

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 02 SEPTEMBER 2024 AT 7.00 PM

PRESENT: Councillor J Lloyd (Chair),
Councillors M Barr, C Booth, J Cole, S Fox, A Govier, R Henley (from 238), M Lithgow, M McGuffie, S Mercer, C Penk (from 240), S Pringle-Kosikowsky and J Thorne

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

233 TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed Councillor S Fox to her first full meeting of The Council.

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

Apologies were received from Councillors C Govier and K Wheatley.

235 DECLARATIONS OF INTEREST

Councillor S Mercer declared a personal interest in agenda item 17 (Open Spaces Arrangements) as his property abuts one of the areas the Council will be taking responsibility of.

236 MINUTES

RESOLVED to approve and sign the minutes of the Council meeting held 27 August 2024.

237 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

A member of the public reminded Councillors that Howard Road Fun Day will take place on 14 September, to which they are welcome to attend.

At this juncture, Councillor Henley arrived at the meeting.

238 TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

The report from Sgt O'Connor was circulated prior to the meeting and was noted. As Sgt O'Connor had given apologies, the Mayor asked that any questions be directed to the Clerk who will pass them on.

239 CO-OPTION OF TOWN COUNCILLOR

RESOLVED to co-opt Christopher Penk as a Councillor. He signed the declaration of office and joined the meeting.

240 TO RECEIVE A REPORT FROM THE MAYOR

The Mayor's report had been circulated prior to the meeting and was noted.

241 SOMERSET COUNCIL/LOCAL COMMUNITY NETWORK (LCN) UPDATE

Councillor M Barr reported that he had mostly been dealing with casework.

Councillor A Govier reported that August is usually a quieter month at the Unitary Council. The Chief Financial Officer has reported that, at present, it is hoped that a Section 114 notice is not required due to the sale of assets.

Councillor Henley reported on the proposed review by the Boundary Commission to determine the number of Councillors for Somerset from the 2027 elections. It is expected that the number of Councillors will reduce. He gave a further update on expected presentations from the One Team and SALC at the next LCN meeting. He was pleased that the pool at the leisure centre has re-opened with final works due to complete soon and that the library was due to re-open following its refurbishment in the next month. He has asked for statistics on numbers of people impacted by the new voter ID rules at the General Election.

The Town Clerk reported that a document has been published via the LCN for Enhanced Highway Maintenance which has been awaited for some time. It will be taken to Policy & Finance for review and to link in with the budget setting process.

242 TO RECEIVE THE CLERK’S REPORT ON RECENT COUNCIL ACTIVITIES

The Clerk’s report had been circulated with the agenda and was noted.

243 POLICY & FINANCE COMMITTEE

The draft minutes of the meeting held on 12 August 2024 were circulated with the agenda and were noted.

244 RAILWAY STATION

In light of the Government’s announcement that the station project may not proceed, Councillors discussed possible ways forward and considered the Council’s position on the matter. The Clerk reported that a Metro Board meeting is scheduled for 4 October.

After some discussion; it was **RESOLVED** to write to Somerset Council requesting a meeting with the lead Planning Officer and the Developer to discuss the implications on the planning process and land provision.

It was further **RESOLVED** to write the Rail Minister to strongly re-affirm the need for a station in the town given the business case that has already been established. Also, to invite the Minister to visit Wellington to discuss the project.

245 STREET TRADING LICENCE – FOR COMMENT

RESOLVED to support the application from Farmhouse Pies and Pasties Ltd.

246 BANKING HUB

Councillors considered a request from Cash Access UK that their rental agreement for the ground floor of 30 Fore Street be extended by a further 6 months. **RESOLVED** to approve the request.

247 55 NORTH STREET

Councillors noted that it was the intention of Somerset Council to sell the above-mentioned property at auction. **RESOLVED** to take no action.

At this juncture, Councillor R Henley left the meeting.

248 23/24 AUDIT

RESOLVED to note and approve the External Audit Report (AGAR Section 3) for 23/24

249 ARRANGEMENTS FOR THE MANAGEMENT OF OPEN SPACES FROM APRIL 2025

A report was circulated with the agenda. After some discussion, it was **RESOLVED** to approve the recommendations as set out within the paper and reproduced below:

1. That the management of Open Spaces in Wellington is delivered through a mix of in house and contracted out provision.
2. Workforce
 - 2.1. The Clerk be given delegated authority to recruit a team consisting of 3 FTE (1x Team Leader and 2x Operatives). With an expected start date of mid-Feb/early-March 2025. The cost to the end of the current financial year to be drawn from the existing salaries budget.
 - 2.2. The Clerk be given delegated authority to incur set up expenditure as appropriate for training, IT and clothing and PPE as detailed in the summary table. Cost to be drawn from the Open Spaces Development Reserve.
 - 2.3. A total allowance of 4 FTE (1x Team Leader and 3x Operatives) be budgeted for in 25/26 (approx. £170,000). Having noted the points raised in items 3.1.1 to 3.1.3 above.
3. Depot
 - 3.1. That the Council enter into a lease agreement for the rental of the industrial unit as detailed in Appendix 5 (and summary table) for five years with a three-year break clause with a commencement date of 1st November, having noted the approximate costings as detailed in Appendix 6 (and summary table). Costs to the end of the current financial year to be drawn from the Open Spaces Development Reserve.
 - 3.2. The Clerk be given delegated authority to make the appropriate spend against the set-up budget as detailed in Appendix 6. Costs to be drawn from the Open Spaces Development Reserve.
4. Vehicles & Machinery
 - 4.1. The Clerk be given delegated authority to spend up to £51,500 on three vehicles as set out in Appendix 4 plus set-up items up to £7,750. Costs to be drawn from the Open Spaces Development Reserve.
 - 4.2. That the Council take up a lease agreement for two large mowing machines as detailed in Appendix 4 from 1st January 2025, the annual cost being added to the 25/26 budget and the cost for the remainder of 24/25 being taken from the Open Spaces Development Reserve.
 - 4.3. The Clerk be given delegated authority to purchase (excluding two leased mowers as above) all other trailers, machinery and equipment as detailed in Appendix 4. Costs to be drawn from the Open Spaces Development Reserve.
5. Other
 - 5.1. The Clerk be given delegated authority to incur any expenditure required for insurance purposes.
 - 5.2. The Clerk be given delegated authority to incur any expenditure from a contingency amount of £5,000 be allocated within the Open Spaces Development Reserve.

It was **NOTED** that all delegated expenditure to be incurred will be in line with Financial Regulations and will be reported to the Policy & Finance committee on a monthly basis. A table of expenditure from the Open Spaces Development Reserve detailed in the paper and reproduced below was also noted.

Reserve amount	£	135,000.00
Machinery Purch	£	79,770.00
3 Months Mower Lease	£	3,000.00
Depot Set Up	£	7,250.00
5 Month Depot Costs	£	14,355.00
People Cost (-salaries)	£	10,500.00
Possible Insurance	£	2,500.00
Contingency	£	5,000.00
	£	122,375.00
Balance	£	12,625.00

STANDING DECLARATIONS OF INTEREST

Members of Somerset Council:

Councillor Andrew Govier

Councillor Marcus Barr

Councillor Ross Henley

**Director of the Somerset Association of
Local Councils**

Councillor Janet Lloyd

The meeting closed at 8.45 pm

Mayor

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WELLINGTON TOWN COUNCIL

TOWN COUNCIL MEETING

7 October 2024

Request for Sponsor Name on Wellington AFC Ground

1. Introduction

1.1 The purpose of this paper is to seek the Council view on a new sponsor for the football club giving its name to the club's facilities.

2. Background

2.1 The Council will recall that earlier this year an inspection of the football club facilities by the FA identified a number of improvements that needed to be made for the club to continue to play at its current level. Improvements required included improved/additional stand capacity, resurfacing of footpaths and the ability to close the ground on matchdays amongst other things.

2.2 As a result the club has been looking for additional sponsorship to support them in delivering the required improvements.

2.3 It is in discussion with Carly Press to provide the sponsorship and as part of the offer would like to include naming rights of the ground so that the football ground would become the Carly Press Ground/Stadium at Wellington Playing Field.

2.4 We have approached Somerset Council on this as the Playing Field is in its ownership. It has indicated it has no concerns on this but that as ownership will be transferring to the Town Council in April it is happy for us to make the decision.

3. Consideration

The Council is asked to consider whether it will agree to the football ground being called the Carly Press Ground/Stadium at Wellington Playing Field .

