



**WELLS RECREATION GROUND TRUST**  
**ANNUAL GENERAL MEETING**

**NOTICE IS HEREBY GIVEN THAT A MEETING OF WELLS RECREATION GROUND TRUST (WRGT), WHICH TRUSTEES ARE SUMMONED TO ATTEND, WILL BE HELD AT WELLS TOWN HALL ON WEDNESDAY 3<sup>RD</sup> JUNE 2026 AT 7:00PM**

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

Haylee Wilkins  
Town Clerk  
Of Wells City Council  
On behalf of WRGT

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

28<sup>th</sup> May 2026

Trustees:

Cllrs: L Agabani, J Browne, T Butt Philip,  
S Cursley, D Denis (Mayor), S Eden,  
J Edmonds, G Folkard, K Kinshaw,  
T Kolizeras, D Orrett, S Powell, G Robbins,  
H Siggs, I Von Mensenkampff, P Welch

**AGENDA**

- 1 APOLOGIES FOR ABSENCE FROM TRUSTEES**
- 2 APPOINTMENT OF CHAIR & VICE CHAIR**
- 3 DECLARATIONS OF INTEREST**  
To receive Declarations of Interests from Trustees.
- 4 MINUTES FROM THE ANNUAL GENERAL MEETING HELD ON 9<sup>th</sup> SEPT 2025**  
To be approved and signed for accuracy
- 5 ACTIONS FROM THE ANNUAL GENERAL MEETING HELD ON 9<sup>th</sup> SEPT 2025**
- 6 MEETING OPEN TO THE PUBLIC**  
Public speaking time is at the discretion of the Chair. Limited to 15 minutes in total.

**7 FINANCIAL & LEGAL COMPLIANCE (attached)**

To receive and approve:

- a) Governing Document
- b) Trustee Code of Practice and Undertaking
- c) Annual Return
- d) End of Year Balance Statement
- e) Resolution for Grant Provision from Wells City Council

*Resolution: Wells Recreation Ground Trust, resolves to request grant provision from Wells City Council, to the sum of £55,086 for the annual year 2026-2027.*

**8 REPORT FROM WELLS CITY COUNCIL WORKING GROUP (attached)**

To receive report and approve.

**9 DELEGATED RESPONSIBILITIES**

To delegate authority to the Town Clerk in consultation with the Chair and Vice-Chair, to decide any urgent matters arising before the next meeting.

**10 ANY MATTERS OF URGENT REPORT**

**11 DATE OF NEXT MEETING: To be confirmed**

## **Agenda Item 7 a)**

### **Wells Recreation Ground Trust - Governing Document**

#### **1. Name**

The charity is known as Wells Recreation Ground Trust (“the Trust”).

#### **2. Status**

The Trust is a registered charity with the Charity Commission (Charity No: 284947).

Wells City Council (WCC) is the sole corporate trustee, acting as the corporate body.

When acting as trustee, the Council must act only in the best interests of the Trust and keep its decisions distinct from other Council business.

#### **3. Purpose (Objects)**

The Trust exists to determine the objectives for the continues provision of the trust, to safeguard the provision of the future, in line with the legal framework in which the trust must operate.

1. Provide and maintain the Recreation Ground in Wells for the benefit of the public.
2. Offer facilities for sport, recreation, play, leisure, cultural and community activities.
3. Improve health, wellbeing, and community life for the residents of Wells and surrounding areas.

#### **4. Powers**

To carry out its purpose, the Trust may:

- Maintain, improve, and manage the grounds and facilities.
- Provide or support events, activities, and programmes.
- Work with community groups, schools, charities, and public bodies.
- Raise funds, apply for grants, and set reasonable charges where appropriate.
- Employ staff, contractors, or professional advisers.
- Purchase equipment or services necessary for the Trust’s activities.

#### **5. Trustee Arrangements**

##### **Trustee Role & Responsibilities**

- Wells City Council acts collectively as the sole trustee. Councillors do not hold office as individual trustees.
- The trustee is required to ensure that legal, financial and management duties comply with relevant objectives and the Charity’s constitution.

