

MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY AND FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 09 DECEMBER 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

441 APOLOGIES

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

442 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.

443 PUBLIC PARTICIPATION

There were no members of the public present.

444 MINUTES

RESOLVED to approve and sign the minutes of the Policy and Finance Committee held on 18 November 2024.

445 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 3 DECEMBER 2024

RESOLVED to approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 5 NOVEMBER - 3 DECEMBER 2024

RESOLVED to note and approve the expenditure.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 5 NOVEMBER - 3 DECEMBER 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 3 DECEMBER 2024 (attached)

RESOLVED to note and approve the budget report.

446 POTTER POUNDS

A brief paper was attached to the agenda and duly considered. After some discussion, it was **RESOLVED** to give Officers delegated authority to spend up to £1,100 from the Cost of Living reserve to top up what might be required for the scheme in 2024 if there is a shortfall in donations. Councillors would like to see the numbers expanded within this spend, if possible. The Town Clerk to liaise with the Connect Somerset Champion/One Team Co-Ordinator to discuss.

447 CORRESPONDENCE FROM HEALTH WATCH SOMERSET

Correspondence regarding the opening of an internet pharmacy at Westpark26 was considered and it was **RESOLVED** to support the application in principle provided there had been satisfactory consultation with the existing in person pharmacies in the town as well as NHS Somerset.

There being no further business the meeting closed at 6.40 pm

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Wellington Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 07/01/2025		
	Cash in Hand 01/04/2024		921,528.82
	ADD Receipts 01/04/2024 - 07/01/2025		1,029,986.82
			1,951,515.64
	SUBTRACT Payments 01/04/2024 - 07/01/2025		889,036.30
A	Cash in Hand 07/01/2025 (per Cash Book)		1,062,479.34
	Cash in hand per Bank Statements		
	Petty Cash	07/01/2025	0.00
	Lloyds Current Account 2195145	07/01/2025	46,768.21
	Lloyds Deposit Account 07788306	07/01/2025	337,867.21
	Lloyds Treasurers PC 87331468	07/01/2025	274.38
	The Cambridge Building Society Cl	07/01/2025	204,644.36
	Cambridge & Counties 15020773	07/01/2025	274,298.12
	Nationwide 01343556	07/01/2025	217,298.98
			1,081,151.26
	Less unrepresented payments		18,633.67
			1,062,517.59
	Plus unrepresented receipts		-38.25
B	Adjusted Bank Balance		1,062,479.34
	A = B Checks out OK		

