

**WELLS CITY COUNCIL**  
**MINUTES OF THE ARCHIVES AND CIVIC ASSETS COMMITTEE HELD IN THE COUNCIL**  
**CHAMBER AT WELLS TOWN HALL AT 7:00pm ON THURSDAY 5<sup>th</sup> APRIL 2012**

**PRESENT:** Cllrs: H Siggs (Chairman); C Briton; T Butt Philip;  
A Gibson; S Davies.

**IN ATTENDANCE:** Town Clerk F White; Archivist J Wood.  
Cllr M Brandon.

**12/10A APOLOGIES FOR ABSENCE**

Cllrs: D Unwin (the Mayor); A Denison; G Wilson.  
Mace-Bearer G Weatherhead.

**12/11A DECLARATIONS OF INTERESTS** None. See 12/16A

**12/12A MINUTES OF THE MEETING** held on Wednesday 2<sup>nd</sup> February 2011 were proposed, approved and signed.

**12/13A MEETING OPEN TO THE PUBLIC** None present.

**12/14A REPORT FROM THE ARCHIVIST**

- i. The Annual Report from the Wells and District Museum Archivist was received, members spent some time in considering this; it was then approved.
- ii. The Archivist's report to the Committee (attached) was received; in addition it was noted that the students from Bath Spa University continue their work in the Town Hall archives. The Archivist has been much occupied with exhibitions for the Olympics; Freedoms of the City and Queen's Diamond Jubilee, but will continue with the listing of assets when possible.
- iii. A request was received for the loan of the Harry Patch portrait to the Museum during the unveiling of the new Memorial. The Chairman suggested a six month loan with the condition that it be added to the Museum insurance. Assurance was given that cover for exhibits on loan is more than sufficient.

**12/15A CROWN COURT DEVELOPMENT PROJECT**

The Chairman summarised the proposals and conclusions of the meeting held on 13<sup>th</sup> March; these were approved. In addition it was agreed to look into the possibility of placing a City Council reception / office on the ground floor in the vestibule or the former TIC room (current MDC Access Point).

(Cllr Davies gave his apologies and left the meeting).

It was agreed the next stage is to get some drawings made and progress the options for improving access for the disabled.

**RECOMMENDED:**

**To approve the scheme proposed by the committee; obtain drawings and quotes.**

**12/16A CIVIC REGALIA**

- i. Councillors' long-service awards

(Cllr Siggs declared a Personal Interest as a long-serving councillor)

Cllr Siggs reported he had obtained agreement from Cllr Kennedy to the suggestion received at the last meeting; it was therefore agreed that the long-service award shall take the form of a bar added to a ribbon, with the Mayor's badge attached by a hook at the back. It was proposed and agreed to order two bars, the exact wording to be confirmed to the Town Clerk by the Chairman in consultation with senior councillors concerned.

- ii. Robe repairs

It was agreed that the quotes received were acceptable but the council would prefer to use a local service provider if possible. The Chairman will make the arrangements within the price accepted.

## 12/17A CIVIC REVIEW

The Chairman explained that it is the responsibility of this committee to review the document once in every four years; it sits alongside the council's Standing Orders and is a historic and living record; it serves to advise the Mayor and provide guidance on how to serve the city. Now is the time for councillors to begin looking at it in preparation for the next review.

There was a discussion of various details and issues and some questions were answered.

## 12/18A ANY OTHER MATTERS OF REPORT

The Archivist raised the matter of the condition of the Queen Elizabeth II Charter (See 12/05A) and reported that the Somerset Conservator recalls having looked at it before; it was agreed to ask him to look at it again and make a recommendation.

**DATE OF NEXT MEETING: 6pm Thursday 21<sup>st</sup> June**

## Report from the Archivist

Reorganisation of the City Archives in their new home in the Museum's Strong Room continues. The Archivist will shortly be instituting a new organisational plan for the location of the boxes; this more logical approach will ensure ease of access. Development of the Archives in the area of cataloguing and listing is proceeding well; for instance, progress is being made with the new database, and a volunteer is about to start work on listing the 'Informations before the Borough Justices' (a sizeable collection which is only partially catalogued).

The Archivist has run a research workshop for the Wells U3A's Local History Group and has planned a series of exhibitions to take place at the Town Hall over the next few months which will complement exhibitions at the Museum. The exhibitions at both venues will include material from the City Archives, which the Archivist is researching along with volunteers. At the Town Hall, the exhibitions will mark the royal Jubilee, the Freedom of the City (to tie in with the ceremony on 15 July), and sport in Wells (a timeline which will be on display ready for the Freedom ceremony and the Olympics). The sports display will tie in with a major exhibition at the Museum celebrating sport in the city and including the history of the Wells Sports Clubs.

Julia Wood 2.4.2012

## Forthcoming exhibitions at Wells Town Hall and Wells & Mendip Museum

<i>Exhibition</i>	<i>Dates of exhibition at Wells Town Hall</i>	<i>Dates of exhibition at Wells &amp; Mendip Museum</i>	<i>Related event</i>
Wells City Charters	27 March – 11 May (outside Mayor's parlour)		1 April – Twinning ceremony
Harry Patch and World Wars I and II		21 April – 3 June	6 May – Harry Patch memorial unveiling
Royal Jubilee	19 May – 2 July		2 – 5 June – Queen's Diamond Jubilee
Freedom of the City of Wells	11 July – 9 September (outside Mayor's parlour)		15 July – Freedoms ceremony
Sports in Wells	11 July – 9 September	21 July – 9 September	27 July – 12 August – London Olympics

**Notes of a meeting of the Crown Court Project Group held in the Magistrates Retiring Room  
13<sup>th</sup> March 2012.**

**PRESENT:**

Cllrs: H Siggs (Chairman); M Brandon; A Gibson; A Denison.

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

Quotes and information were received; provisional budget figures as attached.

Court Room

-A small preparation area for tea/coffee light refreshments would be needed; probably incorporated with retaining the existing access doors at the raised area of the Court.

Doors: it was agreed to open up the door into the rear of the vestibule.(THM to obtain costs)

Floor coverings – need to be hard-wearing, industrial, wood-effect or similar would be most appropriate; same for the bar area up-stairs; costs to be investigated by THM.

Bar: costs to put windows in studwork wall to allow more natural light into new bar area

Keep cladding surrounding Court as a feature if possible.

Revolving door / heat-lobby: further professional advice to be sought towards concept installing a heat lobby; seek further information from local companies.

Roof Void Insulation

The professional energy assessor has recommended 270mm minimum depth; loft currently contains 50mm.

Solar Panels

Too late to benefit from the best discounts etc. ; agreed not to pursue within the current project.

Furnishing

Will need to be provided for both rooms; extra kitchen fitments agreed in principle as on provisional budget.

Disabled Access

Access to all levels was discussed thoroughly; THM to obtain simple quotations that would offer access to all levels.

There was a discussion about various options regarding usage of office accommodation throughout the Town Hall.

**Next meeting:**

**6.30pm Tuesday 24<sup>th</sup> April**