

WELLS CITY COUNCIL
MINUTES OF THE ARCHIVES AND CIVIC ASSETS COMMITTEE
HELD AT 6:00PM ON THURSDAY 1ST JULY 2021 AT WELLS TOWN HALL

PRESENT: Cllrs: J Browne (Vice-chair), J Rust (Chair), P Welch (Mayor)

IN ATTENDANCE: Town Clerk/RFO: S Luck
WCC Staff: S Bristow
SCC Cllr T Munt
0 members of the public

Cllr O Hartley (Deputy Mayor) not present

21/01A APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS

Cllr A l'Anson, N Kennedy

21/02A DECLARATIONS OF INTEREST

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

21/03A ELECTION OF CHAIR AND VICE-CHAIR

Cllr J Rust was elected Chair
Cllr J Browne was elected Vice-Chair

21/04A MINUTES OF THE MEETING HELD ON 1ST OCTOBER 2020

Cllr Rust would like added to the Archives minutes the response regarding the funding scheme for the Archivist Assistant role Agenda 1st October 2020 Ref: 20/13A which were appended to the 15th October Full Council minutes Ref: 20/100C.

At The Archives meeting a question was asked regarding the funding of the archives assistant post. Over the last 12 years we have had 5 students on this placement in our archives. It is arranged through the Bath Spa University/National Archives and funded through government grants to encourage students into archive work. The post lasts for 2 years maximum, but in the past students use it as a stepping stone to a new career and have stayed for various lengths of time. We could have 2 students on this project but our Archivist is happier dealing with one placement. The future funding is unknown. I have asked the question but had no reply as I believe a lot of people are still furloughed who deal with archives. The post at the moment has been working very well prior to furlough and is 1 year into the placement, I know the archivist is happy with the work being done and likes the extra help. I have spoken to several local universities and colleges about placements and apprenticeships, I stated we will look at any funded posts for students in local government in the future as this seems a popular way of obtaining funding from central government. Minutes of the previous meeting were proposed, seconded, approved and will be signed.

21/05A MEETING OPEN TO THE PUBLIC

No-one wishing to speak.

21/06A REPORT FROM THE ARCHIVIST (attached)

To receive the Archivist's Report to the Committee and update on Heritage Open Day.

The Archivist, Dr Julia Wood, presented her report which covered a period from September 2020 through to the end of June 2021, taking into account the duration of being on furlough. Volunteers have carried on throughout the lockdown periods. Heritage Open Day will not be taking place this year, but hopefully this will go ahead

next year.

Copies of the article in the Wells Voice about Tony Scrase were handed out for those who may not have seen the article.

Silvia Hanks has donated the Wells in Bloom Archive to the City Archives. History of the group is now documented.

An invitation went out to any new Councillors to attend a 15-minute presentation about the City archives at the Town Hall, if interested. Cllr Browne showed an interest and Dr Wood will arrange a date.

The report was well received by all those present and the Archivist was thanked for her hard work.

Cllr Rust queried the mould problem of the archives storage in the Town Hall.

However, was reassured by Dr Wood that the problem is now under control.

21/07A CITY ARCHIVES ANNUAL REPORT 2020-21 (attached)

Dr Julia Wood presented this annual report, which was again well received by those present. The hard work throughout the year was much appreciated by all and thanks were conveyed to Dr Julia Wood and all those involved, including the Assistant Archivist and the volunteers, in the achievements and progress this year.

The new City Council website should be running by the end of this year, which will include an Archive section.

21/08A CONSERVATION OF RECORDS

Dr J Wood described the rolling program of conservation as a list of documents in order of priority which need to be worked on. A particular document (old rates book) in desperate need of re-binding was brought to the meeting to see what the committee felt could be done to conserve it. After viewing, it was agreed that Dr Wood would obtain quotes for the work to be carried out, it was agreed not to wait until the next meeting because it was important to save this item.

SCC Cllr Munt suggested also photographing the document and putting it on the website. It was agreed this was a good idea and will be looked into.

Archived seals are also in need of restoration and repair and quotations will be sought.

21/09A CITY ARCHIVIST JEAN IMRAY'S BOOK - THE HISTORY OF WELLS OLD ALMSHOUSE

Please refer to page 3 iv of the Annual Report.

The Archivist would like to publish this book in memory of Jean Imray. Also, to be made available on the website for the public to have free access to. The support of WCC was requested (a contribution of £50). This was proposed, seconded and agreed.

21/10A CIVIC REVIEW

The Town Clerk discussed the need for modernising the Civic Review document.

Members agreed that this document does need to be updated. All councillors will be asked for their input on this matter. The Mayor and Town Clerk will work on the review and also consult with recent Past Mayors. The review will continue at the next meeting of the committee.

21/11A ANY OTHER MATTERS OF URGENT REPORT

The Town Clerk suggested to the committee a nomination for the Freeman of the City (*the name will not be published at this stage*). It was agreed he will write to all Councillors for them to consider the idea.

21/12A DATE OF NEXT MEETING t.b.a.