Wellington Town Council

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
786	Office Cleaning & Maintenance	05/12/2024		Lloyds Current Accou	BACS	Cleaning	AIS Cleaners	S	182.40	36.48	218.88
786	Toilets	05/12/2024		Lloyds Current Accou	BACS	Cleaning	AIS Cleaners	S	1,200.00	240.00	1,440.00
787	Deposits	05/12/2024		Lloyds Current Accou		Pop Up Shop	Anne Todd	X	85.96		85.96
788	Depot Costs (5 Months)	06/12/2024		Lloyds Treasurers PC	Card	Depot Broadband	BT	S	63.32	12.66	75.98
805	Salaries	10/12/2024		Lloyds Current Accou	BACS	Deductions - Dec	HMRC	X	7,782.06		7,782.06
806	Salaries	10/12/2024		Lloyds Current Accou	BACS	Net Salaries	Various	X	17,120.56		17,120.56
807	Salaries	10/12/2024		Lloyds Current Accou	BACS	Superann - Dec	Somerset County Council	X	6,859.92		6,859.92
801	Stationery & Postage	10/12/2024		Lloyds Treasurers PC	Card	Postage	Royal Mail Online	X	1.50		1.50
812	Professional Fees	10/12/2024		Lloyds Current Accou	Standing Order	Health & Safety Advisor	WT Consultancy	S	125.00	25.00	150.00
789	Promotion of Wellington	10/12/2024		Lloyds Current Accou	BACS	In Bloom Book	I Ward	X	581.60		581.60
790	Green Corridor	10/12/2024		Lloyds Current Accou	BACS	Fencing	M J Fletcher Property Main	X	721.00		721.00
790	Green Corridor	10/12/2024		Lloyds Current Accou	BACS	Fencing	M J Fletcher Property Main	X	2,382.77		2,382.77
794	Office Equipment	10/12/2024		Lloyds Current Accou	BACS	Key Safe	Screwfix	S	14.99	3.00	17.99
795	Sage Payroll & HR	10/12/2024		Lloyds Treasurers PC	Card	HR System	Sage HR	S	61.60	12.32	73.92
796	Green Corridor	10/12/2024		Lloyds Current Accou	BACS	Tools and materials	Tudor Envirnomental	S	176.00	35.20	211.20
796	Green Corridor	10/12/2024		Lloyds Current Accou	BACS	Tools and materials	Tudor Envirnomental	S	30.50	6.10	36.60
796	Green Corridor	10/12/2024		Lloyds Current Accou	BACS	Tools and materials	Tudor Envirnomental	S	179.50	35.90	215.40
800	Office Cleaning & Maintenance	10/12/2024		Lloyds Current Accou	BACS	Hand Towels	SpotOn Supplies	S	32.65	6.53	39.18
802	Green Corridor	10/12/2024		Lloyds Current Accou		flail	JPJ Logs	S	500.00	100.00	600.00
804	Environmental Improvements	10/12/2024		Lloyds Current Accou		Trees for Wellington Town Cou	Boningale Nurseries	S	2,612.97	522.59	3,135.56
810	Office Cleaning & Maintenance	10/12/2024		Lloyds Current Accou	BACS	Office Cleaning (Banking Hub)	Spotless Valeting	X	350.00		350.00
791	IT Upgrades	10/12/2024		Lloyds Current Accou	BACS	Networking	MTMIT	S	3,000.00	600.00	3,600.00
792	People (excl. Salaries)	10/12/2024		Lloyds Current Accou	BACS	Phones (open spaces)	MTMIT	S	899.50	12.50	912.00
793	Sundries	10/12/2024		Lloyds Current Accou	BACS	Screws	Screwfix	S	22.89	4.57	27.46
796	Sundries	10/12/2024		Lloyds Current Accou	BACS	Tools and materials	Tudor Envirnomental	S	21.70	4.34	26.04
796	People (excl. Salaries)	10/12/2024		Lloyds Current Accou	BACS	Tools and materials	Tudor Envirnomental	S	35.82	7.16	42.98
796	Machinery Purchase	10/12/2024		Lloyds Current Accou	BACS	Tools and materials	Tudor Envirnomental	S	18.95	3.79	22.74
796	Machinery Purchase	10/12/2024		Lloyds Current Accou	BACS	Tools and materials	Tudor Envirnomental	S	37.90	7.58	45.48
796	Machinery Purchase	10/12/2024		Lloyds Current Accou	BACS	Tools and materials	Tudor Envirnomental	S	27.15	5.43	32.58
797	People (excl. Salaries)	10/12/2024		Lloyds Current Accou	BACS	Tools & Sundries	Tudor Envirnomental	S	9.45	1.89	11.34
798	Van Charging	10/12/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
799	Van Charging	10/12/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltc	S	16.34	3.27	19.61
803	Repairs	10/12/2024		Lloyds Current Accou	BACS	Air Con Service	JMJ Air Conditioning	S	110.00	22.00	132.00
808	Machinery Purchase	10/12/2024		Lloyds Current Accou	BACS	machinery	Willis and Grabham	S	7,429.94	1,485.99	8,915.93

