

WELLS CITY COUNCIL

MINUTES OF THE ARCHIVES AND CIVIC ASSETS COMMITTEE HELD AT THE WELLS & MENDIP MUSEUM, AT 6:00PM ON THURSDAY 15TH FEBRUARY 2018

PRESENT: Cllrs: C Price (Vice-Chairman); T Robbins; H Siggs (Chairman); D Swain; D Unwin

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

18/01A APOLOGIES FOR ABSENCE
Cllr R Ayres; C Cox; C Wride (Deputy Mayor)

18/02A DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interest, made under the Council's Code of Conduct adopted 26th July 2012: None declared.

18/03A MINUTES OF THE MEETING held on **Thursday 19th October 2017**
Minutes of the previous meeting were proposed, seconded, approved and signed.

18/04A MEETING OPEN TO THE PUBLIC
None wishing to speak.

18/05A REPORT FROM THE ARCHIVIST
The Archivist presented her report and answered questions. She demonstrated the material ready to be placed online and there was a discussion about how best to do this. It was agreed it would ideally be on the City Council website, linked directly to other key sites. The work of the volunteers in preparing the material is very much appreciated, particularly Tony Scrase, who is willing to donate many years of research and writing, to the City Archive. It was agreed to approve £200 towards the initial set-up costs.

18/06A CONSERVATION PROGRESS REPORTS

- i. Paintings: the first two pictures have been sent to the conservator.
- ii. Chairs: One quote was received; it was agreed to seek comparative quotes for the cost of having all the chairs made good.

18/07A CIVIC ROBES

- i. To consider quote for cost of replacement summer uniform for the Town Crier: to be arranged.
- ii. Mayor's robe condition report: it was agreed the Chairman and Cllr Price will inspect the robe and consider a forward plan for recommendation to the next meeting.

18/08A CIVIC REVIEW
To commence review of the Council's Civic procedures. The document was shared between members:

- Cllrs. Robbins and Swain: pages 1,2
- Cllrs. Price and Ayres: pages 3,4
- Cllrs. Unwin and Cox: pages 5,6
- Cllrs. Siggs and Wride: pages 7,8,9

To review and report back to the next meeting.

18/09A CHAIRMAN'S ITEM Future plans and developments.

Ideas already completed or in progress were:

- DDA compliant disabled access throughout the building
- The Old Court Room and Gallery Bar conversion
- The Reception area
- 'Changing Places' toilet
- Red phone box

There was a discussion of various ideas and suggestions for future consideration:

- A tour of the Town Hall to see if there are areas in need of improvement
- A portrait of HRH The Queen, in the Council Chamber
- Refurbish the upstairs toilets
- Open the Parkes Room onto the balcony roof, decking and railings
- A public clock on the front of the Town Hall

18/10A ANY OTHER MATTERS OF REPORT

Consideration of a Council Award

18/11A DATE OF NEXT MEETING 6pm Thursday 19th June 2018