

MINUTES OF THE MEETING OF WELLINGTON TOWN COUNCIL HELD AT THE UNITED REFORMED CHURCH HALL, WELLINGTON ON MONDAY 4 NOVEMBER 2024 AT 7.00 PM

PRESENT: Councillor J Lloyd (Chair),
Councillors C Booth, J Cole, A Govier, C Gover, R Henley, M Lithgow, M McGuffie, S Mercer, C Penk, S Pringle-Kosikowsky, J Thorne and K Wheatley

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

363 TO OFFER WELCOME AND INTRODUCTIONS

The Mayor opened the meeting and welcomed those attending.

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

Apologies were received from Councillor S Fox.

365 DECLARATIONS OF INTEREST

There were no declarations of interest.

366 MINUTES

RESOLVED to approve and sign the minutes of the Council meeting held 7 October 2024.

367 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

A member of the public spoke in relation to agenda item 17 specific in relation to coopted councillors receiving a councillor’s allowance which he considered was not legal.

368 TO RECEIVE AN UPDATE FROM THE LOCAL POLICING TEAM

The report from Sgt O’Connor was circulated prior to the meeting and was noted.

369 LONGFORTH PHASE TWO AND WARDLEWORTH WAY DEVELOPMENTS

Chris Winter, West of England Developments provided an update on the two developments. Councillors raised concerns regarding the transport infrastructure issues that would be caused by the proposed Wardleworth Way development and the lack of a northern relief road. Mr Winter explained that the proposals were at an early stage of development and that he would feed back the Council’s concerns to Somerset Council.

Further concerns were raised in relation to the apparent piecemeal approach to developments in the town resulting in infrastructure issues not being adequately addressed. It was agreed that the Town Clerk will set up a meeting for councillors with senior planning staff from Somerset Council to discuss this.

Clarification was also sought regarding access from the Wardleworth Way development to the railway station should it be built. Mr Winter said that he would clarify the situation.

370 TO RECEIVE A REPORT FROM THE MAYOR

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

371 COMMITTEE APPOINTMENTS

RESOLVED to appoint Councillor Chris Penk to the vacancies on the Policy and Finance and Environment Committees.

372 COUNCIL/LOCAL COMMUNITY NETWORK (LCN) UPDATE

Councillor Henley reported that the Boundary Commission had commenced a consultation process as an initial stage of the review of division boundaries for Somerset Council. He also reported that he was working with Councillor Cole and The Town Clerk on parking concerns on Torres Vedras Drive and had a site meeting with Somerset Council officers on the 6 November. There had been 79 responses to a request for information with 77 responses expressing concern about dangerous parking. Councillor Lloyd asked that when meeting Somerset Council officers Councillor Henley asks about the installation of a pedestrian crossing from Cades Farm to Lidl.

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

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

374 POLICY & FINANCE COMMITTEE

The draft minutes of the meeting held on 14 October 2024 were noted.

375 ECONOMIC DEVELOPMENT COMMITTEE

The draft minutes of the meeting held on 16 October 2024 were noted.

376 COMMUNITY DEVELOPMENT COMMITTEE

The draft minutes of the meeting held on 21 October 2024 were noted.

377 ENVIRONMENT COMMITTEE

The draft minutes of the meeting held on 23 October 2024 were noted.

378 DEVOLUTION OF SERVICES FROM SOMERSET COUNCIL

A report had been circulated in advance of the meeting and was noted.

Councillors A Govier and R Henley left the meeting during the discussion on this item and prior to the resolutions being made.

RESOLVED:

- (i) To approve the Heads of Terms provided by Somerset Council.
- (ii) To confirm that officers should proceed to finalise the transfer of open spaces and associated buildings set out in the appendix to the report and based on the information set out in para 2.4 of the report.
- (iii) Not to take responsibility for the maintenance of Rockwell Green Cemetery given the lack of income.
- (iv) To accept the transfer of the title for Wellington Park and The Recreation Ground understanding the structural issues with the Pavilion

379 COUNCILLOR ALLOWANCES

A report had been circulated prior to the meeting and was noted.

As part of the discussions Councillors considered the comments of the Internal Auditor set out on the report. Some councillors expressed concern that the Council was acting illegally in paying allowances to co-opted councillors and as a result individual councillors could be subject to surcharge.

After some discussion, it was proposed and duly seconded that the recommendation of the Independent Remuneration Panel for the Basic Allowance of £775 should be payable to councillors in the 2025/6 financial year.

Councillor McGuffie proposed an amendment to change ‘councillors’ to ‘elected members’. The amendment was not seconded. Therefore, the original proposal moved to the vote and it was **RESOLVED** to accept the recommendation of the Independent Remuneration Panel that the Basic Allowance of £775 should be payable to councillors in the 2025/6 financial year.

Councillor McGuffie requested that it be noted that Councillors McGuffie, Mercer and Pringle-Kosikowsky voted against the proposal

RESOLVED that an enhanced allowance of 50% (£387.50) be paid in addition to the basic allowance to the Chairman in 2025/6.

Councillor McGuffie requested that it be noted that he voted against the proposal.

RESOLVED that the allowance should be paid in one payment but that councillors should only receive it once they have signed a commitment to repay it proportionately should they step down during the year. New councillors would receive a proportion of the allowance based on when they take up the role during the year.

There being no further business the meeting closed at 8.55 pm

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

Mayor

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WELLINGTON TOWN COUNCIL

Request for Speed Calming Measures on Waterloo Road

1. Introduction

This paper sets out details of a request for speed calming measures from a parishioner.

2. Background

The parishioner making the request first contacted Councillor Mark Lithgow who met with them in the Council Chamber to discuss the issue since creating a local petition. Also in attendance at the meeting was a representative from the Pre-School on Waterloo Road and the RFO/Deputy Clerk.

The outcome of the meeting was that the issue should be presented to Council as per the advice on the Somerset Council website to gather the Council's views and/or support.

The official correspondence request is attached as an appendix to this paper. The online petition can be viewed on the Change.org website via the link below:

<https://www.change.org/p/implement-a-20mph-speed-limit-near-local-methodist-church-preschool-venue>

3. Somerset Council Guidance

As Somerset Council is the Highway Authority, some guidance can be found on their website. In summary, they do not hold specific speed limit fund, and any proposed changes must comply with Department for Transport guidelines. Should the criteria be met, and proposals do not conflict with Local Transport Plan objectives, they state that there are no reasons that a speed limit should not be changed provided that the parish council meets the full costings.

In preparation for the consideration at Council, the RFO has corresponded with Kate Brown, Traffic Engineer, within the Traffic Management department at Somerset Council. Initially a new 20mph limit was discussed. A summary of her responses is re-produced below:

“Speed limits need to be a minimum of 600m to avoid too many changes of speed limit along a route. This stretch of road is approximately 370m so it's too short to have a different limit. I have also checked our speed data and the average speeds along this stretch of road range between 15 – 20mph so are already below the 30mph limit.”

Alice Kendall

From: Laurence Hasson
Sent: 06 November 2024 15:46
To: alice@wellingtontowncouncil.co.uk
Cc: Mark Lithgow
Subject: Formal request traffic calming
Attachments: Petion signatures 1.pdf; Petion signatures 2.pdf; Petion signatures 3.pdf; Petion signatures 4.pdf; Petion signatures 5.pdf; Petion signatures 6.pdf

Dear Alice,

Formal Request for Consideration by Wellington Town Council

I, Laurence (Leary) Hasson, am requesting for consideration by Wellington Town Council the implementation of speed calming measures along Waterloo Road, from the corner with Corams Lane up to the junction with Victoria Street.

This is to reduce the danger to children and their parents who attend the pre-school and toddler groups at the Methodist Church. The church is situated just around the corner by the turning to Corams Lane which sees constant heavy traffic often rounding the corner at dangerous speeds.

I have statements from Emma Clements, the school manager, Roger Mason, the church warden and Ben Fox Tone Dale House who often cycles along Waterloo Road.

I have signatures from over 30 concerned parents (attached below) and a petition on [Change.org](https://www.change.org) that has collected nearly 200 signatures so far. I have recently spoken to an official of Ivy House, situated on the corner with Corams Lane, who will be canvassing the residents for more signatures.

I am also very concerned about the possibility of much heavier traffic flows along Waterloo Road for the proposed housing development at Longforth Farm Estate and Wardleworth Way, Tone Dale.

If there is any more information or a need to make some changes in the wording please do not hesitate to contact me.

Kind Regards

Leary Hasson



REPORT OF THE TOWN CLERK TO WELLINGTON TOWN COUNCIL TO THE MEETING OF THE TOWN COUNCIL 2 DECEMBER 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:

- The Remembrance Events in the town on the 10 and 11 November went well. Thanks to all the staff involved in the planning and management of the two events.
- Cash Access UK advise that work on the permanent site for the hub is progressing well and remains on track for a soft opening before the end of the calendar year with a formal opening at the beginning of the new year.
- Following the site meeting at Cades Farm on 6 November involving Cllrs Henley and Cole, Somerset Council Traffic Management has advised that they will be consulting on introducing parking restrictions on both sides of Torres Vedras Drive at the entrance to the development but no further into it.
- I have received the S119 Valuation Reports from Abbeyfield for Ivy House and The Old Vicarage and have raised a number of questions with Abbeyfield as a result. I will convene a meeting of the Working Group before Christmas to update in more detail.
- The Mayor and I attended the SALC Conference on the 13 November where I took the opportunity of raising some issues with the Chief Executives of Somerset Council, NALC and SALC. I also spoke to the Head of Strategic Partnerships Somerset Council and NHS Somerset in relation to funding that is likely not be available in the coming year to support developing our work in the community.
- We will shortly be advertising for the three posts in the new Open Spaces Team with interviews taking place mid-January.

3. Communications and Social Media

In the period from 29 October to 26 November Wellington Town Council's Facebook page has reached 24.5k people and has gained 34 net follows. This brings us closer to the benchmark of 3.4k total followers which we hope to reach by the end of 2024. Our Instagram page is also growing, though at a much slower rate and on a smaller scale.

Our top 5 liked posts this month have been:

1. Work on Weavers Reach Bridge complete – 72
2. Armistice Day 2 Minute Silence in town centre – 43
3. Christmas trees delivered – 28
4. Madge Covey's plaque remade – 21
5. Thank you after Remembrance Sunday – 18

At the time of writing the Christmas Market & Lights Switch on is yet to happen but pictures from this event often prove popular and will likely be some of our most viewed from the whole year.

