

MINUTES OF THE WELLINGTON TOWN COUNCIL COMMUNITY COMMITTEE MEETING HELD AT UNITED REFORMED CHURCH HALL ON MONDAY 16 SEPTEMBER 2024 AT 6.00PM

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

IN ATTENDANCE: David Farrow – Town Clerk
One member of the press
Polly Matthews, Head teacher Court Fields School for item 5 on the agenda

271 APOLOGIES

Apologies were received from Councillor C Booth.

272 DECLARATIONS OF INTEREST

There were no declarations of interest.

273 PUBLIC PARTICIPATION

No members of the public were present.

274 MINUTES

RESOLVED to approve and sign the minutes of the Community Committee meeting held on the 15 July 2024.

275 CRADLE TO CARRER MODEL OF WORKING

A paper from Polly Matthews had been circulated with the agenda and she provided further information on work that had taken place on the project more recently. After some discussion **RESOLVED**

- (i) That the Town Council should endorse the approach and engage with it for the benefit of the town:
- (ii) To agree to provide funding of £1,000 towards the cost of training/materials etc necessary to set up the programme with officers to decide the appropriate budget line to be used.

It was noted that in developing the budget for 2025/6 consideration would need to be given to setting a budget line to support work coming out of this approach.

At this juncture Polly Matthews left the meeting.

276 CREATION OF COMMUNITY DEVELOPMENT OFFICER POST

A paper had been circulated with the agenda and councillors noted the potential links between the proposed role and the previous agenda item.

After some discussion **RESOLVED** to recommend that a full-time post of Community Development Officer be included in the budget for 2025/6 and beyond.

277 BUDGET REPORT

The budget report for 2024/5 was circulated in advance of the meeting was noted.

The committee also noted that budget lines that needed to be reviewed when considering the 2025/6 budget along with the Project Initiation Form.

RESOLVED to accept the officers' recommendation that The Promotion of Wellington line be delegated to the Economic Development Committee for 25/26 and, that Mayoral events (Civic Service, Carnival etc.) be split from this code to form its own budget in Cost of Democracy with remainder being left in the original code. Amounts to specified during budget setting (50/50 split, for example)

278 THE FORMER DOLPHIN INN

The Town Clerk reported that he had met with the owners along with the Community Connect Champion on the 20 August to discuss how the ground floor of the building could be used for community use. It had been agreed that The Community Connect Champion would develop some proposals for using the building as part of the hub and spoke model of community spaces being developed in the town for agencies/voluntary groups to use to deliver services/support to be followed with a further meeting.

279 WORK PLAN 2024/5 UPDATES

The Committee Work Plan had been circulated in advance of the meeting with updates since the previous meeting and was noted.

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

.....
Councillor C Govier - Chair

Community Committee Budgets

1. Introduction

1.1. As the Council enters the budget setting process, each of its Committees need to review the budgets they are responsible for and assess any budget requirements for any newly proposed projects for the 25/26 year.

2. Background

2.1. At the last meeting, a report was circulated detailing the specifics of each of the Committee's delegated budget codes.

2.2. Councillors were asked that any new projects to be considered for inclusion in the 25/26 budgets were detailed on a project initiation form and submitted to Officers. No forms have been received to date.

3. Updated Draft Budget

3.1. Attached at appendix 1 is the first draft copy of the budget codes that are delegated to the Committee. For comparison purposes, it details information for previous (23/24), current (24/25) and two future years (25/26 and 26/27). It should be noted that the 26/27 figures are only indicative at this time.

3.2. At present, there is some cross over in Committee responsibility for some cost centres. For example, this committee is responsible for some lines within the Town Centre section, but not all. To improve this, the budget in appendix 1 shows the existing codes it is responsible for in a new structure so that, going forward in 25/26, Committees will only be responsible for entire Cost Centres.

