



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 17TH SEPTEMBER 2026, 6PM**

Haylee Wilkins
Town Clerk

10th September 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

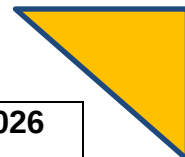
AGENDA

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.

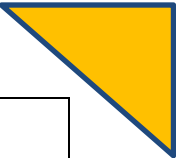
Members are asked to consider whether recommendations align with the Council's corporate priorities, climate emergency declaration, resource constraints, and financial implications.

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	MINUTES FROM THE CIVIC AND ARCHIVES MEETING HELD ON 18th JUNE 2026 To be confirmed as a true record and signed by the Chair.



4	ACTIONS FROM THE CIVIC AND ARCHIVES MEETING HELD ON 18th JUNE 2026 Open actions not on the agenda are listed below:															
	<table><tr><th>Date Raised</th><th>Description of Action</th></tr><tr><td>April 2026</td><td>Small additions to the guide previously discussed to be made and then circulated by the Town Clerk.</td></tr><tr><td>April 2026</td><td>Town Clerk to arrange a Town Hall Tour</td></tr><tr><td>April 2026</td><td>Charter Fair displays to be arranged for the November Fair dates</td></tr><tr><td>April 2026</td><td>Updates to Twinning elements within website to be completed</td></tr><tr><td>April 2026</td><td>Standing Orders – Microphone stands to be applied for full council meetings. Agenda references to be amended to explain standing or advising if not able.</td></tr><tr><td></td><td></td></tr></table>	Date Raised	Description of Action	April 2026	Small additions to the guide previously 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 to 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.			
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5	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.															
6	ARCHIVIST UPDATE To receive verbal update from the Archivist.															
7	HERITAGE OPEN DAYS UPDATE To receive update from the Archivist and Town Clerk following the exhibition.															
8	BATH SPA UNIVERSITY PRESENTATION Update from University Graduates utilising Wells City Archives work placement and associated benefits.															
9	CADET REPRESENTATION To receive verbal update from Town Clerk following request for cadet representation.															
10	CIVIC SERVICES UPDATE Verbal update from the Town Clerk on forthcoming events.															
11	FORWARD PLAN <table><tr><th>Topic</th><th>Month</th></tr><tr><td>Robe and Regalia Review</td><td>November 2026</td></tr><tr><td></td><td></td></tr></table>		Topic	Month	Robe and Regalia Review	November 2026										
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12	ANY MATTERS OF URGENT REPORT															
13	DATE OF NEXT MEETING: Thursday 19th November 2026 at 6pm, Wells Town Hall															



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:

Exclusion of Press and Public

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:

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.

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.