This year was the first time that our staff livestreamed the Remembrance Sunday service at Wellington Park. This video has been saved and uploaded to our Facebook page and YouTube channel and has received 689 and 39 views respectively on these platforms. We hope to explore more with making videos and sharing live footage to improve our social media presence and to create a solid record of the work we do. We have invested in some equipment (a tripod and microphones) to help us in this task. In the new year we will be capturing footage to use in a video presentation that we can show to South West in Bloom judges when they visit us in 2025, hopefully boosting our chances of a gold award.

Our newsletter is up to 174 subscribers and performs very well in comparison to similar email campaigns according to Mailchimp's insights.

4. December Meetings/Events

Date	Time	Event	Location	Who Involved
2 December	6.30pm	Planning Committee	URC Hall	Committee members
2 December	7.00pm	Full Council	URC Hall	All
6 December	All Day	SLCC Meeting and AGM	Langport	Town Clerk
9 December	6.00pm	Policy and Finance Committee	URC Hall	Committee members
11 December	10.30am	Town and Parish Clerk Briefing with Somerset Council	Virtual	Town Clerk
13 December	11.30am	Metro Board Meeting	Virtual	Cllr M Barr and Town Clerk
19 December	10.00am	Monthly Devolution meeting with Somerset Council	Virtual	Officers
24 December	Morning	Mince Pies in the office prior to office closing at 12.00pm	Office	All invited
2 January	9.00am	Office re-opens		

5. Annual Leave

5 December, 12 December and 23 December pm – Town Clerk

11 – 20 December – RFO/Deputy Clerk

5 December – Facilities Officer

Dave Farrow

Town Clerk

26 November 2024

**MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY AND FINANCE COMMITTEE
MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 11 NOVEMBER 2024
AT 6.00PM**

PRESENT: Councillor M Lithgow (Chair),
Councillors J Cole, A Govier, J Lloyd, S Mercer, C Penk, and J Thorne.

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

380 APOLOGIES

Apologies had been received from Councillors C Govier and S Pringle-Kosikowsky.

381 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.

382 PUBLIC PARTICIPATION

Both members of the public spoke regarding Councillor Allowances. As the matter was not on the agenda, the comments were duly noted.

383 MINUTES

RESOLVED to approve and sign the minutes of the Policy and Finance Committee held on 14 October 2024.

384 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 4 NOVEMBER 2024

RESOLVED to approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 9 OCTOBER - 4 NOVEMBER 2024

RESOLVED to note and approve the expenditure.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 9 OCTOBER - 4 NOVEMBER 2024

RESOLVED to note and approve the income.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2024-25 YEAR AS AT 4 NOVEMBER 2024 (attached)

RESOLVED to note and approve the budget report.

385 BANK CORRESPONDENCE

Correspondence from Lloyds Bank informing of the introduction of banking charges on the Town Council’s accounts from January 2025 was circulated with the agenda and duly noted. The RFO was tasked with researching the availability of free banking with other institutions. This will be carried out with a wider report on the Council’s savings accounts.

386 BOUNDARY REVIEW

The Committee considered what comments to submit in response to the Boundary Commissions initial consultation on the new division boundaries for Somerset Council (to be effective from 2027).

After some discussion, it was **RESOLVED** to recommend to Full Council that comments be submitted. The Committee feels that the town’s growing size and new developments should be taken into account, that the division boundary should match that of the town boundary and that a minimum of two Councillors should be appointed to serve the town given its size. The Town Clerk will draft the response and attach to the Full Council agenda as part of the recommendation.

387 STAFF STRUCTURE PROPOSALS

A paper was circulated in advance of the meeting setting out proposals from the Clerk on the Council’s staffing structure taking into account the work likely required given the impact of devolution from, and further cuts by, Somerset Council. The Clerk’s recommendations were accepted en bloc and it was duly **RESOLVED** that:

- (i) The role of Town Clerk be redesignated as Chief Executive with no change in grade.
- (ii) The role of RFO/Deputy Clerk be redesignated as Finance and Democratic Services Manager (FDSM) on the basis set out in the report and regraded to LC3 Substantive.
- (iii) The Council create a post of full time Democratic Services Officer/Finance Assistant reporting to the FDSM graded LC2 below substantive.
- (iv) The Council create a post of a full time Community Development Officer on the basis set out in the report graded at LC2 Substantive.
- (v) The post of temporary part time (0.4) Climate Change Project Officer be made permanent and the vacant full time Project Officer post be reduced to 0.6fte to fund this post.
- (vi) The vacant post of 0.7 Receptionist be increased to full time on the basis set out in the report.

388 TO CONSIDER EXCLUDING MEMBERS OF THE PRESS AND PUBLIC

RESOLVED to exclude members of the press and public under Schedule 12A of the Local Government Act 1972 on the basis that if they were present during the business to be transacted there would be a likelihood of disclosure of exempt information, within the meaning of Schedule 12A to the Local Government Act 1972: Reason taken from the legislation - Information relating to a particular individual.

389 TO CONSIDER BUDGETS FOR SALARIES

The RFO circulated a report and draft schedule for consideration. The draft schedule was based on the Clerk's recommendations as set out in the previous item.

RESOLVED to sign and accept the schedule after the addition of another 0.5 fte reception role.

There being no further business the meeting closed at 7.00 pm

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Proposed Wellington Town Council Response To The Local Government Boundary Commission's (LGBC) Initial Consultation on New Council Divisions

At its meeting on the 2 December 2024 it resolved to make the following comment.

Wellington is a growing town and as with all towns has a unique identity. The Town Council too is growing and ambitious as it has demonstrated by being prepared to step in to take over assets and services from Somerset Council to support it in achieving the financial savings it needs to make.

The Town Council has indicated to Somerset Council that it intends to seek a Community Governance Review of its own boundary as are a number of other town and parish councils in Somerset. This is on the basis that there are developments planned, and other potential development sites outside of the current boundary of the town but which when built will directly impact on the town and its facilities. As things stand the town would not receive any S106 or Community Infrastructure Levy funding. Instead it would go to the parishes where the developments are built.

The Town Council believes that ideally the Community Governance Review should take place at the same time as the LGBC review so that its recommendations reflect the findings of the Community Governance Review.

In that context Wellington Town Council believes that the Unitary Council division boundary for Wellington and Rockwell Green should be coterminous with the Town Council's boundary preferably taking in to account the findings of a Community Governance Review but, failing that, its current boundary.

As it stands the Wellington East Ward of the Town Council is part of the Blackdown and Neroche Division which means that a small proportion of the town's residents are being represented by councillors who have to cover a very large geographical area stretching from Churchstanton in the south to Hatch Beauchamp in the east.

This response should not be seen as a criticism of the current councillors simply a desire to see all the residents of Wellington and Rockwell Green being part of the same division.

Given the size of the town The Town Council believes that it requires at least two councillors and potentially up to four councillors to adequately represent its residents.

MINUTES OF THE WELLINGTON TOWN COUNCIL ECONOMIC DEVELOPMENT COMMITTEE MEETING HELD AT UNITED REFORMED CHURCH HALL ON WEDNESDAY 13th NOVEMBER 2024 AT 6.00PM

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

IN ATTENDANCE: Councillor S Pringle-Kosikowsky
David Farrow – Town Clerk
Annette Kirk - Facilities Officer
One member of the press

390 APOLOGIES

Councillor M. McGuffie

391 DECLARATIONS OF INTEREST

Councillor K. Wheatley declared an interest in Agenda Item 7b Film Festival. He is member of the Film Festival Working Group.

392 PUBLIC PARTICIPATION

Councillor J Lloyd, Chair of Sampford Arundel Parish Council would like to offer the Town Council an opportunity to purchase a telephone box. This will also be reported at the Environment Committee.

393 WELLINGTON SCHOOL

Alex Battison, Headmaster spoke to the committee about the school’s role as a major employer in the town. Since moving to Wellington in August 2024, his family have been made very welcome by the community of Wellington.

The school currently employ 300 people. They have been involved in large amount of charitable work this year. They were very privileged to be part of the Remembrance Parade on Sunday and to see the community coming together. They continue to work on real life projects that will develop future of the community.

Councillor J Thorne asked what impact there would be on jobs in the school following the government’s announcement that 20% VAT would be charged on private school fees. Alex Battison said they would work hard to ensure their educational offering remains brilliant and we do not lose any jobs in the process.

Councillor S. Mercer raised concerns over students crossing South Street. Somerset Council had confirmed that the request for a crossing on South Street does not meet their criteria. It was agreed that the Town Clerk would contact Somerset Council for clarity.

394 WELLINGTON INDEPENDENT MARKET

Apologies received from Maxine Price and Charlotte Beatty. They provided a report for the committee. The Committee were pleased with the way the market was run and can only see this as a positive for the town.

RESOLVED to approve the cost of £645.00 for the Temporary Traffic Regulation Order application to cover Wellington Independent Market High Street Markets and Town Council Events up to October 2026. Cost to be covered by the Town Centre Project Budget.

395 EVENTS COST CENTRE 2025/2026

a) **NIGHT WALK – GARDEN OF LIGHT**

RESOLVED to make a recommendation to Policy & Finance Committee to set a budget of £8,000.00 from the Events Cost Centre. Date of event being Saturday 25th October 2025. There were two votes fore, two votes against and two abstentions. The Chair had the casting vote to support the recommendation.

b) **FILM FESTIVAL**

RESOLVED that decisions on the funding of the Film Festival pass to the Economic Development Committee and budget requirements are added to the Events Cost Centre for 2025-2026.

RESOLVED to approve the following recommendations:

- (i) The Film Festival budget line moves to the Events Cost Centre for 25/26,
- (ii) To approve £10,000 of funding for 2025/2026 budget.
- (iii) Somerset Film and Video to continue with the organisation of the 2025 event with regular reports back to the Committee.
- (iv) The Project Assistant and Councillor S Pringle-Kosikowsky be the Council’s link to the Film Festival Committee given that they are already members.
- (v) This to be referred back to the Policy and Finance Committee to agree the set-up details for an SLA Agreement

396 HERITAGE CONSULTANCY REPORT

The Town Clerk and Facilities Manager met with Helen Smith of Cultivate-Innovate and asked her to provide a proposal that outlines the consultancy support required to deliver heritage consultancy support. The proposal was circulated to the Committee for information. The Town Clerk will refer this to the Promotion of Wellington Work Group for them to do more work on putting a proposal together on what the council want to achieve. To include the work, they want to be carried out by Visit Somerset.

