

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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Wellington Town Council

Prepared by: Alice Kendall - Deputy Clerk/Deputy RFO Date: 06/08/2024

Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 06/08/2024		
	Cash in Hand 01/04/2024		921,528.82
	ADD Receipts 01/04/2024 - 06/08/2024		982,236.17
			1,903,764.99
	SUBTRACT Payments 01/04/2024 - 06/08/2024		362,281.60
A	Cash in Hand 06/08/2024 (per Cash Book)		1,541,483.39
	Cash in hand per Bank Statements		
	Petty Cash 06/08/2024	0.00	
	Lloyds Current Account 2195145 06/08/2024	6,981.49	
	Lloyds Deposit Account 07788306 06/08/2024	864,944.66	
	Lloyds Treasurers PC 87331468 06/08/2024	495.00	
	The Cambridge Building Society Cl 06/08/2024	204,644.36	
	Cambridge & Counties 15020773 06/08/2024	270,291.87	
	Nationwide 01343556 06/08/2024	213,536.15	
			1,560,893.53
	Less unrepresented payments		19,335.14
			1,541,558.39
	Plus unrepresented receipts		-75.00
B	Adjusted Bank Balance		1,541,483.39
	A = B Checks out OK		

Wellington Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
310	Salaries	05/07/2024		Lloyds Current Accou	BACS	Temporary Staffing (Comm Wa	Meridian Business Support	S	667.44	133.49	800.93
309	Councillors Allowance	05/07/2024		Lloyds Current Accou	BACS	Donation (Cllr Mercer Allowanc	Wellesley Park School PTA	X	350.00		350.00
308	Promotion of Wellington	05/07/2024		Lloyds Current Accou	BACS	Comic Class Sponsorship	Wellington Carnival Commi	X	400.00		400.00
311	Community Services & Prioritie	05/07/2024		Lloyds Current Accou	BACS	Print Armed Forces Covenant	Carly Press	S	25.00	5.00	30.00
313	Community Services & Prioritie	05/07/2024		Lloyds Current Accou	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
312	Summer Street Fair	05/07/2024		Lloyds Current Accou	BACS	First Aid (Beacon Lighting)	St John Ambulance	S	114.40	22.88	137.28
307	Weavers Reach Play Area	05/07/2024		Lloyds Current Accou	BACS	Paint & Sundries	Buildbase	S	86.86	17.37	104.23
319	Hospitality	08/07/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
317	Service Level Agreements	08/07/2024		Lloyds Current Accou	BACS	Additional SLA	Reminiscence Learning	X	5,000.00		5,000.00
320	Environmental Improvements	08/07/2024		Lloyds Treasurers PC	Card	Paint (Park Railings)	H T Perry & Son	S	60.79	12.16	72.95
322	Promotion of Wellington	08/07/2024		Lloyds Current Accou	BACS	Notice of Vacancy Advert	Tindle Newspapers	S	250.00	50.00	300.00
314	Green Corridor	08/07/2024		Lloyds Current Accou	BACS	The Basin Bridge repairs	R W Gale	S	1,291.20	258.24	1,549.44
323	Office Cleaning & Maintenance	08/07/2024		Lloyds Treasurers PC	Card	Toilet Roll	Asda	X	10.50		10.50
321	Sage Payroll & HR	08/07/2024		Lloyds Treasurers PC	Card	HR System	Sage HR	S	50.60	10.12	60.72
318	Town Centre Projects	08/07/2024		Lloyds Treasurers PC	Card	Planter Maintenance	H T Perry & Son	S	167.49	33.50	200.99
315	Van Charging	08/07/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltr	S	17.18	3.44	20.62
316	Van Charging	08/07/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltr	S	18.70	3.74	22.44
324	Environmental Improvements	09/07/2024		Lloyds Current Accou		geview	geViews	S	1,676.33	335.27	2,011.60
326	Hospitality	10/07/2024		Lloyds Treasurers PC	Card	Tea & Biscuits	Co-op	X	8.63		8.63
329	Stationery & Postage	10/07/2024		Lloyds Current Accou	BACS	ID Cards	The JKB Ltd	X	5.99		5.99
330	Grants	10/07/2024		Lloyds Current Accou	BACS	Grant	Somerset Youth Theatre	X	1,000.00		1,000.00
331	Grants	10/07/2024		Lloyds Current Accou	BACS	Grant	Wellington Baptist Church	X	2,400.00		2,400.00
328	Professional Fees	10/07/2024		Lloyds Current Accou	BACS	Surveys	Gown Engineers	S	2,450.00	490.00	2,940.00
327	Green Corridor	10/07/2024		Lloyds Current Accou	BACS	Bridge Repair (Weavers)	Buildbase	S	46.75	9.35	56.10
325	Weavers Reach Play Area	10/07/2024		Lloyds Treasurers PC	Card	Paint etc. (Weavers Reach)	H T Perry & Son	S	19.16	3.83	22.99
332	Salaries	11/07/2024		Lloyds Current Accou	BACS	Temporary Staffing (Comm Wa	Meridian Business Support	S	278.10	55.62	333.72
338	Staff Travelling	11/07/2024		Lloyds Current Accou	BACS	Staff travel	D Hill	X	40.14		40.14
337	Hospitality	11/07/2024		Lloyds Treasurers PC	Card	Milk & Squash	Co-op	X	3.35		3.35
336	Promotion of Wellington	11/07/2024		Lloyds Current Accou	BACS	flag	Keep Britain Tidy	S	65.00	13.00	78.00
333	Gas	11/07/2024		Lloyds Current Accou	BACS	Gas Bill	TotalEnergies	L	267.33	13.37	280.70
334	Van Charging	11/07/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltr	S	11.87	2.37	14.24
335	Van Charging	11/07/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
343	Photocopier	15/07/2024		Lloyds Current Accou	BACS	Printing & Photocopying	Konica Minolta	S	100.77	20.15	120.92

