



**WELLS CITY COUNCIL  
NOTICE IS HEREBY GIVEN THAT A MEETING OF THE FINANCE & COUNCIL MATTERS  
COMMITTEE, WHICH MEMBERS ARE SUMMONED TO ATTEND,  
WILL BE HELD AT WELLS TOWN HALL  
ON THURSDAY 8<sup>TH</sup> SEPTEMBER 2022 AT 7:00PM**

*Please note this meeting will be recorded for the purpose of minute-taking.*

Steve Luck  
Town Clerk/RFO

1<sup>st</sup> September 2022

Town Hall  
Market Place  
Wells BA5 2RB  
01749 673091  
e-mail: townclerk@wells.gov.uk

Committee Members:

Cllrs: J Browne, S Cursley (Mayor), G Folkard,  
T Pullin (Chair & Deputy Mayor), T Robbins,  
H Siggs, I Von Mensenkampff, P Welch

**AGENDA**

Wells City Council has declared a climate emergency. Each agenda item must consider the impact on any policy and decision.

**1 APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**

**2 DECLARATIONS OF INTEREST**

To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12<sup>th</sup> May 2022.

**3 MINUTES OF THE FINANCE & COUNCIL MATTERS COMMITTEE MEETING HELD ON THURSDAY 14<sup>TH</sup> JULY 2022**

To accept the minutes of the previous meeting.

**4 MEETING OPEN TO THE PUBLIC**

Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Chair

**5 FINANCE**

- i To receive the Finance Reports for August 2022
- ii To consider approved contractors list and application (attached)

**6 GRANT APPLICATIONS**

- i. BLACK\* artists on the move
- ii. GFM – local radio station for Glastonbury, Wells, Street
- iii. Wells Community Network
- iv. Heads Up
- v. Wells Lions Club
- vi. Wells Djembe Circle

**7 ARCHIVES AND CIVIC ASSETS**

- i To receive an update (attached on 5.9.22)
- ii To discuss quotes for Town Crier's uniform

**8 UNITARY AND ACQUISITIONS**

To receive an update from the Town Clerk

**9 STAFFING**

- i To receive update from Lead Councillor T Robbins

**10 ANY MATTERS OF URGENT REPORT**

**11 DATE OF NEXT MEETING: 7pm Thursday 13<sup>th</sup> October 2022**

**EXCLUDE THE PRESS AND PUBLIC**

**Note:** If it is necessary for matters to be considered in confidence it will be proposed by the Chairman that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public, in order that confidential items can be discussed.

## Agenda Item 5(ii)



### **WELLS CITY COUNCIL (THE COUNCIL): INVITATION TO TENDER FOR AN APPROVED LIST OF CONTRACTORS IN RELATION TO ITS LAND AND PROPERTY PORTFOLIO**

The Council has a property portfolio of an insured value of approx. £15 million. It is bound by law and financial regulations to provide best value for money with public funds and is committed to spending public money wisely.

The Council is currently preparing an Approved List of Contractors for undertaking minor works, services and supplies for works in its properties up to a per-item value of £5,000 for the following categories:

- Plumbing and heating inclusive of maintenance repair and water leak detection
- Drainage/Rodding
- Electrical
- Carpentry
- General building works inclusive of maintenance, repair and minor groundworks
- Locksmiths
- Door and window repair / Replacement including glazing
- General grounds maintenance (additional to that already undertaken by the Council's usual contractor)
- Painting and decorating the exterior and interior of properties
- Tree surgery works
- Pest Control
- Sign writers
- General Cleaning of public and office spaces
- Intruder alarm and fire alarm installation and maintenance

If any local company or tradesman wishes to be considered for the list, please complete the application stating:

- Details of your current Public Liability Insurance. Please note that the Council needs a minimum of £5 million (£10 million would be preferred) if your business is of high risk (using potentially dangerous materials or equipment; or you work at height; use blow lamps etc).
- Details of two references for each category applied for
- Relevant accreditations/certifications/membership of any industry bodies

Contractors may bid for all or any of the above works and services and must provide the following rates for each trade category bid for:

- Skilled Labour Day Rate for works during normal working hours

- Emergency Call-out charge (if applicable)

Address for tenders to be sent to: The Town Clerk, Wells Town Hall, Market Place, Wells BA5 2RB

The envelope to be marked 'Tender for Approved Contractors List'

The closing date for receipt of tenders will be 5.00pm ????????