- Safeguard the charity's good name and ethos, by ensuring that activities are conducted with probity and propriety.
- Ensure the effective and efficient administration of the Charity as well as its financial stability.
- To ensure protection and conscientious management of the property and assets of the charity and to ensure the proper investment of its funds.
- The Trustee Code of practice will be referred to and the Trustee's Undertaking completed for each individual representing the Trust.

### **Meetings & Meeting Papers**

The Council shall hold at least two meetings each year in September and March, specifically as the Trustee of the Recreation Ground.

Business of the Trust must be recorded separately from other Council business.

The meeting papers are the property of the trust and should not be shared publicly without the express permission of the trust.

### **Delegation**

The Trustee may delegate day-to-day management to a committee, officers, or third parties, but retains overall responsibility.

### **6. Use of Income and Assets**

All income and property must be used to achieve the Trust's purposes.

The Trust's money cannot be used to benefit councillors or staff personally, except for:

- a) Reasonable expenses incurred on Trust business, for which separate accounts will be maintained.
- b) Proper payment for services provided under contract, which again will be referenced within the trusts accounts.

### **7. Conflicts of Interest**

Councillors must declare any personal or financial interest in Trust matters.

Where appropriate, councillors should withdraw from decisions to ensure the Trust's interests come first.

This matter should be carefully considered when discussion business which may later be considered by a Council committee.

### **8. Finance, Accounts and Reporting**

The Trust must keep proper financial records.

Annual accounts must be prepared and filed with the Charity Commission.

An annual report must be published showing how the Trust has carried out its charitable purposes.

HMRC and returns must be completed annually, alongside any relief, exemption notices or otherwise.

The Trust's funds must be kept separate from Council funds.

## **9. Amendments**

This governing document can be amended by resolution of Wells City Council in its role as Trustee.

Any changes requiring Charity Commission approval must be submitted and agreed before taking effect.

## **10. Dissolution**

If the Trust is dissolved, its remaining assets must be given to another charity with similar purposes for the benefit of the people of Wells.

## **10. Disagreements**

Where a disagreement arises, the matter should be raised formally with the Chair, who may seek support from the Town Clerk of the City Council, acting as an officer of the Trust.

If the matter is not considered to have been suitably resolved, the appointment of an independent mediator can be requested.

## **Agenda Item 7 b)**

### **Trustee Code of Practice**

#### **Wells Recreation Ground Trust**

This Code sets out the standards of conduct expected of councillors when acting as charity trustees of Wells Recreation Ground Trust (WRGT).

#### **1. General Principles**

- Trustees must act only in the interests of the charity, not in the interests of the Council, political parties, or other organisations.
- Trustees must act collectively; decisions are taken by the Council acting as sole trustee, not by individuals.
- Trustees must ensure openness and transparency in decision making.

#### **2. Duties of Trustees**

When acting as trustees, councillors must:

1. Carry out the charity's purposes for the public benefit.
2. Comply with the governing document and charity law.
3. Act in the charity's best interests, setting aside personal or political interests.
4. Manage resources responsibly, protecting the charity's money, land, and assets.
5. Act with reasonable care and skill, preparing for and attending trustee meetings.
6. Ensure accountability, keeping proper records and complying with reporting duties.

#### **3. Conflicts of Interest**

- Trustees must declare any personal, financial, or organisational interest in matters before the Trust.
- If a conflict arises, trustees must withdraw from discussion and decision making where required.

#### **4. Trustee Meetings**

- Trustee business will be clearly separated from Council business and minuted distinctly.
- Trustees will respect majority decisions once made, even if they disagreed during discussion.
- All discussions will be conducted respectfully and in line with Nolan Principles of Public Life.

#### **5. Behaviour and Commitment**

- Trustees will act with integrity, honesty, and in good faith.

- Trustees will avoid bringing the Trust into disrepute through their words or actions.
- Trustees will undertake training and keep themselves informed about charity governance.
- Trustees will treat staff, volunteers, and members of the public with respect.

## **Trustee Undertaking**

### **Wells Recreation Ground Trust**

I, the undersigned, acknowledge that as a member of Wells City Council, which is the sole corporate trustee of Wells Recreation Ground Trust, I have responsibilities as a charity trustee under the Charities Act 2011 and Charity Commission guidance.