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
345	Professional Fees	15/07/2024		Lloyds Current Accou	BACS	Overpayment	Centre for Sustainable Ene	X	-684.00		-684.00
344	Green Corridor	15/07/2024		Lloyds Current Accou	BACS	Water Rates	Water2Business	S	34.65	6.93	41.58
341	Electricity	15/07/2024		Lloyds Current Accou	Direct Debit	Electricity for Offices	Engie	L	223.60	11.18	234.78
339	Telephone & Broadband	15/07/2024		Lloyds Current Accou	Direct Debit	Telephone & Broadband	Chess	S	135.43	27.09	162.52
342	Gas	15/07/2024		Lloyds Current Accou	BACS	Gas Bill	TotalEnergies	L	189.16	9.46	198.62
344	Responsive Maintenance	15/07/2024		Lloyds Current Accou	BACS	Water Rates	Water2Business	S	55.81	5.26	61.07
340	Equip. Maintenance	15/07/2024		Lloyds Current Accou	BACS	Mower Repairs	Willis and Grabham	S	160.36	32.07	192.43
346	Hospitality	16/07/2024		Lloyds Treasurers PC	Card	In Bloom Judging Lunch	Waitrose	X	51.17		51.17
350	Hospitality	16/07/2024		Lloyds Treasurers PC	Card	Foil & Cling Film	Buy & Save	S	6.23	1.25	7.48
347	Community Services & Prioritie	16/07/2024		Lloyds Current Accou	BACS	Trophy Engraving (Civic Award	Call Nigel Locksmiths	X	44.00		44.00
348	Sage Payroll & HR	16/07/2024		Lloyds Current Accou	BACS	Payroll System	Sage	S	48.00	9.60	57.60
349	Deposits	16/07/2024		Lloyds Current Accou	BACS	Pop Up Shop	Court Fields School	X	80.74		80.74
353	Salaries	18/07/2024		Lloyds Current Accou	BACS	Temporary Staffing (Comm Wa	Meridian Business Support	S	556.20	111.24	667.44
351	Van Charging	18/07/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltc	S	32.59	6.52	39.11
352	Van Charging	18/07/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltc	S	25.34	5.07	30.41
355	Hospitality	19/07/2024		Lloyds Treasurers PC	Card	Milk etc.	Asda	X	1.20		1.20
354	Photocopier	19/07/2024		Lloyds Current Accou	BACS	Photocopier Rental	Konica Minolta	S	158.73	31.75	190.48
356	Photocopier	19/07/2024		Lloyds Current Accou	BACS	Printing & Photocopying	Konica Minolta	S	69.20	13.84	83.04
355	Office Cleaning & Maintenance	19/07/2024		Lloyds Treasurers PC	Card	Milk etc.	Asda	X	2.00		2.00
359	Office Cleaning & Maintenance	19/07/2024		Lloyds Current Accou	BACS	Office Cleaning	AIS Cleaners	S	182.40	36.48	218.88
360	Telephone System	19/07/2024		Lloyds Current Accou	Direct Debit	Telephone System	SW Comms	S	170.27	34.05	204.32
361	Van Charging	19/07/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltc	S	14.79	2.96	17.75
357	Equip. Maintenance	19/07/2024		Lloyds Current Accou	BACS	Strimmer Service	Willis and Grabham	S	97.28	19.46	116.74
358	Sundries	19/07/2024		Lloyds Current Accou	BACS	Sundries	Screwfix	S	22.81	4.56	27.37
364	Salaries	22/07/2024		Lloyds Current Accou	BACS	Net Salaries	Various	X	14,720.04		14,720.04
366	Salaries	22/07/2024		Lloyds Current Accou	BACS	Deductions - July	HMRC	X	6,092.69		6,092.69
369	Salaries	22/07/2024		Lloyds Current Accou	BACS	Superann - July	Somerset County Council	X	5,730.59		5,730.59
367	Staff Travelling	22/07/2024		Lloyds Current Accou	BACS	Staff travel	Mr S Tate	X	22.50		22.50
365	Councillors Allowance	22/07/2024		Lloyds Current Accou	BACS	Councillors Allowance	Councillor S Fox	X	280.00		280.00
368	Van Charging	22/07/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.20		1.20
362	Van Charging	22/07/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
363	Van Charging	22/07/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltc	S	14.70	2.94	17.64
371	Misc Income	24/07/2024		Lloyds Current Accou	BACS	Error Correction	Various	X	120.00		120.00
372	Responsive Maintenance	24/07/2024		Lloyds Current Accou	BACS	Fire Extinguisher Servicing	Rhino Fire Control Ltd	S	427.94	85.59	513.53