If you have any queries please do not hesitate to contact the Town Clerk, Mr Steve Luck, in the first instance at [townclerk@wells.gov.uk](mailto:townclerk@wells.gov.uk) or 01749 673091.

**Terms and Conditions:**

1. All rates quoted are to be inclusive of works supervision and management costs. The Council reserves the right to specify the grade or quality specification of any materials to be used in any proposed works.
2. Following this tendering process, it is intended that appointed Contractors will be included on the Council's Approved List of Contractors for a period of five years. At the conclusion of five years the Council may at its discretion extend the period of appointment for a further two years. Any extension of the initial period of inclusion on the Council's Approved List of Contractors will be dependent on a satisfactory performance of works and be subject to any review of rates at the anniversary of the initial period
3. The Council recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers wherever possible.
4. Normally the Council will accept the quotation, estimate or tender that provides best value for money, however, the Council is not obliged to accept the lowest of any tender, quotation or estimate, but must give valid reasons for not doing so.
5. The Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 14 days, or earlier, by agreement. In order to comply with current legislation all payments (apart from petty cash payments) are made by BACS transfer.
6. The Council shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.
7. Contractors must inform the Council if any element of works are to be subcontracted out.
8. All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation, for example Cemetery Regulations. Provision of suitable risk assessments and method statements will be a condition of all such contractors.

9. The Council requires all contractors working on Council sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £10 million.
  
10. The Council reserves the right to terminate any contract immediately for any of the following reasons:  
  
Termination for Cause – where a supplier commits a material breach of the agreement to deliver services, or fails to deliver agreed services, in the agreed timeframe without a plan to address the failings.
  
11. The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.
  
12. The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty, the Council will wherever possible purchase products that protect biodiversity, for example peat-free compost.



# Wells City Council

## APPLICATION FOR INCLUSION ON WELLS CITY COUNCIL'S APPROVED CONTRACTOR LIST

CATEGORY OF SERVICE(S) PROVIDED

BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE  EMAIL

ACCREDITATIONS /  
MEMBERSHIPS /  
PROFESSIONAL BODIES

SKILLED LABOUR DAY RATE DURING NORMAL WORKING HOURS

EMERGENCY / OUT OF HOURS   
CALL OUT FEE (IF APPLICABLE)

REFERENCE 1   
Name:  
Address:  
Contact:  
Telephone:                      Email:

REFERENCE 2   
Name:  
Address:  
Contact:  
Telephone:                      Email:

**Declaration:**

I understand that The Council requires me to hold Public Liability Insurance for contracts which involve working on Council sites for a minimum of £5,000.00

I confirm that I will supply a copy of my PLI policy schedule annually at renewal

I am aware that I am required to comply with the Council's Health and Safety and Equality policies

SIGNED  DATE

NAME:  POSITION:

