

WELLS CITY COUNCIL

MINUTES OF THE ARCHIVES AND CIVIC ASSETS COMMITTEE HELD IN THE COUNCIL CHAMBER, WELLS TOWN HALL, AT 6:00PM, ON THURSDAY 19TH JULY 2018

PRESENT: Cllrs: R Greenwell, C Price, T Robbins,
H Siggs (Chairman), D Swain, D Unwin, C Wride (Mayor)

IN ATTENDANCE: Town Clerk: F White;
Archivist: Dr J Wood.
County Cllr T Munt
1 member of the public

18/12A APOLOGIES FOR ABSENCE
Cllr. J Osman (Deputy Mayor),

18/13A DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interest, made under the Council's Code of Conduct adopted 26th July 2012: Cllr Price declared an interest in 18/17A; he had made a specialist submission; this item was moved to the end of the meeting, Cllr Price left the meeting before it was considered.

18/14A MINUTES OF THE MEETING held on **Thursday 15th February 2017**
Minutes of the previous meeting were proposed, seconded, approved and signed.

18/15A MEETING OPEN TO THE PUBLIC
None wishing to speak.

18/16A REPORT FROM THE ARCHIVIST
The Archivist presented her report and answered questions. She drew members' attention to the Southover History Day and the Mayor's Remembrance project.
The Archivist reported on the Archives website project, she showed the dummy site prepared by volunteers, also the Museum website. She described the type of website and search facility she would like; to be loaded and operated by volunteers. Members asked questions and discussed the issues raised; it was suggested that funds could be set aside from the Committee's budget to provide a dedicated searchable website. Enquiries have been made with the City Council's website provider but it was agreed the options available are too costly; the extra capacity requested cannot be simply 'bolted on'.
In conclusion the Archivist was asked to take advice and then seek quotes i.r.o. £1,000 - £2,000 for a separate website with sufficient capacity.
It was agreed that for the present the existing files prepared by the volunteers can be released onto the current Museum website data base.

18/17A CONSERVATION PROJECTS
i Paintings – update:
Collection of the paintings was delayed and has been rebooked for November.
ii Mayor's Parlour chairs: – quotes for restoration, see 18/22A below.
iii Archives documents rolling programme of conservation:
The Archivist has carried out an assessment, identified the items next in need of attention, and will bring quotes to the next meeting.

18/18A HERITAGE OPEN DAY Saturday 8th September 2018:
The Archivist reported the arrangements and asked for volunteers to help on the day.

18/19A CIVIC REVIEW

Some amendments and additions were discussed. Members are asked to submit their comments to the Town Clerk by the beginning of September for collation; a draft will be prepared for consideration at the next meeting.

18/20A CHAIRMAN'S ITEM Future plans and developments:

The committee asked for quotes to be sought on the clock project and the Parkes Room balcony project.

A signed photograph of Her Majesty the Queen hangs in the Mayor's Parlour; the Town Hall Manager will be asked for advice about the possibility of making an enlarged copy to hang in the Council Chamber.

18/21A ANY OTHER MATTERS OF REPORT

- i. The Archivist reported that the regional Manager of the National Archives will be visiting Wells in August.
- ii. Cllr Price mentioned a Council Award; he was asked to prepare a submission about a possible recipient. There was a discussion about what form such an award might take – something to keep, and/or a scroll/certificate.
(Cllr Price left the meeting)

18/22A Mayor's Parlour chairs – quotes for restoration

Three quotes were presented. Quote A was proposed, seconded and accepted.

18/23A DATE OF NEXT MEETING 6pm Thursday 20th September 2018