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
370	Responsive Maintenance	24/07/2024		Lloyds Current Accou	BACS	Emergency Lighting Repairs	Coomber Security Systems	S	481.35	96.27	577.62
376	Hospitality	26/07/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
375	Professional Fees	26/07/2024		Lloyds Treasurers PC	Card	Land Registry Search	HM Land Registry	X	6.00		6.00
377	Environmental Improvements	26/07/2024		Lloyds Treasurers PC	Card	Wacky Wednesday Planting Ite	Blackdown Garden Centre	S	98.26	19.65	117.91
378	Electricity	26/07/2024		Lloyds Current Accou	BACS	Electricity for Offices	EDF Energy	L	413.70	19.07	432.77
379	Allotments	26/07/2024		Lloyds Current Accou	BACS	Pest Control - Allotments	Green Valley Pest Control L	S	80.00	16.00	96.00
373	Van Charging	26/07/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltr	S	18.75	3.75	22.50
374	Sundries	26/07/2024		Lloyds Current Accou	Card	First Aid Kits	Screwfix	S	31.64	6.33	37.97
384	Members Travelling	29/07/2024		Lloyds Current Accou	BACS	Mayor's Travel	Lloyds Bank	X	18.00		18.00
380	Hospitality	29/07/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
381	Environmental Improvements	29/07/2024		Lloyds Current Accou	BACS	Paint & Sundries	Screwfix	S	9.99	2.00	11.99
382	Environmental Improvements	29/07/2024		Lloyds Treasurers PC	Card	Paint & Sundries	H T Perry & Son	S	61.83	12.36	74.19
383	Office Equipment	29/07/2024		Lloyds Treasurers PC	Card	Projector Screen	StageGear	X	184.12		184.12
381	Responsive Maintenance	29/07/2024		Lloyds Current Accou	BACS	Paint & Sundries	Screwfix	S	82.81	16.55	99.36
386	Office Equipment	30/07/2024		Lloyds Treasurers PC	Card	Projector Screen	eBay	S	174.99	35.00	209.99
385	Overheads	30/07/2024		Lloyds Current Accou		Card Transaction Fees	SumUp Payments Ltd	X	4.23		4.23
385	Heritage	30/07/2024		Lloyds Current Accou		Card Transaction Fees	SumUp Payments Ltd	X	0.51		0.51
392	Staff Training	31/07/2024		Lloyds Current Accou	BACS	Training	SALC	X	50.00		50.00
392	Members Training	31/07/2024		Lloyds Current Accou	BACS	Training	SALC	X	20.00		20.00
390	Green Corridor	31/07/2024		Lloyds Current Accou	BACS	Match Funding	Wellington Community Foo	X	2,405.60		2,405.60
389	Telephone & Broadband	31/07/2024		Lloyds Current Accou	BACS	Mobile Contracts	MTMIT	S	1,320.00	264.00	1,584.00
387	IT Support & Email Hosting	31/07/2024		Lloyds Current Accou	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
391	Office Equipment	31/07/2024		Lloyds Treasurers PC	Card	Projector Screen (refund)	StageGear	X	-184.12		-184.12
388	Security Software	31/07/2024		Lloyds Current Accou	BACS	Security Software	MTMIT	S	621.00	124.20	745.20
393	Salaries	06/08/2024		Lloyds Current Accou	BACS	Temporary Staffing (Comm Wa	Meridian Business Support	S	611.82	122.36	734.18
404	Hospitality	06/08/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
405	Stationery & Postage	06/08/2024		Lloyds Treasurers PC	Card	Stamps	W H Smith	X	16.20		16.20
400	Professional Fees	06/08/2024		Lloyds Current Accou	Standing Order	Health & Safety Advisor	WT Consultancy	S	125.00	25.00	150.00
408	Professional Fees	06/08/2024		Lloyds Treasurers PC	Card	Land Registry Search	HM Land Registry	X	60.00		60.00
396	Promotion of Wellington	06/08/2024		Lloyds Current Accou	BACS	Notice of Vacancy Advert	Tindle Newspapers	S	300.00	60.00	360.00
397	Community Services & Prioritie	06/08/2024		Lloyds Current Accou	BACS	War Grave Flowers	Bloomin Lovely	S	145.00	29.00	174.00
399	Rent	06/08/2024		Lloyds Current Accou	Standing Order	Pop Up Shop Rent	H T Perry & Son	X	500.00		500.00
394	Longforth Rd Toilet Refurb	06/08/2024		Lloyds Current Accou	BACS	Project Management Instalmen	Ravenslade	S	712.51	142.51	855.02
395	Longforth Rd Toilet Refurb	06/08/2024		Lloyds Current Accou	BACS	Project Management Instalmen	Ravenslade	S	1,532.50	306.50	1,839.00
402	Responsive Maintenance	06/08/2024		Lloyds Current Accou	BACS	Rubbish Disposal	Suez	X	89.47		89.47

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
398	Van Charging	06/08/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltc	S	14.47	2.89	17.36
401	Storage Unit Rental	06/08/2024		Lloyds Current Accou	Standing Order	Storage Unit	Wellington Self Storage	S	116.67	23.33	140.00
403	TC Planting	06/08/2024		Lloyds Treasurers PC	Card	Plant Feed	H T Perry & Son	S	5.82	1.17	6.99
406	Town Centre Projects	06/08/2024		Lloyds Treasurers PC	Card	Paint (TC Posts)	H T Perry & Son	S	265.80	53.16	318.96
407	Sundries	06/08/2024		Lloyds Current Accou	BACS	Sundries	Buildbase	S	61.81	12.36	74.17
								Total	56,835.55	3,423.74	60,259.29

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
77	Photocopier	08/07/2024		Lloyds Current Accou		Printing	Wellington Museum	X	18.98		18.98
78	Bank Interest	08/07/2024		Nationwide 0134355		Interest	Nationwide	X	740.65		740.65
80	Switch on Event	15/07/2024		Lloyds Current Accou		Stall Fee	Little Wax Wishes & Aroma	X	45.00		45.00
79	Heritage	15/07/2024		Lloyds Current Accou		Toneworks Private Tour	Somerset Archaeological ar	X	100.00		100.00
82	Deposits	19/07/2024		Lloyds Current Accou		Pop-Up Shop	Christina Gross	X	100.00		100.00
81	Heritage	19/07/2024		Lloyds Current Accou		Toneworks Private Tour	Somerset Archaeological ar	X	-75.00		-75.00
82	Rent	19/07/2024		Lloyds Current Accou		Pop-Up Shop	Christina Gross	X	150.00		150.00
83	Rent	19/07/2024		Lloyds Current Accou		Pop Up Shop	Anne Todd	X	150.00		150.00
85	Rent	19/07/2024		Lloyds Current Accou		Pop-Up Shop	Alexandra Lavizzari	X	150.00		150.00
86	Rent	19/07/2024		Lloyds Current Accou		Pop-Up Shop	The Wiveliscombe Art Colle	X	150.00		150.00
86	Deposits	19/07/2024		Lloyds Current Accou		Pop-Up Shop	The Wiveliscombe Art Colle	X	100.00		100.00
83	Deposits	19/07/2024		Lloyds Current Accou		Pop Up Shop	Anne Todd	X	100.00		100.00
84	Deposits	19/07/2024		Lloyds Current Accou		Pop-Up Shop	Young Somerset	X	100.00		100.00
85	Deposits	19/07/2024		Lloyds Current Accou		Pop-Up Shop	Alexandra Lavizzari	X	100.00		100.00
88	Bank Interest	19/07/2024		Lloyds Deposit Accou		Interest	Lloyds Bank	X	965.55		965.55
87	Misc Income	19/07/2024		Lloyds Current Accou		Error?	Various	X	120.00		120.00
90	Office Rent	26/07/2024		Lloyds Current Accou		Office Rent	Cash Access UK Ltd	X	700.00		700.00
91	Rent	26/07/2024		Lloyds Current Accou		Pop Up Shop	Rotary Club of Wellington I	X	300.00		300.00
92	Rent	26/07/2024		Lloyds Current Accou		Pop-Up Shop	The Rotary Club of Welling	X	50.00		50.00
93	Rent	26/07/2024		Lloyds Current Accou		Pop Up Shop	Good Chaps	X	150.00		150.00
89	Deposits	26/07/2024		Lloyds Current Accou		Pop Up Shop	Wellington & District Came	X	100.00		100.00
93	Deposits	26/07/2024		Lloyds Current Accou		Pop Up Shop	Good Chaps	X	100.00		100.00
94	Allotment Deposits	29/07/2024		Lloyds Current Accou		Allotment Rent & Deposit	Donna Waters (52)	Z	50.00		50.00
95	Rent	30/07/2024		Lloyds Current Accou		Pop-Up Shop	Sue Rickard	X	150.00		150.00
97	Street Fair Refundable Deposits	30/07/2024		Lloyds Current Accou		Stall Refunds	Various	X	-497.25		-497.25
95	Deposits	30/07/2024		Lloyds Current Accou		Pop-Up Shop	Sue Rickard	X	100.00		100.00
98	Heritage	30/07/2024		Lloyds Current Accou		Toneworks Tours	Various	X	20.10		20.10
99	Heritage	30/07/2024		Lloyds Current Accou		Toneworks Tours	Various	X	68.00		68.00
100	Heritage	30/07/2024		Lloyds Current Accou		Toneworks Tours	Eventbrite	X	9.76		9.76
96	Heritage	30/07/2024		Lloyds Current Accou		Toneworks Tours	Various	X	30.00		30.00
101	Bank Interest	06/08/2024		Nationwide 0134355		Interest	Nationwide	X	768.00		768.00
104	Bank Interest	06/08/2024		Cambridge & Countie		Interest	Cambridge & Counties	X	1,981.13		1,981.13
103	Deposits	06/08/2024		Lloyds Current Accou		Pop-Up Shop	The Rotary Club of Welling	X	90.37		90.37
102	Heritage	06/08/2024		Lloyds Current Accou		Toneworks Tours	Eventbrite	X	9.76		9.76