Wellington Town Council

7 January 2025 (2024 - 2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
809	Toilets	10/12/2024		Lloyds Current Accou	BACS	Toilet Roll	SpotOn Supplies	S	28.90	5.78	34.68
811	Rent	10/12/2024		Lloyds Current Accou	Standing Order	Pop Up Shop Rent	H T Perry & Son	X	500.00		500.00
813	Depot Costs (5 Months)	10/12/2024		Lloyds Current Accou	SO	Depot Rent	Indigenous Lettings	S	1,202.71	226.67	1,429.38
814	Deposits	12/12/2024		Lloyds Current Accou		Pop Up Shop	Birch Villa Cakes	X	76.16		76.16
815	Deposits	16/12/2024		Lloyds Current Accou		Pop Up Shop	Alexandra Lavizzari	X	71.26		71.26
823	Staff Recruitment	22/12/2024		Lloyds Current Accou	BACS	Job advert	Tindle Newspapers	S	350.00	70.00	420.00
827	Staff Recruitment	22/12/2024		Lloyds Current Accou	BACS	Job advert	Around Wellington	X	50.00		50.00
817	Stationery & Postage	22/12/2024		Lloyds Current Accou	BACS	Stationery/Stamps	Viking	S	17.94	3.59	21.53
825	Professional Fees	22/12/2024		Lloyds Treasurers PC	Card	The Purple Guide	The Events Industry Forurr	S	25.00	5.00	30.00
826	Telephone & Broadband	22/12/2024		Lloyds Current Accou	DD	Telephone & Broadband	Chess	S	135.43	27.09	162.52
833	Professional Fees	22/12/2024		Lloyds Current Accou	BACS	Staffing Review	Local Council Consultancy	S	1,687.50	337.50	2,025.00
817	Promotion of Wellington	22/12/2024		Lloyds Current Accou	BACS	Stationery/Stamps	Viking	E	68.00		68.00
820	Promotion of Wellington	22/12/2024		Lloyds Current Accou	BACS	Window Comp. Certificates	Carly Press	S	10.00	2.00	12.00
821	Lights Install	22/12/2024		Lloyds Current Accou	BACS	Christmas Tree Haulage	Whealers Transport	S	1,750.00	350.00	2,100.00
824	Switch on Event	22/12/2024		Lloyds Current Accou	BACS	First Aid	St John Ambulance	S	572.00	114.40	686.40
830	Telephone System	22/12/2024		Lloyds Current Accou	BACS	Telephone System	SW Comms	S	179.58	35.92	215.50
816	Longforth Rd Toilet Refurb	22/12/2024		Lloyds Current Accou	BACS	Project Management Instalmen	Ravenslade	S	613.00	122.60	735.60
818	Van Charging	22/12/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
819	Van Charging	22/12/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltc	S	15.09	3.02	18.11
822	Toilets	22/12/2024		Lloyds Current Accou	BACS	Toilet Roll	SpotOn Supplies	S	28.90	5.78	34.68
828	Sundries	22/12/2024		Lloyds Current Accou	BACS	Sundries	Buildbase	S	35.30	7.06	42.36
829	Clothing/PPE	22/12/2024		Lloyds Current Accou	BACS	PPE WORKWEAR	Shirt Attack	S	88.63	17.73	106.36
831	Van Charging	22/12/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
832	Longforth Rd Toilet Refurb	22/12/2024		Lloyds Current Accou	BACS	Rent (land adjacent to Toilets)	M J Tucker	X	1,000.00		1,000.00
838	Hospitality	24/12/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
841	Hospitality	24/12/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
846	Hospitality	24/12/2024		Lloyds Treasurers PC	Card	Sugar	Co-op	X	2.65		2.65
850	Hospitality	24/12/2024		Lloyds Treasurers PC	Card	Tea & Milk	Co-op	X	8.60		8.60
834	Switch on Event	24/12/2024		Lloyds Current Accou	BACS	Christmas Entertainment	Fuse Performance	Z	1,140.00		1,140.00
836	Promotion of Wellington	24/12/2024		Lloyds Current Accou	BACS	Christmas Message	Carly Press	S	50.00	10.00	60.00
839	Environmental Improvements	24/12/2024		Lloyds Treasurers PC	Card	Compost (tree planting)	Willowbrook Nursery	S	24.98	4.99	29.97
840	Switch on Event	24/12/2024		Lloyds Treasurers PC	Crad	Tree Fencing Repair	H T Perry & Son	S	8.50	1.70	10.20
842	Environmental Improvements	24/12/2024		Lloyds Treasurers PC	Card	Tree Planting Sundries	Buy & Save	S	1.24	0.25	1.49
843	Environmental Improvements	24/12/2024		Lloyds Treasurers PC	Card	Tree Planting Sundries	H T Perry & Son	S	18.73	3.74	22.47

