

**MINUTES OF THE WELLINGTON TOWN COUNCIL ECONOMIC DEVELOPMENT COMMITTEE  
MEETING HELD AT UNITED REFORMED CHURCH HALL ON WEDNESDAY 11<sup>TH</sup>  
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 10<sup>th</sup> 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 21<sup>st</sup> 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: 30<sup>th</sup> November (Christmas Market & Lights Switch On), 7<sup>th</sup> December 14<sup>th</sup> December and 21<sup>st</sup> 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 7<sup>th</sup> October in readiness for the Committee meeting on 16<sup>th</sup> October.

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

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Councillor C Booth

**WELLINGTON TOWN COUNCIL  
EVENTS WORKING GROUP MEETING  
HELD AT COUNCIL CHAMBERS, 28 FORE STREET, WELLINGTON EX15 3XB.  
ON MONDAY 9<sup>TH</sup> OCTOBER 2024 AT 4.30PM**

## **MINUTES**

**PRESENT:** Councillors C Booth (CB) J. Lloyd (JL)  
Annette Kirk, Facilities Manager (AK), Rebecca Hunt, Project Assistant (RH)

**1. APOLOGIES**

Councillor C. Govier

**2. EVENT BUDGET FOR 2025/2026**

EWG discussed the event options as follows:

1. **RECOMMENDATION** to Economic Development Committee to approve an Event Cost Centre with event names listed below. To also show income lines from sponsorship and deposits.
2. **80<sup>th</sup> Anniversary of VE Day on Thursday 8<sup>th</sup> May 2025 in Wellington Park.**  
**RECOMMENDATION** to Economic Development Committee to approve the budget of £4250.
3. **Night Walk(Garden of Light) Event in Wellington Park on Saturday 13<sup>th</sup> September 2025.**  
EWG discussed this at length. It was agreed that this event would be taken to the Economic Development Committee meeting for them to consider. To invite Sally Mann from Fuse Performance Ltd to attend the meeting for the Committee to answer any questions.
4. **Remembrance Sunday & Armistice Day – Sunday 9<sup>th</sup> November and Tuesday 11<sup>th</sup> November 2025.**  
**RECOMMENDATION** to Economic Development Committee to approve the budget of £1,000.
5. **Christmas Market & Lights Switch on Event – Saturday 29<sup>th</sup> November 2025**  
**RECOMMENDATION** to Economic Development Committee to approve a budget of £7,500.
6. **80<sup>th</sup> Anniversary of VJ Day on Friday 15<sup>th</sup> August 2025**  
**RECOMMENDATION** to Economic Development Committee to approve a budget of £4250 following the same event format as the 80<sup>th</sup> Anniversary of VE Day.
6. **Somerset Day 2025 – The Big Somerset Picnic – Saturday 10<sup>th</sup> May 2024**  
To celebrate the economy, history, heritage beauty and culture of Somerset. This is an opportunity for communities to unite, enjoy a “picnic” in Wellington Park. To encourage local community groups to hold activities and raise funds. Food stalls.  
**RECOMMENDATION** to Economic Development Committee to approve a budget of £2500.00.

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

**WELLINGTON TOWN COUNCIL – EVENTS 2025/2026****Budget Estimates to be considered:****1) Cost Centre**

To consider setting an “EVENTS” cost centre with event lines underneath e.g. Christmas Light Switch on, Remembrance & AFD, VE Day-80<sup>th</sup> Anniversary Stallholders income. Sponsorship income.

**2) 80th Anniversary – VE Day – Wellington Park**

**Event Date: Thursday 8<sup>th</sup> May 2025 – start at 7pm – Beacon Lighting 9.30pm**

**Note: It will be dark by 9pm.**

**a) Estimated Expenditure:**

	Description	Estimated Costs
Steve Hawker – NOTE: Steve is not available for this event.	PA System, Speakers. Lighting for 3 exit points. Beacon area and Bandstand.	£1000.00
Music Entertainment	Hire of Singer	£300.00
	Wellington Silver Band	FREE
Fuse Performance Ltd	Performers to be decided	£1000.00
First Aid – max 1500 people	2 x first aiders	£150.00
Bay Media	7 x lamp post banners	£1500.00
Carly Press	Street Banners x 8	£1200.00
Light Contractor	To put up/take down banners	£800.00
Media & Marketing	Artwork will be done in house. Wellington Weekly x 1 advert The Edge x March/April edition	£500.00
Somerset Sign & Print	VE Day Banners	£500.00
Gas Beacon	VE Day – 80 <sup>th</sup> Anniversary Ring	£200.00
VE Day Flag		£100.00
Event Set Up Items		£500.00
	<b>SUB TOTAL:</b>	<b>£7750.00</b>
	Less: items in yellow above	£3500.00
	<b>TOTAL:</b>	<b>£4250.00</b>