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
								Total	7,195.05		7,195.05

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

28-30 Fore Street

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00	2,800.00	2,550.00				2,550.00 (1020%)
28	Electricity				6,000.00	1,384.39	4,615.61	4,615.61 (76%)
32	Office Equipment				2,000.00	304.49	1,695.51	1,695.51 (84%)
37	Office Cleaning & Maintenance		140.00	140.00	2,500.00	1,198.51	1,301.49	1,441.49 (57%)
143	Internal Office Re-Decoration				5,000.00	416.23	4,583.77	4,583.77 (91%)
156	Gas				3,000.00	904.17	2,095.83	2,095.83 (69%)
157	Business Rates				2,000.00	10,542.87	-8,542.87	-8,542.87 (-427%)
158	Responsive Maintenance				5,000.00	2,597.54	2,402.46	2,402.46 (48%)
159	IT Upgrades				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL		250.00	2,940.00	2,690.00	30,500.00	17,348.20	13,151.80	15,841.80 (91%)

Administration

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Photocopier		18.98	18.98	1,300.00	501.96	798.04	817.02 (62%)
34	Insurances				6,000.00	6,768.83	-768.83	-768.83 (-12%)
35	Stationery & Postage				1,000.00	344.64	655.36	655.36 (65%)
36	Audit Fees				2,505.00	395.00	2,110.00	2,110.00 (84%)
40	Hire of Hall				1,620.00	455.00	1,165.00	1,165.00 (71%)
54	Professional Fees				20,000.00	5,242.00	14,758.00	14,758.00 (73%)
SUB TOTAL			18.98	18.98	32,425.00	13,707.43	18,717.57	18,736.55 (84%)

Affiliation Fees

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

Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Allotments	2,910.00	70.00	-2,840.00	2,910.00	551.58	2,358.42	-481.58 (-8%)
92	Longforth Allotment	3,000.00		-3,000.00	3,000.00	4,650.00	-1,650.00	-4,650.00 (-77%)
148	Allotment Deposits		300.00	300.00		50.00	-50.00	250.00 (N/A)
SUB TOTAL		5,910.00	370.00	-5,540.00	5,910.00	5,251.58	658.42	-4,881.58 (N/A)

Christmas

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Hire of Lights				10,000.00		10,000.00	10,000.00 (100%)
115	Lights Install				11,900.00		11,900.00	11,900.00 (100%)
116	Switch on Event	1,350.00	275.00	-1,075.00	10,000.00		10,000.00	8,925.00 (78%)

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

123 Stall Deposits		45.00	45.00				45.00 (N/A)
136 Electricity				500.00		500.00	500.00 (100%)
137 Additional Lights & Install							(N/A)
160 Free Parking				5,500.00		5,500.00	5,500.00 (100%)
SUB TOTAL	1,350.00	320.00	-1,030.00	37,900.00	37,900.00	36,870.00	(N/A)

Community Services

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Wellington One						(N/A)	
58	Community Safety				2,000.00	518.00	1,482.00	1,482.00 (74%)
59	Promotion of Wellington				5,000.00	2,736.44	2,263.56	2,263.56 (45%)
60	Community Services & Priorities				5,000.00	395.26	4,604.74	4,604.74 (92%)
61	Health & Wellbeing				4,000.00		4,000.00	4,000.00 (100%)
64	Community Warden					-42.76	42.76	42.76 (N/A)
65	Emergency Planning				1,000.00		1,000.00	1,000.00 (100%)
66	Other Payments				300.00	39.00	261.00	261.00 (87%)
153	Charity Fundraising							(N/A)
154	Community Warden Set Up							(N/A)
SUB TOTAL					17,300.00	3,645.94	13,654.06	13,654.06 (N/A)

Community Warden

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
161	Van Charging				1,560.00	316.94	1,243.06	1,243.06 (79%)
162	Van Maintenance				750.00	463.76	286.24	286.24 (38%)
163	Storage Unit Rental				1,500.00	583.35	916.65	916.65 (61%)
164	Tools				2,000.00	2,627.30	-627.30	-627.30 (-31%)
165	Equip. Maintenance				1,000.00	389.73	610.27	610.27 (61%)
166	Clothing/PPE				750.00	350.40	399.60	399.60 (53%)
167	Sundries				3,000.00	420.10	2,579.90	2,579.90 (86%)
SUB TOTAL					10,560.00	5,151.58	5,408.42	5,408.42 (86%)

Cost of democracy and electic

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Mayors Allowance				550.50	550.50		(0%)
21	Councillors Allowance				5,250.00	4,200.00	1,050.00	1,050.00 (20%)
22	Members Training				250.00	40.00	210.00	210.00 (84%)
23	Members Travelling				150.00	71.10	78.90	78.90 (52%)
24	Hospitality				300.00	130.63	169.37	169.37 (56%)
89	Deputy Mayor's Expenses				200.00		200.00	200.00 (100%)
SUB TOTAL					6,700.50	4,992.23	1,708.27	1,708.27 (84%)

