

**WELLS CITY COUNCIL**  
**MINUTES OF THE ARCHIVES AND CIVIC ASSETS COMMITTEE HELD AT THE WELLS & MENDIP MUSEUM, AT 6:00PM ON THURSDAY 19<sup>TH</sup> OCTOBER 2017**

**PRESENT:** Cllrs: C Cox; C Price (Vice-Chairman); T Robbins; H Siggs (Chairman); D Unwin; C Wride (Deputy Mayor)

**IN ATTENDANCE:** Town Clerk: F White; Archivist: Dr J Wood.  
Cllrs: J North (The Mayor); R Greenwell.  
County Cllr. T Munt.

Before the start of the meeting the City Archives at the Museum were open to members to view. The Archivist spoke about various items. There are two paintings at the Museum owned by the City Council: – a copy of a previous Town Crier portrait, in store, and a portrait of Harry Patch, on display.

**17/22A APOLOGIES FOR ABSENCE**  
R Ayres; D Swain

**17/23A 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.  
See 17/27A

**17/24A MINUTES OF THE MEETING held on Thursday 29<sup>th</sup> June 2017**  
Minutes of the previous meeting were proposed, seconded, approved and signed.

**17/25A MEETING OPEN TO THE PUBLIC**  
None wishing to speak.

**17/26A REPORTS FROM THE ARCHIVIST**

- i. To receive the Archivist's Report: **NOTED.**
  - a. The Archivist presented visitor figures from the Bishop's Palace 'Snapshots in Time' exhibition; 45,930 people saw the display which included rare historic charters loaned by the City Council. There has been a resultant increase in enquiries at the City Archives from local people. Comments from the visitors' book were available for members to view
  - b. Heritage Open Day  
The Archivist reported that the ground floor of the Town Hall has been booked for HoD on the second Saturday in 2018; a wedding was already booked upstairs. She sought guidance on how to proceed with booking for 2019 onwards and asked if the Council could designate sole use of the Town Hall on the second Saturday in September for Heritage Open Day every year. Over 500 people visited the Town Hall on HoD in 2017; this was on a market day and it was thought that a busy Saturday is a good day to open the building. There is a conflict of purposes as Saturdays in September are in high demand for weddings. The committee were provided with information on bookings by the Town Clerk and discussed the issues in some detail. The Chairman of the Finance Committee commented on the general increase in monthly lettings income figures commended by that committee. In conclusion it was proposed, seconded and agreed, to ask the Finance and General Purposes Committee to consider allowing the use of the whole Town Hall for Heritage Open Day on the second Saturday in September 2019. (December F&GP agenda)
- ii. To receive the Annual Report on Wells City Archive at Wells & Mendip Museum: **NOTED.**  
The Archivist's priority for the coming year is to get the catalogue online. She was thanked and congratulated on the progress achieved with this large on-going project, managed with considerable input from community volunteers.

**17/27A CONSERVATION OF PAINTINGS**

The Chairman reminded members that full Council had allowed a budget of £2,000 per annum spread over several years, to achieve this project. Quotes and comparative information had been provided to members, these had been reviewed by the Archivist and the Town Clerk.

The Chairman asked members to note that the set of round-backed chairs in the Mayor's Parlour were in need of attention and this is becoming increasingly urgent. Cllr Price declared a personal and non-prejudicial interest as a practitioner (non-quoting) and was able to give independent professional advice on conditions and processes.

It was proposed, seconded and agreed to accept quote three, conservation of paintings.

Two paintings were identified and it was proposed, seconded and agreed to proceed with work to these; if everything is satisfactory to proceed with a third specified painting in 2019-20.

The Town Clerk reported that there are funds in the committee's general budget. It was further agreed to seek quotes and proceed with works to the chairs as funds allow.

**17/28A VICTORIAN DINNER**

The Archivist reported that menus of a Victorian Mayor-Making banquet had been found in the archives. The idea of a re-creation had developed and this will be presented at The Swan, in February, as a fund-raising event for the Museum and for MacMillan Care.

The Mayor presented a request for permission to wear the Mayoral robe at the dinner, and to arrive in procession, with Mace Bearer and Town Clerk if available. After careful consideration of protocol, precedents, and the Civic Review, it was proposed, seconded, and agreed by majority vote that the Civic Review should be adhered to.

**17/29A CIVIC REVIEW**

Copies had been supplied to all members. The Chairman explained that the review needs to be completed during the next 18 months. He will report to the full Council meeting that the review is commencing and ask all members to submit their requests and comments to the Chairman or Town Clerk. The document will then be divided up between the committee members to carry out the review and brought back to committee for completion, before final approval by full Council.

The Chairman mentioned, for example, the need to prepare some notes on the annual Bishop Bekynton commemoration.

**17/30A FUTURE PLANS AND DEVELOPMENTS**

The Chairman referred to the refurbishment of the Mayor's Parlour furniture. He invited members to consider projects for future research or development.

**17/31A ANY OTHER MATTERS OF REPORT**

No further matters.

**17/32A DATE OF NEXT MEETING 6pm Thursday 15<sup>th</sup> February 2018.**