RECOMMENDATION to Policy & Finance Committee to approve a £10,000 budget for 2025/2026 within the Promotion of Wellington budget line.

397 PULSE SMART HUBS

Agreed for the Town Clerk to arrange a meeting with councillors and Pulse to put in 6 smart hubs in Wellington. To address concerns on how adverts are shown and what the Town Council can put on.

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Councillor C Booth

**MINUTES OF THE WELLINGTON TOWN COUNCIL ENVIRONMENT COMMITTEE
WEDNESDAY 20 NOVEMBER 2024 AT 6.00 PM**

Present: Councillor M McGuffie (Chairman)
C Govier, M Lithgow, C Penk, S Pringle-Kosikowsky (from 410)
and K Wheatley

In attendance: Darren Hill (Open Spaces Manager)
Rebecca Hunt (Project Assistant)
Steve Saunders – Footpath Volunteer Coordinator
One member of the press
Councillor Janet Lloyd
One member of the public

403 WELCOME AND INTRODUCTIONS

The Chair welcomed those present.

404 APOLOGIES

Apologies were received from Councillor C Booth.

405 DECLARATIONS OF INTEREST

There were no declarations of interest.

406 MINUTES

RESOLVED to agree the minutes of the meeting held on the 23 October 2024.

407 QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC

Councillor J Lloyd spoke as Chairman of Sampford Arundel Parish Council offered for sale to the Council a red phone box at a cost of £3,200.

A member of the public raised concerns about brambles on the footpath from Crosslands to Longforth Road and agenda item 13.

408 BASINS ALLOTMENTS ADVISORY BOARD

Councillor J Lloyd, Chair of the Board provided an update and the notes of the meeting were noted.

RESOLVED

- (i) To approve in principle the creation of a Community/Disabled plots on plot 1,2 & 3. Members of the advisory board to create a plot layout plan. To have a working party of volunteers to clear the plot. To obtain materials from donations from local businesses.
- (ii) To approve the new rule and adopt the new Tenancy Agreement – “Tenants are not permitted to carry or use a firearm including an airgun at any time on site.”
- (iii) To adopt the new tenancy agreement to include the new six month probationary clause. Within the first six months Advisory Board members and Council officers to carry out three and six months inspections. This will allow the Town Council to terminate a lease during this period due to lack of cultivation or any breach of the

Allotment Terms and Conditions. Subject to National Allotment Society Legal Department confirming the correct wording.

- (iv) To adopt the Rules & Guidance 2024, Co-Worker Agreement and Polytunnel, Greenhouse, Shed Application Form.

409 THE BASINS ALLOTMENT SITE – TRACK REPAIR

RESOLVED to agree a budget of £500 and to give delegated spending power to the Facilities Manager to manage the purchase of MOT type 1 stone from R W Gale at £30.00 plus VAT a ton. To be taken from the Allotments Cost Centre. Open Spaces Team to complete the work.

410 FOOTPATH UPDATE

Steve Saunders provided an update on the footpath volunteers' work which was noted. He raised concerns regarding the condition of the boardwalk in the Nature Reserve. Darren Hill advised the Committee that he was in discussions with Somerset Council on this matter and was meeting officers the following day to discuss.

Councillor Pringle-Kosikowsky joined the meeting during this item.

411 DELEGATED BUDGETS

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

412 OPEN SPACES MANAGER UPDATE

The Open Spaces Manager Update Report had been circulated with the agenda and was noted. **RESOLVED**

- (i) To award the contract to flail hedges around Wellington to Justin Parry-Jones at a cost of £640 plus VAT to be met from the Green Corridor budget.
- (ii) To award the contract for replacing timber posts and rail and wire mesh at Weavers Reach Play Area to Mikke Fletcher at a cost of £2,382.77 to be met from the Green Corridor Budget. It was also agreed that temporary fencing and signage should be erected onsite in the meantime until the work can be completed.
- (iii) To award the contract for repairing fencing around The Basins to Mike Fletcher at a cost of £721 to be met from the Green Corridor Budget.
- (iv) To recommend to Full Council that the cost of £581.60 for printing a book about Wellington in Bloom by Isabel Ward be met from the Promotion of Wellington Budget.

413 BUDGET 2025/6

A proposed list of actions with officer comments had been circulated prior to the meeting and was noted in the contact that Policy and Finance Committee had met on the 18 November to discuss and recommend a proposed budget for 2025/6.

A proposed Climate Strategy Action Plan for 2025/6 was tabled and discussed. It was agreed that Awareness Sessions should take place but that the sound

equipment should be funded from a different budget as the whole Council would benefit from it. The Finance Manager to advise on which budget should be used.

414 SUBSIDISED BUS TRAVEL

The Chair reported back on a meeting that he and the Town Clerk and had with staff from First Bus regarding the possibility of subsidised bus travel to Taunton funded by the Council. Councillors felt that the Council should focus on improving access to public transport within the town, surrounding villages and Wiveliscombe and that discussion with First Bus should focus on ensuring the quality of existing provision and the potential future need should the railway station not be built.

415 TREE PLANTING FILM

RESOLVED to fund a film of the tree planting in the Green Corridor at a cost of £850 to be met from the Green Corridor Budget.

416 DATE OF NEXT MEETING

It was **RESOLVED** that the meeting scheduled for 18 December be cancelled

There being no further business the meeting closed at 7.30pm.

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Councillor M McGuffie
Chairman



WELLINGTON TOWN COUNCIL

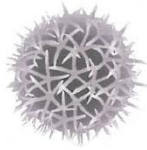


Presentation of Quotes to Council

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	Isabel Ward has written a book about the past 40 years of Wellington in Bloom, there has been may local people including councillors mentioned. Other local people have also contributed to the book. This can be sold in our reception and bookshop in Town.		
Implications (eg. H&S)	No H&S issues		
Financial			
Specification			
Quote 1	Quote 2	Quote 3	
Mandy Bloom Memoirs £581.60 for 50 copies			
Budget Code	Promotion of Wellington <i>*This will need to form a recommendation to Full Council as this budget is not delegated to this committee.</i>		
Budget Total	£5,000	Current Budget Available	£2,006
For Office Use			
Reviewed by Town Clerk/RFO?	Y / N	Date of Meeting Presented	20/11/24
Lead Officer	Darren Hill		

Photos & Other information



Mandy Bloom
Memoirs

Mandy Bloom Memoirs
6 Lockett Drive,
Ansford,
Castle Cary,
Somerset,
BA7 7FQ.

01963 361595/07969 333940
www.mandybloom.co.uk

Client Book Printing Agreement

Name & Address:	Isabel Ward, 43 Mantle Street, Wellington, TA21 8AX.		
Title of Book:	WELLINGTON IN BLOOM	No of Pages:	56
Date Final Draft Sent:	5 th November 2024	No of Copies:	30 OR 50
Cost of Printing: Design Costs		£150 OR £230 (please choose) £351.50	
PLEASE TICK TO CONFIRM: *	FINAL DRAFT APPROVAL		
*	<ul style="list-style-type: none"> I have read the Final Draft of the above publication (sent 5th November) and have confirmed any final amendments I wish to be made. 		
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Signed: (MB)	<i>Mal Bloom</i>	Date:	<i>5/11/2024</i>

Please sign + return with payment.

**MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY AND FINANCE COMMITTEE
MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 18 NOVEMBER 2024
AT 6.00PM**

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

IN ATTENDANCE: David Farrow – Town Clerk
Alice Kendall – RFO/Deputy Clerk
One member of the press
Councillor M McGuffie (for public participation only)

398 APOLOGIES

Apologies had been received from Councillor J Cole.

399 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.

Councillor C Govier declared a personal interest relating the SLA payment to Citizens Advice Somerset, being an employee of the organisation. Councillor M Lithgow also declared the same interest being a volunteer with the organisation.

400 PUBLIC PARTICIPATION

Councillor McGuffie reported that although the draft budget included the items as reviewed by the Environment Committee, further work is required to determine how much the possible works for Linden Bridge and the weir will be. The Committee is scheduled to meet on 20 November where they will make a recommendation on an amount to be placed into a reserve fund to accumulate what may be required.

401 MINUTES

RESOLVED to approve and sign the minutes of the Policy and Finance Committee held on 11 November 2024.

402 25/26 BUDGET AND RESERVES

The RFO introduced the draft budget as presented and it was reviewed by individual Cost Centre.

RESOLVED to make a payment of £11,927.50 into the Cost of Living reserve to bring the balance back to £20,000.

RESOLVED to make a payment of £24,000 into the Youth Services reserve, bringing the balance to £50,000 in order to facilitate the Cradle to Career model of working.

RESOLVED to increase the Clocks budget (Economic Development) to £750 from £500.

Agreed that the Councillor Tablets budget line be re-coded from IT Website & Internet to Cost of Democracy.

RESOLVED that the Open Spaces Staffing line should be combined within the Salaries line under the Staffing Cost Centre.

RESOLVED that the unspent amount of £10,500 for Play Areas in the Unitary Devolution Cost Centre be transferred into a new earmarked reserve at the end of the current financial year, and that £10,000 be added in 25/26 and a further £15,000 in 26/27 to build the balance to £35,500.

RESOLVED to close the Post Office provision reserve at the end of the current year and release the funds back into the General Fund (£2,500).

Having considered Councillor M McGuffie's comments earlier in the meeting, it was **RESOLVED** to create new Bridge reserve with an opening balance of £20,000.

RESOLVED that the Van Replacement reserve be renamed Vehicle Replacement with an increased payment amount of £12,000 each year given the increase in fleet requirements for the Open Spaces team.

RESOLVED to replace the amount spent in 24/25 against the Playing Pitch Strategy reserve (£4,350)

RESOLVED to recommend to Full Council that the budget and reserves be set, as amended. The income budget (excluding precept) being noted at £68,240 and the expenditure budget being noted at £1,459,132.50.

