloyd suggested that the Town Clerk approach the Somerset Association of Local Councils to see if funding could be available from them to support the work.

**172 BUDGET REPORT**

The budget report circulated in advance of the meeting was noted.

### 173 AFFORDABLE HOUSING IN WELLINGTON

The Chair reported on a meeting that she and the Town Clerk had had with officers from Somerset Council and the work being done as a result of that in relation to affordable housing in the town. Somerset Council officers were collating information in relation to the demand for affordable housing in the town and the intention is that once that is known to develop a strategy for addressing it. It was noted that Somerset Council's view was that there were suitable amounts of affordable housing in the developments around the edges of the town but less so in the town centre.

### 174 WORK PLAN 2024/5 UPDATES

A draft Committee Work Plan had been circulated in advance of the meeting. The Committee welcomed the approach and suggested some improvements. The Town Clerk asked that any further suggestions for change be sent to him so that he could finalise the draft and present it to the Committee for adoption at its next meeting.

The Town Clerk provided updates on the following items

- (i) **Developing a Community Development Plan**  
The Area Champion for Connect Somerset was working on this and the Cradle to Career work would feed into this.
- (ii) **Developing a Children and Young People's Plan**  
A draft action plan was circulated in advance of the meeting and was noted.
- (iii) **Developing of a Community Engagement Plan**  
This was in hand as set out in the draft Work Plan.
- (iv) **Kings Arms Community Hub Project**  
Work was ongoing with a wide range of partners to determine how the hub could be used. The Town Clerk reported that he was considering bringing in additional expertise to manage the building programme that would be required.
- (v) **Council Offices**  
The Town Clerk reported that a programme of work to address urgent issues identified through the survey was being developed.

A paper relating to external signage and decoration proposals had been circulated prior to the meeting. After some discussions the Committee **RESOLVED**

- (a) To agree the crest and wording for above the entrance
- (b) To adopt the black and white lettering for the sign above the window set out in option 2 in the paper
- (c) To adopt the stainless steel plaque in Option 1 in the paper and asked that the Town Clerk review opening times before ordering. The Committee's view was that the office should be open longer.
- (d) Agreed the refurbishment of the noticeboard with the addition that a new Wellington Town Council sign should be included at the top of the board, incorporating the crest.
- (e) That further work be undertaken to ensure that the red colour for the doors was acceptable from a Listed Building consent perspective.



(f) That further work be done in relation to installing a flagpole on the front of the building.

(vi) Twinning

Work had not commenced on this item. It was agreed that a concern was lack of youth engagement in the process with the exception of the Majorettes.

(vii) Emergency Plan Implementation (when approved by Council)

Work had started on drafting an Emergency Plan and it was noted that this was need prior to the winter.

(viii) To consider the Council's role in early help/intervention in light of Somerset Council's ongoing financial situation.

The Town Clerk reported that he was meeting Richard Selwyn and Sara Skirton from Somerset Council on the 17 July to discuss what Somerset Councils plans were for the future delivery of early help in the town. He was concerned that the financial challenges facing Somerset Council may result in a dilution of the service and if that was the case he would want to develop proposals for how the Town Council could plug that gap. He was also meeting the Town Clerks of Bridgwater and Frome to discuss the issue and what their approach was going to be.

(ix) Wellington Together Event

The Town Clerk reported that he had been advised that the 26 October 2024 had been identified as a potential date and Court Fields School was the proposed venue. Both subject to confirmation.

There being no further business the meeting closed at 7.20 pm.

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Councillor C Govier - Chair

**MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT COMMITTEE  
WEDNESDAY 17 JULY 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)  
One member of the press  
One member of the public.

**174 APOLOGIES**

There were no apologies.

**175 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**176 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC**

There were no questions or comments.

**177 FOOTPATH UPDATE**

No update was provided.

**178 BUDGET REPORT**

The report had been circulated prior to the meeting and was noted. The Town Clerk reported that the overspend against the Longforth Farm Allotments budget line, noted at the previous meeting, was caused by fencing work which should have been undertaken in the previous financial year being delayed until this financial year.

**179 CLIMATE CHANGE PLAN UPDATE**

**(i) Tree Strategy Action Plan**

A map plotting potential areas for tree planting was circulated prior to the meeting and was noted. It was agreed that the Open Spaces Manager should look at repeating the previous year's free tree give away and also the possibility of tree planting in car parks. It was agreed that the Tree Planting Strategy should be a multi-year programme utilising external funding where possible but with budget identified annually to meet any difference.

