

**MINUTES OF THE ARCHIVES AND CIVIC ASSETS COMMITTEE HELD  
IN THE COUNCIL CHAMBER AT WELLS TOWN HALL ON TUESDAY  
5<sup>th</sup> MAY 2009**

**PRESENT:** Cllr C Price (Chairman)  
Cllrs C Borastero, M Brandon and H Siggs

**IN ATTENDANCE:** The Town Clerk's Assistant & the Archivist and Chamberlain

**09/006A APOLOGIES FOR ABSENCE**

The apologies received from Cllr J North were recorded. Cllrs T Butt Philip, S Davies and T Robbins did not attend.

**09/007A MATTERS ARISING AND REPORT OF ARCHIVIST AND CHAMBERLAIN**

**(i) Council and Committee Minutes** The Archivist reported that he had taken the Council Minutes up to 2006 to be bound by Cedric Chivers. He **recommended** that that in future the minutes should be sent for binding biannually. Cllr Siggs asked if it would be possible in future for the minutes to be indexed.

**(ii) Corporation Property** The Committee **recommended** that the matter of Leases and Deeds pertaining to City Council properties should be discussed at the June Finance and General Purposes Committee Meeting. Cllr Siggs will in the meantime enquire at Mendip District Council if they hold any Leases or Deeds for the City and William Smith will make further searches in the Repository.

**(iii) Cataloguing of Collections** The Committee **recommended** that the Archivist should contact Katy Petty with a view to offering her part time employment assisting him with cataloguing the Town Clerk's correspondence. As the Archivist was not sure of her availability the committee also **recommended** that Cllr Borastero should approach the Blue School sixth form to enquire whether there may be two history students interested in being employed by the City Council to assist with this project.

**(iv) Heritage Week Members** **recommended** that Wells Archives form part of the Heritage Trail in September. Cllr Brandon would make enquiries at Mendip District Council as to the way forward and the Archivist would bring a plan of our involvement to the next meeting.

**(v) The Future of Archive Provision** Cllr Siggs asked that this be brought to the next meeting for discussion.

**09/008A THE CIVIC AWARDS DOCUMENT**

Members **recommended** that the document written by Cllr North should be presented to the Council for further discussion. The recommendations made by the Archive and Civic Asset Committee are shown in red on the attached document.

## Civic Awards

The City Council has at its discretion four awards that it may choose to give from time to time. These awards are to recognise individuals and/or groups that have given freely to the city of Wells, such distinguished service that, after due consideration, such service warrants recognition by way of a formal award or commendation.

All persons or groups under nomination or consideration for an award must remain confidential to the council until the full council ratifies the award.

Honorary Freedom of the City – The highest honour the City can bestow upon a person or group. Awarded only for truly exceptional and eminent service to the City of Wells or outstanding achievement in the person or groups field.

It is not possible to fully document a list of criteria for this award but as a guide for making this award, the person or groups should have:-

- (i) Served the City in a way that is recognised by the citizens of Wells to be truly outstanding over a significant period of time
- (ii) Has in their own field achieved such distinction that it has benefited society
- (iii) Has reached the pinnacle of their chosen career and as a result has positively impacted on the lives of the people of Wells

This award cannot be lobbied, canvassed or given for financial benefit. Any nomination must be kept in the strictest of confidence until released into the public domain. A nomination should in the first instance be made to the Town Clerk, who will arrange for the nomination to be considered by an informal meeting of the city council, and prior to a formal proposal to the full council. A nomination must have the full support of the council before the council can confer the Freedom of the City. A committee will be convened to organise the event in the most appropriate manner.

Other awards includes

**The Long Service Medal** - for members or council staff who have given a total of twenty years service to the City council. Awarded by the mayor on advisement from the Town Clerk and supported by the F&GP committee. **The length of service need not be continuous.**

**Meritorious award for services to the City of Wells** – Awarded to individuals and/or groups who have worked for and on behalf of the citizens of Wells or for the City itself. This award is given only in the last year of a council's four year cycle. **A maximum of three awards may be given but the normal expectation would be one.** The Meritorious award is a non political award, and nominations must be made in the strictest of confidence and in the first instance, to the Town Clerk. The person nominating the nominee should make a written commendation as to why the nominee is a worthy recipient.

The nomination will then go forward to F&GP for consideration prior to full approval by the city council in closed session. Agreement to make the award must be by two thirds majority.

The award would take the form of a Citation with perhaps a plaque/?

**The Mayors discretionary award** - A plaque depicting the City Crest – Awarded to visiting councils, distinguished visitors and organisations (non political). Awarded at the Mayors discretion.

05.05.09