There being no further business the meeting closed at 7.45 pm

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WELLINGTON TOWN COUNCIL

Budget

	A	B	C	E	G	J	K	N	O	P	Q	R
1												
2	Fore Street											
3	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
4	26	Office Rent	£ 250.00	£ 4,000.00	£ 250.00	£ 6,550.00	£ -	£ -	£ 250.00	£ -	£ 250.00	£ -
5	28	Electricity	£ -	£ 2,000.00	£ -	£ -	£ 6,000.00	£ 5,359.52	£ -	£ 6,000.00	£ -	£ 6,000.00
6	32	Office Equipment	£ -	£ 350.00	£ -	£ -	£ 2,000.00	£ 917.47	£ -	£ 2,000.00	£ -	£ 2,000.00
7	37	Office Cleaning & Maintenance	£ -	£ 2,000.00	£ -	£ 1,120.00	£ 2,500.00	£ 3,933.18	£ -	£ 4,000.00	£ -	£ 4,000.00
8	143	Internal Office Re-Decoration	£ -	£ 3,000.00	£ -	£ -	£ 5,000.00	£ 462.88	£ -	£ -	£ -	£ -
9	156	Gas	£ -	£ -	£ -	£ -	£ 3,000.00	£ 2,143.80	£ -	£ 3,000.00	£ -	£ 3,000.00
10		Water	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 350.00	£ -	£ 350.00
11	157	Business Rates	£ -	£ -	£ -	£ -	£ 2,000.00	£ 10,542.87	£ -	£ 11,000.00	£ -	£ 11,000.00
12		Planned Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 20,000.00	£ -	£ 20,000.00
13	158	Responsive Maintenance	£ -	£ -	£ -	£ -	£ 5,000.00	£ 3,826.48	£ -	£ 5,000.00	£ -	£ 5,000.00
14	159	IT Upgrades	£ -	£ -	£ -	£ -	£ 5,000.00	£ 5,000.00	£ -	£ 5,000.00	£ -	£ -
15	95	Office Furniture Replacement	£ -	£ -	£ -	£ -	£ -	£ 2,655.00	£ -	£ 2,000.00	£ -	£ 1,500.00
16	Total		£ 250.00	£ 11,350.00	£ 250.00	£ 7,670.00	£ 30,500.00	£ 34,841.20	£ 250.00	£ 58,350.00	£ 250.00	£ 52,850.00
17												
18												
19	Administration											
20	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
21	27	Photocopier	£ -	£ 1,000.00	£ -	£ 70.00	£ 1,300.00	£ 1,145.82	£ 70.00	£ 1,350.00	£ -	£ 1,350.00
22	34	Insurances	£ -	£ 3,500.00	£ -	£ -	£ 6,000.00	£ 7,457.70	£ -	£ 10,000.00	£ -	£ 10,000.00
23	35	Stationery & Postage	£ -	£ 1,250.00	£ -	£ -	£ 1,000.00	£ 1,112.43	£ -	£ 1,250.00	£ -	£ 1,250.00
24	36	Audit Fees	£ -	£ 2,250.00	£ -	£ -	£ 2,505.00	£ 2,155.00	£ -	£ 2,470.00	£ -	£ 2,470.00
25	40	Hire of Hall	£ -	£ 1,100.00	£ -	£ -	£ 1,620.00	£ 1,705.00	£ -	£ 1,860.00	£ -	£ 1,860.00
26	54	Professional Fees	£ -	£ -	£ -	£ -	£ 20,000.00	£ 20,000.00	£ -	£ 20,000.00	£ -	£ 20,000.00
27	Total		£ -	£ 9,100.00	£ -	£ 70.00	£ 32,425.00	£ 33,575.95	£ 70.00	£ 36,930.00	£ -	£ 36,930.00
28												
29												
30	Affiliation Fees											
31	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
32	38	SALC	£ -	£ 1,910.00	£ -	£ -	£ 2,000.00	£ 1,950.11	£ -	£ 2,700.00	£ -	£ 2,700.00
33	99	SLCC	£ -	£ 300.00	£ -	£ -	£ 357.00	£ 418.00	£ -	£ 420.00	£ -	£ 420.00
34	100	CCS	£ -	£ 100.00	£ -	£ -	£ 100.00	£ -	£ -	£ 100.00	£ -	£ 100.00
35	Total		£ -	£ 2,310.00	£ -	£ -	£ 2,457.00	£ 2,368.11	£ -	£ 3,220.00	£ -	£ 3,220.00
36												
37												
38	Allotments											
39	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
40	44	Basins	£ 2,716.00	£ 4,716.00	£ 2,910.00	£ 2,860.00	£ 2,910.00	£ 1,144.64	£ 3,040.00	£ 2,500.00	£ 3,230.00	£ 2,500.00
41	92	Longforth	£ -	£ 10,000.00	£ 3,000.00	£ -	£ 3,000.00	£ 4,650.00	£ 3,000.00	£ 2,500.00	£ 3,000.00	£ 2,500.00
42		Management Software	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 500.00	£ -	£ 500.00
43	148	Allotment Deposits	£ -	£ -	£ -	£ 450.00	£ -	£ 100.00	£ -	£ -	£ -	£ -
44	Total		£ 2,716.00	£ 14,716.00	£ 5,910.00	£ 3,310.00	£ 5,910.00	£ 5,894.64	£ 6,040.00	£ 5,500.00	£ 6,230.00	£ 5,500.00
45												
46												
47	CIL											
48	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
49	71	C.I.L	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
50	181	Committed CIL	£ -	£ -	£ -	£ -	£ -	£ 150,000.00	£ -	£ -	£ -	£ -
51	Total		£ -	£ -	£ -	£ -	£ -	£ 150,000.00	£ -	£ -	£ -	£ -

	A	B	C	E	G	J	K	N	O	P	Q	R
52												
53												
54	Christmas											
55	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
56	114	Hire of Lights	£ -	£ 10,000.00	£ -	£ -	£ 10,000.00	£ 10,000.00	£ -	£ 10,000.00	£ -	£ 11,000.00
57	115	Lights Install	£ -	£ 10,000.00	£ -	£ -	£ 11,900.00	£ 12,076.68	£ -	£ 13,000.00	£ -	£ 13,500.00
58	116	Switch on Event	£ -	£ 10,000.00	£ 1,350.00	£ 2,450.00	£ 10,000.00	£ 6,287.76	£ 1,320.00	£ 7,500.00	£ 1,450.00	£ 8,000.00
59	123	Stall Deposits	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
60	136	Electricity	£ -	£ 500.00	£ -	£ -	£ 500.00	£ -	£ -	£ 500.00	£ -	£ 500.00
61	137	Additional Lights & Install	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
62	160	Free Parking	£ -	£ -	£ -	£ -	£ 5,500.00	£ 4,438.00	£ -	£ 4,750.00	£ -	£ 5,000.00
63		Smaller Trees				£ -		£ -		£ 400.00		£ 450.00
64	Total		£ -	£ 30,500.00	£ 1,350.00	£ 2,450.00	£ 37,900.00	£ 32,802.44	£ 1,320.00	£ 36,150.00	£ 1,450.00	£ 38,450.00
65												
66												
67	Community Services											
68	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
69	55	Wellington One	£ -	£ 11,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
70	58	Community Safety	£ -	£ 2,000.00	£ -	£ -	£ 2,000.00	£ 1,018.00	£ -	£ -	£ -	£ -
71	60	Community Services & Priorities	£ -	£ 5,000.00	£ -	£ -	£ 5,000.00	£ 3,257.78	£ -	£ -	£ -	£ -
72	61	Health & Wellbeing	£ -	£ 33,000.00	£ -	£ -	£ 4,000.00	£ 1,059.95	£ -	£ -	£ -	£ -
73		Community Development & Support				£ -		£ -		£ 11,000.00		£ 11,000.00
74	64	Community Warden	£ -	£ 17,160.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
75	66	Other Payments	£ -	£ 300.00	£ -	£ -	£ 300.00	£ 89.00	£ -	£ 300.00	£ -	£ 300.00
76	153	Charity Fundraising	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
77	154	Community Warden Set Up	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
78	134	Kings Arms	£ -	£ 30,000.00	£ -	£ -	£ 18,000.00	£ -	£ -	£ 18,000.00	£ -	£ 18,000.00
79	67	Youth Services	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
80	96	Post Office Provision	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
81	97	Cades Farm Community Hall	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
82	139	Cost of Living Crisis	£ -	£ -	£ -	£ -	£ -	£ 11,927.50				
83	Total		£ -	£ 98,460.00	£ -	£ -	£ 29,300.00	£ 17,352.23	£ -	£ 29,300.00	£ -	£ 29,300.00
84												
85												
86	Community Warden											
87	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
88	161	Van Charging	£ -	£ -	£ -	£ -	£ 1,560.00	£ 1,072.88				
89	162	Van Maintenance	£ -	£ -	£ -	£ -	£ 750.00	£ 768.76				
90	163	Storage Unit Rental	£ -	£ -	£ -	£ 136.80	£ 1,500.00	£ 816.69				
91	164	Tools	£ -	£ -	£ -	£ -	£ 2,000.00	£ 2,627.30				
92	165	Equip. Maintenance	£ -	£ -	£ -	£ -	£ 1,000.00	£ 935.00				
93	166	Clothing/PPE	£ -	£ -	£ -	£ -	£ 750.00	£ 683.56				
94	167	Sundries	£ -	£ -	£ -	£ -	£ 3,000.00	£ 1,100.00				
95	Total		£ -	£ -	£ -	£ 136.80	£ 10,560.00	£ 8,004.19	£ -	£ -	£ -	£ -