3.3. Notes to figures provided for each section are listed below.

3.3.1. Cost Centre – Community Services

3.3.1.1. Wellington One – the Council's contribution to the One Team changed in 23-24 with the creation of the Somerset Connect Champion role.

3.3.1.2. Community safety – This line covers items such as the contribution to the St John's crossing patrol and refills/repairs of grit bins.

3.3.1.3. Community Services & Priorities – This covers the monthly war grave flowers and items relating to the civic award within the schools. This and the line above also provide contingency for smaller ad-hoc projects in the year.

3.3.1.4. Health & Wellbeing – very little spend against this budget so far in the current year. Again, provides contingency for possible ad-hoc projects.

3.3.1.5. Community Warden – legacy line to be deleted.

3.3.1.6. Charity Fundraising – This line was used to hold any charity monies raised by the Mayor, but no budget required.

3.3.1.7. Community Warden Set Up – historical line.

- 3.3.1.8. Kings Arms – the Council have previously agreed to commit £18,000 per year for rent and utility charges for the updated Kings Arms community space.
 - 3.3.1.9. CCTV – The Council’s SLA with Somerset Council for the provision of CCTV totals £16,789 per year. The suggested budget amount of £18,500 provides some allowance for possible repairs.
 - 3.3.1.10. Bus Shelters – The Facilities Manager will be presenting a multiyear maintenance plan for the bus shelters the Town Council will take responsibility for. Some require repair while others need to be replaced entirely.
- 3.3.2. Cost Centre - Pop Up Shop
- 3.3.2.1. Rent – fixed rental of £6,000 per year. Income estimate based on 24-25 bookings.
 - 3.3.2.2. Overheads – reduced by £1,000 based on other year spending. Electricity offset by partial retention of deposit.
 - 3.3.2.3. Repairs – reduced by £500 based on previous years spending.
- 3.3.3. Cost Centre – Public Toilets
- This cost centre is newly created but currently only contains lines from the existing budget structure. More work is required before entering figures in these budgets. Further consideration of the position on the possible re-build of the Longforth Road block is required as are the implications of what is required at the devolved blocks at North Street and Wellington Park. New lines for this cost centre will be; cleaning, sundries, planned and responsive maintenance. The Facilities Manager is continuing work on what is required. The Budget meeting of Policy & Finance will review this section.

4. Next steps

- 4.1. Having reviewed each budget line, the committee should make an overall recommendation to the Policy & Finance Committee that it’s Cost Centres be included in the budget, either as presented or amended. It may make resolutions to update or change the budget lines as it sees appropriate. There will be a specific meeting of the Policy & Finance Committee to review the budget in November.

Appendix 1 – Updated Draft Budget

Appendix 2 – Summary report of spend to date within the current FY (23/24) for the budgets delegated to this Committee. Note that within the Town Centre and Unitary Devolution cost centres, only the lines highlighted in yellow are relevant.

Alice Kendall
RFO/Deputy Clerk

16 October 2024

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

Appendix 2

28-30 Fore Street

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|-------------------------------|---------------|-----------------|-----------------|------------------|------------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 26 | Office Rent | 250.00 | 4,325.00 | 4,075.00 | | | | 4,075.00 (1630%) |
| 28 | Electricity | | | | 6,000.00 | 2,384.97 | 3,615.03 | 3,615.03 (60%) |
| 32 | Office Equipment | | | | 2,000.00 | 317.47 | 1,682.53 | 1,682.53 (84%) |
| 37 | Office Cleaning & Maintenance | | 490.00 | 490.00 | 2,500.00 | 2,105.93 | 394.07 | 884.07 (35%) |
| 143 | Internal Office Re-Decoration | | | | 5,000.00 | 462.88 | 4,537.12 | 4,537.12 (90%) |
| 156 | Gas | | | | 3,000.00 | 1,243.80 | 1,756.20 | 1,756.20 (58%) |
| 157 | Business Rates | | | | 2,000.00 | 10,542.87 | -8,542.87 | -8,542.87 (-427%) |
| 158 | Responsive Maintenance | | | | 5,000.00 | 3,326.48 | 1,673.52 | 1,673.52 (33%) |
| 159 | IT Upgrades | | | | 5,000.00 | | 5,000.00 | 5,000.00 (100%) |
| SUB TOTAL | | 250.00 | 4,815.00 | 4,565.00 | 30,500.00 | 20,384.40 | 10,115.60 | 14,680.60 (90%) |