Earmarked Reserves

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

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

67 Youth Services								(N/A)
71 C.I.L								(N/A)
73 Film Festival				8,000.00	-8,000.00		-8,000.00	(N/A)
75 Railway Station								(N/A)
76 Capital Projects								(N/A)
77 Playing Pitch Strategy								(N/A)
95 Office Furniture Replacement								(N/A)
96 Post Office Provision								(N/A)
97 Cades Farm Community Hall								(N/A)
139 Cost of Living Crisis				10,842.50	-10,842.50		-10,842.50	(N/A)
SUB TOTAL				18,842.50	-18,842.50		-18,842.50	(N/A)

Environment and Planning

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Footpaths PRoW Maintenance				500.00		500.00	500.00 (100%)
49	Emptying Dog Bins				12,600.00	2,643.16	9,956.84	9,956.84 (79%)
50	Provision of Benches & Litter/Dog				2,500.00		2,500.00	2,500.00 (100%)
51	Planning Administration							(N/A)
52	Environmental Improvements					1,970.70	-1,970.70	-1,970.70 (N/A)
113	Electricity for Street Light				850.00	310.41	539.59	539.59 (63%)
129	Additional Street Lighting							(N/A)
131	Green Corridor				30,000.00	9,192.95	20,807.05	20,807.05 (69%)
168	Cycle Route Cont.				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL					56,450.00	14,117.22	42,332.78	42,332.78 (N/A)

Grants

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00	6,820.00	8,180.00	8,180.00 (54%)
152	Green Grants							(N/A)
169	Service Level Agreements				47,305.00	41,740.00	5,565.00	5,565.00 (11%)
SUB TOTAL					62,305.00	48,560.00	13,745.00	13,745.00 (N/A)

Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	945,392.00	945,392.00					(0%)
2	Bank Interest	20,000.00	9,720.92	-10,279.08				-10,279.08 (-51%)
3	Parish Grants							(N/A)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00	50.00	-950.00				-950.00 (-95%)
180	Misc Income		303.00	303.00		-1,187.00	1,187.00	1,490.00 (N/A)
SUB TOTAL		966,392.00	955,465.92	-10,926.08		-1,187.00	1,187.00	-9,739.08 (N/A)

IT, Website & Internet

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

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

29 Telephone & Broadband	3,500.00	1,966.29	1,533.71	1,533.71 (43%)
30 IT Equipment	1,200.00	61.66	1,138.34	1,138.34 (94%)
31 IT Support & Email Hosting	4,250.00	1,700.00	2,550.00	2,550.00 (60%)
94 IT for New Staff	1,500.00	808.99	691.01	691.01 (46%)
101 Telephone System	2,400.00	959.46	1,440.54	1,440.54 (60%)
103 Security Software	560.00	310.50	249.50	249.50 (44%)
104 Office 365	3,100.00	225.60	2,874.40	2,874.40 (92%)
105 Parish Online	450.00		450.00	450.00 (100%)
106 Zoom				(N/A)
107 Scribe Accounting System	1,800.00		1,800.00	1,800.00 (100%)
108 Sage Payroll & HR	1,830.00	390.00	1,440.00	1,440.00 (78%)
132 Councillor Tablets	850.00		850.00	850.00 (100%)
144 Inspection Applications	2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL	23,440.00	6,422.50	17,017.50	17,017.50 (N/A)

Play Areas

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Tone Play Area				5,000.00	512.72	4,487.28	4,487.28 (89%)
145	Weavers Reach Play Area				5,000.00	2,132.24	2,867.76	2,867.76 (57%)
146	Annual Play Inspections				500.00		500.00	500.00 (100%)
SUB TOTAL					10,500.00	2,644.96	7,855.04	7,855.04 (89%)

Pop Up Shop

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	4,500.00	2,250.00	-2,250.00	6,000.00	2,500.00	3,500.00	1,250.00 (11%)
118	Overheads				3,500.00	1,404.73	2,095.27	2,095.27 (59%)
119	Repairs				1,500.00		1,500.00	1,500.00 (100%)
149	Deposits		1,890.37	1,890.37		621.81	-621.81	1,268.56 (N/A)
SUB TOTAL		4,500.00	4,140.37	-359.63	11,000.00	4,526.54	6,473.46	6,113.83 (N/A)

Staff Costs & Expenses

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				481,255.00	108,451.90	372,803.10	372,803.10 (77%)
17	Staff Training				2,000.00	263.37	1,736.63	1,736.63 (86%)
18	Staff Travelling				200.00	157.49	42.51	42.51 (21%)
19	Staff Recruitment	30,000.00	30,053.00	53.00	3,000.00		3,000.00	3,053.00 (9%)
87	Home Working Allowances							(N/A)
SUB TOTAL		30,000.00	30,053.00	53.00	486,455.00	108,872.76	377,582.24	377,635.24 (N/A)

Town Centre

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				11,000.00	1,097.01	9,902.99	9,902.99 (90%)
133	Longforth Rd Toilet Refurb				10,000.00	54,914.21	-44,914.21	-44,914.21 (-449%)
134	Kings Arms				18,000.00		18,000.00	18,000.00 (100%)

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

135 Town Centre Projects				20,000.00	3,145.09	16,854.91	16,854.91 (84%)
138 Carnival				1,000.00		1,000.00	1,000.00 (100%)
140 Summer Street Fair	2,000.00	2,160.00	160.00	7,000.00	9,870.05	-2,870.05	-2,710.05 (-30%)
141 Street Fair Refundable Deposits		42.75	42.75				42.75 (N/A)
147 Remembrance & AFD				1,000.00	45.00	955.00	955.00 (95%)
170 Heritage		576.51	576.51	5,400.00	1.10	5,398.90	5,975.41 (110%)
171 Clocks				500.00		500.00	500.00 (100%)
179 Annual Fireworks				2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL	2,000.00	2,779.26	779.26	75,900.00	69,072.46	6,827.54	7,606.80 (N/A)

Unitary Devolution

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
172	Play Area				10,500.00		10,500.00	10,500.00 (100%)
173	Toilets				22,000.00		22,000.00	22,000.00 (100%)
174	TC Planting				15,000.00	8,665.12	6,334.88	6,334.88 (42%)
175	Park Planting & Security				25,000.00	5,505.10	19,494.90	19,494.90 (77%)
176	CCTV				25,000.00		25,000.00	25,000.00 (100%)
177	Bus Shelters				5,000.00		5,000.00	5,000.00 (100%)
178	IT Impact				4,000.00		4,000.00	4,000.00 (100%)
SUB TOTAL					106,500.00	14,170.22	92,329.78	92,329.78 (77%)

Restated

(N/A)