Dave Farrow
Town Clerk
October 2024



REPORT OF THE TOWN CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE TOWN COUNCIL 7 October 2024

1. Introduction

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

2. Other Matters

As all Committees have met this month details of much of our ongoing work is contained in the minutes of those meetings. On other matters:

- In preparation for taking on ownership of open spaces in the town we have purchased a Ford Transit Tipper Truck which has had the Town Council livery put on it. We are also taking on the lease of the commercial unit at 4 Monument View, Chelston Business Park on the 7 October. We will report on cost to the October Policy and Finance Committee.
- I have spoken to Simon Fox, Major Projects Officer (Planning) with Somerset Council in relation to the proposed Longforth Phase 2 Development given the Government's announcement on the railway station and he has agreed to attend the November Council meeting to discuss this. By then the Governments Spending Review will have been published.
- Following the resolution at the previous meeting I have written to Lord Hendy, the Rail Minister and a copy of that letter is attached to this report.
- The Mayor's Reception at the Wellington Carnival went well – thanks to Netty and Rebecca for all their efforts in arranging this.
- Banking Hub – I am advised by Cash Access UK (CAUK) that the asbestos has been removed and a clean air certificate has been produced. Fit out work commenced on the 24 September and the planned opening date is on track for the end of the year. CAUK are planning a drop in event to promote the Hub on the 2 November venue to be decided.
- Christmas Office Closure – this year the office will close at midday on the 24 December and re-open at 9.00am on the 2 January. Staff time off will be covered by a mixture of Bank Holidays, extra statutory days and annual leave/TOIL to be agreed by the Town Clerk.

3. Communications and Social Media

In the period from 23rd August – 30th September our social media posts reached 48.7k people and garnered 1.4k content interactions. Our audience has passed another milestone and we are now at over 3.3k followers with this continuing to steadily grow. Our top five reacted to posts in this period are as follows:

1. Welcome to Wellington Signs Installed – 138 reactions
2. Darren Hill Visiting Riverside Nursery – 64 reactions

3. Community Warden Cleaned North Street Toilets – 46 reactions
4. Chris Penk Co-Opted – 41 reactions
5. Mayor of Wellington With Torres Vedras Carnival Guests – 40 reactions

From now we will be sharing regular updates and announcing new information about our Christmas Market & Lights Switch On which will hopefully generate some good engagement and post sharing.

Our October newsletter will be published on 11th October and all Councillors, especially those who do not use social media, are encouraged to sign up for a more visual summation of our activities in the past month. A link to sign up can be found in the email signature of all officers. If Councillors would like to add this feature to their own email signatures they should contact the Project Assistant.

4. October Meetings/Events

Date	Time	Event	Location	Who Involved
2 October	11.00am	Re-opening of Library	Wellington Library	Mayor
4 October	1.30pm	Metro Board	Virtual	Cllr Marcus Barr and Town Clerk
7 October	All day	Internal Audit Visit	Council Chamber	Deputy Clerk/RFO and Town Clerk
7 October	6.00pm	Planning Committee	URC Hall	Committee members
7 October	7.00pm	Full Council	URC Hall	All councillors
8 October	All Day	Britain in Bloom Awards	The Pavilion, Bath	Mayor/Open Spaces Manager
10 October	All Day	Yeovil Civic Day	Yeovil Town Council	Mayor
14 October	6.00pm	Policy and Finance Committee	URC Hall	Committee members
16 October	10.30am	Town and Parish Clerk Briefing	Virtual	Town Clerk
16 October	6.00pm	Economic Development Committee	URC Hall	Committee members
17 October	10.00am	Officer Monthly Devolution Meeting with Somerset Council	Virtual	Officers
21 October	6.00pm	Community Committee	URC Hall	Committee members

22 October	1.30pm	Rockwell Green School pupils lay flowers and Remembrance Crosses on War Graves at Rockwell Green Cemetery	Meet at School to walk to cemetery	Mayor and all councillors
23 October	6.00pm	Environment Committee	URC Hall	Committee members
27 October	2.00pm	Dedication of St John Ambulance Support Vehicle	Taunton Hub	Mayor
28 October	11.00am	WI Poppy Displays installation	Outside Conservative Club	Mayor and councillors
30 October	11.30am	Whacky Wednesday	Wellington RFC	Mayor/Community Connect Champion

5. Annual Leave

Project Officer – 3 – 8 October

Climate Change Project Officer - 11 October

Facilities Manager – 24 October – 1 November

Town Clerk – 25 October – 1 November

Open Spaces Manager – 28 October – 1 November

Deputy Clerk – 28 October

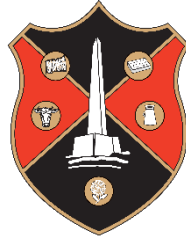
Dave Farrow

Town Clerk

1 October 2024

WELLINGTON TOWN COUNCIL

28 Fore Street,
Wellington,
Somerset
TA21 8AQ
Tel 01823 662855
Town Clerk: David Farrow



The Right Honourable the Lord
Hendy of Richmond Hill
Minister of State for Rail
Department of Transport
23 Horseferry Road
London
SW1 4DR

26 September 2024

Dear Lord Hendy

Wellington Railway Station

I am writing on behalf of Wellington Town Council in relation to the decision that has been taken not to fund the continued work to deliver a new railway station in Wellington, Somerset.

The Council appreciates that you have recently met with our MP Gideon Amos to discuss this matter and that he has presented you with a detailed case for the railway station to be built in the town not only to meet the existing needs of the community but also to unlock further developments. We also know that Network Rail and Great Western Railway have developed a business case that demonstrates clearly the need for and viability of a railway station for the town.

The Town Council is, not surprisingly, fully supportive of the delivery of the railway station. It has engaged fully with the Metro Board meetings with a councillor representative and me, as Town Clerk, attending meetings and providing valuable local input to the discussions. It has shown commitment to the project by working with Somerset Council planners and the developers of the site around the proposed station to offer input on designs and has offered to take on the management of public open spaces in the development including the proposed Station Square. Finally, it has agreed to set aside funding to contribute to the costs of delivering the infrastructure of the Station Square.

The delivery of the railway station is of fundamental importance to the future growth and economic success of Wellington.

From an economic development point of view the station will encourage new employers to be based in and around the town providing greater employment opportunities for our community as it continues to grow in coming years. It will also enable members of our community to travel more easily to other parts of the region for employment opportunities.

From an educational perspective, at present the Post 16 education state offer, once students have taken their GCSEs, is predominantly limited to colleges in Taunton. The station would enable our young people to attend colleges in Exeter, Plymouth, Bridgwater and Bristol opening up a wider range of academic and apprenticeship opportunities which in turn would widen their career opportunities and thereby improve their life chances.

As it stands, Wellington is the largest town on the Paddington to Penzance line that hasn't got a railway station and there is further growth to come. Our ambition is to make Wellington a destination of choice of people to come to live and work and for businesses to base themselves. Our proximity to the motorway network is a positive in that respect, but what is lacking is a railway station to link us into the rail network and all the benefits that that would bring.

On behalf of the Town Council, I would like to invite you to visit Wellington to meet with the Council and representatives of our education and business sectors so that you can hear first-hand how important the railways station is for the town.

I look forward to hearing from you.

Yours sincerely

David Farrow
Town Clerk

MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY AND FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 9 SEPTEMBER 2024 AT 6.00PM

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

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

250 APOLOGIES

Apologies had been received from Councillors J Cole and S Mercer.

251 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.

252 PUBLIC PARTICIPATION

No members of the public were present.

253 MINUTES

RESOLVED to approve and sign the minutes of the Policy and Finance Committee held on 12 August 2024.

254 ACCOUNTING STATEMENTS

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

RESOLVED to approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 7 AUGUST – 2 SEPTEMBER 2024

RESOLVED to note and approve the expenditure.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 7 AUGUST – 2 SEPTEMBER 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 2 SEPTEMBER 2024 (attached)

RESOLVED to note and approve the budget report.

255 FINANCIAL REGULATIONS

Following review at the last meeting, an updated draft document was circulated with the agenda for final review and recommendation to Full Council for adoption.

RESOLVED to recommend to Full Council that Financial Regulations be adopted as amended.

256 REFERENCE REQUEST

The Committee considered a request from Wellington Community Counselling.

RESOLVED to provide the reference relating to the organisation’s SLA and that in future, staff may have delegated authority to provide such references.

257 DEVOLUTION UPDATE

(i) To consider and note the list of assets under consideration provided by Somerset Council

The list of assets was noted as circulated. The Clerk reported that the Devolution Working Group is reviewing each land title and assessing the possible complications with each. Some will be identified as simple transfers that may be able to be processed with a ‘light touch’ approach. It was further reported that the Surveyor appointed by the Town Council had carried out the site visits and the reports were awaited. Some issues have been reported to Somerset Council already given the level of severity. Councillors A Govier and J Lloyd reported that they will be undertaking a review of the Toilets in the town following the report from Healthmatic.

(ii) To consider the detail of the Enhanced Highways Maintenance programme received from Somerset Council and how it might be applied in the town

Councillors discussed the information circulated and expressed frustration in the lack of supporting background information such as existing maintenance schedules and dates that certain tasks were carried out. It was agreed that given what is included in the day rate works, it was likely that it would be more efficient for the Town Council’s Open Spaces team to pick up these tasks. The Town Clerk reported that more information on specialist services such as gully cleansing has been requested.

It was further agreed that, in the first instance, a budget line should be included in the 25/26 budget informed by 1 week of work based on the prices quoted, i.e. five weekdays, one Saturday and one Sunday. Total £5,137.68.

(iii) To be briefed on work on internal systems and processes required arising from devolution e.g. insurance, health and safety, risk management etc.