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 | 2,971.20 | 2,028.80 | 2,028.80 (40%) |
| 60 | Community Services & Priorities | | | | 5,000.00 | 395.26 | 4,604.74 | 4,604.74 (92%) |
| 61 | Health & Wellbeing | | | | 4,000.00 | 59.95 | 3,940.05 | 3,940.05 (98%) |
| 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 | 3,940.65 | 13,359.35 | 13,359.35 (N/A) |

Pop Up Shop

| Code | Title | Income | | | Expenditure | | | Net Position |
|------------------|-----------|-----------------|-----------------|---------------|------------------|-----------------|-----------------|-----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 117 | Rent | 4,500.00 | 2,750.00 | -1,750.00 | 6,000.00 | 3,500.00 | 2,500.00 | 750.00 (7%) |
| 118 | Overheads | | | | 3,500.00 | 1,413.27 | 2,086.73 | 2,086.73 (59%) |
| 119 | Repairs | | | | 1,500.00 | | 1,500.00 | 1,500.00 (100%) |
| 149 | Deposits | | 2,000.00 | 2,000.00 | | 1,096.45 | -1,096.45 | 903.55 (N/A) |
| SUB TOTAL | | 4,500.00 | 4,750.00 | 250.00 | 11,000.00 | 6,009.72 | 4,990.28 | 5,240.28 (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 | 2,628.41 | 8,371.59 | 8,371.59 (76%) |
| 133 | Longforth Rd Toilet Refurb | | | | 10,000.00 | 63,853.61 | -53,853.61 | -53,853.61 (-538%) |
| 134 | Kings Arms | | | | 18,000.00 | | 18,000.00 | 18,000.00 (100%) |
| 135 | Town Centre Projects | | | | 20,000.00 | 3,251.32 | 16,748.68 | 16,748.68 (83%) |
| 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 | 9,920.05 | -2,920.05 | -2,760.05 (-30%) |
| 141 | Street Fair Refundable Deposits | | 42.75 | 42.75 | | | | 42.75 (N/A) |
| 147 | Remembrance & AFD | | | | 1,000.00 | 20.00 | 980.00 | 980.00 (98%) |

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

| | | | | | | |
|----------------------|-----------------|-----------------|------------------|------------------|------------------|------------------------|
| 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 | 75,900.00 | 79,674.49 | -3,774.49 | -2,995.23 (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 | 180.65 | 21,819.35 | 21,819.35 (99%) |
| 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 | 8,394.50 | 16,605.50 | 16,605.50 (66%) |
| 177 | Bus Shelters | | | | 5,000.00 | | 5,000.00 | 5,000.00 (100%) |
| 178 | IT Impact | | | | 4,000.00 | 2,100.00 | 1,900.00 | 1,900.00 (47%) |
| SUB TOTAL | | | | | 106,500.00 | 24,845.37 | 81,654.63 | 81,654.63 (99%) |

Restated

(N/A)

| | | | | | | | |
|--------------------|-----------------|------------------|-----------------|-------------------|-------------------|-------------------|-------------------------|
| NET TOTAL | 6,750.00 | 12,344.26 | 5,594.26 | 241,200.00 | 134,854.63 | 106,345.37 | 111,939.63 (45%) |
| V.A.T. | | | | | 20,203.62 | | |
| GROSS TOTAL | | 12,344.26 | | | 155,058.25 | | |