I undertake that:

1. I will act in the best interests of the Trust and its charitable objects.
2. I will comply with the Trust's governing document, charity law, and the Charity Commission's requirements.
3. I will ensure that the Trust's assets are used only to further its charitable purposes.
4. I will declare any conflict of interest and act only in the interests of the charity when trustee business is under consideration.
5. I will contribute to the effective management of the Trust, including attending trustee meetings and engaging with decision-making.
6. I will uphold the Trustee Code of Practice (attached).

Signed:

Name:

Date:

# ANNUAL RETURN

FOR THE YEAR ENDED 1 MAY 2026

Wells Recreation Ground Trust Current Year

## SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

|   | <u>Last Year £</u> | <u>This Year £</u> | <u>General Notes for Guidance</u>   |
|---|--------------------|--------------------|---|
| <b>1</b> Balances brought forward                                 | <b>504,390</b>     | <b>572,546</b>     | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.      |
| <b>3</b> (+) Total other receipts                                 | <b>101,430</b>     | <b>1,608</b>       | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.               |
| <b>5</b> (-) Loan interest/capital repayments                     | <b>0</b>           | <b>0</b>           | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).                                  |
| <b>6</b> (-) All other payments                                   | <b>33,274</b>      | <b>1,946</b>       | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).                  |
| <b>7</b> (=) Balances carried forward                             | <b>572,546</b>     | <b>572,208</b>     | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]  |
| <b>8</b> Total value of cash and short term investments           | <b>573,148</b>     | <b>572,701</b>     | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| <b>9</b> Total fixed assets plus long term investments and assets | <b>0</b>           | <b>0</b>           | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.                  |
| <b>10</b> Total borrowings  | <b>0</b>           | <b>0</b>           | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).  |

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

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| <u>A/c</u> | <u>Description</u>                    | <u>Actual</u> |                |
|------------|---------------------------------------|---------------|----------------|
|            | <u>Current Assets</u>                 |               |                |
| 105        | VAT Control A/c                       | 839           |                |
| 200        | Current Bank A/c                      | 573,148       |                |
|            | Total Current Assets                  |               | 573,987        |
|            | <u>Current Liabilities</u>            |               |                |
| 505        | Wells City Council                    | 1,441         |                |
|            | Total Current Liabilities             |               | 1,441          |
|            | Net Current Assets                    |               | 572,546        |
|            | Total Assets less Current Liabilities |               | <u>572,546</u> |
|            | <u>Represented by :-</u>              |               |                |
| 300        | Current Year Fund                     | 68,155        |                |
| 310        | General Reserves                      | 4,390         |                |
| 320        | EMR - Investments                     | 500,000       |                |
|            | Total Equity                          |               | <u>572,546</u> |

## Agenda Item 8

# WELLS RECREATION GROUND TRUST

|                           |   |
|---------------------------|---|
| <b>Author</b>             | Haylee Wilkins                              |
| <b>Subject</b>            | Wells Recreation Ground Trust – Master Plan |
| <b>Date of Committee:</b> | 3 <sup>rd</sup> June 2026                   |
| <b>Committee:</b>         | Wells Recreation Ground trust               |

### **Background & Context**

Wells Recreation Ground has been without a clear vision and deliverables for a number of years, preceding the most recent constitutional amendments.

It is imperative to ensure its long-term viability and sustainability and to ensure that the space is retained as an asset for all, for years to come.

With this in mind, and to allow operational progress within the space, it is essential to understand the vision that is looking to be achieved.

The Trustees believe that it is vital to not only maximise opportunity within the space, but also to ensure a long-term sustainable plan, to ensure the future of the space as a key community asset into the next decade and beyond.

Trustees are asked to consider the following vision statement to ensure that strategically and operationally, the space can be managed cohesively, and that any short-term adjustments coincide with the longer-term strategy for the Trust.