The Clerk reported that Staff are ensuring all aspects impacted by the devolution of assets and services are being addressed. The Council’s Health & Safety consultants are reviewing all risk assessments and advising on required protocols.

There being no further business the meeting closed at 6.45 pm

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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 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 Policy & Finance Committee shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in accordance with the appropriate terms of reference and the scheme of delegation

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 (that is not sufficiently covered by the risk management policy as part of 2.2 above), the Clerk [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 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 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 Policy & Finance Committee at least annually in 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 Policy & Finance Committee. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than [the November meeting of Policy & Finance] each year, the RFO shall prepare a draft budget with detailed estimates of all [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 full council.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the November meeting of Policy & Finance Committee not later than [their October meeting] each year.

- 4.6. The draft budget with any committee proposals, 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 approved the proposed budget, the Council shall determine its council tax requirement by setting a precept as determined by item 4.1 above.
- 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 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 an earmarked reserve shall be agreed by the council as part of the budget setting and precept process as covered in this section. Expenditure from an earmarked reserve can be delegated to any committee or officer in line with agreed terms of reference and/or the Scheme of Delegation.

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 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 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed [£50,000] including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 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.**
- 5.8. For contracts greater than [£10,000] excluding VAT the Clerk, RFO or other Officer as appropriate shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between [£1,000] and [£9,999] excluding VAT, the Clerk, 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, [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 or Policy & Finance committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest of 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 or 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
 - 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.
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

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.

- 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 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 [£5,000] 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 £250 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, The council has resolved to bank with 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, in accordance with a resolution of the council, 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. Such payments shall be reported to the next appropriate meeting of the Policy & Finance committee as part of the monthly payment listings for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments, within the agreed budget as detailed in the Scheme of Delegation.
 - ii. payments of up to [£5,000] 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 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 the Policy & Finance committee,
 - iv. Fund transfers within the councils banking arrangements.
- 6.9. 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 policy & finance committee}. The 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.

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 [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. { Where a signatory is a beneficiary, two further independent signatories are required.
- 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 shall be sent [by email] to [two] authorised signatories. The RFO shall make available upon request copies of all invoices.
- 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 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 digital copy of the transaction confirming that the payment has been made shall be saved for audit purposes}.
- 7.8. A full list of all payments made in a month shall be provided to the next [Policy & Finance Committee] meeting {and appended to the minutes}.
- 7.9. With the approval of [Policy & Finance Committee] 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] annually.
- 7.10. Payments may be made by BACS or CHAPS by resolution of [the 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 [Policy & Finance] annually.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by [] the Clerk and/or [the RFO] []. 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].
- 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 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 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 officers as dictated by the Policy & Resources committee and will also be restricted 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 policy & finance committee]. Transactions and purchases made will be reported to [the committee] and authority for topping-up shall be at the discretion of [the RFO].
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, RFO, and other officers as approved by them. Any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff should not be used unless absolutely necessary. Receipts for reimbursement must be presented to the RFO within 14 days.

10. Petty Cash

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.}

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 .
- 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 HR Sub-Committee] once per year before processing the month 12 payment to ensure that the correct payments have been made.
- 11.7. Any proposal for a termination payment 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 temporary staff, the council must consider a full business case.

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] (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 Policy & Finance Committee 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. {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. No cash payments over £150 will be accepted. Amounts more than this must be paid to the Council by BACS, cheque or Card.
- 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.}

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.
- 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.]

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 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.

NB – updated explanation from SALC on item 6: “Steve P has responded and has confirmed my interpretation that no person present can submit a later tender. Steve expands on the position by stating that “*present*” means people who were in the room when the decision was taken, but it should also extend to anyone who was present at any point (for example when tenders were opened or discussed), even if they weren’t present for the final decision.

To put it simply, no councillor or officer, or the businesses they work for, or their spouses, etc, should be eligible to submit a later tender if they have the unfair advantage of knowing (or potentially knowing) what the other bids were.”

**MINUTES OF THE WELLINGTON TOWN COUNCIL ECONOMIC DEVELOPMENT COMMITTEE
MEETING HELD AT UNITED REFORMED CHURCH HALL ON WEDNESDAY 11TH
SEPTEMBER 2024 AT 6.00PM**

PRESENT: Councillor C Booth (Chair),
Councillors M Lithgow, J Lloyd, M. McGuffie, J. Thorne, K. Wheatley.

IN ATTENDANCE: David Farrow – Town Clerk
Annette Kirk - Facilities Officer
One member of the public
One member of the press

258 APOLOGIES

No apologies

259 DECLARATIONS OF INTEREST

No declarations of interest.

260 MINUTES

Councillor J Thorne asked for the minute relating to the location of the Cornhill Lantern to be clarified.

RESOLVED to approve and sign the minutes of the Economic Development Committee held on 10th July 2024 with that clarification

261 PUBLIC PARTICIPATION

No public participation.

262 GREEN MAN FOLK FESTIVAL PROPOSAL

Mr J Jarrett presented his proposal to hold the event on 21st June 2025. He would apply for external funding to help cover the festival costs. The event planning is still in the early stages.

It was **AGREED** the Town Council are supportive of the idea and hope it is successful. We would also be available to offer advice/guidance on organising events if needed.

The Town Clerk to email any further questions the Committee wished to raise direct to Mr Jarrett.

263 PULSE SMART HUBS

After some discussion it was agreed that the Town Clerk should hold further discussions with PULSE and report back to the Committee which would then determine whether to recommend installation in the town to the Town Council

264 HERITAGE MATTERS

- (i) Conservation Area - the Town Clerk reported that he had held initial discussions with a Heritage Consultant who had suggested that he contact Bob Croft, Head of Historic Environment and Estates with the South West heritage Trust for advice on who might be able to offer support. She had also suggested contacting English Heritage. He had emailed the two suggested contacts but had not had replies at the time of the meeting. He reported that he would follow this up.

- (ii) Teares Building – it was agreed that given Somerset Council’s position that it would not be taking any action, consideration of how the Town Council might move this forward should be included in any project brief relating to improving the Conservation Area.
- (iii) Toneworks/Tonedale Mill – the Town Clerk reported that he had met with Lara Bell the newly appointed Head of Regeneration and Major Projects with Somerset Council who was now managing these projects. She was planning on meeting with both public and private sector organisations over the next couple of months to discuss options for moving the projects forward and had said that she would be happy to attend a future committee meeting to update on progress.

265 TOWN CENTRE FOOTFALL COUNTERS

RESOLVED not to enter into a new one-year contract from January 2025 with Proximity Future Ltd.

RESOLVED not to repair the Fore Street (Squirrel Court) Sensor at a cost £175.00.

266 TOWN CENTRE SURVEY

It was **AGREED** not to proceed with the survey, as we are regularly attending community and town centre events using our own “Place Standard Tool” which provides a simple framework to structure conversations about Wellington.

267 EVENTS 2024/25

RESOLVED:

- i) To accept the quotation of £257.00 from Carly Press for 500 copies of the Remembrance Sunday “Order of Service”.
- ii) To approve the expenditure of £10,000 from the Christmas Light Switch On budget line, as detailed in the event expenditure report.
- iii) To approve Somerset Council’s fee of £4438.00 for free parking on the four Saturdays leading up to Christmas from the Free Parking Budget Line. Dates: 30th November (Christmas Market & Lights Switch On), 7th December 14th December and 21st December.

268 NORTH STREET CAR PARK

Councillor K Wheatley and Facilities Manager updated the Committee on work carried out to the signage and markings in the car park.

- a) Bicycle loops have been moved but the post still needs to be installed.
- b) New white triangular markings had been painted on the humps.
- c) New signage had been installed at the entrance to the car park on Fore Street. We have instructed Somerset Council to remove the blue and white “Pay and Display” sign and post on the left-hand side that obstructs the fingerpost sign.

Councillor K Wheatley raised concerns about the large green “Welcome to Wellington – Pay and Display” car park signs and old meters in all the car parks. The signs are ugly and uninformative and does not set a good impression of the town. Somerset Council need to replace them.

It was **AGREED** that Councillor K Wheatley and Facilities Manager would continue working with Somerset Parking Team to get a highly visible walkway painted between pavements at the entrance to North Street Car Park from Fore Street. To also get the large green “Welcome to Wellington, Pay and Display Car Park” Signs and old parking meters replaced and report back to Committee at the next meeting.

269 TOWN CENTRE FLOWERS

NOTED: That a request to Somerset Council had been made to remove the summer bedding and plant winter bedding in the middle of October. This will include the beds in Wellington Park, Lancer Court, Priory, Bulford and all the planters throughout the town centre.

270 DELEGATED BUDGETS

The Committee were sent a paper asking them to review the budgets they are responsible for and assess the budgets requirements for any newly proposed projects for the 25/26 year. Members were asked to complete the Project Initiation Form for any projects they would like to present to the Committee for inclusion in the 25/26 budget. The deadline for items is close of business on 7th October in readiness for the Committee meeting on 16th October.

There being no further business the meeting closed at 7.50 pm.