WELLINGTON TOWN COUNCIL
COMMUNITY COMMITTEE WORK PLAN 2024/5

| Activity (lead officer/s and councillors) | Purpose | Actions | Updates for October meeting |
|---|---|--|--|
| <p>Developing a Community Development Plan (DF/PJ)</p> | <p>To develop a Community Plan that</p> <ul style="list-style-type: none"> • identifies those members of the community, groups or individuals, requiring additional support, • maps the provision available through a range of voluntary and statutory agencies to provide support, • identifies gaps in provision and determines how those gaps can be filled | <ul style="list-style-type: none"> • Work with Somerset Council to develop a data set for the town to inform identification of priorities • Work with community groups and statutory services to map existing provision in the town. • Identify gaps in provision and determine how they should be met. • Consider how delivery of One Team and Community Connect fit in to the delivery of the community plan | <p>Cradle to career initial days training undertaken for some. PJ and Catherine G acting as Town Council leads – couldn't attend the days training so arranging virtual session.</p> <p>Meeting with Head and Deputy at Court Fields on 23/10 to discuss next steps and links with Neighbourhood Working model proposals from SC and PCN.</p> <p>Multi-agency meeting to be held early November to finalise priorities and next steps.</p> |
| <p>Developing a Children and Young People's Plan (PJ)</p> | <p>To develop a Children and Young People's Plan that</p> <ul style="list-style-type: none"> • sets out how we will keep children and young people in Wellington safe • ensures they can grow up in a child friendly town that supports them to be happy, healthy and prepared for adulthood. • supports our families to be strong and resilient • sets out how we will work collaboratively with other | <ul style="list-style-type: none"> • Work with Somerset Council to develop a data set for the town to inform identification of priorities • Work with community groups and statutory services to map existing provision in the town. • Identify gaps in provision and determine how they should be met. • Carry out surveys/research with young people to establish their views of | <p>PJ meeting with Rhonda Lovell to discuss progress. Also links in with work being done on the above item.</p> |

| | agencies/groups so that children can thrive and succeed. | issues they are facing and what they would like to see in place. | |
|--|--|--|--|
| Developing of a Community Engagement Plan (DF) | To develop a Community Engagement Plan that sets out how the Council will engage with the community to inform its decision making and enable the community to contribute effectively to shaping the work of the Council | <ul style="list-style-type: none"> • Review existing methods of engagement. • Research effective practice for community engagement and develop proposals for consideration by Committee | Information on effective practice being gathered but with but with devolution and budget setting not considered a priority for now. |
| Kings Arms Community Hub Project (DF/PJ) | To oversee the development of a community hub on the ground floor of the Kings Arms providing space for multi-agency working as part of a hub and spoke model around the town supporting the delivery of the Community Plan and CYP Plan | <ul style="list-style-type: none"> • Work with community groups/agencies to establish what can be delivered through the hub and what there ask is. • Develop/cost plans for interior design – • Seek sponsorship/support to contribute to costs of work. Also consider CIL. | <p>FRH anticipating being able to hand over the space at the end of the financial year.</p> <p>PJ continuing to work with other agencies/groups to establish demand and asks of the space.</p> <p>PJ and Bob House have started to develop plans for the layout/use of the space. It is clear that the work needed will require proper project management from someone with expertise in this field. DF has approached Helen Acreman who previously worked for Somerset Council in property/estates management managing builds and refurbishments about joining then Council for a fixed term period to manage the</p> |

