



**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 13<sup>TH</sup> JULY 2023 AT 7:00PM**

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

Steve Luck  
Town Clerk/RFO

6<sup>th</sup> July 2023

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

Committee Members:

Cllrs: L Agabani, S Cursley (Chair), G Folkard,  
T Pullin (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 8<sup>TH</sup> JUNE 2023**  
To approve and sign 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**  
To receive the Finance Reports for June 2023
- 6 PORTWAY ANNEXE**  
To receive Management Report (attached).

**7 ARCHIVES AND CIVIC ASSETS**

- i To receive update
- ii Civic Review update

**8 UNITARY AND ACQUISITIONS**

To receive LCN update from Cllr Welch.

**9 ANY MATTERS OF URGENT REPORT**

**10 DATE OF NEXT MEETING: 7pm, Thursday 14<sup>th</sup> September 2023**

**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.

**11 REPORT FROM TOWN CLERK ON TOWN HALL BOOKING**

**12 TO CONSIDER PROPERTY LEASE OFFERS**

# Portway Annexe Manager's Report

June 2023

## Overview & Highlights

As per the March report, we have once again seen a steady increase in interest with hire of the building. The types of events hosted are still incredibly diverse and has drawn much public attention to the building. As of writing, we are now fully booked with regular weekly slots for the Music rooms during weekday evenings.

The Portway Monkey Market was a success and raised £130 in table hire. This is equal to the cost of hiring both rooms for a 4 hour period. Feedback was mostly positive with a few noting a footfall for sale being lower than expected (Likely due to the first 'summer' weekend of the year). We plan to organise another for December.

Mendip community transport have vacated their spaces. We now have only 3 vacant spaces in the whole car park.

Strode College have commenced their Employability Skills course as of the 14<sup>th</sup> June. We hope this will be the beginning of many future courses hosted by Strode within the building.

I have been working closely with the Wells Welcome Hub to help monitor and record attendance. This log of attendance is required to not only report numbers to Somerset on refugee activity, but to also inform Charis of the scale of operations in regards to funding. To alleviate masses of paperwork and staff time, I have installed an iPad in the entrance way of the Annexe. This iPad is locked to a welcome screen with options for various languages. Tapping on a language option will redirect users to a small sign-in form where attendees can submit their information via their native language. After receiving various feedback and criticism, I will be launching a new simplified version as of July. Attendees also have the option to scan a QR code (situated via posters in various rooms) and fill in the form via their mobile. All data collected is secure and only accessible by the Manager, Anna Tumanova, Claire Chettoe and Emma LeFevre.

Liz is in the early stages of organising a raffle. The funds raised of which will go towards a chosen charity. She is at the point of contacting local businesses for prize donations.

Talks between myself and Liz are currently ongoing as to the next staff organised event. We are looking at the option of hosting another indoor market targeted towards either general 'bring & buy' or local crafts.

Both April & May were difficult months with such a high volume of bank holidays and half term. We anticipate to be back on track in June as per figures below.

## Completed Maintenance

- Insulation of main heating feed pipe work (Complete)
- Sanding & Varnishing of Chamberlain Hall (Complete)
- Replacement of glass in Bignal-Rand room (Complete)
- Sealing gaps in glass of Bignal-Rand room (Complete)
- Painting of numbers on private hire car park (Complete)
- Installation of Welcome Hub Sign-In iPad (Complete)
- Installation of cigarette bins on front & back exterior (Complete)

## Ongoing & Future Maintenance

- Painting / Maintenance of Café
- Repair to verges on roof as per roof survey
- Convert old kitchen area into extended toilet block

## Rental Income (£31,979)

	CH	KC	BR	DR	CR	AV	NC	MS	MR	PR	Total	% Dif
July 22	-	£50	£100	£105	£0*	£0**	£37.50	£40	£34	£40.00	£406	-
August	£150	£70	£90	£120	£0*	£0**	£30	£64	£215	£25	£764	+88%
September	£670	£130	£552	£380	£223.75	£0**	£50	£85	£164	£55	£2,310	+202%
October	£360	£170	£777	£285	£382.50	£0**	-	£92	£232	£130	£2,428	+5%
November	£600	£170	£451	£485	£431	£24	£15	£100	£185	£185	£2,646	+9%
December	£634	£330	£168	£245	£213	£24	-	£51	£127	£150	£1,943	-26%
January	£920	£160	£626	£525	£450	£95	-	£175	£142	£135	£3,228	+66%
February	£810	£150	£557	£695	£420	£105	£90	£140	£357	£80	£3,404	+5%
March	£1,250	£40	£625	£490	£600	£105	£90	£225	£535	£114	£4,074	+19%
April	£670	£160	£467	£375	£366	£84	£102	£159	£354	£145	£2,883	-29%
May	£935	£165	£705	£620	£273	£116	£168	£124	£297	£156	£3,560	+23%
June 23 (Projected)	£1,124	£190	£720	£970	£432	£83	£36	£168	£341	£267	£4,333	+21%

\* We offer a first session free trial to all hirers looking to book weekly classes.