.....
Councillor C Booth

**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

**MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT COMMITTEE
WEDNESDAY 18 SEPTEMBER 2024 AT 6.00 PM**

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

In attendance: David Farrow (Town Clerk)
Darren Hill (Open Spaces Manager)
One member of the press
Five members of the public
Rosie Walker, Woodland Trust External Affairs Officer, South
West.
Councillor John Thorne

280 APOLOGIES

There were no apologies.

281 DECLARATIONS OF INTEREST

There were no declarations of interest.

282 MINUTES

RESOLVED to agree the minutes of the meeting held on the 17 July 2024.

283 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Councillor John Thorne spoke in favour of the tree strategy items on the agenda and said that he opposed the idea of putting handrails on the War Memorial steps.

Councillor Thorne left the meeting.

284 FOOTPATH UPDATE

Steve Saunders provided an update on the footpath volunteers' work which was noted and the Committee thanked Steve for his and the volunteers' work.

At this juncture the Committee agreed to bring forward agenda item 9 – Tree Strategy

285 TREE STRATEGY

- (i) Green Corridor Woodland Creation Scheme – Rosie Walker, Woodland Trust External Affairs Officer, South West made a presentation to the committee to support the report that had been circulated in advance of the meeting. A copy of the presentation is attached to the minutes. The proposal was that around 3,000 native trees and shrubs be planted on 2ha of land across the Green Corridor with the Woodland Trust contributing 75% of the cost. **RESOLVED** to agree the scheme with detail to be finalised with the Green Corridor Advisory Board and to contribute £2,500 towards the cost to come from the Green Corridor Budget.
- (ii) Town Wide Strategy – a paper had been circulated in advance of the meeting detailing a three year plan for tree planting around the town. **RESOLVED** to

agree the plan with costs of £5,668 in 2024/5 to be met from the Environmental Improvements Budget.

- (iii) Tree Planters – The Open Spaces Manager explained a proposal to introduce a cycle of using planters around the town to grow trees to a certain height before moving them to permanent sites and replacing them with new trees in the planters. Additional planters were being obtained from Somerset Council at no cost. The costs that would be incurred would be renovating the planters which could be done in house and the cost of soil and trees. The Committee agreed the principle and asked the Open Spaces manager to prepare a detailed, costed plan.

286 BUDGET REPORT

The report on spend in 2024/5 to date had been circulated prior to the meeting and was noted.

The Town Clerk explained the process that needed to be followed for considering next year's budget which was noted.

287 CLIMATE CHANGE PLAN UPDATE

The Town Clerk updated the meeting on work that the Climate Change Officer had been undertaking and said that in preparation for the budget setting process he would be developing a three-year programme for delivering the Climate Change Strategy.

288 OPEN SPACES MANAGER UPDATE

- (i) Gay Close – to consider quotes to remove rubber crumb and concrete from former play area bases and add topsoil ready for planting. **RESOLVED** to accept the quote from RW Gale of £2,625 to be taken from the Environmental Improvements Budget.
- (ii) Weavers Reach Bridge – to consider quotes for replacing rotting timber. Agreed that further quotes were needed before a final decision could be made.
- (iii) Burchills Hill Play Area - to consider quotes for repairing areas of the play surface. **RESOLVED** to recommend to Full Council that officers be given delegated authority to spend up to £5,000 with further quotes to be obtained recognising that this will exceed the budget set for the Play Area.
- (iv) War Memorial - to consider quotes for installing handrails to the side of the steps of the War Memorial. **RESOLVED** not to proceed with the work.
- (v) Additional Bulb Planting – this item was no longer required as anticipated costs could be covered by existing budget allocations.

289 DORMOUSE WOOD

The Town Clerk reported on a meeting he and the Open Spaces Manager had had held with David Lohfink, Planning Director, CG Fry. CG Fry were now in a position to begin to hand over the northern part of the woodland but wanted to retain the southern part in case further mitigation was need in relation to phosphates. Once that was resolved CG Fry were still expecting to transfer that part of the land over.

290 BASINS ALLOTMENT ADVISORY BOARD

The notes of the meeting held on the 29 July 2024 had been circulated in advance of the meeting and were noted.

There being no further business the meeting closed at 7.50pm.

.....
Councillor M McGuffie
Chairman



WELLINGTON TOWN COUNCIL



Presentation of Quotes to Council

This form is to be used to present quotations for works that do not necessarily require full background papers.

General Information			
Completed By	Darren Hill		
Presented To	Environment Committee		
Brief Introduction and Description	The play Surface repair at Burchills Hill, this surface has now become a trip hazard, we have needed stop access to the play equipment. The equipment can no longer safely be used because of the surface.		
Implications (eg. H&S)	H&S risk /closure of the Play Area		
Financial			
Specification	To repair the wet pour by cutting the perimeter edge and ramp into the grass, area under cradle swing 15.5m MPU 32m, seesaw and spring rockers 32m and the flat seat swings 20m.		
Quote 1	Quote 2	Quote 3	
GB Sports and Leisure £4,905.90+VAT	SJ Surfacing £2,194.10+VAT	No price return from Somerset Landscape LTD	
Budget Code	Play Areas – Weavers Rach Play Area		
Budget Total	£5,000	Current Budget Available	£2,226
For Office Use			
Reviewed by Town Clerk/RFO?	Y / N	Date of Meeting Presented	02/10/24
Lead Officer	Darren Hill		

WELLINGTON TOWN COUNCIL**COUNCIL MEETING****7 October 2024****Purchase of Crown Estate Land – Linden Bridge Survey****1. Introduction**

1.1 The purpose of this paper is to update the Council following the survey of the bridge at the bottom of Linden Drive

2. Background

2.1 The Council previously agreed that a survey should be carried out on the area of land at the bottom of Linden Drive which covers the culvert leading from The Basins to the weir. This decision was made on the basis that Somerset County Council had previously judged the bridge/culvert as unsafe and in theory closed the footpath that runs across it although it is still in use and vehicles use it on a daily basis to access Linden House in particular. The Survey report is attached as Appendix 1.

2.2 The survey confirm the previous Somerset County Council position that the bridge is in a 'failed condition' but also states that 'the bridge is not at risk of imminent collapse. However, given its poor condition and the restriction to flow below it the structure is considered to have reached the end of its serviceable life'. It also notes that the current structure 'significantly reduces the cross-sectional area below the bridge and thus restricts the flow of the water course below' which increases or causes upstream flooding'.

2.3 The Recommendations of the report which can be found on page 17 are as follows:

Immediate:

- The closure signage for the bridge should be improved.
- A regime of regular quarterly inspections and inspection post extreme rainfall/flooding events should be instigated.
- Given the nature of the bridge defects alternative access to Lindon House should be used. Emergency services should be made aware of the restriction to the bridge's use.

Short-term (1-2 years)

- Remedial action is to be taken as identified through inspections regime.

Medium-long term and ongoing.

- The bridge should be demolished and, if required, replaced.
- The most cost-effective like for like replacement option would be a reinforced concrete slab bridge. Such a structure would likely cost in the region of £100,000.00 depending on loading requirements.
- A replacement bridge for pedestrian only traffic could take a number of forms, e.g. timber, steel, or GRP. Such bridge may have a cost of a around £30,000.00

2.4 Somerset Council has been advised of the first two bullet points of the Immediate recommendations, and I contacted the local Fire Brigade and Ambulance services who both

advised that they would not use this route to access Linden House or fields up Linden Drive. I also contacted local farmers who in the past have used Linden Drive as a cut through and they too advised that they no longer use that route with heavy machinery.

2.5 I have also spoken to the owner of Linden House, and they have advised that they have a right of access over the bridge to the drive for access to the home. They are happy to provide the documents supporting this and I have arranged to meet with them to discuss the detail.

2.6 The responsibility for the short, medium and ongoing actions and for funding quarterly inspections will fall to the Town Council should it continue to purchase the land.

2.7 As previously noted, if the Council decides not to purchase the land and the bridge requires repair or fails completely i.e. collapses the Crown Estate will not take any action to repair/replace the bridge.

3. Considerations

3.1 Then Council is asked to note the bridge survey report recognising that consideration of costs for quarterly surveys (£1,800pa) and possible repair and replacement costs will need to be built in to budget setting for 2025/6 and beyond and consider whether this impacts on its decision to purchase the Crown Estate Land.

3.2 If it does decide to continue with the purchase to direct

- (a) the Environment Committee to develop plans to consider how the issues in the survey report should be addressed and
- (b) the Town Clerk to commission Gown Engineering to undertake quarterly inspections of the bridge as recommended at a cost of £1,800 per annum

Dave Farrow

Town Clerk

October 2024

Lindon House Access Bridge, Wellington

Inspection Report

Inspection date: 17th May 2024



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Lindon House Access Bridge, Wellington

Inspection Report

Inspection date: 17th May 2024

Prepared for:
Wellington Town Council,
28 Fore Street,
Wellington,
Somerset
TA21 8AQ



Revision	Status	Date	Document Reference
00	Draft	July 2024	GOWN.r7727.22237
Notes:	1. This report is a draft version produced only for the stated purpose (e.g. comment by the Client) and is therefore subject to ammendment and correction. To ensure this the latest/only version of the report please contact GOWN Engineers.		

N.B. This document is Uncontrolled, for the latest version and/or to confirm you have authorisation to use it please contact GOWN Engineers.