Wellington Town Council

7 January 2025 (2024 - 2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
844	Environmental Improvements	24/12/2024		Lloyds Treasurers PC	Crad	Compost (tree planting)	Willowbrook Nursery	S	40.00	8.00	48.00
845	Promotion of Wellington	24/12/2024		Lloyds Treasurers PC	Card	Postage	Post Office Ltd	X	8.40		8.40
848	Environmental Improvements	24/12/2024		Lloyds Treasurers PC	Card	Compost (tree planting)	Willowbrook Nursery	S	20.00	4.00	24.00
851	Electricity	24/12/2024		Lloyds Current Accou	Direct Debit	Electricity for Offices	Engie	L	268.95	13.45	282.40
835	Van Charging	24/12/2024		Lloyds Treasurers PC	Crad	Parking (van charging)	PayByPhone	X	1.40		1.40
837	Van Charging	24/12/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
847	Machinery Purchase	24/12/2024		Lloyds Treasurers PC	Card	Hand tools	Willowbrook Nursery	S	109.14	21.83	130.97
849	Machinery Purchase	24/12/2024		Lloyds Treasurers PC	Card	Tools	Willis and Grabham	S	35.41	7.08	42.49
852	Overheads	24/12/2024		Lloyds Current Accou	Direct Debit	Water Bills	Water2Business	S	102.08	8.61	110.69
852	Responsive Maintenance	24/12/2024		Lloyds Current Accou	Direct Debit	Water Bills	Water2Business	S	126.29	11.35	137.64
853	Responsive Maintenance	24/12/2024		Lloyds Current Accou	BACS	Key Cutting	Call Nigel Locksmiths	X	15.00		15.00
854	Deposits	03/01/2025		Lloyds Current Accou		Pop Up Shop	WaveMe	X	67.34		67.34
865	Professional Fees	04/01/2025		Lloyds Current Accou	Standing Order	Health & Safety Advisor	WT Consultancy	S	125.00	25.00	150.00
864	Rent	04/01/2025		Lloyds Current Accou	Standing Order	Pop Up Shop Rent	H T Perry & Son	X	500.00		500.00
866	Depot Costs (5 Months)	04/01/2025		Lloyds Current Accou	SO	Depot Rent	Indigenous Lettings	S	1,202.71	226.67	1,429.38
856	Staff Recruitment	06/01/2025		Lloyds Current Accou	BACS	Job advert	RYAL Media Group Ltd	S	271.40	54.28	325.68
860	Staff Recruitment	06/01/2025		Lloyds Current Accou	BACS	Job advert	Somerset Council	S	130.00	26.00	156.00
862	Professional Fees	06/01/2025		Lloyds Current Accou	BACS	HR Support	WorkNest Ltd	S	292.50	13.00	305.50
862	Professional Fees	06/01/2025		Lloyds Current Accou	BACS	HR Support	WorkNest Ltd	S	2,529.65	505.93	3,035.58
870	Hospitality	06/01/2025		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
871	Hire of Hall	06/01/2025		Lloyds Current Accou	BACS	Hall Hire	Wellington URC	X	345.00		345.00
857	Green Corridor	06/01/2025		Lloyds Current Accou	BACS	Gate	Westbrook Fencing	X	500.00		500.00
858	IT Support & Email Hosting	06/01/2025		Lloyds Current Accou	BACS	IT Support & e-mail	MTMIT	S	340.00	68.00	408.00
859	Community Services & Prioritie	06/01/2025		Lloyds Current Accou	BACS	War Grave Flowers	Bloomin Lovely	S	60.42	12.08	72.50
861	Electricity	06/01/2025		Lloyds Current Accou	Direct Debit	Electricity for Offices	British Gas	L	310.69	15.53	326.22
863	Office Cleaning & Maintenance	06/01/2025		Lloyds Current Accou	BACS	Office Cleaning (Banking Hub)	SpotOn Supplies	X	210.00		210.00
872	Office Cleaning & Maintenance	06/01/2025		Lloyds Current Accou	BACS	Cleaning	AIS Cleaners	S	182.40	36.48	218.88
855	Depot Costs (5 Months)	06/01/2025		Lloyds Treasurers PC	Card	Depot Broadband	BT	S	36.95	7.39	44.34
867	Longforth Rd Toilet Refurb	06/01/2025		Lloyds Current Accou	BACS	Project Management Instalmen	Ravenslade	S	54.15	10.83	64.98
868	Depot Costs (5 Months)	06/01/2025		Lloyds Current Accou	BACS	Water Rates (Depot)	Water2Business	S	17.02	1.35	18.37
869	Sundries	06/01/2025		Lloyds Treasurers PC	Card	Tools	H T Perry & Son	S	3.96	0.79	4.75
872	Toilets	06/01/2025		Lloyds Current Accou	BACS	Cleaning	AIS Cleaners	S	1,200.00	240.00	1,440.00
873	Councillor Tablets	06/01/2025		Lloyds Current Accou	BACS	Tablet MDM	MTMIT	S	790.20	158.04	948.24
874	Sage Payroll & HR	07/01/2025		Lloyds Current Accou	Direct Debit	Payroll System	Sage	S	51.50	10.30	61.80
876	Environmental Improvements	07/01/2025		Lloyds Treasurers PC	Card	Tree Planting Sundries	Rocket Gro	X	47.95		47.95

