



WELLS CITY COUNCIL

**NOTICE IS HEREBY GIVEN THAT A MEETING OF
THE CIVIC AND ARCHIVES COMMITTEE,
WHICH MEMBERS ARE SUMMONED TO ATTEND, WILL BE HELD IN
WELLS TOWN HALL ON THURSDAY 18th JUNE 2026, 6PM**

Haylee Wilkins
Town Clerk

11th June 2026

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

Committee Members
Cllrs: L Agabani, J Browne (Chair), K Kinshaw
D Orrett, H Siggs, P Welch

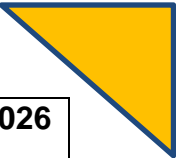
AGENDA

The Council has declared a Climate Emergency. All reports should include climate implications alongside financial, legal, and community impacts to support informed decision-making and minimise adverse effects.

Members are asked to consider whether recommendations align with the Council's corporate priorities, climate emergency declaration, resource constraints, and financial implications.

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

1	APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS To receive any apologies for absence.
2	DECLARATIONS OF INTEREST To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct as adopted 12th May 2022
3	APPOINTMENT OF VICE CHAIR To receive nominations and vote.
4	MINUTES FROM THE CIVIC AND ARCHIVES MEETING HELD ON 16th APRIL 2026 To be confirmed as a true record and signed by the Chair.

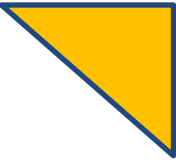


5	ACTIONS FROM THE CIVIC AND ARCHIVES MEETING HELD ON 16th APRIL 2026 Open actions not on the agenda are listed below:	
	Date Raised	Description of Action
	April 2026	Small additions to the guide previous discussed to be made and then circulated by the Town Clerk.
	April 2026	Town Clerk to arrange a Town Hall Tour
	April 2026	Charter Fair displays to be arranged for the November Fair dates
	April 2026	Updates top Twinning elements within website to be completed
	April 2026	Standing Orders – Microphone stands to be applied for full council meetings. Agenda references to be amended to explain standing or advising if not able.
6	MEETING OPEN TO THE PUBLIC Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Chair. If you wish to speak at the meeting, you are encouraged to contact reception@wells.gov.uk to advise in advance, to aid the management of time.	
7	ARCHIVIST UPDATE To receive update from the Archivist (attached)	
8	CADET REPRESENTATION To receive verbal update from Town Clerk following request for cadet representation	
9	REGALIA REVIEW To seek views of regalia and scope for future review	
10	FORWARD PLAN	
	Topic	Month
	Robe and Regalia Review	September 2026
11	ANY MATTERS OF URGENT REPORT	
12	DATE OF NEXT MEETING: Thursday 17th Sept 2026 at 6pm, Wells Town Hall	
<p>EXCLUDE THE PRESS AND PUBLIC STATEMENT Note: If it is necessary for matters to be considered in confidence it will be proposed by the Chair that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public, in order that confidential items can be discussed. In that instance the following statement is relevant:</p> <p>Exclusion of Press and Public <i>The committee are required to consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and pursuant to Section 100A (4) of the Local Government Act 1972, that the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information. (Note the agenda item number and name). Where possible, reference the specific paragraph from Schedule 12A:</i></p> <p><i>Personal information - This report contains information relating to an individual and is therefore exempt by virtue of Paragraph 1 of Schedule 12A of the Local Government Act 1972.</i></p>		



Financial/business affairs (individuals) - This report contains information relating to the financial or business affairs of an individual and is therefore exempt by virtue of Paragraph 2 of Schedule 12A of the Local Government Act 1972.

Commercially sensitive information - This report contains information relating to the financial or business affairs of a particular person (including the authority holding that information) and is therefore exempt by virtue of Paragraph 3 of Schedule 12A of the Local Government Act 1972.



Archivist Update – April 2026

This quarter, January to March, we've had 30 enquiries with researchers looking for information about street re-numbering, maps of springs and wells, Southover house histories, plans of pubs and 19th century letters. I believe all enquiries have been from the U.K. This is an increase of 4 compared to the same quarter in 2025, which I think is 13%.

We've had 3 in person visits to the archive, including 2 tours. The researcher was interested in a photograph of a demolished building in Wells. This is a decrease of 5 compared to the same quarter in 2025. Through the whole of 2025 we had roughly the same number of in person visits in 2024. Therefore, while there are still signs that requests for information by email are rising, although at a slower rate than previously, this does not appear to be happening for in person visits to the archive.

The temperature of the storage environment has still been a bit colder than target levels for this quarter, but within our margin of error. The recorded levels of relative humidity have again been very pleasing for this quarter, not moving beyond target levels for the whole of the quarter. There were a few weeks where the movement of both temperature and relative humidity were greater than I would have liked, but not indicative of any serious or sustained problem in the environment.