This document has been optimised for double sided printing and therefore may produce some blank pages when printed single sided.

General Notes

- 1) *This report may not be used for any purpose other than that for which it was commissioned.*
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Summary

A General Inspection of the Lindon House Access bridge the main mill stream from the 'Basins' in the Riverside area of Wellington Somerset took place on the 15th May 2024.

The inspection found the 4 m span masonry arch bridge to be in a **failed condition**, with mitigation support in place in the form of a concrete encased 1,050 mm diameter concrete pipe.

The mitigation support significantly reduces the cross-sectional area below the bridge and thus restricts the flow of the water course below.

The precise cause of the original failure of the bridge structure was not determined but the failure form appears to be a asymmetrical loading failure on the eastern side of the bridge.

The condition of bridge abutments or of the foundation to the pipe (mitigation support) was not established.

Based on a comparative condition check between the inspection carried out and reported on herein and that carried out in 2017 by Edwards Diving Services Ltd. the bridge is not at risk of imminent collapse. However, given its poor condition and the restriction to flow below it the structure is considered to have reached the end of its serviceable life.

Access to the bridge should be restricted in the short term and subject to an enhanced inspection regime (quarterly inspections and following any extreme or high rainfall events, particularly where these result in local high-water flows and/or flooding).

Where the bridge is to be replaced, the most cost-effective bridge form is likely to be a reinforced concrete slab.

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1 Introduction

1.1 General

A general bridge inspection was undertaken as follows:

Date of Inspection 15th May 2024
 Inspection Personnel Mark O'Neill
 Weather Dry, following rain showers.

1.2 Location

The bridge is located at OS Grid Ref: ST 1293 2085, the nearest postcode for the bridge is: TA21 8LL, its location is shown on Figure 1.



Figure 1: Bridge location plan. Reproduced under Licence Number (100064460)

1.3 Bridge details

Carries	Single track access road over (Corams Lane accessing Lindon House Nursing Home); public right of way.
Road type	Single track
Crosses	Mill stream from the Basins.
Span	4.25 m
Width (deck)	c. 9.5 m
Structure Number:	5271

1.4 Limitations and terms of reference

The inspection was carried out in accordance with Design Manual for Roads and Bridges, CS 450, Inspection of Highway Structures. Only parts of the bridge that could be safely accessed and or viewed were inspected.

1.5 Setting

The bridge is part of the mill stream system that formed part of the Tonedale woollen mill complex established by the Fox family, at the turn of the 19th century and expanded throughout it, on the site of the old town flour mills.

At this time alterations were also made to the old leat system - thus obscuring the previous layout and removing many if not all of the existing control structures. This development of the woollen mill included the excavation of the basins seen on the map (Figure 1) close to and to the south of the bridge.

1.6 Recorded information

Report of an enhanced General Inspection carried out by Edwards Diving Services Ltd. on the behalf of WSP consultants dated 2017 is included as Appendix A hereto. This report includes a record drawing for the bridge that is not to scale.

1.7 Bridge description

The bridge is pictured in Figure 2, Figure 3, and on the front page (northern elevation) and throughout this report.

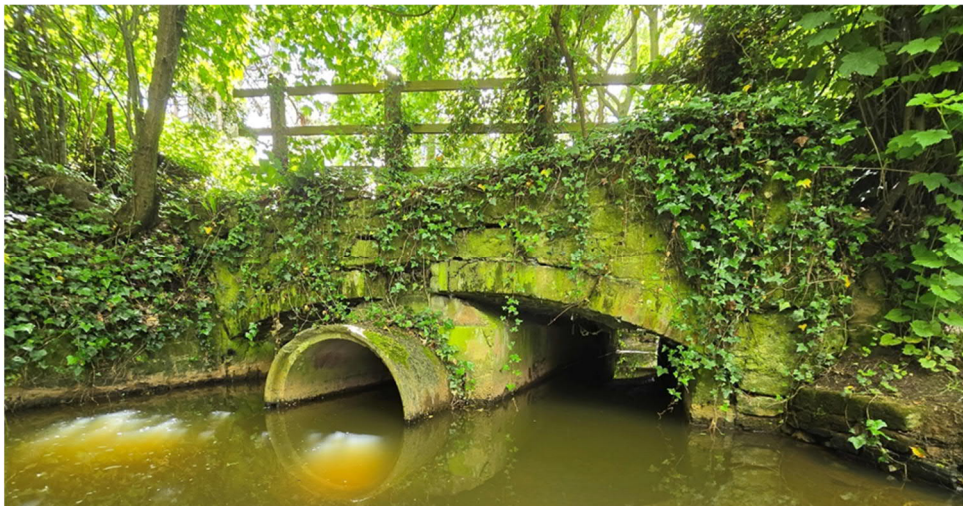


Figure 2: Bridge northern elevation.

It is a single span (4.25 m) masonry segmental arch bridge comprising a 215 mm thick arch made up of soldier and header brick, laid alternately.

The spandrel walls are of stone masonry. The abutments are concrete.

The original structure of the bridge has failed, with the arch barrel have become deformed and separated from the spandrel wall on the eastern half. Suggesting overloading of this half of the bridge at some point in its history.

Supplementary remedial or mitigation structure has been provided in the form of 1,050 mm diameter concrete pipe cast in 150 mm (min) thick concrete surround and located mid span of the bridge, thus supporting the arch from collapse. This supplementary structure restricts the flow of the stream below the bridge.

The parapets comprise of a timber post and rail fence on the northern side and a metal post and rail fence at the southern side.

To the west of the bridge is a pipe bridging the stream and this can just be seen in the right of in Figure 2.



Figure 3: Bridge southern elevation.

1.8 Bridge schematic

1.8.1 Plan

A schematic sketch showing the referenced terms and orientations used herein is provided as Figure 4.

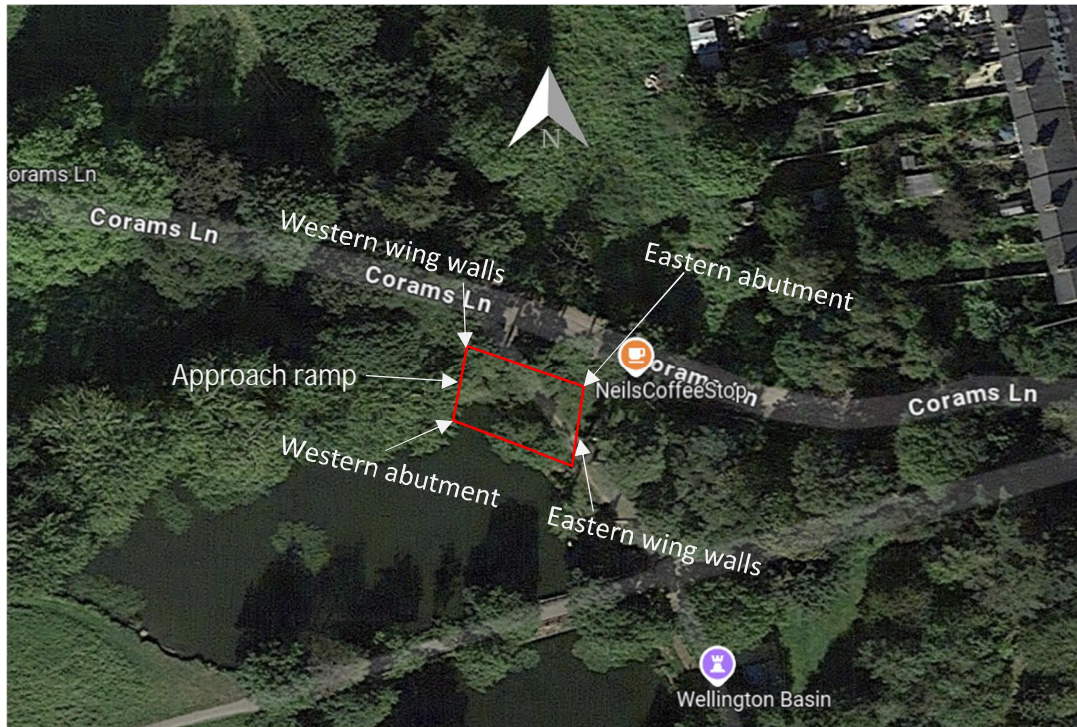


Figure 4: Bridge schematic plan.

1.8.2 Other terms used.

The diagram provided as Figure 5 shows other terms and bridge element nomenclature as they are used herein.

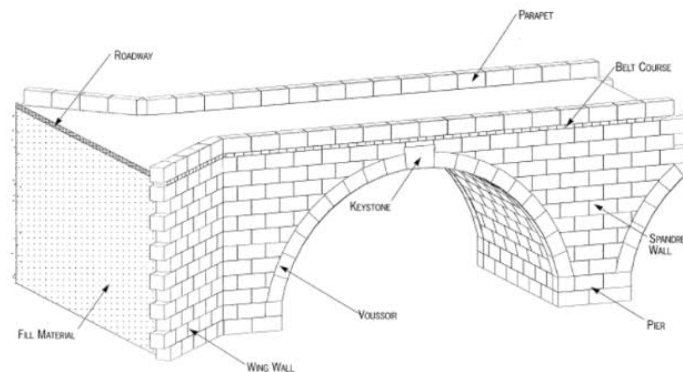


Figure 5: Bridge nomenclature (Fanning et al., 2001)

1.9 Photography

Photographs were taken during the inspection and are shown throughout the report with additional images presented in Appendix B.