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
875	Sundries	07/01/2025		Lloyds Treasurers PC	Card	Sundries	H T Perry & Son	X	17.98		17.98
877	Van Charging	07/01/2025		Lloyds Treasurers PC		Parking (van charging)	PayByPhone	X	1.40		1.40
								Total	72,478.58	6,035.11	78,513.69

Wellington Town Council

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
194	Switch on Event	05/12/2024		Lloyds Current Accou		Stall Fee	Irie 7 Sweet Treats	X	-38.25		-38.25
195	Stall Deposits	11/12/2024		Lloyds Current Accou		Stall Fee	P Daddy's Pop Up Kitchen	X	-38.25		-38.25
196	Bank Interest	24/12/2024		Nationwide 0134355		Interest	Nationwide	X	727.32		727.32
197	Bank Interest	06/01/2025		Nationwide 0134355		Interest	Nationwide	X	739.86		739.86
198	Office Rent	07/01/2025		Lloyds Current Accou		Office Rent	Cash Access UK Ltd	X	700.00		700.00
199	Deposits	07/01/2025		Lloyds Current Accou		Pop-Up Shop	Jo Steer	X	100.00		100.00
201	Bank Interest	07/01/2025		Lloyds Deposit Accou		Interest	Lloyds Bank	X	349.94		349.94
200	Promotion of Wellington	07/01/2025		Lloyds Current Accou		Book Sales	Various	X	10.00		10.00
199	Rent	07/01/2025		Lloyds Current Accou		Pop-Up Shop	Jo Steer	X	150.00		150.00
Total									2,700.62		2,700.62

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

28-30 Fore Street

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00	6,425.00	6,175.00				6,175.00 (2470%)
28	Electricity				6,000.00	3,925.74	2,074.26	2,074.26 (34%)
32	Office Equipment				2,000.00	1,330.27	669.73	669.73 (33%)
37	Office Cleaning & Maintenance		490.00	490.00	2,500.00	3,245.78	-745.78	-255.78 (-10%)
143	Internal Office Re-Decoration				5,000.00	462.88	4,537.12	4,537.12 (90%)
156	Gas				3,000.00	1,568.05	1,431.95	1,431.95 (47%)
157	Business Rates				2,000.00	10,542.87	-8,542.87	-8,542.87 (-427%)
158	Responsive Maintenance				5,000.00	3,799.75	1,200.25	1,200.25 (24%)
159	IT Upgrades				5,000.00	3,000.00	2,000.00	2,000.00 (40%)
SUB TOTAL		250.00	6,915.00	6,665.00	30,500.00	27,875.34	2,624.66	9,289.66 (90%)

Administration

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Photocopier		55.28	55.28	1,300.00	729.44	570.56	625.84 (48%)
34	Insurances				6,000.00	6,768.83	-768.83	-768.83 (-12%)
35	Stationery & Postage				1,000.00	640.04	359.96	359.96 (36%)
36	Audit Fees				2,505.00	2,155.00	350.00	350.00 (13%)
40	Hire of Hall				1,620.00	800.00	820.00	820.00 (50%)
54	Professional Fees				20,000.00	17,919.01	2,080.99	2,080.99 (10%)
SUB TOTAL			55.28	55.28	32,425.00	29,012.32	3,412.68	3,467.96 (50%)

Affiliation Fees

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	SALC				2,000.00	1,950.11	49.89	49.89 (2%)
99	SLCC				357.00		357.00	357.00 (100%)
100	CCS				100.00		100.00	100.00 (100%)
SUB TOTAL					2,457.00	1,950.11	506.89	506.89 (2%)

Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Allotments	2,910.00	2,710.00	-200.00	2,910.00	648.36	2,261.64	2,061.64 (35%)
92	Longforth Allotment	3,000.00		-3,000.00	3,000.00	4,650.00	-1,650.00	-4,650.00 (-77%)
148	Allotment Deposits		800.00	800.00		100.00	-100.00	700.00 (N/A)
SUB TOTAL		5,910.00	3,510.00	-2,400.00	5,910.00	5,398.36	511.64	-1,888.36 (N/A)

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	1,847.00	10,053.00	10,053.00 (84%)
116	Switch on Event	1,350.00	1,106.75	-243.25	10,000.00	5,387.21	4,612.79	4,369.54 (38%)

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

123 Stall Deposits	65.25	65.25				65.25 (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 (19%)
SUB TOTAL	1,350.00	1,172.00	-178.00	37,900.00	11,672.21	26,227.79 (N/A)