**Agenda Item 6(i) – BLACK\* artists on the move**

**COMMUNITY GRANTS APPLICATION FORM**

<b>ORGANISATION</b>	
Name of your organisation / group:	BLACK* artists on the move
What does your group / organisation do?	<p>We use the arts to offer uplifting and culturally enriching activities to people of all backgrounds.  <a href="http://www.blackartistsonthemove.com">www.blackartistsonthemove.com</a>). BLACK* artists on the move is an organisation comprising 40+ artists living in and around Bristol. Our objectives are to use the creative arts as a vehicle for social transformation and individual and community upliftment. Prior to COVID, our work took the form of high profile festival events featuring top UK artists such as Lemn Sissay. Since COVID, we have shifted some offers to on-line delivery and have worked in a more targeted way.</p> <p>BLACK* communities have been disproportionately affected socially, economically and psychologically by the onslaught of COVID. Our work has a clear message of well being and togetherness – which is very much needed at the present time.</p> <p>Over the past 12 months we have delivered</p> <p>6 Black History Month celebrations in Somerset and Bristol schools            - 3 Black History Month events in partnership with Bristol Museums, involving Jamaican song, Martinican jazz piano, Mauritian mime, a one woman show, an on-line theatre performance involving artists in the UK, Zambia and Uganda, spoken word performance, a Peruvian puppet show</p> <p>The delivery of online poetry and life writing courses supporting people in Bristol The production of 2 collections of poetry - Afrika Homecoming and Weaving emanating from our online workshops</p>

	<p>The production of a calendar showcasing the work of an outstanding Trinidadian artist</p> <p>The production of a BLACK* artist's diary - both of the above 2 items are unique</p> <p>The delivery of year round online dance classes targeting elderly Black people</p> <p>The organisation of 6 BLACK* markets - offering a unique outlet for BLACK* produce and craft items</p> <p>A schools programme working with schools in Bristol and South Glos</p> <p>The above illustrates our dynamism whilst highlighting a reduction in face to face activities due to COVID.</p> <p>Over the past month we were selected to receive funding from department for Levelling Up in support of 4 Windrush initiatives including a celebratory event held on 22 June and attended by over 100 people</p>
<b>CONTACT DETAILS</b>	
Name of person applying:	Akulah Agbami
Address:	
Post code:	
Telephone:	
e-mail:	
Your position in the organisation: e.g. Chairman, Secretary, leader	Director
<b>AMOUNT</b>	
How much are you applying for? (up to £500)	<b>£500</b>
<b>THE PROJECT</b>	
What project is this grant for?	<p>Black History Month:</p> <p>We are keen to deliver a day of creative discovery and celebration of Black cultural contribution to the world. As stated, we want to instill hope and a recognition that we all have unlimited potential as human beings.</p>



	<p>Many Black individuals (such as Bessie Coleman, Cathay Richards) have overcome incredible odds and in transcending difficulty, have achieved immense greatness. We are traversing particularly difficult times so it is heartening to learn how previous generations have weathered storms and flourished in spite of the odds. Our programme will inspire and educate - sometimes you provide people with knowledge which is a slow burner and continues to reveal its clarity long after the encounter has ended. It will provide heart-warming and uplifting opportunities to celebrate.</p> <p>We are aware how much benefit young people of all ethnicities derive from our work which clearly advances an agenda of equality and compassion.</p>
<p>How will this project benefit the community in Wells?</p>	<p>We will be working with 300 children and young people from Stoberry Park Primary and The Blue School. Two practitioners with complimentary arts skills will offer creative learning workshops with an emphasis on dance/singing/ creative writing/theatre/drawing.</p> <p>We will propose a sharing assembly so that larger numbers can take advantage of work undertaken.</p> <p>Our organization has previously delivered creative work in both schools.</p>
<p>When will the grant money be used?</p>	<p>2 days' artists intervention in schools @ Artist Union rates of £230 p d plus 6 hours x £10 project management.</p>
<p><b>DATE OF APPLICATION:</b></p>	<p>4/7/2022</p>

