

**WELLS CITY COUNCIL  
MINUTES OF THE ARCHIVES AND CIVIC ASSETS COMMITTEE  
HELD AT 6:00PM ON THURSDAY 1ST OCTOBER 2020 VIA ZOOM**

**PRESENT ON ZOOM:** Cllrs: P Crummay, O Hartley (Chairman), J Rust, C Wride

**IN ATTENDANCE ON ZOOM:** Archivist: Dr J Wood, Archivist Assistant: S Wride,  
Admin Officer: K Westwood, Communications Assistant: A Westwood,  
Minute Taker: C Hobbs

**20/10A APOLOGIES FOR ABSENCE**

Cllr S Cursley

**20/11A DECLARATIONS OF INTEREST**

To receive Councillors' Declarations of Interest, made under the Council's Code of Conduct adopted 26<sup>th</sup> July 2012. None received.

**20/12A MINUTES OF THE MEETING HELD ON 20<sup>TH</sup> FEBRUARY 2020**

Minutes of the previous meeting were proposed, seconded, approved and will be signed.

**20/13A MEETING OPEN TO THE PUBLIC**

Public speaking is normally restricted to 15 minutes in total, at the discretion of the Chairman - None present.

Cllr C Wride and the Archivist Assistant left the Meeting during this part of the meeting.

(i) Cllr J Rust required details regarding the funding scheme used to create the Archive Assistant Role and if there was the potential for the City Council to use the scheme again. The Admin Officer will refer this to the Town Clerk to respond to Cllr Rust as well as all City Councillors. Cllr C Wride and the Archivist Assistant re-joined the meeting.

**20/14A REPORT FROM THE ARCHIVIST (attached)**

The Archivist presented her report to the Committee. The Archivist thanked Wells City Council for the new workspace at the Town Hall and that she was reassured with the provisions that had been made for Staff in relation to Covid restrictions. The Archivist informed the meeting that she had managed to respond to a large number of enquiries during the Covid crisis.

**20/15A CITY ARCHIVES ANNUAL REPORTS 2018-19 AND 2019-20 (attached)**

**20/16A ANY OTHER MATTERS OF URGENT REPORT**

(i) Cllr Rust asked that monies given to the Organisations mentioned in the Report that have cancelled events will be returned as is the policy.

(ii) Cllr Wride confirmed that any monies not used for their designated purpose must be returned to Wells City Council.

The Chairman Cllr Hartley congratulated the Archivist on her hard work in maintaining a good presence during the Covid crisis in particular the Old buildings in Wells.

**20/17A DATE OF NEXT MEETING t.b.a.**