Community Services

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Wellington One						(N/A)	
58	Community Safety				2,000.00	518.00	1,482.00 (74%)	
59	Promotion of Wellington		20.00	20.00	5,000.00	3,816.64	1,183.36 (24%)	
60	Community Services & Priorities				5,000.00	576.52	4,423.48 (88%)	
61	Health & Wellbeing				4,000.00	59.95	3,940.05 (98%)	
64	Community Warden					-42.76	42.76 (N/A)	
65	Emergency Planning				1,000.00		1,000.00 (100%)	
66	Other Payments				300.00	39.00	261.00 (87%)	
153	Charity Fundraising						(N/A)	
154	Community Warden Set Up						(N/A)	
SUB TOTAL			20.00	20.00	17,300.00	4,967.35	12,332.65 (N/A)	

Community Warden

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
161	Van Charging				1,560.00	678.94	881.06 (56%)	
162	Van Maintenance				750.00	478.33	271.67 (36%)	
163	Storage Unit Rental		136.80	136.80	1,500.00	816.69	683.31 (46%)	
164	Tools				2,000.00	2,627.30	-627.30 (-31%)	
165	Equip. Maintenance				1,000.00	960.55	39.45 (3%)	
166	Clothing/PPE				750.00	642.18	107.82 (14%)	
167	Sundries				3,000.00	743.38	2,256.62 (75%)	
SUB TOTAL			136.80	136.80	10,560.00	6,947.37	3,612.63 (33%)	

Cost of democracy and electic

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Mayors Allowance				550.50	550.50	(0%)	
21	Councillors Allowance				5,250.00	4,550.00	700.00 (13%)	
22	Members Training				250.00	40.00	210.00 (84%)	
23	Members Travelling				150.00	387.55	-237.55 (-158%)	
24	Hospitality				300.00	234.88	65.12 (21%)	
89	Deputy Mayor's Expenses				200.00		200.00 (100%)	
SUB TOTAL					6,700.50	5,762.93	937.57 (14%)	

Earmarked Reserves

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
25	Elections						(N/A)	

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

67 Youth Services								(N/A)
71 C.I.L								(N/A)
73 Film Festival				8,000.00	-8,000.00		-8,000.00	(N/A)
75 Railway Station								(N/A)
76 Capital Projects								(N/A)
77 Playing Pitch Strategy				4,350.00	-4,350.00		-4,350.00	(N/A)
95 Office Furniture Replacement								(N/A)
96 Post Office Provision								(N/A)
97 Cades Farm Community Hall								(N/A)
139 Cost of Living Crisis				11,927.50	-11,927.50		-11,927.50	(N/A)
181 Committed CIL				150,000.00	-150,000.00		-150,000.00	(N/A)
SUB TOTAL				174,277.50	-174,277.50		-174,277.50	(N/A)

Environment and Planning

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Footpaths PRoW Maintenance		33.30	33.30	500.00	323.85	176.15	209.45 (41%)
49	Emptying Dog Bins				12,600.00	5,286.32	7,313.68	7,313.68 (58%)
50	Provision of Benches & Litter/Dog				2,500.00		2,500.00	2,500.00 (100%)
51	Planning Administration							(N/A)
52	Environmental Improvements					20,671.69	-20,671.69	-20,671.69 (N/A)
113	Electricity for Street Light				850.00	359.80	490.20	490.20 (57%)
129	Additional Street Lighting							(N/A)
131	Green Corridor				30,000.00	18,433.22	11,566.78	11,566.78 (38%)
168	Cycle Route Cont.				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL			33.30	33.30	56,450.00	45,074.88	11,375.12	11,408.42 (N/A)

Grants

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00	8,260.00	6,740.00	6,740.00 (44%)
152	Green Grants							(N/A)
169	Service Level Agreements				47,305.00	41,740.00	5,565.00	5,565.00 (11%)
SUB TOTAL					62,305.00	50,000.00	12,305.00	12,305.00 (N/A)

Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	945,392.00	945,392.00					(0%)
2	Bank Interest	20,000.00	20,635.99	635.99				635.99 (3%)
3	Parish Grants							(N/A)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00	1,000.00					(0%)
180	Misc Income		304.79	304.79		-1,186.98	1,186.98	1,491.77 (N/A)
SUB TOTAL		966,392.00	967,332.78	940.78		-1,186.98	1,186.98	2,127.76 (N/A)