	A	B	C	E	G	J	K	N	O	P	Q	R
132												
133												
134	Events											
135	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
136	127	Coronation Deposits	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
137	128	Jubilee & Coronation	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
138	140	Summer Street Fair	£ 1,050.00	£ 6,050.00	£ 2,000.00	£ 1,025.00	£ 7,000.00	£ 9,740.05	£ -	£ -	£ -	£ -
139	141	Street Fair Refundable Deposits	£ -	£ -	£ -	-£ 272.25	£ -	£ -	£ -	£ -	£ -	£ -
140	142	Riffles Event	£ -	£ 2,500.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
141	147	Remembrance & AFD	£ -	£ 1,000.00	£ -	£ -	£ 1,000.00	£ 277.00	£ -	£ 1,000.00	£ -	£ 1,000.00
142	150	AFD Stalls	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
143	151	AFD Refundable Stalls	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
144	73	Film Festival	£ -	£ 4,000.00	£ -	£ -	£ -	£ 8,000.00	£ -	£ 10,000.00	£ -	£ 10,000.00
145		VE Day 80th	£ -	£ -	£ -	£ -	£ -	£ -	£ 280.00	£ 4,250.00	£ -	£ -
146		Night Walk	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 8,000.00	£ -	£ 8,000.00
147		VJ Day 80th	£ -	£ -	£ -	£ -	£ -	£ -	£ 280.00	£ 4,250.00	£ -	£ -
148	138	Carnival	£ -	£ 1,000.00	£ -	£ -	£ 1,000.00	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,000.00
149	179	Annual Fireworks	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ -	£ -	£ -	£ -
150	Total		£ 1,050.00	£ 14,550.00	£ 2,000.00	£ 752.75	£ 11,000.00	£ 19,017.05	£ 560.00	£ 28,500.00	£ -	£ 20,000.00
151												
152												
153	Environment											
154	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
155	46	Footpaths PRow Maintenance	£ -	£ 500.00	£ -	£ 33.30	£ 500.00	£ 323.85	£ -	£ 500.00	£ -	£ 500.00
156	47	Grasscutting	£ -	£ 3,740.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
157	48	Weedkilling	£ -	£ 1,215.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
158	49	Emptying Dog Bins	£ -	£ 11,500.00	£ -	£ -	£ 12,600.00	£ 11,586.32	£ -	£ -	£ -	£ -
159	51	Planning Administration	£ -	£ 1,500.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
160	52	Environmental Improvements	£ -	£ 9,000.00	£ -	£ -	£ -	£ 18,000.00	£ -	£ 30,000.00	£ -	£ 30,000.00
161	113	Electricity for Street Light	£ -	£ 850.00	£ -	£ -	£ 850.00	£ 1,259.80	£ -	£ 1,500.00	£ -	£ 2,000.00
162	129	Additional Street Lighting	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 10,000.00	£ -	£ 5,000.00
163	130	Land at Westford	£ -	£ 5,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
164	168	Cycle Route Cont.	£ -	£ -	£ -	£ -	£ 10,000.00	£ -	£ -	£ 4,000.00	£ -	£ -
165	Total		£ -	£ 33,305.00	£ -	£ 33.30	£ 23,950.00	£ 31,169.97	£ -	£ 46,000.00	£ -	£ 37,500.00
166												
167												
168	Grants											
169	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
170	41	Grants	£ -	£ 15,000.00	£ -	£ -	£ 15,000.00	£ 15,000.00	£ -	£ 15,000.00	£ -	£ -
171	152	Green Grants	£ -	£ 10,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
172	169	Service Level Agreements	£ -	£ -	£ -	£ -	£ 47,305.00	£ 47,305.00	£ -	£ 49,045.00	£ -	£ -
173		Beech Grove Funding	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 4,000.00	£ -	£ -
174	Total		£ -	£ 25,000.00	£ -	£ -	£ 62,305.00	£ 62,305.00	£ -	£ 68,045.00	£ -	£ -

	A	B	C	E	G	J	K	N	O	P	Q	R
175												
176												
177	Income											
178	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
179	1	Precept	£ 466,332.00	£ -	£ 945,392.00	£ 945,392.00	£ -	£ -	£ -	£ -	£ -	£ -
180	2	Bank Interest	£ 8,000.00	£ -	£ 20,000.00	£ 24,888.43	£ -	£ -	£ 25,000.00	£ -	£ 20,000.00	£ -
181	3	Parish Grants	£ 2,275.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
182	5	VAT Refund	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
183	6	Rents - Various	£ 1,000.00	£ -	£ 1,000.00	£ 1,325.00	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00	£ -
184	180	Misc Income	£ -	£ -	£ -	£ 303.00	£ -	£ -1,187.00	£ -	£ -	£ -	£ -
185	Total		£ 477,607.00	£ -	£ 966,392.00	£ 971,908.43	£ -	£ -1,187.00	£ 26,000.00	£ -	£ 21,000.00	£ -
186												
187												
188	IT, Website & Internet											
189	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
190	29	Telephone & Broadband	£ -	£ 2,160.00	£ -	£ -	£ 3,500.00	£ 3,188.58	£ -	£ 3,550.00	£ -	£ 3,600.00
191	30	IT Equipment	£ -	£ 1,200.00	£ -	£ -	£ 1,200.00	£ 1,200.00	£ -	£ 2,000.00	£ -	£ 2,000.00
192	31	IT Support & Email Hosting	£ -	£ 4,250.00	£ -	£ -	£ 4,250.00	£ 4,080.00	£ -	£ 4,250.00	£ -	£ 4,500.00
193	94	IT for New Staff	£ -	£ 1,500.00	£ -	£ -	£ 1,500.00	£ 1,327.99	£ -	£ 2,500.00	£ -	£ 2,500.00
194	101	Telephone System	£ -	£ 2,000.00	£ -	£ -	£ 2,400.00	£ 2,403.44	£ -	£ 3,500.00	£ -	£ 2,000.00
195	103	Security Software	£ -	£ 200.00	£ -	£ -	£ 560.00	£ 621.00	£ -	£ 650.00	£ -	£ 600.00
196	104	Office 365	£ -	£ 2,300.00	£ -	£ -	£ 3,100.00	£ 3,062.40	£ -	£ 1,850.00	£ -	£ 2,000.00
197	105	Parish Online	£ -	£ 450.00	£ -	£ -	£ 450.00	£ 450.00	£ -	£ 450.00	£ -	£ 475.00
198	106	Zoom	£ -	£ 120.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
199	107	Scribe Accounting System	£ -	£ 1,800.00	£ -	£ -	£ 1,800.00	£ 1,800.00	£ -	£ 2,000.00	£ -	£ 2,000.00
200	108	Sage Payroll & HR	£ -	£ 1,000.00	£ -	£ -	£ 1,830.00	£ 1,234.26	£ -	£ 2,750.00	£ -	£ 2,750.00
201												
202	144	Inspection Applications	£ -	£ 2,000.00	£ -	£ -	£ 2,000.00	£ 1,776.00	£ -	£ 2,000.00	£ -	£ -
203		Other IT Licences				£ -		£ -		£ 1,750.00		
204	178	IT Impact	£ -	£ -	£ -	£ -	£ 4,000.00	£ 2,100.00	£ -	£ -	£ -	£ -
205	Total		£ -	£ 18,980.00	£ -	£ -	£ 26,590.00	£ 23,243.67	£ -	£ 27,250.00	£ -	£ 22,425.00
206												
207												
208	Open Spaces Development											
209	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
210	182	Machinery Purchase	£ -	£ -	£ -	£ -	£ -	£ 70,000.00	£ -	£ -	£ -	£ -
211	183	Mower Lease (3 Month)	£ -	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ -	£ -	£ -
212	184	Depot Set Up	£ -	£ -	£ -	£ -	£ -	£ 5,000.00	£ -	£ -	£ -	£ -
213	185	Depot Costs (5 Months)	£ -	£ -	£ -	£ -	£ -	£ 15,000.00	£ -	£ -	£ -	£ -
214	186	People (excl. Salaries)	£ -	£ -	£ -	£ -	£ -	£ 9,900.00	£ -	£ -	£ -	£ -
215	187	Insurance	£ -	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ -	£ -	£ -
216	188	Contingency	£ -	£ -	£ -	£ -	£ -	£ 1,700.00	£ -	£ -	£ -	£ -
217	Total		£ -	£ -	£ -	£ -	£ -	£ 105,600.00	£ -	£ -	£ -	£ -

	A	B	C	E	G	J	K	N	O	P	Q	R
218												
219												
220	OS Depot											
221	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
222		Rent	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 15,000.00	£ -	£ 15,000.00
223		Rates	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 10,000.00	£ -	£ 10,000.00
224		Phone/Bband	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,200.00	£ -	£ 1,200.00
225		Electric	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00
226		Water	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 500.00	£ -	£ 500.00
227		Cleaning/Sundries	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 2,500.00	£ -	£ 2,500.00
228		Alarm & CCTV Service	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,250.00	£ -	£ 1,250.00
229		Bin Collections	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00
230		Responsive Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00
231	Total		£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 34,450.00	£ -	£ 34,450.00
232												
233												
234	OS Overheads											
235	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
236		Bin Emptying	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 32,000.00	£ -	£ 37,000.00
237		Bulbs	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,000.00	£ -	£ 3,000.00
238		Clothing & PPE	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 2,500.00	£ -	£ 2,500.00
239		Fuel & Consumables	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 10,000.00	£ -	£ 12,500.00
240		Green Waste	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00
241		In Bloom & Green Flag	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,250.00	£ -	£ 1,250.00
242		Inspections	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,000.00	£ -	£ 3,000.00
243		Insurance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,000.00	£ -	£ 5,000.00
244		IT	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,000.00	£ -	£ 3,000.00
245		Locking Park	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 30,000.00	£ -	£ 30,000.00
246		Mower Leases	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 6,050.00	£ -	£ 12,000.00
247		OS Responsive Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,000.00	£ -	£ 5,000.00
248		PA Responsive Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,000.00	£ -	£ 5,000.00
249		Park Water Bill	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 2,500.00	£ -	£ 2,500.00
250		Phone Contracts	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,400.00	£ -	£ 1,000.00
251		Pitch Marking	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 2,500.00	£ -	£ 1,000.00
252		Plants	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 15,000.00	£ -	£ 15,000.00
253		Servicing	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,000.00	£ -	£ 5,000.00
254		Software	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 4,000.00	£ -	£ 4,000.00
255		Sundries	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 2,000.00	£ -	£ 2,000.00
256		Tool Hire	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,500.00	£ -	£ 500.00
257		Tractor Flailing	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,000.00	£ -	£ 2,000.00
258		Training	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 2,500.00	£ -	£ 2,500.00
259		Tree Inspections	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,750.00	£ -	£ 6,500.00
260		Tree Works	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,000.00	£ -	£ 5,000.00
261		Vehicle Sundries	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00
262		Watering	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 15,000.00	£ -	£ 15,000.00
263		Pavilion Utilities	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,500.00	£ -	£ 3,500.00
264	174	TC Planting	£ -	£ -	£ -	£ -	£ 15,000.00	£ 13,704.12	£ -	£ -	£ -	£ -
265	175	Park Planting & Security	£ -	£ -	£ -	£ -	£ 25,000.00	£ 5,505.10	£ -	£ -	£ -	£ -
266	Total		£ -	£ -	£ -	£ -	£ 40,000.00	£ 19,209.22	£ -	£ 176,450.00	£ -	£ 186,750.00