2 Inspection

2.1 General

The bridge is signed as close as a dangerous structure. However the signage is easily overlooked and only comprises of a laminated A4 paper sign (See Figure 6).



Figure 6: Bridge closure signage.

The bridge closure is clearly ignored locally.

2.2 Deck

2.2.1 Surfacing

The surfacing is, generally, asphalt to the access road and soil to either side of the roadway. See Figure 7.



Figure 7: West looking east along bridge.

2.2.2 Approach ramps

The bridge approaches are shown in Figure 7 and Figure 8.

The eastern approach is an asphalt surfaced roadway with, variously, a metal post and rail fence and informal planted hedge row to the sides.

The western approach is an asphalt/compacted stone surfaced roadway with informal hedge row to the sides.



Figure 8: *Western approach.*

2.3 Spandrel walls

The spandrel walls to both elevations are partially covered with vegetation and are exhibiting significant signs of distress.

Images of the walls are shown as on the front page and as Figure 2 and Figure 3.

They comprise stone masonry walls.

The distress is in the form of rotated and displaced masonry and displaced and cracked bedding joints.

A comparative study of the recent photos and those taken as part of the 2017 inspection indicate that only some minor deterioration has occurred.

2.4 Arch

2.4.1 Main arch

The main arch of the bridge comprises a single segmental arch comprising of brick in an alternating soldier and header bond.

The rise of the arch is 450 mm.

The arch has failed and this can be seen in both elevations of the bridge (see Figure 2 and Figure 3). A review of the 2017 inspection report finds that this

failure extends the full width of the bridge and is evidenced on the bridge soffit with numerous cracks and areas of displaced masonry. See Figure 9.



Figure 9: extracts of photos from 2017 inspection report showing bridge soffit defects.

The arch way has failed through the formation of at least two 'hinges' that effectively compromise the ability of the arch to carry compressive load.

The arch has dropped away from the spandrel walls above and gaps are present between the arch and walls.

A comparison of the 2017 photos with those from the recent inspection show that the situation has suffered only minor deterioration and that the recommendations of the 2017 survey have not been instigated.

Given the shallow geometry of the arch to the bridge it is likely that it has failed due to overloading.

2.4.2 Supplementary structure

The arch of the bridge is ineffectual and has been propped with a supplemental structure comprising a 1,050 mm diameter concrete pipe encased in concrete.

The pipe of the supplemental structure is misaligned at a joint within the pipe run (see Figure 9) suggesting poor construction.



Figure 10: Photo extract from 2017 inspection report showing pipe defects.

Whilst this supplemental structure has clearly provided the necessary support to the bridge to allow it to continue to be used it is clearly a done-designed or 'make do' solution. A pipe is 'designed' to carry load through hoop stress distribution, in which the vertical load at the crown (and reaction at the invert) are resisted by lateral constraint around the whole pipe. In this situation the constraint is provided by the concrete encasement which is unlikely to be reinforced and is poorly formed. It is possible that the concrete surround is acting as a column supporting the arch in simple compression.

The supplementary structure significantly restricts flow below the bridge as such this increases the likelihood of local and upstream flooding.

2.4.3 Abutments

The bridge's abutments comprise of a mass concrete fill, possibly against a buried masonry abutment.

The construction of the abutments is poor with the concrete not meeting the soffit of the arch through its entire length (see Figure 11).



Figure 11: Photo extract from 2017 inspection report showing concrete to right abutment and bridge soffit.

2.4.4 Foundation

The foundation is buried and could not be assessed, there are no signs of significant foundation movement.

Given the scour present elsewhere on the structure foundation scour may be present.

2.5 Wingwalls

The wing walls to the bridge are generally informal (i.e. soil banks) or part of the wider industrial structures carrying the mill stream system over which the bridge passes (see sections 1.5 and 2.7).

2.6 Parapets

The parapets to the bridge comprise of a timber post and rail fence to each side and which are in a poor state of repair. (See Figure 2 and Figure 3)

2.7 River system and bank

The mill stream and leats generally flow to the north and local to the bridge are formed in natural soil or rock banks and ditches or constrained in canalised sections where control structures (weirs, sluices and spillways) are present. Immediately to the north of the bridge are two weir structures formed in brick structure comprising the weir overflows and spillways as well as a timber and steel footbridge and main channel. See Figure 12.



Figure 12: Downstream (north) leats.

2.8 Hidden Elements

2.8.1 Hidden components (not highlighted elsewhere)

None.

3 Conclusions

The bridge is in a failed condition. It remains stable only through the presence of a supplementary pipe structure that supports the crown of the arch. In turn, this supplementary structure restricts flow below the bridge and increases or causes upstream flooding.

The bridge construction appears to have a number poorly constructed elements.

The supplementary structure is not designed and is poorly constructed.

The recommendations of the previous inspection have not been instigated.

The bridge is stable in the short term by virtue of the presence of the supplementary structure.

4 Recommendations

4.1 Immediate

The closure signage for the bridge should be improved.

A regime of regular quarterly inspections and inspection post extreme rainfall/flooding events should be instigated.

Given the nature of the bridge defects alternative access to Lindon House should be used. Emergency services should be made aware of the restriction to the bridge's use.

4.2 Short-term (1-2 years)

Remedial action is to be taken as identified through inspections regime.

4.3 Medium-long term and ongoing.

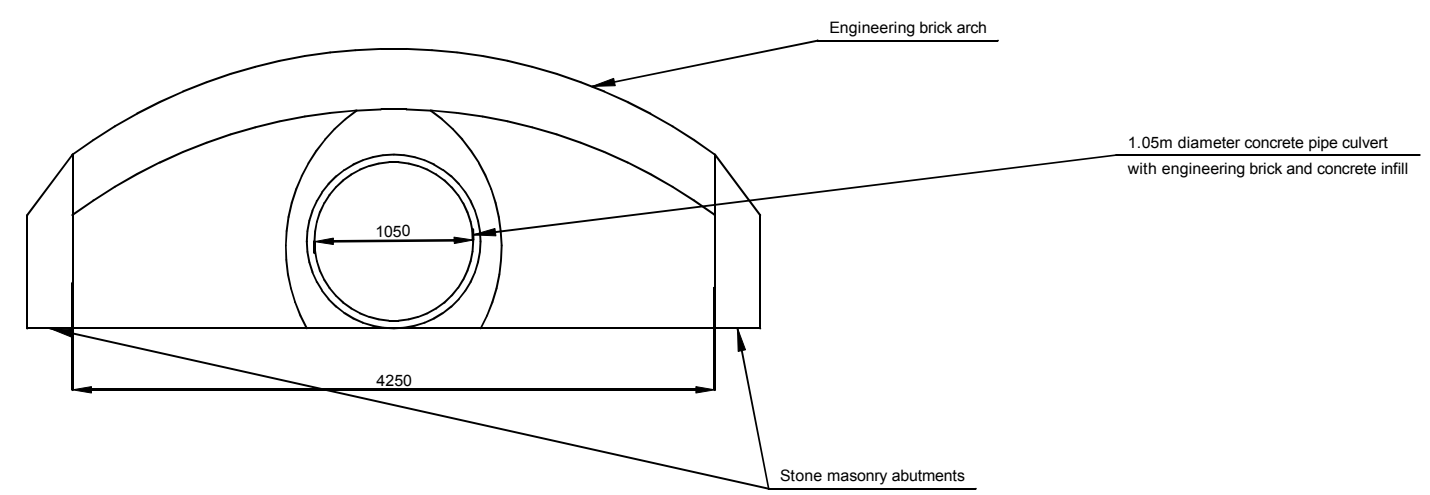
The bridge should be demolished and, if required, replaced.

The most cost-effective like for like replacement option would be a reinforced concrete slab bridge. Such a structure would likely cost in the region of £100,000.00 depending on loading requirements.