\*\* These figures do not include hot desking, donations, sales of snacks/coffee machine. This only counts for bookings made through the diary.

## Other Income (£40,074)\*

\*Djembe Drum Circle Donations (Est Aug 22) = £1,177

\*Coffee Machine (Est May 22) = £379

\*Snack Box (Est Mar 22) = £166.30

\*Staff Organised Events = £130

\*Private Car Park Hire = £20,272 (Since open)

\*Charis Grant = £9,000 (Per quarter)

## Room Reference

CH = Chamberlain Hall

KC = Kennedy Café

BR = Bignal-Rand Room

DR = Dodd Room

CR = Cursley Room

AV = AV Studio

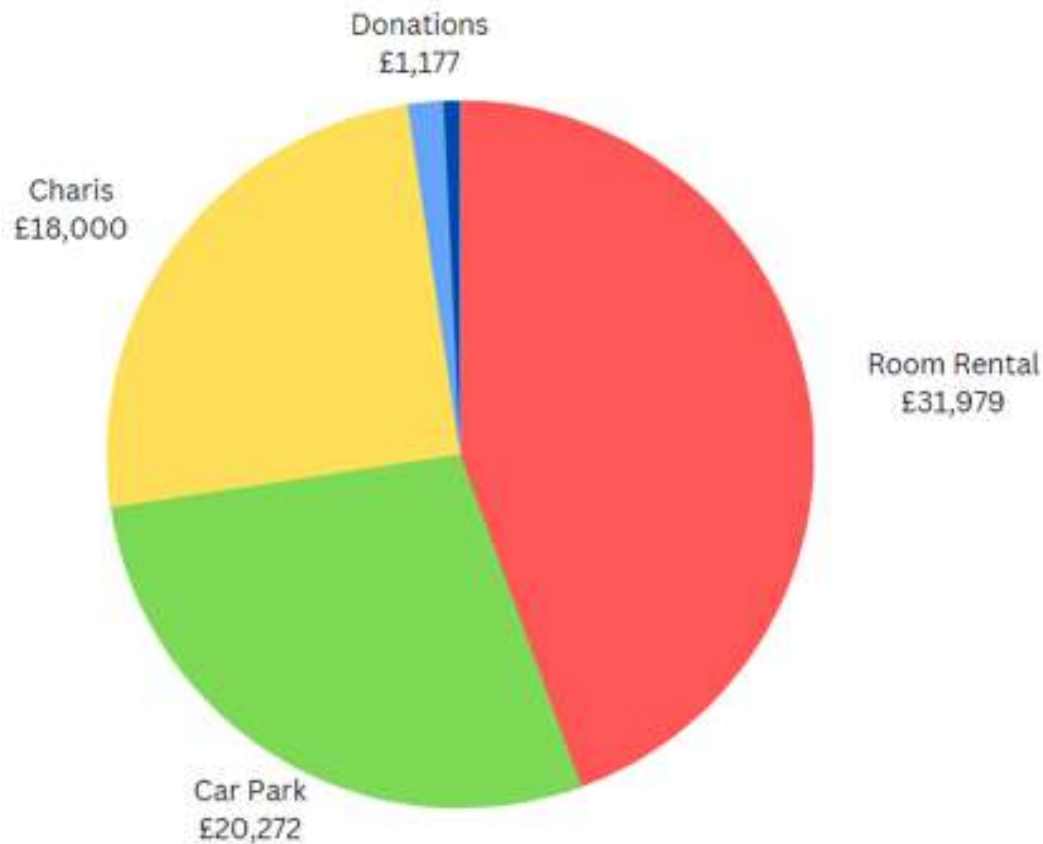
NC = Nightingale Classroom

MS = Small Music Room

MR = Large Music Room

PR = Patch Meeting Room

## Income Breakdown



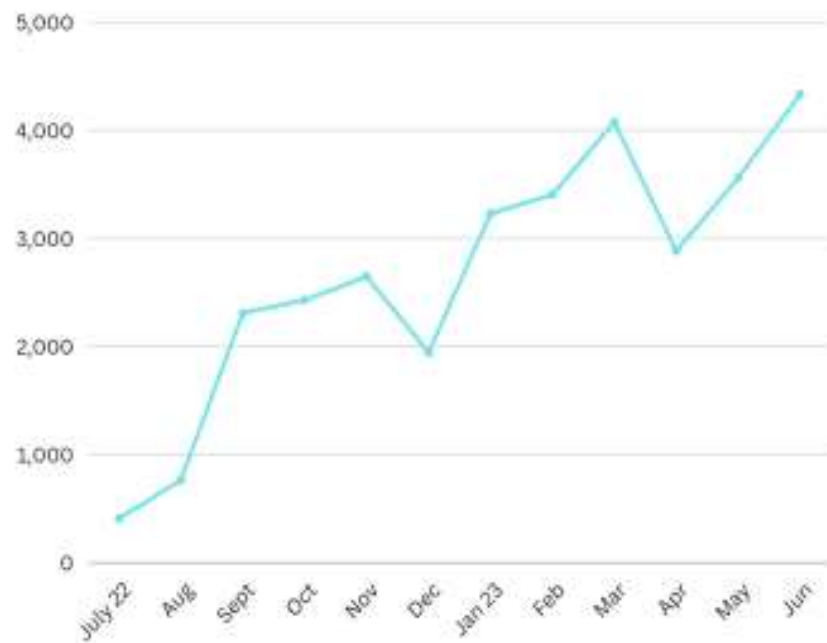
### Rental Income (£31,979)

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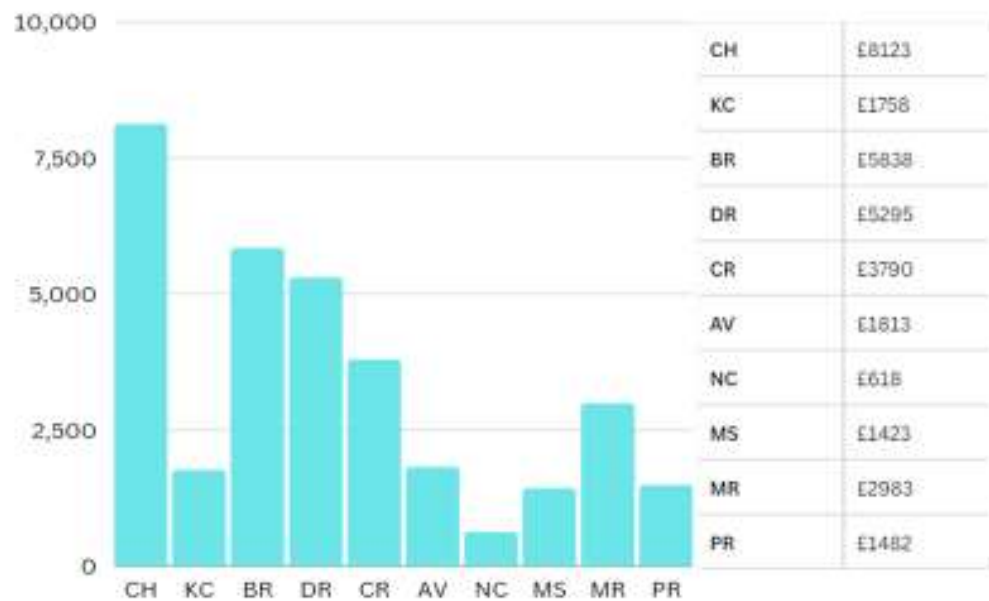
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# Income Breakdown