**b) Estimated income**

4 Food vans x £70.00 = £280.00

**2) Night Walk Event – Wellington Park – Saturday 13<sup>th</sup> September 2025 (if postponed next date Saturday 4<sup>th</sup> October 2025) - £10,000**

**a) Expenditure:**

	Description	Estimated Costs
Fuse Performance Ltd	Garden of Light – Fuse to organise the whole event	£9416.00
	4 Walkabout acts	£1450.00
	Event Participatory Workshop/activities	£470.00
	Youth & Community Programme: Lantern Workshops for a parade or Exhibit in the Park – Primary Schools x 3	£1470.00
	Travel	£120.00
	Materials-education workshops	£406.00
	Co-ordinate parade/admin/parade team/child safety	£340.00
Bay Media	7 x lamp post banners	£1500.00
Carly Press	Street Banners x 8	£1200.00
Banner Contractor	To put up/take down banners	£800.00
Media & Marketing	Artwork will be done in house. Wellington Weekly x 2 adverts	£500.00
	<b>SUB TOTAL</b>	<b>£16872.00</b>
	Less: Potential Income;	£8,350.00
	<b>TOTAL EXPENDITURE</b>	<b>£8522.00</b>

Income to consider:

Ticket Sales (Fuse) £5 each x 1000 people = £5,000 (max £7,500 for 1500 people)

Fuse in Kind = £900.00

Sponsors (4 companies x £500.00) = £2,000.00

6 Foodstalls x £75.00 = £450.00

### 3) Remembrance Sunday & Armistice Day

Event Date: Sunday 9<sup>th</sup> November & Tuesday 11<sup>th</sup> November 2025

Budget: £1,000

#### a) Estimated Expenditure:

	Description	Estimated Costs
Carly Press	Order of Service	£1000.00

### 4) Christmas Market & Lights Switch on Event- Saturday 29<sup>th</sup> November 2025

Budget: £10,000 (same as 2024)

#### a) Estimated Expenditure:

	Description	Estimated Costs
Fuse Performance Ltd	4 Jugglers incl. fire jugglers, admin and travel	£1200.00
Music Entertainment	Hire of Professional Singer	£500.00
First Aid – max 1500 people	4 x first aiders	£650.00
Steve Hawker	Lighting	£700.00
	PA System	
	Generators	
Prosound and Lighting	Stage Hire	£700.00
Bay Media	7 x lamp post banners	£1500.00
Bridgwater Guy Fawkes Carnival Ltd	Traffic Management	£1200.00
Event Extras	Section 171 – Christmas Trees, cable ties, sweets etc.,	£1000.00
Media & Marketing	Artwork will be done in house. Wellington Weekly x 2 adverts The Edge x 2	£750.00
	<b>Total:</b>	<b>£7,200.00</b>

#### b) Estimated Income based on 2024 Event:

6 x Food Vans @ £70 = £420.00

20 Stalls @ £45.00 = £900.00

Event sponsors



# South Street, Wellington – Photographs 9<sup>th</sup> October 2024







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

Agenda item 9

**Christmas**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Hire of Lights				10,000.00		10,000.00	10,000.00 (100%)
115	Lights Install				11,900.00	97.00	11,803.00	11,803.00 (99%)
116	Switch on Event	1,350.00	895.00	-455.00	10,000.00	100.76	9,899.24	9,444.24 (83%)
123	Stall Deposits		135.00	135.00				135.00 (N/A)
136	Electricity				500.00		500.00	500.00 (100%)
137	Additional Lights & Install							(N/A)
160	Free Parking				5,500.00	4,438.00	1,062.00	1,062.00 (19%)
<b>SUB TOTAL</b>		<b>1,350.00</b>	<b>1,030.00</b>	<b>-320.00</b>	<b>37,900.00</b>	<b>4,635.76</b>	<b>33,264.24</b>	<b>32,944.24 (N/A)</b>

