

**WELLS CITY COUNCIL**  
**MINUTES OF THE ARCHIVES AND CIVIC ASSETS COMMITTEE HELD AT THE WELLS & MENDIP MUSEUM, WELLS, AT 6:00PM ON THURSDAY 2<sup>ND</sup> JULY 2015**

**PRESENT:** Cllrs: C Briton; A Gibson (Deputy Mayor); J Ludovino; C Price; D Unwin; G Wilson (Mayor); C Wride

**IN ATTENDANCE:** Town Clerk: F White, Archivist: Dr J Wood  
1 member of the public

The City Archives at the Wells and Mendip Museum were open to view from 5.30pm, prior to the meeting. The Archivist welcomed the committee and showed them the Archives and the storage arrangements.

**15/10A ELECTION OF CHAIRMAN**

Cllr Gibson was proposed, seconded, unanimously elected and took the Chair.

**15/11A APOLOGIES FOR ABSENCE**

Cllr: H Siggs

**15/12A DECLARATIONS OF INTEREST**

To receive Councillors' Declarations of Interest, made under the Council's Code of Conduct adopted 26<sup>th</sup> July 2012.

None declared

**15/13A MINUTES OF THE MEETING** held on Thursday 5<sup>th</sup> February 2015.

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

**15/14A MEETING OPEN TO THE PUBLIC**

None wishing to speak.

**15/15A ARCHIVIST'S ANNUAL REPORT** (attached)

To receive the Archivist's annual report on the City Archives at the Museum: NOTED. The Archivist thanked Councillors for their support, particularly at events. She thanked the volunteers, who have made so much difference. She now has a voluntary Assistant Archivist half a day per week. Volunteers have helped to set up the forthcoming exhibitions – Firefighting in Wells 8th August – 5<sup>th</sup> September and a Seals exhibition, to take place in the autumn, at the Museum; it was agreed that the secure display case will be loaned from the Town Hall so that some of the more precious items can be put on view.

The Archivist was thanked and congratulated on all her achievements in sorting and profiling the Archives; public knowledge and access continue to be greatly improved. Councillors expressed appreciation of the work done by the volunteers.

It was agreed that the results affirm the decision taken a few years ago to keep the archives within the city.

The Town Clerk and Archivist answered questions about the insurance cover, and the extensive security arrangements and procedures in place both at the Museum and the Town Hall, for the protection of the archives and the civic assets.

**15/16A REPORT FROM THE ARCHIVIST** (attached)

To receive the Archivist's report to the Committee: NOTED.

- i. The Mayor thanked the Archivist for the successful display at Mayor Making.
- ii. Arrangements for repair to the Mayoress' chain were agreed.
- iii. Heritage Open Day Saturday 12<sup>th</sup> September

Arrangements were approved; any further details to be agreed by the Town Clerk and Archivist in consultation with the Chairman nearer the time.

It was agreed to produce a publicity leaflet in-house, using the HoD national

template, as last year; other venues' details could be included if they wish.  
Purchase of 3 folding table top exhibition boards was agreed.  
Cllrs: Briton, Price and Unwin offered to help with stewarding.

iv. Somerset & Dorset Railway Anniversary March 2016

The Railway Trust will provide the exhibition and activities in a rolling road show, they are asking for local venues. The Museum will be the main venue for Wells. It was proposed and agreed to provide the Indictment Room for family activities on Saturday 27<sup>th</sup> February 2016. The Railway Fraternity will supply stewards.

Full Council will be asked for a letter of support for the overall project.

**15/17A ANY OTHER MATTERS OF REPORT**

i. Civic Robes

Two of the old red robes are no longer fit for use. They will be preserved in the Museum. The two new red robes were brought into use at the Mayor making Ceremony.

ii. Old Fire Hydrant at Ethel Street

**15/18A DATE OF NEXT MEETING: t.b.a.**