

**WELLS CITY COUNCIL**  
**MINUTES OF THE ARCHIVES AND CIVIC ASSETS COMMITTEE HELD IN THE COUNCIL**  
**CHAMBER AT WELLS TOWN HALL AT 7:45pm ON THURSDAY 2<sup>nd</sup> FEBRUARY 2012**

**PRESENT:** Cllrs: H Siggs (Chairman); C Briton; T Butt Philip;  
A Gibson; G Wilson; C Price.

**IN ATTENDANCE:** Town Clerk F White; Mace-Bearer G Weatherhead.  
Cllr M Brandon.

**12/01A APOLOGIES FOR ABSENCE**

Cllrs: D Unwin (the Mayor); A Denison.  
Archivist J Wood.

**12/02A DECLARATIONS OF INTERESTS**

Cllr Siggs declared a personal interest in Councillor Long Service Awards.

**12/03A MINUTES OF THE MEETING** held on Wednesday 7<sup>th</sup> December 2011 were proposed, approved and signed.

**12/04A MEETING OPEN TO THE PUBLIC** None present.

**12/05A REPORT FROM THE ARCHIVIST** (attached)

The Town Clerk and Chairman were asked to check the condition of the 1974 charter, as it was thought to have been treated quite recently.

**12/06A CROWN COURT DEVELOPMENT PROJECT**

A report was received (notes attached)

The Chairman reported that the cost of zoning the heating system in the Town Hall looks prohibitive and would be very disruptive, so thermostats to radiators are being considered.

In answer to questions the Chairman gave it as his expectation that after ideas have been refined at the next meeting in March, a time scale might be set on the project following quotes received.

Cllr Price has inspected the timber on the court room and is of the opinion it has negligible value.

**12/07A CIVIC REGALIA**

New designs and quotes were received, to the specifications agreed at the previous meeting.

i Mayor's badges: it was agreed to order 5 badges.

ii Councillors' long-service awards:

It was agreed to recommend a ribbon with bar reading "Long Service"; the decision to be deferred to the next meeting following consultation by the Chairman with Cllr Kennedy as the senior councillor affected.

**12/08A ANY OTHER MATTERS OF REPORT**

**12/09A DATE OF NEXT MEETING:** 7pm Thursday 5<sup>th</sup> April 2012

**Report from the Archivist** For Archives Committee Meeting on 2/2/12

The task of sorting and organising the City Archives in their new home at the Museum continues; this includes relabelling over half the boxes. The creation of an electronic catalogue of the records is underway and two volunteers are providing valuable assistance with data entry. A third is listing the photographs contained in the collection. Items from the City Archives are included in the current exhibition at the Museum ("Fresh Researches into Local History"), with displays on HMS Fleetwood and its link with the city (including the U boat life jacket belonging to the Archives), and on the early history of Wells City Band.

One of the charters needs conservation and I shall arrange a quotation for the cost of carrying out the necessary work. The charter concerned is the 1974 charter of Queen Elizabeth II granting that the parish of Wells may have the status of a city.

At the Town Hall, work proceeds with the compilation of the up-to-date Assets Register.

Julia Wood

24.1.2012

**Notes of a meeting of the Crown Court Project Group held in the Magistrates Retiring Room**

31<sup>st</sup> January 2012

**PRESENT:**

Cllrs: H Siggs; M Brandon; N Kennedy, A Gibson, A Denison.

**Apologies:** Cllr C Briton.

**In Attendance:** Town Hall Manager K Westwood.

Cllr Siggs spoke about the concept of providing a business hub with internet links to other community service providers.

Members received information and some budget figures for potential project works, including an Energy Survey Report and a Solar Energy Report.

Discussion included the following points:

- The proposed Projects are possible within budget
- Some consideration of enhanced light options
- Consider a heat lobby / modern revolving door
- Disabled access must be allowed for

Date of next meeting: **6.30pm, Tuesday 13th March 2012**