Total Bookings Income Trend



Total Income by Room



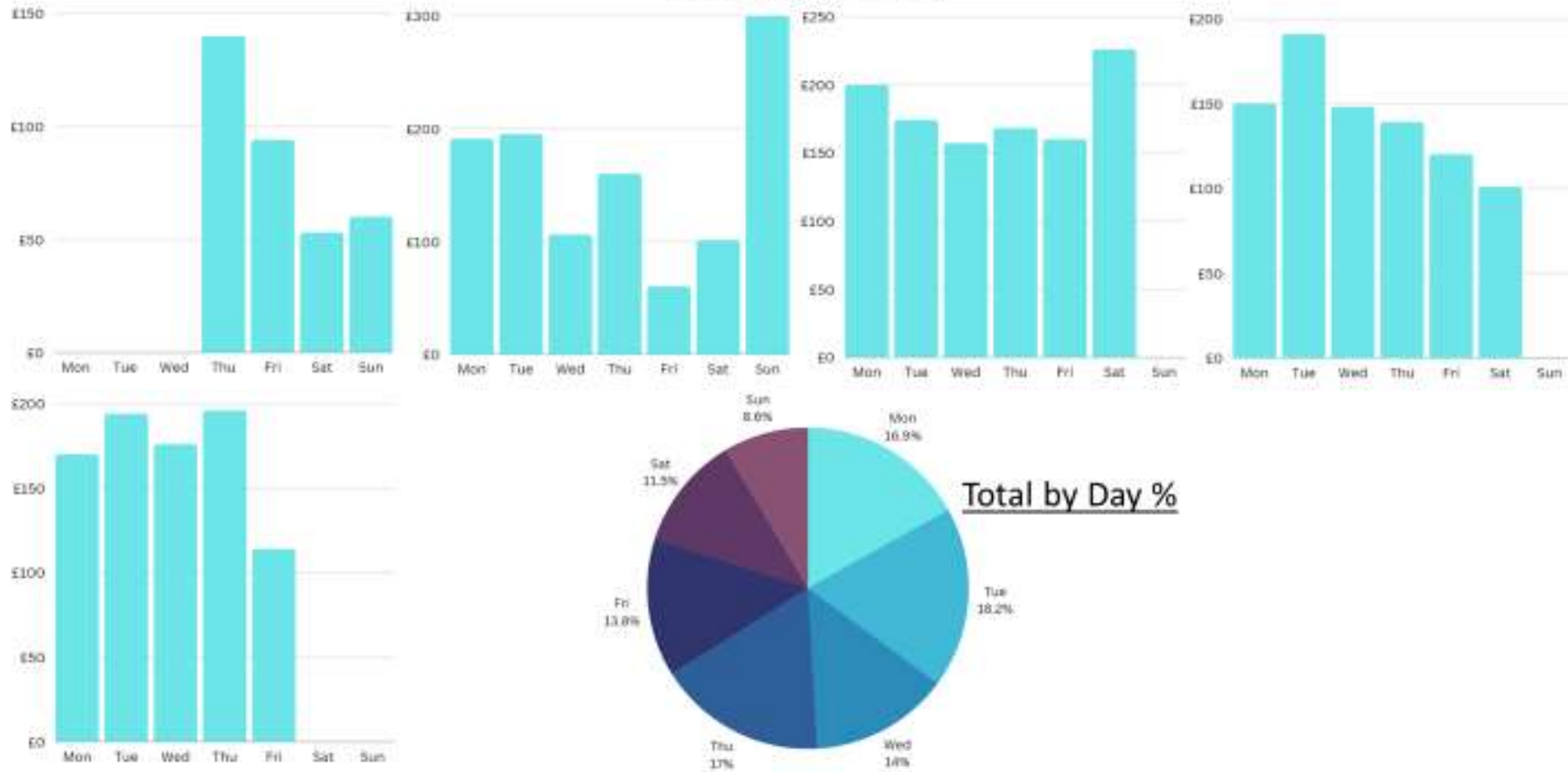
# Income Breakdown

## Room Income Trends



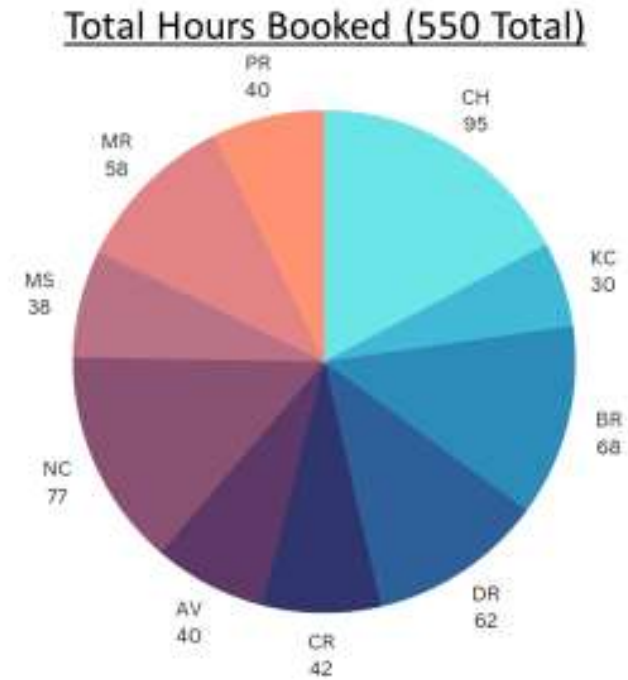
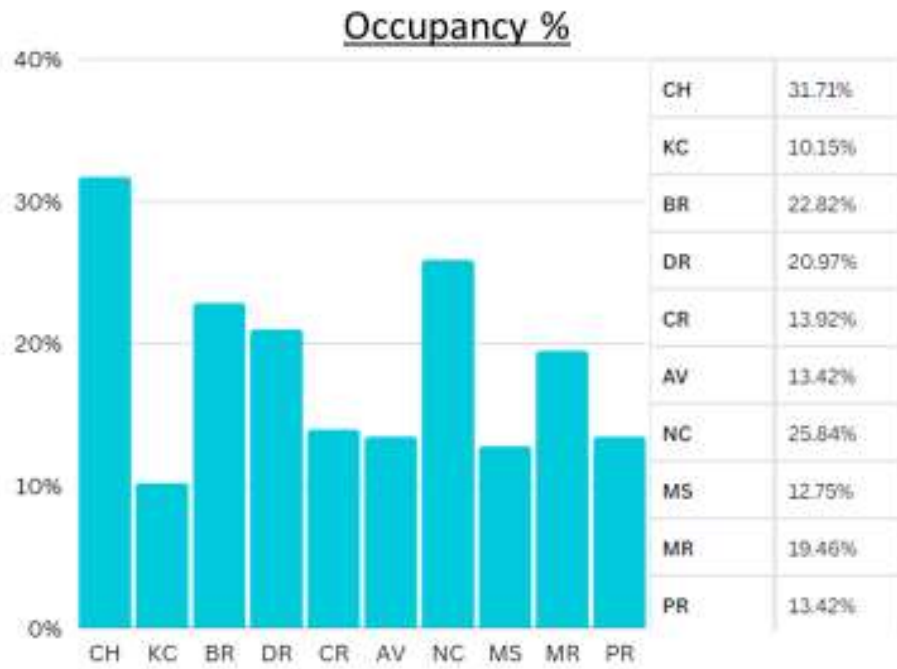
# June Income