NET TOTAL	1,010,402.00	996,087.53	-14,314.47	976,302.50	336,139.12	640,163.38	625,848.91 (31%)
V.A.T.		17,426.64			26,846.08		
GROSS TOTAL		1,013,514.17			362,985.20		

Wellington Town Council
Reserves Balance
2024 - 2025

Earmarked Reserves	23/24	24/25					Balance as at	Anticipated		Notes	25/26 Amount?
	Closing Bal	Tfer (Yr Beg)	Opening Bal	Other Tfns	Spend	Receipts	31/07/24	Spend	YE Bal		
Elections	£ 3,500	£ 1,500	£ 5,000				£ 5,000	£ 5,000		Topped up each year	£ 1,500.00
CIL	£ 176,585		£ 176,585	-£ 17,200			£ 159,385	£ 159,385			
Film Festival	£ 4,000	£ 4,000	£ 8,000		£ 8,000		£ -	£ -		Increased funding request expected. Moves to revenue budget for 25/26	
Railway Station	£ 15,000	£ 7,500	£ 22,500				£ 22,500	£ 22,500		Agreed to double amount held over 2 years	£ 7,500.00
Capital Projects	£ 45,000		£ 45,000				£ 45,000	£ 45,000		Possible fund for works required for opening Community Office?	
Playing Pitch Strategy	£ 9,000		£ 9,000				£ 9,000	£ 4,350 £ 4,650		Cost of Feasibility Study for junior sports pitches in green corridor	
Post Office Provision	£ 2,500		£ 2,500				£ 2,500	£ 2,500			
Cades Farm Com. Hall	£ 6,900		£ 6,900				£ 6,900	£ 6,900			
Office Furniture Replacement	£ 2,655		£ 2,655				£ 2,655	£ 2,655			
Youth Services	£ 20,435	£ 5,565	£ 26,000				£ 26,000	£ 26,000			
Env. Improvements	£ 24,018	£ 15,983	£ 40,000		£ 1,971		£ 38,029	£ 38,029		AK - ask darren for notes on Env. Imp. plans	
Cost of Living Fund	£ 23,445	-£ 3,445	£ 20,000		£ 10,843		£ 9,158	£ 9,158			
Green Grants	£ 7,000		£ 7,000				£ 7,000	£ 7,000			
Committed CIL	£ 200,000		£ 200,000	£ 17,200			£ 217,200	£ 167,200 £ 50,000		24/25 Anticipated Spend = £150k Courtfields 3G. £17,200 CCTV Upgrades. £50k Balance remains for Jnr Pitches	
Van Replacement		£ 6,500	£ 6,500				£ 6,500	£ 6,500		Likely depreciation amount split over 3 years (£19,500)	£ 6,500.00
Open Spaces Development		£ 135,000	£ 135,000				£ 135,000	£ 99,000 £ 36,000		24/25 Anticipated Spend as per current workings. Likely to change as work progresses	
Totals	£ 540,037		£ 712,640				£ 691,827	£ 421,277			£ 15,500.00

Alice Kendall

From: Grand Western Greenway <grandwesterngreenway@gmail.com>
Sent: 29 July 2024 18:01
To: Dave Farrow
Cc: QUINLANALQ@aol.com; Charles Biscoe; Will Brown; Keith Wheatley; Phil Leavey; Robert Hodgson; Nick Fernandes; info@richarddavey.com; juliet shrimpton
Subject: Funding

Hi Dave,

When I saw you last at Courtfields, I mentioned we were hoping to commission John Grimshaw of Greenways and Cyclerooutes Ltd to prepare a detailed set of plans that would look at route proposals for the Greenway. As you probably know, John is a civil engineer with more experience than most of building this type of path after having founded and spent 30 years at the head of Sustrans. He is currently building the Strawberry Line.

The plans that John would prepare for us would cover our proposed phase 1 and 2 i.e. Wellington to the East Nynehead Road, and Taunton to Allerford. His work would include detailed engineering plans that would address specific issues along each route, and would serve as a clear indication of the scale and achievability of each part of the project. He estimates this will cost between £6000 and £8000 to prepare.

As I said to you, I planned to approach Somerset Council for a grant from the money (£400k) they received from Active Travel England, which I have done. Although this grant was specifically for scoping works for new projects, SC have rejected it on the basis that ours is not an on-road development.

It has taken a long time to get to this point, but you did indicate we could approach the council for consideration of funds from the money set aside in this year's budget. Without a clearer idea of our

routing options, it is very difficult to discuss anything with landowners as we simply do not know what is possible. Having these plans will allow us to not only know where, but also how the path could be built. Being able to share these concepts with landowners and other stakeholders will go a long way towards clarifying what is involved.

Anyway, more than happy to come and discuss this in more detail, but hope you can give us an indication about how we can best proceed.

Many thanks

Charles

Charles Biscoe

Grand Western Greenway Association

07989 969503



WELLINGTON TOWN COUNCIL
POLICY AND FINANCE COMMITTEE

12 AUGUST 2024

Proposal to Establish a Playing Field Joint Working Group

1. Introduction

1.1 The purpose of this paper is to recommend the establishment of a working group to support the Town Clerk and Open Spaces Manager in the development of a strategy for the management and development of the Playing Field and its associated facilities and buildings.

2. Background

2.1 In the context of the Town Council taking on the ownership and management responsibilities for open spaces in the town from April 2025 Councillors A Govier, J Lloyd and the Town Clerk met with representatives of the cricket, football and tennis clubs on the 31 July to explain the changes and to seek their views on the current arrangements and what they would like to see improved moving forward.

2.2 It became apparent that the football and cricket clubs in particular have significant concerns regarding the quality and safety of their respective and shared playing areas with the view being expressed that there had been a period of managed decline for a number of years with Somerset Council and its predecessor authorities not carrying out required maintenance or improvements.

2.3 The Committee will be aware that the football club has recently had to take action to address identified shortcomings to secure its position at its current level of competition and the cricket club too has been advised that there must be improvements to the playing area for it to be able to continue playing at its current level. There are also concerns about the condition of the cricket pavilion and attached changing rooms and toilets.

2.4 The two clubs have been carrying out their own work on the playing area to try and address the issues at their own cost, whilst paying rent to Somerset Council, but a longer term plan is needed to address the underlying issues and the clubs need to be fully engaged in developing that..

2.5 The change ownership to the Town Council also provides an opportunity for the Council and clubs to look at alternative models of managing the site e.g. Management Committee, CiC etc which may enable funding to be drawn from wider sources than are available to the Town Council.