	A	B	C	E	G	J	K	N	O	P	Q	R
267												
268												
269	OS Projects											
270	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
271	131	Green Corridor	£ -	£ 20,000.00	£ -	£ -	£ 30,000.00	£ 16,265.53	£ -	£ 15,000.00	£ -	£ 15,000.00
272		Signage	£ -		£ -	£ -		£ -	£ -	£ 2,000.00	£ -	£ 1,000.00
273		PA Planned Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 10,000.00	£ -	£ 15,000.00
274	50	Provision of Benches & Litter/Dog Bins	£ -	£ 2,500.00	£ -	£ -	£ 2,500.00	£ -	£ -	£ 2,500.00	£ -	£ 2,500.00
275		Weed Management	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 5,000.00	£ -	£ 5,000.00
276	77	Playing Pitch Strategy	£ -	£ -	£ -	£ -	£ -	£ 4,350.00				
277		Wellington Park			£ -	£ -	£ -	£ -	£ -	£ 20,000.00	£ -	£ 20,000.00
278	172	Play Area Reserve	£ -	£ -	£ -	£ -	£ 10,500.00	£ -				
279	Total		£ -	£ 22,500.00	£ -	£ -	£ 43,000.00	£ 20,615.53	£ -	£ 54,500.00	£ -	£ 58,500.00
280												
281												
282	Play Areas											
283	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
284	45	Tone Play Area	£ -	£ 5,000.00	£ -	£ -	£ 5,000.00	£ 1,162.46				
285	145	Weavers Reach Play Area	£ -	£ 5,000.00	£ -	£ -	£ 5,000.00	£ 2,432.84				
286	146	Annual Play Inspections	£ -	£ 500.00	£ -	£ -	£ 500.00	£ 455.00				
287	Total		£ -	£ 10,500.00	£ -	£ -	£ 10,500.00	£ 4,050.30	£ -	£ -	£ -	£ -
288												
289												
290	Pop Up Shop											
291	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
292	117	Rent	£ 4,900.00	£ 6,000.00	£ 4,500.00	£ 5,000.00	£ 6,000.00	£ 6,000.00	£ 3,500.00	£ 6,000.00	£ 3,500.00	£ 6,000.00
293	118	Overheads	£ -	£ 3,500.00	£ -	£ -	£ 3,500.00	£ 1,900.00		£ 2,000.00		£ 2,000.00
294	119	Repairs	£ -	£ 1,500.00	£ -	£ -	£ 1,500.00	£ 824.17		£ 1,000.00		£ 1,000.00
295	149	Deposits	£ -	£ -	£ -	£ 1,900.00	£ -	£ 1,621.03				
296	Total		£ 4,900.00	£ 11,000.00	£ 4,500.00	£ 6,900.00	£ 11,000.00	£ 10,345.20	£ 3,500.00	£ 9,000.00	£ 3,500.00	£ 9,000.00
297												
298												
299	Public Toilets											
300	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
301	173	Toilets	£ -	£ -	£ -	£ -	£ 22,000.00	£ 10,000.00		£ -		£ -
302	53	Longforth Road Toilets	£ -	£ 10,000.00	£ -	£ -	£ 11,000.00	£ 4,000.00		£ -		£ -
303	133	Longforth Rd Toilet Refurb	£ -	£ 10,000.00	£ -	£ -	£ 10,000.00	£ 73,000.00		£ -		£ -
304		Cleaning			£ -	£ -	£ -	£ -		£ 30,000.00		£ 45,000.00
305		Sundries			£ -	£ -	£ -	£ -		£ 1,500.00		£ 2,250.00
306		Utilities			£ -	£ -	£ -	£ -		£ 4,000.00		£ 6,000.00
307		Responsive Maintenance			£ -	£ -	£ -	£ -		£ 5,000.00		£ 7,500.00
308		Loan			£ -	£ -	£ -	£ -		£ 20,000.00		£ 20,000.00
309	Total		£ -	£ 20,000.00	£ -	£ -	£ 43,000.00	£ 87,000.00	£ -	£ 60,500.00	£ -	£ 80,750.00

	A	B	C	E	G	J	K	N	O	P	Q	R
310												
311												
312		Staffing										
313	Code	Title	23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
314	16	Salaries	£ -	£ 262,842.59	£ -	£ -	£ 481,255.00	£ 364,029.32		£ 699,000.00		£ 711,000.00
315	17	Staff Training	£ -	£ 1,000.00	£ -	£ -	£ 2,000.00	£ 600.00		£ 2,000.00		£ 2,500.00
316	18	Staff Travelling	£ -	£ 200.00	£ -	£ -	£ 200.00	£ 350.00		£ 250.00		£ 250.00
317	19	Staff Recruitment	£ -	£ 1,500.00	£ 30,000.00	£ -	£ 3,000.00	£ 1,500.00	£ 30,000.00	£ 3,000.00	£ 30,000.00	£ 3,000.00
318	87	Home Working Allowances	£ -	£ 600.00	£ -	£ -	£ -	£ -		£ -		£ -
319	Total		£ -	£ 266,142.59	£ 30,000.00	£ -	£ 486,455.00	£ 366,479.32	£ 30,000.00	£ 704,250.00	£ 30,000.00	£ 716,750.00
320												
321												
322	Totals		Last Year 2023 - 2024		Current Year 2024 - 2025				2025 - 2026		2026 - 2027	
323			Receipts	Payments	Receipts		Payments		Receipts	Payments	Receipts	Payments
324			23-24 Receipts Budget	23-24 Payments Budget	24-25 Receipts Budget	24-25 Receipts YE	24-25 Payments Budget	24-25 Payments YE	25-26 Receipts Budget	25-26 Payments Budget	26-27 Receipts Budget	26-27 Payments Budget
325			£ 486,523.00	£ 623,264.09	£ 1,010,402.00	£ 993,807.79	£ 976,302.50	£ 1,068,743.94	£ 68,240.00	£ 1,459,132.50	£ 62,930.00	£ 1,413,137.50

Wellington Town Council

Notes to Accompany 2025 – 2026 Budget

Contents

1.	Introduction	2
2.	Background.....	2
3.	Budget Cost Centres.....	3
3.1.	Fore Street	3
3.2.	Administration	3
3.3.	Affiliation Fees.....	4
3.4.	Allotments	4
3.5.	CIL.....	5
3.6.	Christmas	5
3.7.	Community Services	5
3.8.	Community Warden.....	6
3.9.	Cost of Democracy.....	6
3.10.	Economic Development	7
3.11.	Emergency High Street Fund.....	8
3.12.	Events	8
3.13.	Environment.....	8
3.14.	Grants	8
3.15.	Income	9
3.16.	IT Website & Internet.....	9
3.17.	OS Depot	10
3.18.	OS Overheads	10
3.19.	OS Projects	11
3.20.	Play Areas	11
3.21.	Pop Up Shop.....	11
3.22.	Toilets	12
3.23.	Staffing	12
4.	Reserves.....	13
4.1.	Elections.....	13
4.2.	CIL.....	13
4.3.	Film Festival	13
4.4.	Railway Station	13
4.5.	Capital Projects	13
4.6.	Playing Pitch Strategy	13
4.7.	Post Office Provision	13
4.8.	Cades Farm Community Hall	13
4.9.	Office Furniture Replacement.....	13
4.10.	Youth Services	14

4.11.	Environmental Improvements.....	14
4.12.	Cost of Living Fund	14
4.13.	Green Grants	14
4.14.	Committed CIL	14
4.15.	Van Replacement.....	14
4.16.	Open Spaces Development	14
4.17.	Play Areas	14
4.18.	General Reserve	14

1. Introduction

- 1.1. These notes accompany the first draft budget for 2025-26. For information and comparison, the draft also includes data from 23-24 (last year), 24-25 (current year, including the forecasted position at the year-end) and indicative figures for 26-27.
- 1.2. This paper, and draft budget, is presented to an extra meeting of the Policy & Finance Committee held on 18 November 2024.
- 1.3. Below, background information is given for amounts for each Cost Centre within the budget.
- 1.4. Within the draft budget, each cost centre is colour coded depending on how it is delegated for spending. The Scheme of Delegation, and Committee Terms of Reference, will be updated as appropriate at the Annual Council meeting in May 2025.
- Orange – Delegated to Officers for general day to day running of the Council.
 - Grey – Budgets without delegation. Policy & Finance have overall delegation to spend from any budget.
 - Green – Delegated to Environment Committee.
 - Blue – Delegated to Economic Development Committee.
 - Yellow - Delegated to Community Committee.

2. Background

- 2.1. To prepare for the budget setting process, as set out in Financial Regulations, each committee has reviewed their budgets at their September and October meetings. Recommendations are itemised within the information for each Cost Centre as appropriate and the first draft already reflects them.
- 2.2. Some lines in the budget have been re-organised so that they better align with the delegated authority of the Committees.

3. Budget Cost Centres

3.1. Fore Street

Delegation: Officers

- 3.1.1. Office Rent
£250 per annum received from Wellington Museum.
- 3.1.2. Electricity
Electricity account for the entire building (minus museum). Unsure of impact on usage over winter so budget amount suggested to remain the same to provide buffer then adjust in 26/27.
- 3.1.3. Office Equipment
Yearly amount for any equipment requirements.
- 3.1.4. Office Cleaning & Maintenance
This amount has been adjusted based on they likely spend in 24-25.
- 3.1.5. Internal Office Re-Decoration
This line can be absorbed into the new line for Planned Maintenance.
- 3.1.6. Gas
Amount to remain same for 25-26, data of winter usage to be monitored to inform a full year expenditure for 26/27.
- 3.1.7. Business Rates
Increase based on bill in 25-26 and small buffer to allow for increases.
- 3.1.8. Planned Maintenance
This amount is informed by the items identified as urgent and priority consideration in the survey undertaken during the purchase process.
- 3.1.9. Responsive Maintenance
Yearly amount for emergency use.
- 3.1.10. IT Upgrades
The overall IT infrastructure requires upgrading in general but further work is required for the opening of the Community Office. Not likely needed in 26/27.