## Breakdown by Day



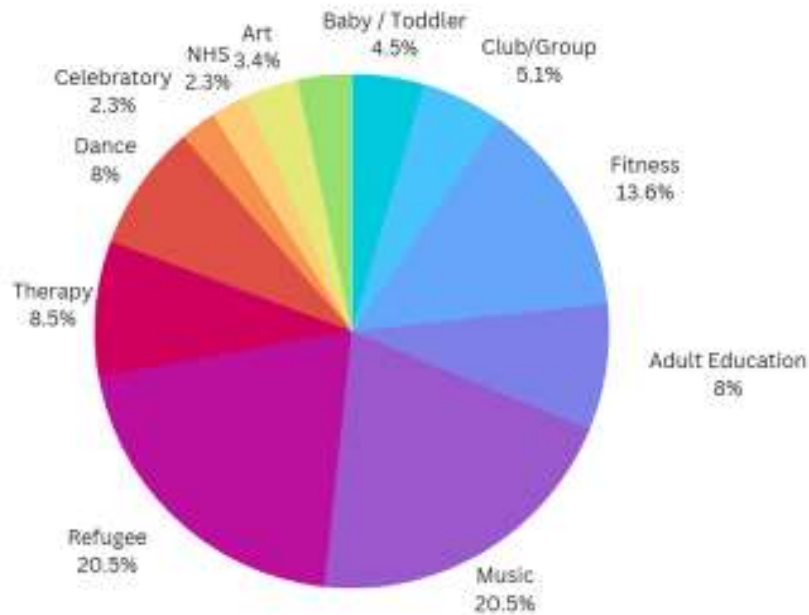


## June Bookings Info



# June Bookings Info

Bookings by Category



## Specifics of Hirer Group Categories (Weekly)

### Baby & Toddler Groups

1 x Baby Sensory Class  
1 x Toddler Music  
1 x Toddler Ballet

### Fitness

3 x Pilates  
2 x Yoga  
1 x Workout class  
1 x Kickboxing

### Clubs/Groups

2 x U3A  
1 x Bingo  
1 x Coffee Morning  
1 x Photography Club  
1 x Stitch Club

### Events

1 x Bingo  
1 x Rotary Event

### Adult Education

1 x Computer Skills  
1 x Confidence Building Course  
1 x English & Maths skills  
1 x Employment Skills Course

### Therapy

1 x Support Group  
2 x 1-1 Therapist

### Music

8 x Band Practice  
1 x Drum circle  
1 x Sound Bath  
5 x Music Lessons

### Dance

1 x Children's Ballet  
1 x Children's Drama  
1 x Tap Dancing

### Refugee

1 x Meeting  
1 x Café Support Morning  
6 x Language Lesson  
1 x Counselling Session

### Celebratory

3 x Birthday Party

### NHS

3 x Referral course

### Art

1 x Social Art Group  
1 x Life Drawing Lessons