**Agenda Item 6(ii) – GFM, local radio station for Glastonbury, Wells, Street**

**COMMUNITY GRANTS APPLICATION FORM**

<b>ORGANISATION</b>	
Name of your organisation / group:	GFM
What does your group / organisation do?	Community radio broadcasting to Glastonbury, Street, Wells, and the surrounding villages (our communities).
<b>CONTACT DETAILS</b>	
Name of person applying:	Matt Martin / Joanne Schofield
Address:	
Post code:	
Telephone:	
e-mail:	
<b>AMOUNT</b>	
How much are you applying for?	£925.00
<b>THE PROJECT</b>	
What project is this grant for?	Renovation of the studio and training spaces.
How will this project benefit the community in Wells?	As well as broadcasting relevant and entertaining content to our communities we have a key commitment to provide training and instruction.
When will the grant money be used?	Repair and renew the cabling between studios one and two in order to be able to expand our community training provision and support in line with the terms of our published key commitments. Please see:  tinyurl.com/gfm-key-comms
<b>DATE OF APPLICATION:</b>	06/07/2022

**Agenda Item 6(iii) – Wells Community Network Grant Application**

**COMMUNITY GRANTS APPLICATION FORM**

<b>ORGANISATION</b>	
Name of your organisation / group:	<b>Wells Community Network</b>
What does your group / organisation do?	<p>Formed as a response to the pandemic, Wells Community Network CIC (WCN), is a coordinated network of volunteers and organisations that work together to support our local community.</p> <p>Our volunteers engage in an enormous variety of task, from marshalling and supporting partner organisations, to day to day chores, a friendly chat, shopping, collecting prescriptions and dog walking.</p> <p>Everyone is welcome to get involved and join in the teams that are most suited to their skills and interests.</p>
<b>CONTACT DETAILS</b>	
Name of person applying:	<b>Nicki Hall</b>
Address:	[REDACTED]
Post code:	
Telephone:	
e-mail:	
Your position in the organisation: e.g. Chairman, Secretary, leader	
<b>AMOUNT</b>	
How much are you applying for? (up to £500)	<b>£500.00</b>
<b>THE PROJECT</b>	
What project is this grant for?	<b>Trishaws for Wells</b>

<p>How will this project benefit the community in Wells?</p>	<p>We would like to buy a trishaw, a tricycle with a seat on the front, so we can offer rides to people with long term health conditions and those with mobility problems a change of scenery and the chance to get out in the fresh air, become more active and feel connected with their community post pandemic. We've already built relationships with local care homes, a day centre for older vulnerable people a charity supporting people with mental health problems and those with dementia. We want to involve younger people with physical and other disabilities too. We would involve younger more able-bodied members of the community as pilots (who ride the trishaw). This would bring together different generations in our community and offer opportunities for new friendships. We would carry out DBS checks and train the pilots. We would give them time to get used to riding the trishaw before taking out passengers from our target group which will ensure the rides are as safe as possible. During the rides passengers and pilots will talk and may share stories and experiences of life in Wells. We won't make any charge for these rides but people will be able to make donations if they wish to.</p> <p>Social isolation became a bigger problem for older people especially those with poor mobility and long term health conditions during the lockdowns. We hope that rides in a specially adapted trishaw and meeting our volunteers will make a real difference to the lives of people who are lonely and not able to get out on their own. Passengers will need to leave their homes to get to the location of the trishaw and we hope the experience of being taken out for a ride will encourage them to become more active.</p> <p>Recently, we took a phone call from an elderly lady who said she'd been housebound for the last 2 years. She was worried about how she'd get her shopping now her neighbour, who's done it since March 2020, had Covid. During the first lockdowns some people, who live alone, called our Helpline because they just wanted to talk to someone.</p>
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	<p>During the rides passengers and pilots will talk and may share stories and experiences of life in Wells. This will help build community cohesion.</p> <p>Our project will offer the pilots and helpers the opportunity to become more active and get fitter. It will boost confidence and improve their health and wellbeing too.</p> <p>Dr Jonathan Bench of Wells Health Centre said: "I'm delighted to support the Wells Community Network's Trishaw project. It brings together so many factors important for health, an increased sense of community, a chance for those isolated to connect with others, to get out into the fresh air and into nature. These are things that we have long known to be important for our wellbeing but they have been highlighted by the recent experiences of Covid lockdown. I'm also delighted that the Trishaws will be pedal powered encouraging exercise and I hope will be a small step towards more active transport in our historic city."</p>
When will the grant money be used?	<b>Immediately upon receipt of all funds needed: £12,000.00 total. We still need a further £3000.00 (of which the £500.00 is included) in order to order a Trishaw. We anticipate October 2022</b>
<b>DATE OF APPLICATION:</b>	<b>07/07/2022</b>