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

IT, Website & Internet

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				3,500.00	2,907.44	592.56	592.56 (16%)
30	IT Equipment				1,200.00	1,503.31	-303.31	-303.31 (-25%)
31	IT Support & Email Hosting				4,250.00	3,400.00	850.00	850.00 (20%)
94	IT for New Staff				1,500.00	1,327.99	172.01	172.01 (11%)
101	Telephone System				2,400.00	1,883.19	516.81	516.81 (21%)
103	Security Software				560.00	379.50	180.50	180.50 (32%)
104	Office 365				3,100.00	3,062.40	37.60	37.60 (1%)
105	Parish Online				450.00		450.00	450.00 (100%)
106	Zoom							(N/A)
107	Scribe Accounting System				1,800.00	1,800.00		(0%)
108	Sage Payroll & HR				1,830.00	915.86	914.14	914.14 (49%)
132	Councillor Tablets				850.00	790.20	59.80	59.80 (7%)
144	Inspection Applications				2,000.00	300.00	1,700.00	1,700.00 (85%)
SUB TOTAL					23,440.00	18,269.89	5,170.11	5,170.11 (N/A)

Open Spaces Development

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
182	Machinery Purchase					25,971.98	-25,971.98	-25,971.98 (N/A)
183	Mower Lease (3 Month)							(N/A)
184	Depot Set Up					2,025.65	-2,025.65	-2,025.65 (N/A)
185	Depot Costs (5 Months)					6,970.71	-6,970.71	-6,970.71 (N/A)
186	People (excl. Salaries)					1,064.30	-1,064.30	-1,064.30 (N/A)
187	Insurance					491.12	-491.12	-491.12 (N/A)
188	Contingency					1,700.00	-1,700.00	-1,700.00 (N/A)
SUB TOTAL						38,223.76	-38,223.76	-38,223.76 (N/A)

Play Areas

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Tone Play Area				5,000.00	1,162.46	3,837.54	3,837.54 (76%)
145	Weavers Reach Play Area				5,000.00	2,572.84	2,427.16	2,427.16 (48%)
146	Annual Play Inspections				500.00		500.00	500.00 (100%)
SUB TOTAL					10,500.00	3,735.30	6,764.70	6,764.70 (76%)

Pop Up Shop

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	4,500.00	3,350.00	-1,150.00	6,000.00	5,000.00	1,000.00	-150.00 (-1%)
118	Overheads				3,500.00	1,610.87	1,889.13	1,889.13 (53%)
119	Repairs				1,500.00	110.00	1,390.00	1,390.00 (92%)
149	Deposits		2,200.00	2,200.00		1,760.69	-1,760.69	439.31 (N/A)
SUB TOTAL		4,500.00	5,550.00	1,050.00	11,000.00	8,481.56	2,518.44	3,568.44 (N/A)

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

Staff Costs & Expenses

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				481,255.00	273,737.97	207,517.03	207,517.03 (43%)
17	Staff Training				2,000.00	298.37	1,701.63	1,701.63 (85%)
18	Staff Travelling				200.00	351.98	-151.98	-151.98 (-75%)
19	Staff Recruitment	30,000.00	30,053.00	53.00	3,000.00	801.40	2,198.60	2,251.60 (6%)
87	Home Working Allowances							(N/A)
SUB TOTAL		30,000.00	30,053.00	53.00	486,455.00	275,189.72	211,265.28	211,318.28 (N/A)

Town Centre

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				11,000.00	2,738.41	8,261.59	8,261.59 (75%)
133	Longforth Rd Toilet Refurb				10,000.00	72,270.76	-62,270.76	-62,270.76 (-622%)
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		(0%)
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	397.00	603.00	603.00 (60%)
170	Heritage		576.51	576.51	5,400.00	1.10	5,398.90	5,975.41 (110%)
171	Clocks				500.00	292.00	208.00	208.00 (41%)
179	Annual Fireworks				2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL		2,000.00	2,779.26	779.26	75,900.00	89,870.64	-13,970.64	-13,191.38 (N/A)

Unitary Devolution

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
172	Play Area				10,500.00		10,500.00	10,500.00 (100%)
173	Toilets				22,000.00	4,231.52	17,768.48	17,768.48 (80%)
174	TC Planting				15,000.00	13,704.12	1,295.88	1,295.88 (8%)
175	Park Planting & Security				25,000.00	11,800.75	13,199.25	13,199.25 (52%)
176	CCTV				25,000.00	8,394.50	16,605.50	16,605.50 (66%)
177	Bus Shelters				5,000.00		5,000.00	5,000.00 (100%)
178	IT Impact				4,000.00	2,100.00	1,900.00	1,900.00 (47%)
SUB TOTAL					106,500.00	40,230.89	66,269.11	66,269.11 (80%)