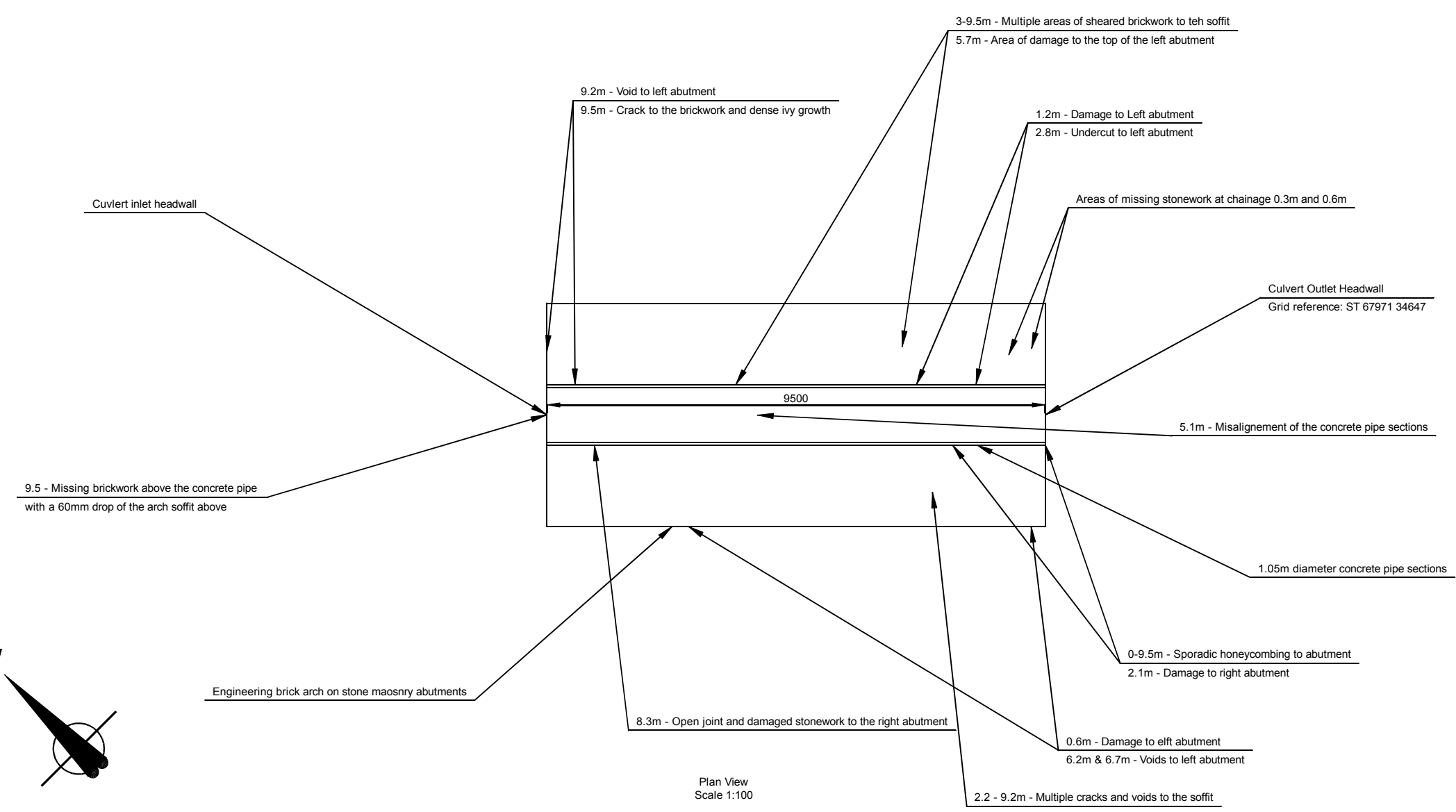
A replacement bridge for pedestrian only traffic could take a number of forms, e.g. timber, steel, or GRP. Such bridge may have a cost of a around £30,000.00.

Appendix A Report of Enhanced General Inspection dated 2017

Notes
 1. All dimensions are in millimetres unless otherwise stated.
 2. Do not scale from this drawing.



Downstream Elevation
 Scale 1:50



Plan View
 Scale 1:100

FOR INFORMATION ONLY

Rev	By	Chkd	Appvd	Date	Description

Client
 WSP



Edwards Diving Services Ltd.
 Dragon House
 Unit 17 Sir Alfred Owen Way
 Porthwindy Industrial Estate
 Caerphilly, CF83 3HU
 Tel: 029 2086 2020
 www.edwardsdivingservices.co.uk



Project
 Underwater and Confined
 Space Principal Inspections 2017

Drawing
 Structure Ref. 5271
 Lindon House Bridge

Drawn by: SD Date: 13/11/17
 Checked by: SR Date: 13/11/17
 Approved by: SR Date: 13/11/17

Drawing no.	Revision
A7036.08	-



WSP

RoW Enhanced General Inspections 2017

Lindon House Bridge

Structure Number: 5271

WSP

RoW Enhanced General Inspections 2017

Lindon House Bridge

Structure Number: 5271

Edwards Diving Services Ltd.

Dragon House • Unit 17 • Sir Alfred Owen Way
Pontygwindy Industrial Estate • Caerphilly • CF83 3HU
Tel. 029 2086 2020

Edwards Diving Services Ltd. has prepared this report in accordance with the instructions of our client, WSP, and their client, Somerset County Council, for their sole and specific use. Any other persons who use any information contained herein do so at their own risk.

Contents Amendment Record

This report has been issued and amended as follows:

Version	Description	Verification
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Inspection Information

		Contact No.
Inspection Team	Simeon Davies	029 2086 2020
	Nicholas Tucker	
	Alec Bugler	
Report by:	Nicholas Tucker	029 2086 2020
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1 Overview

At the inlet, Lindon House Bridge consists of an engineering brick arch soffit on stone masonry abutments measuring 4.45m wide. There is a 1.05m diameter concrete pipe running through the centre of the arch that splits the bridge into three culverts that measure between 9.3m and 10.1m in length. The bridge is located at grid reference ST 12932 20855.



Figure 1: Downstream elevation of the bridge

2 Objective

Edwards Diving Services Ltd. (EDS) was commissioned by WSP to carry out a confined space inspection of Lindon House Bridge. The objective of the inspection was to carry out an enhanced general inspection the bridge identifying any defects or blockages. This report has been prepared in accordance with the DMRB (BD 63/07) and the Inspection Manual for Highway Structures, 2007.

3 Access

Access to the bridge was gained via the adjacent embankment, situated adjacent to Corams Lane, at grid reference ST 12932 20855. Inspection of the bridge was undertaken by a qualified three-man confined space team, in accordance with The Confined Space Regulations, 1997.

4 Site conditions

Weather conditions on the day of the inspection were dry and overcast; the flow within the culvert was low during the inspection.

5 Report

NOTE: Photographs referenced with superscript numbers in the text below can be found in Appendix B. All chainage values below are distances upstream of the culvert outlet.

5.1 Structure details

Chainage	Details	Section Ref.
0m	[Note Section A refers to the right culvert, Section B the middle culvert and Section C the left culvert looking upstream]	-
0m	The culvert outlets, consisting of an engineering brick arch soffit on stone masonry and concrete abutments measuring 1.45m wide and 1.4m high.	A
9.5m	The culvert inlets, consisting of an engineering brick arch soffit on stone masonry and concrete abutments measuring 1.45m wide and 1.4m high; set within a stone masonry headwall ⁽⁶⁾ .	A
0m	The culvert outlets, consisting of 1.05m diameter concrete pipe sections, into the stream.	B
10.1m	The culvert inlets, consisting of 1.05m diameter concrete pipe sections; set within a stone masonry headwall ⁽⁸⁾ .	B
0m	The culvert outlets, consisting of an engineering brick arch on stone masonry and concrete abutments measuring 1.55m wide and 1.45m high ⁽¹¹⁾ .	C
9.3m	The culvert inlets, consisting of an engineering brick arch soffit on stone masonry abutments measuring 1.55m wide and 1.45m high; set within a stone masonry headwall ⁽¹⁵⁾ .	C

5.2 Structure report

In the sections that follow, the severity, extent and work required codes can be found in Appendix C: Inspection Reference Tables.

Numbered references in the "Ref." columns in the following tables cross-refer to the numbered points in the Discussion and Recommendations sections of this report (see Sections 6 and 7 respectively).

5.2.1 Section A

Chainage	Element	Description	S	Ex	W	Ref.
0m	Outlet	There is a large amount of ivy growth present to the headwall ⁽¹⁾ .	2	E	X	-
0m	Wing wall	There is open jointing and minor missing stonework to the wing wall ⁽²⁾ .	2	C	X	-
0.3m	Soffit	There is an area of missing stonework measuring 200mm long, 150mm wide and 50mm deep ⁽³⁾ .	2	B	X	-
0.6m	Soffit	There is an area of missing stonework measuring 120mm long, 70mm wide and 100mm deep.	2	B	X	-
1.2m	Left abutment	There is an area of damage with honeycombing measuring 700mm long and 200mm high.	2	C	X	-
2.8m	Left abutment	The abutment is undercut over an area measuring 250mm high, 250mm deep and 2.2m long.	3	C	C	i.
3m – 9.5m	Soffit	There are multiple areas of sheared brickwork throughout this section.	2	C	X	-
5.7m	Left abutment	There is an area of damage to the top of the left abutment measuring 1.5m long, 400mm high and up to 900mm deep. However, this is likely to have dated from construction ⁽⁴⁾ .	3	C	X	ii.
9.2m	Left abutment	There is a void measuring 130mm wide, 150mm high and 200mm deep ⁽⁵⁾ .	2	B	X	-
9.5m	Inlet	There is a crack to the brickwork measuring 200mm high, 50mm wide and up to 260mm deep ⁽⁷⁾ .	3	B	X	iii.
9.5m	Inlet	The headwall has been subject to dense ivy growth.	2	E	X	-

