

**WELLS CITY COUNCIL  
MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING  
HELD IN THE COUNCIL CHAMBER AT WELLS TOWN HALL ON THURSDAY  
14<sup>th</sup> MARCH 2013 AT 7.00PM**

**PRESENT:** Cllrs: T Robbins (Chairman); J North (Vice Chairman); C Price;  
G Wilson.

**IN ATTENDANCE:** Town Clerk: F White; RFO: S Luck.

**13/21F APOLOGIES FOR ABSENCE**

M Brandon (The Mayor); T Butt Philip (Deputy-Mayor); D Anderson; D Unwin.

**13/22F DECLARATIONS OF INTEREST**

None. See 13/26F i.

**13/23F MINUTES OF THE MEETING HELD ON 14<sup>th</sup> February 2013**

Minutes of the previous meeting were proposed, seconded, approved and signed.

**13/24F MEETING OPEN TO THE PUBLIC**

None present.

**13/25F FINANCIAL REPORT**

To receive the financial reports for February 2013. The accounts had been scrutinised and bank statements checked prior to the meeting. The accounts for February 2013 were proposed, seconded and approved.

**13/26F COURT ROOM DEVELOPMENT**

i. Up-date.

Cllr Price thanked the RFO for making drawings and information available to view at the recent Council meeting.

The RFO reported the full preparatory work that has been done; plans are being drawn in consultation with the Conservation Officer and to comply with Building Regulations. (Cllr North declared a personal interest as Mendip District Council Ward Member). Details of electrics, plumbing, heating, and flooring have been agreed; the specification should be sent out to builders for quotes in the next two weeks. The work will be scheduled to minimise disruption to Town Hall users.

ii. To approve purchase of staging equipment.

It will be necessary to move the heavy staging currently stored in the balcony when the development works begin. It is proposed to replace the old bulky set with lightweight moveable units which stack on trolleys, and that this be done ahead of the start of the development, so that the space can be cleared and staging will be available throughout. Options were discussed; the preferred option was proposed, seconded and agreed.

**13/27F COUNCIL RECEPTION SERVICE**

To review the Council's provision of reception services to the public.  
(Ref. Council minute: 13/26C)

The Chairman proposed that a Working Group be set up to look at the location of reception services and use of the offices in the Town Hall; to report back to the Committee within three months; this was agreed. Cllrs Price and Wilson with one other Councillor, to be nominated from outside the Committee at the next full Council meeting, will work with the Town Clerk and RFO.

**13/28F ANNUAL REVIEWS**

i. To approve annual Risk Assessment:

Copies had been circulated; the document was proposed, seconded and approved.

ii. To approve Financial Regulations:

Copies had been circulated; amendments were proposed, seconded and approved.

**13/29F MATTERS OF URGENT REPORT**

Cllr North reported that Mendip District Council has applied to the Architectural Heritage Fund for a grant to fund an appraisal of the Bishops Barn and Recreation Ground. There is a shortfall of £2,000; Cllr North asked whether the City Council would consider making a contribution to the cost.

**13/30F DATE OF NEXT MEETING: Thursday 11<sup>th</sup> April 2013 at 7.00pm**