Restated

(N/A)

NET TOTAL	1,010,402.00	1,017,557.42	7,155.42	976,302.50	835,753.15	140,549.35	147,704.77 (7%)
V.A.T.		43,707.40			53,986.75		
GROSS TOTAL		1,061,264.82			889,739.90		

Council Use				Organisation		Funding			
App. No	Date Received	Quarter	Meeting	Name	Other Names	Project Cost	Other Funding	Own Money Used	Grant Request
19	10/12/2024	4	January	On Your Bike Recycle Ltd		£ 3 000 00	N	£ -	£ 3 000 00
20	06/01/2025	4	January	Wellington Cricket Club		£ 800 00	N	£ -	£ 800 00
21	06/01/2025	4	January	St Johns Parish Church	Warm Spaces	£ 1 500 00	N	£ 600 00	£ 900 00
22	06/01/2025	4	January	All Saints Church	School Chaplain for Rockwell Green Primar	£ 3 000 00	N	£ -	£ 9 000 00

Summary		
Grants Paid YTD	Budget	Balance
£ 8 260 00	£ 15 000 00	£ 6 740 00

Total Paid YTD from Other Codes
£ 26 927 50

WELLINGTON TOWN COUNCIL
POLICY AND FINANCE COMMITTEE
13 JANUARY 2025
COMMUNITY GOVERNANCE REVIEW

1. Introduction

1.1 The purpose of this paper is for the Committee to consider recommending to Full Council:

- (i) that it formalises a request to Somerset Council to carry out a Community Governance Review (CGR) of its boundary and
- (ii) the process that should be followed to enable the Council to make a recommendation for the CGR to consider.

2. Background

2.1 At the December Council meeting it was resolved to make a submission to the Boundary Commission review of Somerset Council and a copy of the submission is attached to this report as Appendix 1.

2.2 In the response it is noted that the Council *'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.'*

2.3 The Mayor wrote to the Chairs of Langford Budville, West Buckland, Wellington Without and Nynehead Parish Councils on the 3 December 2024, in advance of the Council meeting, to advise them that this comment was going to be included in our submission and indicated that a meeting would be arranged with them to discuss the matter once the Town Council had formalised its position.

2.4 The basis on which CGRs are carried out is set out in guidance published by the Department of Communities and Local Government in March 2010 which can be found here <https://www.gov.uk/government/publications/community-governance-reviews-guidance>.

2.5 There are a number of towns in Somerset that are intending to seek a CGR along with Wellington e.g. Frome, Bridgwater, Langport/Huish Episcopi. As a result informal discussions have taken place between a representative of town clerks of those towns and the Chief Executive of Somerset Council.

2.6 In those discussions whilst it has been accepted that ideally the CGR should be run in parallel with the Boundary Commission review, which has to be completed in time for the 2027 election, there is a lack of capacity at Somerset Council to enable that to happen. It is to be hoped that a review could be completed by the 2031 elections. In that context it is important that the Town Council is proactive in developing proposals.

2.7 It is suggested that a Working Group of councillors be established to lead on this work and develop draft proposals for consideration by the Town Council and, once finalised, for submission to Somerset Council. The Working Group should develop a Project Plan to include how the Council will have regard to the 2010 guidance, what information the Council needs to gather to inform any proposals, and how it intends to engage with neighbouring parishes and the residents of those parishes and Wellington in developing proposals.

3. Considerations

3.1 The Committee is asked to consider recommending the following to the Council :

- (i) That the Town Council writes to the Chief Executive of Somerset Council requesting that a CGR of Wellington Town Council's boundary is carried out as soon as possible.
- (ii) That a working group of councillors is established to produce a project plan to develop proposals for revised boundaries - details of membership to be proposed by the Committee.
- (iii) That a meeting is convened with representative of bordering parishes as referenced by the Mayor in her letter to the respective chairs, to set out the Town Council's position and the process it intends to follow and to seek a joint approach to developing proposals.
- (iv) That the responsibility for managing this work sits with the Policy and Finance Committee.

Dave Farrow

Town Clerk

7 January 2025

Appendix 1

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.