3. Considerations

3.1 The proposal is that a Joint Working Group is established, with the clubs making use of the Playing Field, to develop:

- (i) Plans for the day to day management of the Playing Field and its facilities and buildings from April 2025:
- (ii) A costed strategy for the improvement of the playing surface and facilities of the Playing Field
- (iii) Recommendations for the future management arrangements of the Playing Field .

3.2 Proposed draft Terms of Reference are attached as an appendix to this paper.

Dave Farrow
Town Clerk
August 2024



WELLINGTON TOWN COUNCIL

DRAFT TERMS OF REFERENCE

Group Name	Playing Field Joint Working Group		
Lead Officer(s)	Town Clerk Open Spaces Manager		
Membership	Two Councillors Two representatives of Wellington Football Club Two representatives of Wellington Cricket Club Two representatives of Wellington Tennis Club		
Reports To	Policy & Finance		
Date of Adoption	September 2024	Review Due	August 2025

2. Purpose

To support the Town Clerk and Open Spaces Manager in the development of a strategy for the management and development of the Playing Field and its associated facilities and buildings.

3. Summary of Responsibilities

The group has been appointed by the Policy & Finance Committee to develop

- (i) Plans for the day to day management of the Playing Field and its facilities and buildings from April 2025:
- (ii) A strategy for the improvement of the playing surface and facilities of the Playing Field
- (iii) Recommendations for the future management arrangements of the Playing Field .

4. Spending Authority

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

5. Reporting

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

6. Membership

The Group shall comprise of:

- (i) Two Councillors to be appointed by the Policy & Finance Committee.
- (ii) Two representatives of Wellington Football Club

- (iii) Two representatives of Wellington Cricket Club
- (iv) Two representatives of Wellington Tennis Club

The Group must appoint a Chairman at its first meeting who must be a Council representative.

7. Operation

- (i) The Group has power to operate only as set out in these Terms of Reference and the Council's Standing Orders as applicable.
- (ii) Meetings shall be held as deemed necessary.
- (iii) 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.
- (iv) The Town Clerk will coordinate the arrangements for meetings and the circulation of any papers to be considered.
- (v) The Town Clerk and Open Spaces Manager will attend all meetings.

DRAFT

MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation, and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words “Governance and Accountability” do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
 - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
- a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
- a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.
- 10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council's website.

[ENTER COUNCIL NAME] FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. ~~The Clerk has been appointed as RFO and these regulations apply accordingly.~~ The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- setting the final budget or the precept (council tax requirement);
- the outcome of a review of the effectiveness of its internal controls
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

1.7. In addition, the ~~council~~ Policy & Finance Committee shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment ~~in excess of £5,000; and~~

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk ~~with the RFO~~ shall prepare, for approval by ~~the council~~, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk ~~with the RFO, or other council Officer as appropriate~~ shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- ensure that risk is appropriately managed;
- ensure the prompt, accurate recording of financial transactions;
- prevent and detect inaccuracy or fraud; and
- allow the reconstitution of any lost records;
- identify the duties of officers dealing with transactions and
- ensure division of responsibilities.

2.6. At least [once in each quarter], and at each financial year end, a member other than the Chair {or ~~a cheque signatory~~ the Chair of Policy & Finance} shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and be noted by the council s {Policy & Finance Committee}.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual ~~{Governance and Accountability}~~ Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual ~~{Governance and Accountability}~~ Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by ~~{the council}~~ and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its ~~council tax (England)/budget (Wales)~~ requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by ~~the council~~ the Policy & Finance Committee at least annually in ~~October~~ November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the ~~Chair of the Council or relevant committee~~ Policy & Finance Committee. ~~{The RFO will inform committees of any salary implications before they consider their draft their budgets.}~~
- 4.3. No later than ~~month~~ November each year, the RFO shall prepare a draft budget with detailed estimates of all ~~receipts and payments~~ income and expenditure for the following financial year ~~{along with a forecast for the following three financial years}~~, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. ~~{Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.}~~
- 4.5. Each committee ~~(if any)~~ shall review its draft budget and submit any proposed amendments to the ~~council~~ policy & finance committee not later than the end of ~~November~~ October each year.

- 4.6. The draft budget ~~{with any committee proposals and [three-year] forecast,~~ including any recommendations for the use or accumulation of reserves, shall be considered by the ~~{policy & finance committee and a recommendation made to the}~~ council.
- 4.7. Having considered the proposed budget and ~~[three-year] forecast,~~ the council shall determine its ~~{council tax (England)/budget (Wales)}~~ requirement by setting a budget. The council shall set a precept for this amount no later than ~~{the end of January}~~ for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must ~~and must~~ disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council ~~{or relevant committee}~~.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with ~~these~~ the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph ~~65~~.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£~~6050~~,000] including VAT, the Clerk shall ~~{seek formal tenders from at least [three] suppliers agreed by [the council]}~~ **OR** ~~{advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation}~~. Tenders shall be invited in accordance with Appendix 1.

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5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

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5.8. For contracts greater than [£35,000] excluding VAT the Clerk, ~~for RFO~~ or other Officer as appropriate shall seek at least [3] fixed-price quotes;

5.9. where the value is between ~~£500~~ [£1,000] and ~~£35,000~~ [£35,000] excluding VAT, the Clerk, ~~for RFO~~, or other Officer as appropriate shall try to obtain 3 estimates, ~~which might include evidence of online prices, or recent prices from regular suppliers.~~

5.10. For smaller purchases, ~~the clerk~~ Officers shall always seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

- i. specialist services, such as legal professionals acting in disputes;
- ii. repairs to, or parts for, existing machinery or equipment;
- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council ~~for relevant~~ Policy & Finance committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest of ~~f~~ any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- ~~the Clerk, or RFO~~, under delegated authority, for any items below ~~£500~~ excluding VAT.
- the Clerk, in consultation with the Chair of the Council ~~for Chair of the appropriate committee~~, for any items below ~~£2,000~~ excluding VAT.
- ~~a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT~~
- ~~in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.~~
- ~~the council for all items over £5,000;~~