3.2. Administration

Delegation: Officers

- 3.2.1. Photocopier
Amount based on usually usage charges, rental fee and allowance for one call out per year.
- 3.2.2. Insurances

Given the Council's significant increase in activities in 25-26, it is expected that the necessary insurances will increase in turn.

3.2.3. Stationery & Postage

Slight increase suggested given planned increase in staffing.

3.2.4. Audit Fees

Internal Audit cost (£790) plus external audit fees (£1,680). External fees are based on bands of income and expenditure.

3.2.5. Hire of Hall

Hire of URC hall, based on current years schedule of meetings.

3.2.6. Professional Fees

Covers ongoing HR and Health & Safety consultant costs as well as solicitors costs for property transfers etc.

3.3. Affiliation Fees

Delegation: None, affiliations are approved at the annual meeting.

3.3.1. SALC

Increased based on information provided by Councillor Lloyd. Fee is based on electorate numbers, there was a 2% increase in elector numbers in 2024 from 2023. Amount allows for another 2% increase.

3.3.2. SLCC

Based on Clerk's salary level and 2025 published fees.

3.3.3. CCS – Community Council of Somerset

This has not been demanded in recent years but may become relevant as work on Cades Community Hall moves forward.

3.4. Allotments

Delegation: Environment Committee

3.4.1. Basins

Income based on 95 chargeable plots at £32 (rent increases by £2 per year)

Expenditure covers items such as skips and general maintenance activities including tree works.

3.4.2. Longforth

Income estimated on 30 plots at £100 each.

Expenditure covers general maintenance items as above.

3.4.3. Management Software

To enable Officers to streamline administrative tasks for plot holders, agreements and inspections.

3.4.4. Deposits

For officer use.

3.5. CIL

Delegation: None. However, suggest that Committees to make recommendations to Policy & Finance for spending.

3.6. Christmas

Delegation: Economic Development

3.6.1. Hire of Lights

The Council is currently in year 2 of a 3 year contract. 25-26 will be the final year. The Economic Development committee will undertake a review in January 2026 to determine if it wished to renew or re-tender the scheme.

3.6.2. Lights Install

This line covers the contract amount for the erection and dismantling of the annual scheme (£9,000) plus amounts required for the haulage and installation of the Christmas trees. Increased based on expected spend for 24/25.

3.6.3. Switch on Event

Income from stalls reduced slightly based on stall fees received for 2024 event. Expenditure budget reduced based on cost of activities for 2024 as recommended by the Events Working Group

3.6.4. Stall Deposits

This line is used for deposits for stalls which are returned following attendance at the event, thus giving free pitches to community groups etc.

3.6.5. Electricity

To cover charges from those lights fed by the non-metered supply and to re-imburse businesses where requested.

3.6.6. Additional Lights and Install

Legacy line to be deleted.

3.6.7. Free Parking

Free parking for switch on even and Saturdays before Christmas. 25-26 amount reduced based on spend in 24-25.

3.6.8. Smaller Trees

To date, the two smaller trees for Rockwell Green and Tonedale have been provided free of charge. It has been indicated that a charge of £200 each may have to implemented from 2025.

3.7. Community Services

Delegation: Community Committee

- 3.7.1. Wellington One
Legacy line to be deleted. Contribution to the One team is no longer requested.
- 3.7.2. Community Safety, Community Services & Priorities, Health & Wellbeing and Community Development & Support

Community Committee recommendation: That the budget lines for Community Safety (58), Community Services and Priorities (60) and Health and Wellbeing (61) should be combined to create a Community Development and Support budget line along with the Youth Services and Cost of Living Fund reserves to give the new Community Development Officer role funding to work with and deliver projects in 2025/6 whilst establishing what the future budget requirement will be for 2026/7 and beyond.

- 3.7.3. Community Warden
Legacy line, was moved to a new Cost Centre for 24-25 which, in turn, absorbs into the Open Spaces budgets for 25-26 onwards.
- 3.7.4. Other Payments
Miscellaneous items.
- 3.7.5. Charity Fundraising
This line was created to earmark fund raised by Cllr Barr during his Mayoral term.
- 3.7.6. Community Warden Set Up
Line used in 23-24 for set up costs required to bring the Community Warden post in house.
- 3.7.7. Kings Arms
The Council has previously made resolution to commit £18,000 funding per year for rent and utilities due.
- 3.7.8. Cades Farm Community Hall
Amount sits as an earmarked reserve – current balance £6,900.
Moved to this cost centre for delegation to Community Committee.
- 3.7.9. Cost of Living Crisis
Amount sits as an earmarked reserve – current balance £8,072.50.
Moved to this cost centre for delegation to Community Committee.

3.8. Community Warden
This cost centre is absorbed into the new open spaces budgets.

3.9. Cost of Democracy
Delegation: None/Staff

3.9.1. Mayor's Allowance

As set by Full Council in November 24.

- 3.9.2. Councillors' Allowance
As set by Full Council in November 24 (15x £775)
- 3.9.3. Members Training
Allows for approx. 8 SALC online sessions.
- 3.9.4. Members Travelling
Mostly covers Mayor's travel expenses but all Councillors entitled to claim if required.
- 3.9.5. Hospitality
Increased based on known increase in staffing. Covers office refreshments.
- 3.9.6. Deputy Mayor's Expenses
This line was added in lieu of an enhanced allowance for the deputy Mayor for items as required.
- 3.9.7. Mayoral Events
As per the **Community Committee 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.
- 3.9.8. Elections
This sits as an earmarked reserve with a current balance of £5,000. It has been previously agreed to add £1,500 each year to build the balance.
- 3.9.9. Cllr 365
15x basic Microsoft 365 accounts for Councillors. Was previously accounted for within IT budgets but split for clarity. Includes contingency for annual rise.

3.10. Economic Development

Delegation: Economic Development

- 3.10.1. Town Centre Projects, Heritage, Clocks and Promotion of Wellington as per Economic Development Committee **recommendation**.
- 3.10.2. Emergency Planning, CCTV and Bus Shelters added as per Community Committee **recommendation**.
- 3.10.3. Railway Station
This sits as an earmarked reserve with a current balance of £22,500. It has been previously agreed to add £7,500 in 24/25 and 25/26 to build the balance to £30,000.

3.10.4. Capital Projects

This sits as an earmarked reserve with a current balance of £45,000.

3.11. Emergency High Street Fund

Legacy Cost Centre to be deleted.

3.12. Events

Delegation: Economic Development

Most lines as **recommended** by the Economic Development Committee.

3.12.1. Carnival

Officer recommendation: that this code moves from the Grants Cost Centre to the Events Cost Centre. Support of this event has previously been administered via the grants process, but the set-up of the organisation doesn't fit in with the grants policy. Suggest talks are arranged with the Carnival Committee and the Economic Development Committee to discuss sponsorship options to allow the Council to support the event. This approach will give scope to increase the budget if the Council see fit.

3.12.2. Annual Fireworks

As is similar with the carnival line above, this line was created to ease the burden on the grants line and has also been previously administered via the grants process. The grant application for the 2024 event was approved subject to the event being in deficit, a report on this is awaited. No amount entered for 25/26 as the grant application suggests that the event is self-funding.

3.13. Environment

Delegation: Environment

All lines as **recommended** by the Environment Committee. Electricity for Street Light updated based on trend of increased billing since the review by the Committee.

3.14. Grants

Delegation: None/Policy & Finance

3.14.1. Grants

Amount suggested to remain the same for 25/26

3.14.2. Green Grants

This sits as an earmarked reserve with a current balance of £7,000.

3.14.3. SLAs

Based on the Council's current active Service Level Agreements:

- Citizen's Advice Somerset - £5,600
- Mind Somerset - £5,565
- Reminiscence Learning - £17,000 *

- Wellington Community Counselling - £20,880 *

*25/26 will be the last year of these SLAs and will require review during the year.

3.14.4. Beech Grove

Amount already agreed for the morning food scheme.

3.15. Income

Lines to house general income items that aren't coded elsewhere.

3.16. IT Website & Internet

Delegation: Officers

3.16.1. Telephone and Broadband

Covers office broadband & mobile sims for officers. Small increased based on known increase in mobile contracts.

3.16.2. IT Equipment

Increased suggested due to increase in staffing.

3.16.3. IT Support

Current IT support contract at £340 per month. Budget line allows for contingency for increase.

3.16.4. IT for New Staff

Increased based on new roles in the 25/26 schedule. Plus, allowance for new desk phones which now must be purchased up front.

3.16.5. Telephone System

Larger increase for 24/25 based on billing for increased users. Contract ends Spring 26 and is likely to be reduced based on changes to how handsets and licences are offered.

3.16.6. Security Software

Apparent overspend here is adjusted at year end as licences are for two years. Increase allowed in 25-26 for any new 2 yr licences.

3.16.7. Office 365

This line previously covered both officer and Councillor licences. Councillor licences now moved to Cost of Democracy. Some users determined to only need standard licencing which in turn reduces costing.

3.16.8. Parish Online

Mapping system assume no increase in cost.

3.16.9. Zoom

Legacy line to be deleted, premium Zoom licence no long used.

- 3.16.10. Scribe Accounting
Added contingency for potential increase.
- 3.16.11. Sage Payroll & HR
Increased amount based on software charges per employee and staffing schedule. Payroll software also must include Councillors for processing allowances so the next billing bracket is applicable.
- 3.16.12. Councillor Tablets
Contingency amount for possible replacement/ repair if required.
- 3.16.13. Inspection Applications
New system to aid in streamlining asset management, including inspections as required for audit as well compliance within open spaces, vehicles and buildings. Cost split between this general code and open spaces. Because the RFO has been part of the Beta testing the one off onboarding fee is waived (£3,550).
- 3.16.14. Other IT Licences
Includes:
 - Password security/management
 - PDF secure signature & editing
- 3.16.15. IT Impact
This line was previously coded under Unitary Devolution but moved here given relevance. No budget for 24/26 as additional requirements now included in the base budget. Line to be deleted when possible.

3.17. OS Depot
Delegation: Officers

Lines as presented to Council previously when development was agreed.