| | | | |
|--|--|---|---|
| | | | programme. This would be funded through the existing Project Officer vacancy. It is hoped she can start with us shortly. |
| Role of the Town Council in Twinning (DF) | | <ul style="list-style-type: none"> • Discuss options with the Twinning Association • Research other approaches to twinning by town councils to inform any proposals | No update to give |
| Development of the Council Offices (DF/NK) | | <ul style="list-style-type: none"> • Develop costed programme of work to address issues raised in the survey and development proposals with timescales to address the most urgent • Develop proposals for external signage • Consider uses for the reception area in 30 Fore Street and develop plans for the internal layout to accommodate that. | <p>A repair/maintenance programme is being developed which will inform 25/26 budget setting.</p> <p>A programme of refurbishing flooring throughout the building is also being developed. Quotes are being sought for all communal areas and offices – likely to be a two year programme to spread costs.</p> <p>For the remainder of this year the priority is going to be the refurbishment of the Council Chamber with new flooring and furniture to create a more professional looking conference room with video conferencing facilities and additional work stations that can be used temporarily if needed. Costs being met from budgets where officers have delegated spending authority.</p> |

| | | | |
|---|--|---|--|
| | | | <p>Consideration being given to 30 Fore Street reception area for when CAUK move out hopefully later this year. Broad thinking is to remove existing reception area, create new reception space where current bank till is located and use other space for advice and guidance materials/tourist information/ computer for public use to log in to Somerset Council/other agencies if needed.</p> <p>We've been advised we need Listed Building Consent to change the colours of the doors. Will at same time include application to reinstate flagpole if feasible.</p> |
| <p>Early Help/Intervention coordination and delivery (DF)</p> | <p>To determine what role the Town Council should play in the coordination and delivery of early help/intervention activities in the town to supplement what is delivered through Somerset Council</p> | <ul style="list-style-type: none"> • To liaise with Somerset Council officers to understand how it proposes to deliver early help/intervention coordination/delivery on the town in light of its financial situation. • To develop proposals for consideration by the Committee and the Council that ensure that current provision is secured and where possible improved | <p>COMPLETED – Committee has recommend that a full time Community Development Officer is employed to lead the Council's work on this – subject to approval by Full Council when setting 25/6 budget</p> |

| | | | |
|-----------------------------------|--|--|---|
| Wellington Together Event (CG/DF) | To work with Somerset Diverse Communities to deliver a Community Together event in the town | <ul style="list-style-type: none"> • Liaise with Somerset Diverse Communities to establish what support is required. | COMPLETED - Grant funding approved 14 October 2024 |
| Affordable housing Plan (CG/DF) | To develop and implement a plan to improve the supply of affordable housing in the town | <ul style="list-style-type: none"> • Liaise with Somerset Council officers to establish current provision/need and to discuss what role the Town Council could play. • Research what other town councils offer housing support to identify effective practice. • Develop proposals for how the Town Council might support the delivery of affordable housing in the town for consideration by the Committee and Town Council. | Awaiting profile of affordable housing in the town from SC. Been assured it will be ready soon. Will then arrange follow up meeting. |
| Community Transport (SM/ST) | To develop proposals for community transport to support those areas of the town not well served by public transport and, as part of the LCN programme, contribute to discussions in relation to linking town and villages in the area not well served by public transport. | <ul style="list-style-type: none"> • Map current provision in the town to identify gaps in provision . • Research models of community transport both locally and nationally to identify options for delivery • As part of the LCN begin to develop area wide proposals. • Develop proposals for local delivery in the town | <p>DF and Mike McGuffie meeting First Bus on 18 October to discuss subsidised bus fares.</p> <p>LCN focussing on rural transport and reinstating Wellington/Wiveliscombe route</p> <p>SM/ST continuing to develop proposals for intra Wellington community transport.</p> |
| NEW Bus Shelters (NK) | To have oversight of bus shelters which the town council is taking on responsibility for from | <ul style="list-style-type: none"> • Develop multiyear programme of repair/replacement/repair | Programme being developed for inclusion in 25/6 budget |

| | | | |
|--|---|---|--|
| | Somerset Council, develop and implement a plan for replacement/refurbishment and repair | based on previous survey and monitor implementation | |
|--|---|---|--|

Key

DF – Dave Farrow, PJ – Pete Joint, NK – Netty Kirk, CG – Catherine Govier, SM – Steve Mercer, ST – Stephen Tate