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order ~~{unless instructed to do so in advance by a resolution of the council}~~ or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council ~~{or a duly delegated committee acting within its Terms of Reference}~~ except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to [£25,000] excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to ~~{the council}~~ as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless ~~{the council}~~ is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services ~~{above £250500}~~ excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by ~~{the RFO}~~.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council. ~~;- banking arrangements shall not be delegated to a committee.-~~ The council has resolved to bank with ~~{name bank}~~ Lloyds for day-to-day transactions. The arrangements shall be reviewed ~~{annually}~~ for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by ~~{the RFO}~~. ~~{Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}~~.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by ~~online banking/cheque~~, in accordance with a resolution of the council, ~~or~~ duly delegated committee, ~~or~~ a delegated decision by an officer, unless ~~the council~~ resolves to use a different payment method.
- 6.6. ~~For each financial year~~ ~~the RFO~~ may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council ~~or a duly delegated committee~~ may authorise in advance for the year.
- 6.7. ~~A copy of this schedule of regular payments shall be signed by [two members] on each and every occasion when payment is made - to reduce the risk of duplicate payments.~~
- 6.8. ~~A list of~~ Such payments shall be reported to the next appropriate meeting of the ~~council or Finance Committee~~ ~~Policy & Finance committee~~ ~~as part of the monthly payment listings~~ for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments ~~only~~ in the following circumstances:
- i. ~~any payments of up to [£500] excluding VAT, within an the agreed budget as detailed in the Scheme of Delegation.~~
 - ii. payments of up to [£25,000] excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 ~~or to comply with contractual terms~~, where the due date for payment is before the next scheduled meeting of ~~the council~~ ~~Policy & Finance committee~~, where the ~~Clerk and/or~~ RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of ~~council (or finance committee)~~ ~~the Policy & Finance committee~~.
 - iv. Fund transfers within the councils banking arrangements, ~~up to the sum of [£10,000], provided that a list of such payments shall be submitted to the next appropriate meeting of council (or finance committee).~~
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the ~~council~~ ~~Policy & finance committee~~. The ~~council (or committee)~~ shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

Commented [AK1]: Feels excessive?

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7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, ~~the RFO~~ shall be appointed as the Service Administrator. The bank mandate agreed by the council

- shall identify ~~[a number of those]~~ councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. ~~{The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.}~~
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
 - 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
 - 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, ~~together with copies of the relevant invoices,~~ shall be sent [by email] to [two] authorised signatories.
 - 7.5. In the prolonged absence of the Service Administrator [an authorised officer signatory] shall set up any payments due before the return of the Service Administrator.
 - 7.6. Two [councillors who are] authorised signatories shall check the payment details against the ~~invoices approved schedule~~ before approving each payment using the online banking system.
 - 7.7. Evidence shall be retained showing which members approved the payment online {and a ~~printout digital copy~~ of the transaction confirming that the payment has been made shall be ~~appended to the invoice saved~~ for audit purposes}.
 - 7.8. A full list of all payments made in a month shall be provided to the next ~~[council Policy & Finance Committee]~~ meeting {and appended to the minutes}.
 - 7.9. With the approval of ~~[Policy & Finance Committee the council]~~ in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are [signed ~~/or~~ approved online] by [two authorised members]. The approval of the use of each variable direct debit shall be reviewed by ~~[Policy & Finance Committee the council]~~ ~~at least every two years annually.~~
 - 7.10. Payments may be made by BACS or CHAPS by resolution of [the ~~council Policy & Finance Committee~~] provided that each payment is approved online by [two authorised bank signatories], evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
 - 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed {or approved online} by [two members], evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by ~~[the council Policy & Finance]~~ ~~annually at least every two years.~~
 - 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by ~~[two of]~~ the Clerk and ~~/or~~ [the RFO] ~~[a member]~~. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every [two years].

Commented [AK3]: This would make the monthly salary run pretty onerous?

Commented [DF4R3]: Agree - suggest take this out - not bold

Commented [AK5]: It already mentions approving batches of invoices so this would duplicate tasks.

Commented [DF6R5]: Agreed

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities (other than secure password stores requiring separate identity verification) should not be used on any ~~computer sites~~ used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by [two members] ~~and countersigned by the Clerk/RFO~~.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. (Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council (or committee) meeting). Any signatures obtained away from council meetings shall be reported to the council (or Finance Committee) at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to ~~the Clerk and the RFO~~ officers as dictated by the Policy & Resources committee and will also be restricted ~~to a single transaction maximum value of [£500] unless authorised by council or finance committee in writing before any order is placed to use as set out in the approved debit card agreement signed by Officers upon issue.~~

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the ~~council~~ policy & finance committee]. Transactions and purchases made will be reported to [the ~~council~~ committee] and authority for topping-up shall be at the discretion of [the ~~council~~ RFO].

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk ~~and RFO~~ (specify other officers) and other officers as approved by them. ~~and~~ Any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used ~~under any circumstances.~~ OR (except for expenses of up to [£250] including VAT, incurred in accordance with council policy.)

10. Petty Cash

~~10.1.~~ The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk [or RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.) OR (The RFO shall maintain a petty cash [float/imprest account] of [£250] and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) ~~Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~
- b) ~~Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~
- c) ~~Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.~~

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council ~~(or relevant committee).~~
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. ~~Payroll reports will be reviewed by [the pPolicy & fFinance committee] to ensure that the correct payments have been made.~~
- 11.7. Any ~~proposal for a~~ termination payments ~~shall must~~ be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

Commented [AK7]: Need to think about how this might work?

Commented [DF8R7]: It doesn't mention how often they should be reviewed?

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the ~~[Secretary of State/Welsh Assembly Government]~~ (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. [The RFO] shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by [the RFO] and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. ~~[The RFO shall ensure that VAT is correctly recorded in the council's accounting software software and that any VAT Return required is submitted form the software by the due date].~~ OR {Any repayment claim under section 33 of the VAT Act 1994 shall be made {at least quarterly where the claim exceeds [£100] and} at least annually at the end of the financial year.}
- 13.7. {Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.}
- 13.8. {Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.}

Commented [DF9]: I assume this will have to change if we become liable for VAT

Commented [AK10R9]: Yes

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by [the Clerk] to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. {[The officer in charge of each section] shall be responsible for the care and custody of stores and equipment [in that section].}

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. {Stocks shall be kept at the minimum levels consistent with operational requirements.}

15.4. {The RFO shall be responsible for periodic checks of stocks and stores, at least annually.}

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

Commented [AK11]: Safe fire box, or similar required?

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed [£500]. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers {in consultation with the Clerk}.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. [Charities]

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

Commented [AK12]: Although we don't have any, best to keep it in to future proof?

Commented [DF13R12]: Agreed

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to ~~the Clerk~~ the appropriate council Officer in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.