3.18. OS Overheads
Delegation: Officers

For the most part, these lines remain the same as previously presented. Items to note in comparison to the report in September:

- Mower lease cost reduced due to reduction in machinery requirement
- Fuel & Consumables reduced due to related reduction in fleet
- Bin emptying reduction (also price per empty reduced)
- Salaries – reduction in 1 fte but line now includes Open Spaces Manager and current Community Warden role.
- Phone contracts increased based on now known rise.
- Tree inspection reduction.
- Increase in tool hire, for contingency, based on other machinery reductions.

Most of the reductions mentioned above are related to the Council's decision to not undertake the maintenance of Rockwell Green Cemetery.

TC Planting and Park Planting & Security lines were previously coded under Unitary Devolution but re-coded here given relevance. No budget against these lines as they are now included elsewhere in the code and will eventually be deleted.

3.19. OS Projects

Delegation: Environment

Green Corridor, Signage, Bench/Bin Provision and Weed Management as recommended by Environment Committee.

3.19.1. PA Planned Maintenance

Since budgets were reviewed by the Committee, the Open Spaces Manager has completed a more in-depth review of replacements and other maintenance that might be required. The original amount (£30,000) was based on data received from Somerset Council but it is envisaged that most items do not yet require replacement however some areas do require surface repairs. The OSM will prepare reports accordingly in the new year.

3.19.2. Playing Pitch Strategy

This sits as an earmarked reserve with a current balance of £4,650.

3.19.3. Wellington Park

There are a few projects identified by the Open Spaces Manager specifically in Wellington Park.

3.19.4. Play Area

This line was previously contained within the Unitary Devolution Cost Centre which has now been dispersed between other Centres. It is forecasted that this code will be unspent at Year End. **Officer Recommendation:** that this amount be carried forward by placing into an earmarked reserve, the level of which can be built over the next three years to spread the load of the cost of play area equipment replacements. Then another £10,000 paid into the reserve in 25/26 and £15,000 in 26/27 to bring the overall balance to £35,500.

E.g. Dobree Park is estimated to require replacement equipment at c£25,000 in 26/27. It also requires surfacing repairs that are estimated at £9,000 so it would be sensible to combine these works and spread the costs over a number of years.

3.20. Play Areas

This Cost Centre is now absorbed into the new OS Centres above.

3.21. Pop Up Shop

Delegation: Economic Development

Lines as recommended by Community Committee (including re-delegation to Economic Development)

3.22. Toilets

Delegation: Economic Development

The following lines within this Cost Centre were coded differently in 24/25 -
- Toilets (Unitary Devolution), Longforth Road Toilets and Longforth Rd Toilet Refurb (Town Centre). These will become legacy lines and duly deleted, being replaced by the new structure below.

3.22.1. Cleaning

Based on quotations received in October. Includes allowance for deep cleans and small contingency. Current contract runs until end March 25, pending full tender process. Is adjusted in 26/27 assuming Longforth will be built and opened.

3.22.2. Sundries

Allowance for paper, hand soap etc. again, adjusted in 26/27 assuming opening of new Longforth block.

3.22.3. Utilities

Water and electricity bills for North Street and Park Toilets. No data received from SC on these so used old usage data from Longforth Rd at current pricing to inform amount. No Business rates on public toilets.

3.22.4. Responsive Maintenance

Amount for possible plumbing call outs/repairs etc.

3.22.5. Loan

This amount based on the Council's previous decision to fund the rebuild of the Longforth Road block from the Public Works Loan Board and information presented to Full Council in August. The modular build option costed at an estimated £240,000 repaid over 25 years equals repayments costs of c£20,000 a year. This cost has been entered as a worse case scenario as the loan process requires the Council to have given consideration to the repayments in it's budget. In reality, some of the cost will eventually be offset by the insurance settlement (still pending) and possibly other Council reserves, Capital Projects (£45,000) for example. The Council may also consider other improvements it wishes to make at North St and the Park toilets to perhaps bring the works into an overarching project that can be facilitated by the same loan/funding.

3.23. Staffing

Delegation: Officers

3.23.1. Salaries

As per schedule and review at Policy & Finance November.

3.23.2. Training

Underspend in 24/25, however, budget to remain at current level given planned increase in staff numbers.

3.23.3. Travelling

Overspend in 24/25 but only a small change to budget as purchase of Council Vehicles should now mitigate the need for travel claims.

3.23.4. Recruitment

Income noted assumes the Connect Somerset agreement continues.

3.23.5. Home Working Allowances

These are now included within the salary calculations. Line to deleted.

4. Reserves

4.1. Elections

£1,500 each year to build balance for possible contested elections in 2027.

4.2. CIL

Un-committed Community Infrastructure Levy funds available for projects.

4.3. Film Festival

Given £0 balance and line in 24/25 budget, **recommendation** that this reserve be closed.

4.4. Railway Station

Suggested payment to build balance to £30,000 as previously agreed. Reserve forms the Council's expected contribution to the Square project.

4.5. Capital Projects

No planned use at present. Possible draw down to offset loan amount for Longforth Toilet build?

4.6. Playing Pitch Strategy

Balance available to Environment Committee for surveys etc. relating to the ongoing work around junior sports pitches.

4.7. Post Office Provision

Legacy reserve dating back to 2021. Still required?

4.8. Cades Farm Community Hall

Balance available to Community Committee for items relating to the start up of the Cades project (previously spent on surveys, for example)

4.9. Office Furniture Replacement

Given anticipated spend before year end, **recommendation** that the reserve is closed with any balance being transferred back into the general

fund at year end. 2024/56 budget includes allowance for any requirements within that year.

4.10. Youth Services

Amount informed by previous contributions to Youth Centre. Now allocated to the Community Committee to facilitate the work of the new Community Development Officer role.

4.11. Environmental Improvements

Balance at year end to be released back into the general fund as per recommendation of the Environment Committee. Reserve to close at year end.

4.12. Cost of Living Fund

Now allocated to the Community Committee to facilitate the work of the new Community Development Officer role.

4.13. Green Grants

4.14. Committed CIL

Expected remaining balance (£50,000) is that allocated to junior pitches

4.15. Van Replacement

Created in 24/25 to build reserve for replacement of new electric van with £6,500 per year for 3 years to cover expected depreciation.

Recommendation: that the line be renamed "Vehicle Replacement" with amount increased to £12,000 to also cover replacement costs of the additional Open Spaces vehicles. Electric vehicle to fall in line with the five-year replacement as per those purchased for Open Spaces. Balance after five years will be £54,500 which should provide ample replacement costs given the addition of any residual value of the vehicles. Current/proposed fleet will have a likely total purchase value of c£72,000.

4.16. Open Spaces Development

Expected underspend on this code due to changes in set up (reduction of fleet etc.). Releasing the funds back into the general fund at year end offsets the Precept for 25/26 by £29,400. For comparison, this would cover most of the Depot annual costs of £34,450.

4.17. Play Areas

As per suggestion in item 3.19.4 to build reserve for replacements needed as play equipment comes to the end of its life.

4.18. General Reserve

The level of general reserve was set at £200,000 as part of the 24/25 precept setting process. I see no need for this to change at this time. It is generally accepted that a Council of this size should keep a reserve of around 3 months of essential expenditure.

WELLINGTON TOWN COUNCIL
Reserves

Agenda item 15

Earmarked Reserves	23/24	24/25						Anticipated			2025/26	
Name	Closing Bal	Tfer (Yr Beg)	Opening Bal	Other Tfrs	Spend TD	Receipts	Balance TD	Ant. Spend	Tfrs	YE Bal	Payment	Balance
Elections	£ 3,500.00	£ 1,500.00	£ 5,000.00				£ 5,000.00			£ 5,000.00	£ 1,500.00	£ 6,500.00
CIL	£ 176,584.78		£ 176,584.78	-£ 17,200.00			£ 159,384.78			£ 159,384.78		£ 159,384.78
Film Festival	£ 4,000.00	£ 4,000.00	£ 8,000.00		£ 8,000.00		£ -			£ -		£ -
Railway Station	£ 15,000.00	£ 7,500.00	£ 22,500.00				£ 22,500.00			£ 22,500.00	£ 7,500.00	£ 30,000.00
Capital Projects	£ 45,000.00		£ 45,000.00				£ 45,000.00			£ 45,000.00		£ 45,000.00
Playing Pitch Strategy	£ 9,000.00		£ 9,000.00		£ 4,350.00		£ 4,650.00			£ 4,650.00	£ 4,350.00	£ 9,000.00
Post Office Provision	£ 2,500.00		£ 2,500.00				£ 2,500.00	-£ 2,500.00		£ -		£ -
Cades Farm Com. Hall	£ 6,900.00		£ 6,900.00				£ 6,900.00			£ 6,900.00		£ 6,900.00
Office Furniture Replacement	£ 2,655.00		£ 2,655.00				£ 2,655.00	£ 2,655.00		£ -		£ -
Youth Services	£ 20,435.00	£ 5,565.00	£ 26,000.00				£ 26,000.00			£ 26,000.00	£ 24,000.00	£ 50,000.00
Env. Improvements	£ 24,017.50	£ 15,982.50	£ 40,000.00		£ 2,799.44		£ 37,200.56	£ 15,200.56	-£ 22,000.00	£ -		£ -
Cost of Living Fund	£ 23,445.00	-£ 3,445.00	£ 20,000.00		£ 11,927.50		£ 8,072.50			£ 8,072.50	£ 11,927.50	£ 20,000.00
Green Grants	£ 7,000.00		£ 7,000.00				£ 7,000.00			£ 7,000.00		£ 7,000.00
Committed CIL	£ 200,000.00		£ 200,000.00	£ 17,200.00	£ 150,000.00		£ 67,200.00	£ 17,200.00		£ 50,000.00		£ 50,000.00
Van Replacement		£ 6,500.00	£ 6,500.00				£ 6,500.00			£ 6,500.00	£ 12,000.00	£ 18,500.00
Open Spaces Development		£ 135,000.00	£ 135,000.00		£ 21,788.09		£ 113,211.91	£ 83,811.91	-£ 29,400.00	£ -		£ -
Play Areas			£ -				£ -		£ 10,500.00	£ 10,500.00	£ 10,000.00	£ 20,500.00
Bridges			£ -				£ -			£ -	£ 20,000.00	£ 20,000.00
Total	£ 540,037.28		£ 712,639.78				£ 513,774.75			£ 351,507.28	£ 91,277.50	£ 442,784.78

General Reserves	£ 200,000.00
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