### **Future vision for the Recreation Ground and Bishops Barn**

*To revitalise Wells Recreation Ground as a vibrant, inclusive and attractive public space at the heart of the city, where people of all ages can meet, play, exercise, relax, take part in events, enjoy heritage and connect with nature.*

*The Bishop's Barn should be restored as an integral part of the Recreation Ground's future, supporting community use, cultural activity, heritage, events and income generation, while strengthening the wider purpose and long-term sustainability of the whole site.*

This is supported by the visual representation within Appendix A, which depicts improvements in line with the overall vision of the space, and future sustainability. These are:

- Increasing car parking provision with linked access to South Street Car Park and agreement with Somerset Council.
- Increased and improved play provision.
- Retaining and further enhancing free form exercise.
- Developing and enhancing the space for the purpose of events.
- Building relationships and wider integration within the space for existing tenants.
- Retaining MUGA/ Kick about to allow free play and provision.
- Developing a financially sustainable provision for the Bishops Barn.

To do this, the City Council, working on behalf of Trustees of the Recreation Ground Trust, have formed a working group of the two key council committees, Estates Committee and Outside Spaces Committee. Through discussion, the working group has suggested the following enhancements or changes. It is anticipated that amendments could be introduced in three key phases:

### **Short Term (0-2 years)**

- Providing a connected and accessible community park – Removal of the wall towards Moat Walk, opens the space and offers more accessibility from the key attractions and connection with the market place.
- Addition of new play equipment as part of the City Councils wider play strategy.
- Mowing and planting amendments in line with current budget provisions.
- Growth of entertainment program within the space, including the bandstand.

### **Medium Term (2-5 years)**

- Accessibility throughout, with multiple user service paths added to create a useable “loop” and access to all amenities.

### **Long Term (5-10+ years)**

- A long-term financial plan, with the introduction of additional parking, linked to the current South Street Car Park, which, could offer gainshare income. In addition to revenue opportunity through the application of new café and amenity facilities, joined with the Bishops Barn sympathetically, to reduce the burden on the listed building, whilst offering greater opportunity for it as a venue.
- Wider venue use of the Bishops Barn for events through a 3<sup>rd</sup> party arrangement.

The phased approach allows the project to, deliver visible early improvements, whilst also building community engagement and momentum and secure future funding and investment over time

## **Financial Implications**

### **Phase 1 – 0-2 years**

- Addition of new play equipment as part of the City Councils wider play strategy.
  - Zipline fully installed - £ 14,650
  - Additional play equipment fully installed - £30,000
  - Splash pad fully installed - £20,000
- Mowing and planting amendments in line with current budget provisions.
  - Operational costs negligible and recharged as ongoing management of the space.
  - Planting provision - £10k with additional funding from third parties and/or sponsorship opportunities
- Removal of wall to open accessibility from Moat Walk

- Quotes required but expected to be in the region of £10,000
- Growth of entertainment program within the space, including the bandstand.
  - Within current resources as part of Events program. Expected that this would include outdoor cinema, bandstand, markets etc.

## **Phase 2 – 2-5 years**

- Parking provision and gainshare arrangements forged with Somerset Council. Based on current Wells parking tariffs, a standard long stay public parking bay in a reasonably occupied town centre car park could realistically gross somewhere in the region of £700 – £2,000+ per space per year for conventional pay and display use, which could be assumed to be split on a gainshare arrangement and make in excess of £10,000 per annum.

To reduce the need for added governance for the trust, it is expected that WRGT would remain the land owner, and title deed holder, but would offer a section of land for car park extension, with Somerset Council being the management of parking provision under current parking and parking orders.

- Funding arrangements and external grant sources for linked building and upgraded amenity provision.
  - Section 106
  - Heritage Grants
  - Sponsorship
- Tender for management of the above provision to a third party.
  - 2 proposals received draft a ITT to allow formal process to be commenced.

## **Phase 3 – 5-10 Years**

- Wider venue use of the Bishops Barn for events through a 3<sup>rd</sup> party arrangement via Tender.

## **Legal Implications**

There are legal implications and agreements required within Somerset Council to manage the proposed car parking provision, and should the latter phases come to fruition, legal agreement with any third party would be essential.

Licensing and specifically TENS application would be prudent if the space was to be used for events through the course of the year.

