

**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

383 APOLOGIES

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

384 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.

385 PUBLIC PARTICIPATION

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

386 MINUTES

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

387 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.

388 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.

389 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.

390 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.

391 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.

392 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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