



## Agenda Item 6

### Wells City Council

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<b>Presented By (if different)</b>	Haylee Wilkins
<b>Subject</b>	Civic Review Document
<b>Date of report</b>	24 <sup>th</sup> July 2025
<b>For consideration at</b>	Civic and Archives Committee
<b>Date of consideration</b>	31 <sup>st</sup> July 2025

#### **Introduction and Background**

Following appointment as Clerk, and in line with Councillor suggestions to document events in a more robust manner to capture knowledge, experience and history, the Civic Review document has been created.

The document aims to reference for each event, specifics that take place, and then be used as an internal tool for both the operational team within the Town Council, including the Clerk, as well as form part of Member training. It is envisaged that it will grow and evolve over time, and will offer opportunity for this committee to review processes and possibly re-instil or re-in vigour certain elements.

#### **Recommendations**

Civic and Archives Committee is asked to:

1. Note the content of Civic and Archives Document.
2. Offer any additional information to continue the shaping and data capture of the document.

#### **Appendices:**

- Appendix A: Civic and Archives Document