## **Recommendations**

WRGT Trustees are asked to:

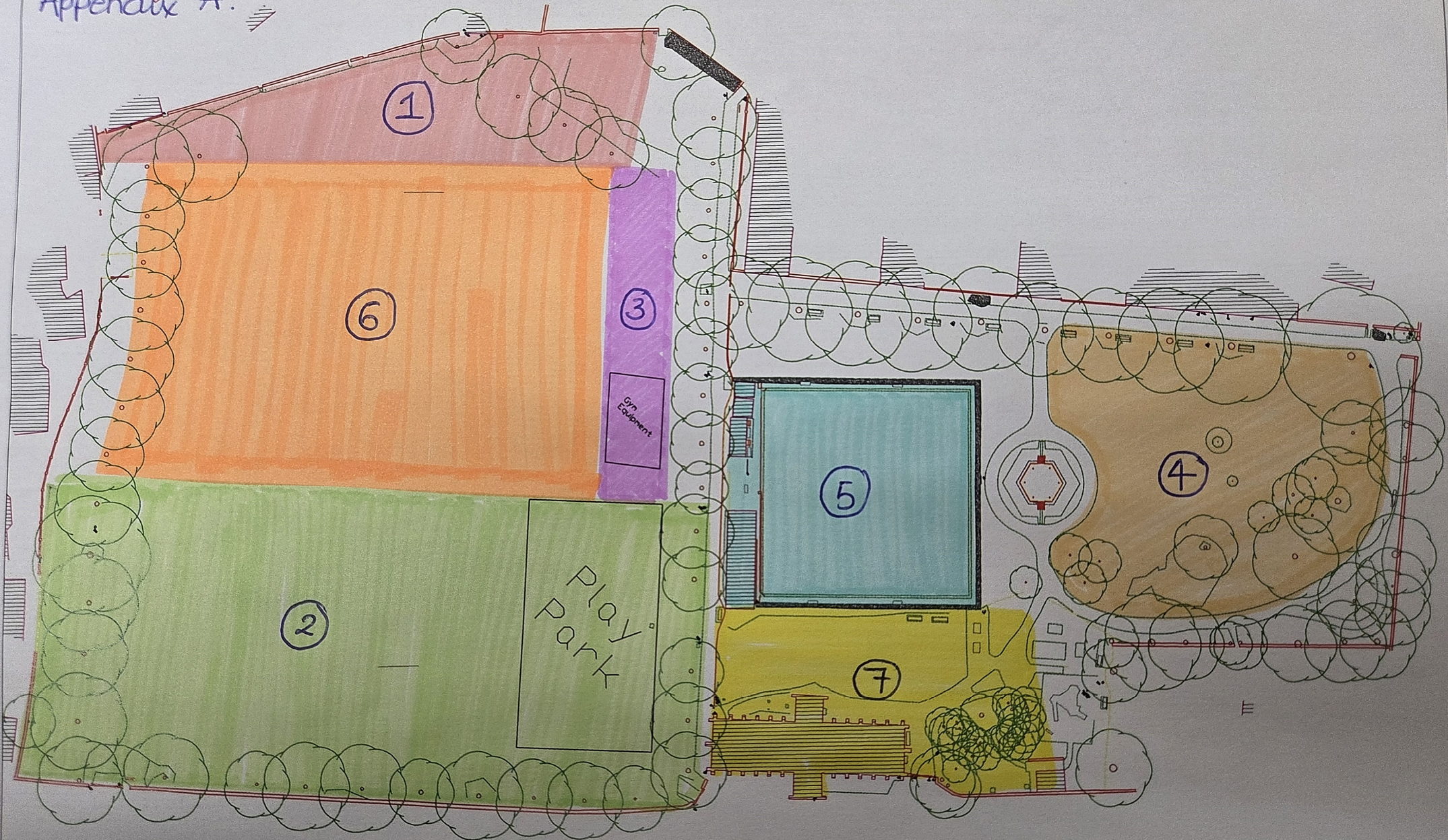
1. Approve the vision statement as referenced.

2. Approve the proposed approach to development of the space, in line with the drawing in Appendix A.
3. Approve planned consultation with the community on the future plans for the space. Delegating to the Town Clerk for the drafting and delivery of the engagement program.

**Appendices:**

- Appendix A: Visual Representation of the Recreation Ground

Appendix A:



1 Extended carpark

3 Gym zone

5 BOWLES LEASE AREA

7 BB+entertainment area + facilities

2 Extended play zone

4 Event space

6 MUGA/ Kick-a-bout