**Town Centre**

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				11,000.00	2,628.41	8,371.59	8,371.59 (76%)
133	Longforth Rd Toilet Refurb				10,000.00	63,853.61	-53,853.61	-53,853.61 (-538%)
134	Kings Arms				18,000.00		18,000.00	18,000.00 (100%)
135	Town Centre Projects				20,000.00	3,251.32	16,748.68	16,748.68 (83%)
138	Carnival				1,000.00		1,000.00	1,000.00 (100%)
140	Summer Street Fair	2,000.00	2,160.00	160.00	7,000.00	9,920.05	-2,920.05	-2,760.05 (-30%)
141	Street Fair Refundable Deposits		42.75	42.75				42.75 (N/A)
147	Remembrance & AFD				1,000.00	20.00	980.00	980.00 (98%)
170	Heritage		576.51	576.51	5,400.00	1.10	5,398.90	5,975.41 (110%)
171	Clocks				500.00		500.00	500.00 (100%)
179	Annual Fireworks				2,000.00		2,000.00	2,000.00 (100%)
<b>SUB TOTAL</b>		<b>2,000.00</b>	<b>2,779.26</b>	<b>779.26</b>	<b>75,900.00</b>	<b>79,674.49</b>	<b>-3,774.49</b>	<b>-2,995.23 (N/A)</b>

Restated (N/A)

<b>NET TOTAL</b>	<b>3,350.00</b>	<b>3,809.26</b>	<b>459.26</b>	<b>113,800.00</b>	<b>84,310.25</b>	<b>29,489.75</b>	<b>29,949.01 (25%)</b>
<b>V.A.T.</b>					<b>16,057.79</b>		
<b>GROSS TOTAL</b>		<b>3,809.26</b>			<b>100,368.04</b>		

## **Economic Development Committee Budgets**

### **1. Introduction**

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

### **2. Background**

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

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

### **3. Updated Draft Budget**

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

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

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

#### 3.3.1. Cost Centre – Christmas

3.3.1.1. Hire of Lights - 25/26 will be the last year in the current three year hire agreement, the 26/27 figure suggests an uplift in charges. However, if at renewal the Committee choose to extend the current scheme costs may be reduced.

3.3.1.2. Lights Install – this figure will need to be increased for 25/26 based on (now) known increases in costs for 24/25. This line will be overspent at year end and will be reported to Full Council as appropriate. A further uplift has been applied to the 26/27 figure.

3.3.1.3. Switch on Event – the amounts for this line have been reviewed by the Events Working Group and match their recommendations as considered at an earlier stage in the meeting. Both the receipt and payment columns for 26/27 assume an uplift in charges in general.

- 3.3.1.4. Free Parking – assuming the Council/Committee will continue to support the cost of providing free parking on Saturdays in December, plus the switch on event, the amount for 25/26 has been based on the actual spend for 24/25 plus a (rounded) 5% uplift. The same is true for 26/27.
- 3.3.2. Cost Centre – Economic Development (new cost centre)
  - 3.3.2.1. Town Centre Projects – likely items/projects to be funded from this line are; Cornhill Lantern, improvements in South Street, signage in North Street Car Park
  - 3.3.2.2. Heritage – this amount was set in the 24/25 based on indicative costs for possible consultancy work that may be required given Somerset Council's reduction in heritage staff. This year there has been over £500 of income from donations from tours of Toneworks. Assuming these will continue to run, this has been added to the receipts budget to offset some cost.
  - 3.3.2.3. Clocks – amount based on information given by Somerset Council when it was agreed that the Town Council would take responsibility of the clock at the old Town Hall (Iron Duke)
  - 3.3.2.4. Promotion of Wellington – it was resolved at the last Community Committee meeting, that this budget be delegated to the Economic Development committee from 25/26. It was also agreed that it should be split with a new budget line within the Democracy Cost Centre for Mayoral Events. The £5,000 budget in 24/25 has been split equally between the two for 25/26. Within this budget, Officers as that £500 be earmarked for the development of, and items of spend withing a Communications Strategy. The Project Assistant will present a paper and draft policy to a future meeting.
- 3.3.3. Cost Centre – Events (new)
  - 3.3.3.1. Code numbers 127, 128, 142 and 150 are legacy lines containing data from previous years and will be removed from the Cost Centre as appropriate.
  - 3.3.3.2. Summer Street Fair – it is intended that the new Wellington Independent Market will organise this event in 2025.
  - 3.3.3.3. Remembrance & AFD – this line covers items such as printing of orders of service etc.
  - 3.3.3.4. VE Day 80<sup>th</sup> – Budget amounts as per the Event Working Group recommendation.
  - 3.3.3.5. Night Walk – Budget amounts entered for information based on figures reviewed by the Events Working Group. A presentation will

be received earlier in the meeting, the line will be dependent upon the committee decision at that point.

3.3.3.6. VJ Day 80<sup>th</sup> - Amount as per the Event Working Group recommendation.

3.3.3.7. Somerset Day – Amount as per the Event Working Group recommendation.

#### **4. Next steps**

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

Alice Kendall  
RFO/Deputy Clerk

10 October 2024