## Agenda Item 6(iv) – Heads Up Grant Application

### COMMUNITY GRANTS APPLICATION FORM

<b>ORGANISATION</b>	
Name of your organisation / group:	<b>Heads Up</b>
What does your group / organisation do?	Based in Wells, Somerset Heads Up is focused on improving the Mental Health and Wellbeing of Adults through Empowerment, Support and Hope. It provides day services to individuals experiencing mental health issues, including dementia.
<b>CONTACT DETAILS</b>	
Name of person applying:	Bridget Harvey
Address:	
Post code:	
Telephone:	
e-mail:	
Your position in the organisation: e.g. Chairman, Secretary, leader	Service Director
<b>AMOUNT</b>	
How much are you applying for? (up to £500)	<b>£500</b>
<b>THE PROJECT</b>	
What project is this grant for?	Procurement of a mini bus to allow Heads Up to extend its out-reach programme.  Detailed application enclosed with this submission.
How will this project benefit the community in Wells?	The procurement of a mini bus will allow people living in the Wells area with schizophrenia and dementia and not able to reach West Horrington to participate routinely in the HU programmes.
When will the grant money be used?	December 22 or earlier
<b>DATE OF APPLICATION:</b>	<b>22/08/2022</b>

## Agenda Item 6(v) – City of Wells Lions Club Grant Application

### COMMUNITY GRANTS APPLICATION FORM

<b>ORGANISATION</b>	
Name of your organisation / group:	<b>CITY OF WELLS LIONS CLUB</b>
What does your group / organisation do?	<b>PROVIDE COMMUNITY EVENTS FOR WELLS RESIDENTS &amp; VISITORS, AND RAISE MONEY FOR LOCAL CHARITIES</b>
<b>CONTACT DETAILS</b>	
Name of person applying:	<b>IAN WILLIAMS</b>
Address	
Post code:	
Telephone:	
e-mail:	
Your position in the organisation:	
<b>AMOUNT</b>	
How much are you applying for?	<b>£ 250</b>
<b>THE PROJECT</b>	
What project is this grant for?	<b>Tree of Light – A Christmas tree set up in the Bishop’s Palace for those who have lost ‘loved ones’ to have a star in remembrance of their ‘loved one’ . See the video for the last year’s remembrance dedication on the Lion’s Facebook page.</b> <a href="https://www.youtube.com/channel/UCwNpg0Vcg9EqtzQfBJQcPMA">https://www.youtube.com/channel/UCwNpg0Vcg9EqtzQfBJQcPMA</a>
How will this project benefit the community in Wells?	<b>In two ways:</b> <b>1.</b> Provide the people of Wells with a means to remember their loved ones – a star on the tree, a remembrance card and, yet to be arranged, a dedication by the Bishop’s Palace Pastor ‘Rosie’ which last year was videoed. <b>2.</b> Through donations received provides funds to help and support local charities.