**(ii) Climate Change Action Plan**

The Climate Change Officer gave an update on work he was undertaking which was noted.

**180 OPEN SPACES MANAGER UPDATE**

A paper had been circulated prior to the meeting and the Open Spaces Manager provided an update on work that had been undertaken since the last

meeting noting in particular the award of the Heritage Green Flag for Wellington Park.

**181 WINTER PLANTING FOR WELLINGTON PARK**

A paper had been circulated prior to the meeting, it was **RESOLVED:**

- (i) To approve spending of up to £3,000 plus VAT for Tulip and Daffodil bulbs in Wellington Park costs to be met from the Wellington Park planting budget.
- (ii) To approve spending up to £1,500 plus VAT for perennial planting in areas in and around Wellington such as Lancer Court, Longforth Rd, Monmouth Gardens Tonedale, North St car park. Costs to be met from the Environmental Improvements Budget.

**182 SPONSORSHIP**

A paper had been circulated prior to the meeting.

**RESOLVED** to recommend to Full Council that it adopts the scheme set out in the paper so that officers can begin approaching organisations in preparation for next year's planting and budget setting.

At this juncture the Town Clerk left the meeting.

**183 TOWN SIGNAGE**

A paper had been circulated in advance of the meeting.

**RESOLVED** to order the signs at a cost of £1,000 and to accept quote 1 in the paper of £1,830 plus VAT for the installation of the signs.

**184 WEAVERS REACH PLAY EQUIPMENT REPAIRS**

A paper had been circulated in advance of the meeting.

**RESOLVED** to accept a quote for replacing damaged play equipment at Weavers Reach Play area at a cost of £120 plus VAT.

**185 STRIMMER TRAINING**

**RESOLVED** to agree to pay up to £250 for strimmer training for a Footpath Volunteer. To be paid from the Footpaths and PROW Maintenance budget.

There being no further business the meeting closed at 6.50pm.

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**Councillor M McGuffie**  
**Chairman**

**WELLINGTON TOWN COUNCIL**

**ENVIRONMENT COMMITTEE**

**17 JULY 2024**

**PROPOSED SPONSORSHIP SCHEME FOR CONTAINERS, HANGING BASKETS AND FLOWER BEDS**

**1. Introduction**

- 1.1 The Town Council previously agreed a Sponsorship Policy recognising the importance of bringing in additional expenditure to ease the pressure on the Precept where possible.
- 1.2 This paper sets out a proposal for a sponsorship scheme covering containers, hanging baskets and flower beds around the town.

**2. Background**

- 2.1 It is accepted practice in other towns to ask local business to sponsor individual tubs/baskets etc at an annual cost that covers the purchase of the plants and the maintenance costs for the year
- 2.2 The cost would also include a plaque that would be placed on/in the item being sponsored stating the individuals/organisations name. For the Park the size of plaque would be dependent on the level of sponsorship.
- 2.3 Suggested sponsorship costs per year are:
  - Lancer Court small beds £50.00 (each),
  - Lancer Court , large beds on the on High St end. £150.00 (each )
  - Planting tubs £180
  - Hanging Basket (2 basket Stands) £300,00.
  - Hanging Basket (3 basket Stands) £450.00
  - Flower beds in the town, Bulford, Priory, Fore St Church, £250.00
  - Wellington Park – suggest three levels of sponsorship per annum – Gold (£300), Silver (£150) and Bronze (£75) sponsorship table of plaques by the noticeboard.

**3. Consideration**

The Committee is asked to consider recommending to the Town Council that it adopts the above scheme so that officers can be approaching organisations in preparation for next years planting and budget setting.

Dave Farrow  
Town Clerk  
July 2024

**Subject:** Twinning Representation

**Date:** Saturday, 6 July 2024 at 16:32:52 British Summer Time

**From:** stephen mercer

**To:** Alice Kendall

Dear Alice

I have attended my first meeting with Wellington Twinning Association and been informed that Immenstadt is aware of my appointment to Twinners as the Council rep and, as a result, have asked that I come over in September to make myself known - and to make a brief speech of 'good wishes' from Wellington Council.

Being new to this role, I would thus appreciate a brief item/space on the August 5 agenda (matters arising?) to ask members if they have any particular themes they might like me to mention in my short address. I'm asking in August rather than September as I want to deliver this in German as a courtesy and I would like time to rehearse!

Thanks

Steve M