S = Severity, Ex = Extent, W = Work Required

5.2.2 Section B

Chainage	Element	Description	S	Ex	W	Ref.
5.1m	Pipe section	There is misalignment to the pipe section of up to 30mm ⁽⁹⁾ .	2	C	X	-
9.5m	Arch	The arch has dropped by up to 60mm, this appears historical and the pipe section with surrounding concrete is providing adequate support to the arch at present ⁽¹⁰⁾ .	3	D	X	iv.
9.5m	Arch	There is an area of missing brickwork above the culvert measuring 300mm wide, 200mm high and 100mm deep.	2	C	X	-

S = Severity, Ex = Extent, W = Work Required

5.2.3 Section C

Chainage	Element	Description	S	Ex	W	Ref.
0m – 9.3m	Right abutment	There are sporadic areas of honeycombing measuring up to 460mm wide and 120mm high.	2	D	X	-
0m – 9.3m	Invert	There is a build-up of silt debris; mainly accumulated on the right side of the invert.	2	E	X	-
0.6m	Left abutment	There is an area of damage to the left abutment; 300mm long, 80mm high and 90mm deep.	2	B	X	-
2.1m	Right abutment	There is an area of damage to the top of the left abutment measuring 1.7m long, 500mm high and up to 700mm deep. It is possible that this dates from construction ⁽¹²⁾ .	3	C	X	ii.
2.2m – 9.3m	Soffit	There are multiple areas of missing/damaged stonework to the soffit measuring up to 220mm long, 100mm wide and 60mm deep.	2	C	X	-
2.4m	Soffit	There is a void to the soffit measuring 200mm wide, 200mm long and 100mm deep ⁽¹³⁾ .	3	B	M	v.
2.6m	Soffit	There is a void to the soffit measuring 250mm wide, 200m long and 160mm deep.	3	B	M	v.
4.7m	Soffit	There is a crack to the soffit measuring 400mm long and 1mm wide; extending through a number of bricks ⁽¹⁴⁾ .	2	B	X	-
6.2m	Left abutment	There is a void measuring 200mm high, 150mm wide and 200mm deep.	2	B	X	-
6.7m	Left abutment	There is a void measuring 120mm high, 80mm wide and 70mm deep.	2	B	X	-
8.3m	Right abutment	There is an open joint to the left abutment adjacent to a damaged stone measuring 150mm high, 20mm wide and 40mm deep.	2	B	X	-

S = Severity, Ex = Extent, W = Work Required

6 Discussion

Ref. No.	Defect
i.	There is a large area of undercut to the left abutment between 2.8m and 5m. The area should be reinstated as if left untreated it will begin to undermine the middle concrete pipe section.
ii.	There are two similar areas of damage to the top of the concrete abutments which appear to date from construction. The areas should be monitored for signs of deterioration at the next inspection.
iii.	There is a large crack to the brickwork of the arch at the inlet. This size of the crack should be monitored at the next inspection.
iv.	At the inlet, the circumference of the arch has dropped by up to 60mm. However, this appears historical and the concrete pipe is providing adequate support to the structure at present. This should be monitored in future inspections.
v.	There are two voids to the soffit where there are multiple bricks missing. The areas should prevent further areas of missing brickwork and restore the full structural capacity of the arch.

7 Recommendations

In order to maintain the integrity and functionality of the structure, and to minimise future repair and maintenance costs; the following repairs and maintenance could be carried out:

Ref. No.	Suggested Remedial Work	Priority	Estimated Cost
i.	Remove all loose material and fill the area with a suitable high strength repair mortar.	B	£4000
ii.	Monitor the condition of the abutments at the next inspection.	D	-
iii.	Monitor the magnitude of the crack at the next inspection.	D	-
iv.	Monitor the drop of the arch at the next inspection.	D	-
v.	Remove all loose material and fill the voids using a suitable repair mortar.	B	£1200

Appendix A: Location Plan



Figure 2: Lindon House Bridge, Wellington; location plan

Appendix B: Photographs



Photo 1 shows the downstream elevation of the bridge

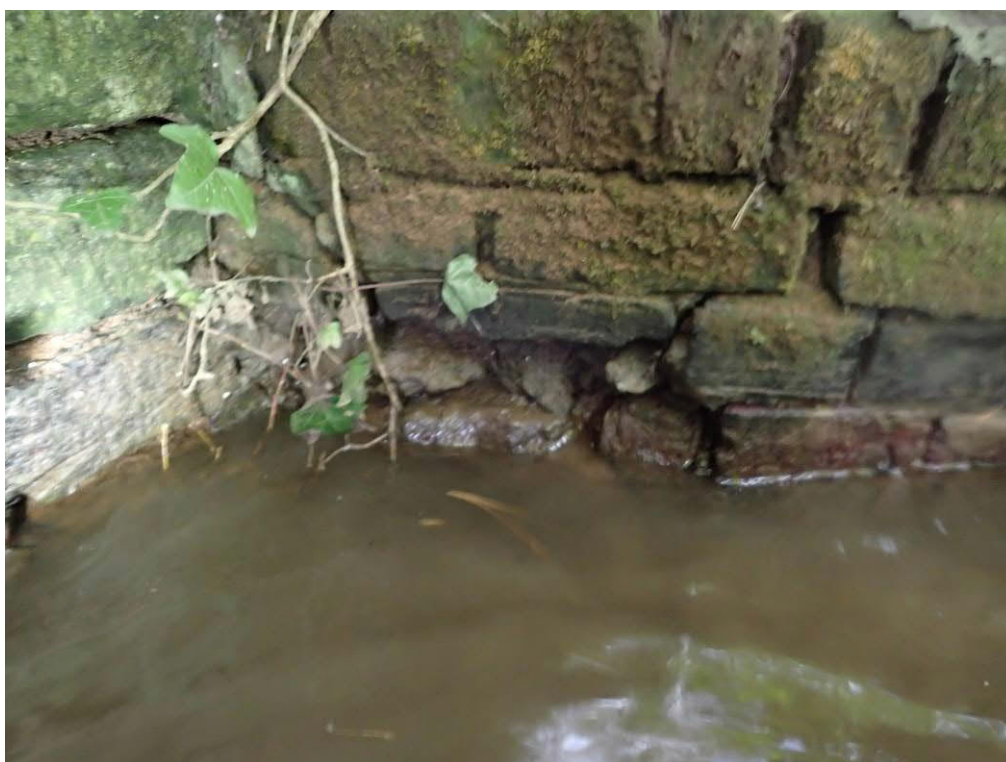


Photo 2 shows open jointing and missing stonework to the wing wall



Photo 3 shows an area of missing stonework at 0.3m



Photo 4 shows an area of damage to the top of the left abutment at 5.7m



Photo 5 shows a void to the left abutment at 9.2m



Photo 6 shows the inlet to the right culvert



Photo 7 shows a crack to the arch masonry at the inlet



Photo 8 shows a view of the inlet to the middle culvert



Photo 9 shows misalignment to a joint section at 5.1m



Photo 10 shows the dropped arch, viewed from upstream



Photo 11 shows a view of the left culvert outlet



Photo 12 shows an area of damage to the top of the right abutment



Photo 13 shows a void to the soffit at 2.4m



Photo 14 shows a crack to the soffit at 4.7m



Photo 15 shows a view of the left culvert inlet

Appendix C: Inspection Reference Tables

Table 1 - Severity Codes

Code	Description
1	As new condition, defect has no significant effect on the element (visually or functionally)
2	Early signs of deterioration, minor defect/damage, no reduction in functionality of element
3	Moderate defect/damage, some loss of functionality could be expected
4	Severe damage/defect, element no longer able to entirely fulfil its function and/or is close to failure/collapse
5	The element is non-functional/failed

Table 2 - Extent Codes

Code	Description
A	No significant defect
B	Slight, not more than 5% of surface area
C	Moderate, 5 - 20% of surface area
D	Wide, 20 - 50% of surface area
E	Extensive, more than 50% of surface area

Table 3 - Permissible combinations of Severity and Extent

Extent	Severity				
	1	2	3	4	5
A	1A				
B		2B	3B	4B	5B
C		2C	3C	4C	5C
D		2D	3D	4D	5D
E		2E	3E	4E	5E

Table 4 - Work Codes

Code	Work Description
B	Scour/invert clearance
C	Concrete repairs
G	Graffiti
J	Joint/sealant replacement
K	Major Structural Maintenance required
M	Masonry repairs
P	Painting
S	Surfacing
V	Vegetation clearance
X	Monitor
Z	Other

Table 5 - Priority Rankings

Code	Ranking
I	Immediate action/within 24 hours
A	Urgent within 28 days
B	Works required within 12 months
C	Works required within 24 months
D	Monitor
E	No action required

Edwards Diving Services Ltd.
Dragon House • Unit 17 • Sir Alfred Owen Way
Pontygwindy Industrial Estate • Caerphilly • CF83 3HU
Tel. 029 2086 2020

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Appendix B Additional site inspection photographs

Bridge northern elevation:



Bridge southern:



Bridge surrounds:



Partially submerged canalising wall to south of bridge



Sluice gate to south of bridge



Causeway between basins



Pipe bridge and mill leats to south of bridge



Sluice gate to south of bridge



Defective spillway to north of bridge.



Non-compliant foot bridge to north of subject bridge.