When will the grant money be used?	October through to December 2022. Costs – Tree, advertising posters, remembrance cards (example can be supplied), Stars to hang on tree with names of those being remembered. Lights were donated by Protec last year.
<b>DATE OF APPLICATION:</b>	<b>26/8/2022</b>



**Agenda Item 6(vi) – Wells Djembie Circle Grant Application**

**WELLS CITY COUNCIL**

**COMMUNITY GRANTS APPLICATION FORM**

<b>ORGANISATION</b>	
Name of your organisation / group:	WELLS DJEMBE CIRCLE
What does your group / organisation do?	COMMUNITY HAND DRUMMING & PERCUSSION
<b>CONTACT DETAILS</b>	
Name of person applying:	CHRISSE VENCKUNAS
Address:	[REDACTED]
Post code:	[REDACTED]
Telephone:	[REDACTED]
e-mail:	[REDACTED]
Your position in the organisation: e.g. Chairman, Secretary, leader	Leader
<b>AMOUNT</b>	
How much are you applying for? (up to £500)	£500
<b>THE PROJECT</b>	
What project is this grant for?	TO PURCHASE DRUMS FOR THE GROUP AS OURS ARE ON LOAN & I NEED TO RETURN.
How will this project benefit the community in Wells?	PHYSICAL & MENTAL WELL BEING AND SOCIAL INTERACTION (Please see enclosed letter)
When will the grant money be used?	IMMEDIATELY
<b>DATE OF APPLICATION:</b>	26 <sup>th</sup> Aug 2022

## **Agenda Item 7** (added 5.9.22)

### Wells City Archives Report for Finance & Council Matters Committee September 2022

Julia Wood retired in April and Veronica Howe started on 6 June. The focus of the first few weeks has been on the handover, and getting set up in both offices.

At the Town Hall, security of the Wells City Archive files has been improved by the installation of a new external 8TB disk drive on the Archivist's computer. This will be a back-up device for the files (over 67,000) that were previously only stored on the portable disk that is used to enable the Archivist to work at both the Town Hall and Wells Museum where the archives are located. A new weekly back up routine will address and reduce the risk of data loss. At the Museum the Archivist's office has been repainted and improved, and the Archivist has connected a second monitor to the laptop to facilitate the extensive data entry involved in the new cataloguing project.

Councillor Harvey Siggs has met with Veronica. One of the matters discussed was how changes to the council might affect ownership and management of the Recreation Ground. The Archivist found some references to historic arrangements in council minutes and sent them to Councillor Siggs.

The Mayor deposited a copy of a historic newspaper clipping concerning his father, a former Town Clerk, and enquired about archive material relating to town twinning with Durkheim with a view to planning for next year's 40<sup>th</sup> anniversary. The Archivist confirmed the original agreement is in the archives, and sent the Mayor photographs of the 10<sup>th</sup> anniversary celebration in 1993.

A review of enquiries has been undertaken to ascertain the status of those outstanding from the time of pandemic lockdowns. Some enquiries were resurrected and have been dealt with, either by email or by researchers visiting in person now that normal service regarding access has been resumed. Several new enquiries have been dealt with, mainly concerning building and family history. There are currently no outstanding enquiries.

Two new databases of information from the City Archives, created by volunteers, have been made available on the Wells Museum website. This development was publicised on social media and evidence suggests the resources are already being used. The first, Sacrament Certificates 1689-1765, provides a searchable index of the names of individuals taking various oaths of office. The second is a property index from 1860, created from maps and a reference book related to the new sewerage plan for Wells. Showing every property and outbuilding, with names of owners and occupiers, it is a superb source for family, house and local historians.

The main focus of the Archivist's work over the next year will be creating a proper catalogue for Wells City Archive. Currently information about the collections only exists in numerous spreadsheets and listings of inconsistent and variable quality, and material is stored in numbered boxes that follow no system. A new catalogue has now been designed that conforms to international standards for archival description, and work has begun on copying data from the various sources into the master catalogue spreadsheet. The objective is to rearrange the collection more logically. The benefits of this will include: making information about the collections available online on the city council and museum websites and The National Archives Discovery platform; enabling the accession and transfer into the archives of the backlog of 50 years of modern City Council records currently stored in the cells beneath the Town Hall; and physically rearranging the boxes in the archive store in a more systematic fashion that will streamline their management.

Veronica Howe 1 September 2022