



## WELLS CITY COUNCIL

**NOTICE IS HEREBY GIVEN THAT A MEETING OF THE ESTATES COMMITTEE, WHICH MEMBERS ARE SUMMONED TO ATTEND, WILL BE HELD AT WELLS TOWN HALL ON THURSDAY 3<sup>RD</sup> JULY 2025 AT 7:00PM**

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

Haylee Wilkins  
Town Clerk

26<sup>th</sup> June 2025

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

Committee Members:

Cllrs: T Butt Philip, S Cursley, G Folkard,  
T Kolizeras, D Orrett, G Robbins,  
H Siggs (Chair), P Welch

### **AGENDA**

Wells City Council has declared a climate emergency. Each agenda item must consider the impact on any policy and decision.

- 1 APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**
- 2 DECLARATIONS OF INTEREST**  
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12<sup>th</sup> May 2022.
- 3 ACTIONS FROM THE OUTSIDE SPACES & ESTATES COMMITTEE MEETING HELD ON 5<sup>TH</sup> JUNE 2025**
- 4 MINUTES FROM THE OUTSIDE SPACES & ESTATES COMMITTEE MEETING HELD ON 5<sup>TH</sup> JUNE 2025**  
To approve and sign the minutes of the previous meeting.
- 5 MEETING OPEN TO THE PUBLIC**  
Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Chair.
- 6 ANNEXE USAGE PRESENTATION**  
Presentation of current usage of the asset – Report attached
- 7 CSS/WCC USER AGREEMENT (PREVIOUSLY CHARIS)**  
Verbal update from the Town Clerk of the proposed extension of arrangements
- 8 FEES CHARGES BENCHMARKING**  
Report to follow

## 9 FORWARD PLAN

Estates Committee Forward Plan	
Item	Proposed date for consideration
Planned Preventative Maintenance Programme and Condition Survey (excl. Chapel and Cemetery)	July 2025
Building usage and Analysis – Town Hall	July 2025
Energy Performance Review - Utility Monitor	Aug 2025
Portway Annexe – Chairs User Agreement	July 2025
Building usage and Analysis – Portway Annexe	July 2025
Building usage and Analysis – Public Conveniences	Sept 2025
Building usage and Analysis – Bishop's Barn	Oct 2025
Building usage and Analysis – Chapel and Cemetery	Nov 2025
Planned Preventative Maintenance Programme updated to include Chapel and Cemetery	Nov 2025*dependant of vacancy
Strategic Analysis – Allotments	Dec 2025
Strategic Analysis – Markets	Jan 2026

## 10 ANY MATTERS OF URGENT REPORT

## 11 DATE OF NEXT MEETING: 4<sup>th</sup> September 2025, 7pm in Wells Town Hall

### EXCLUDE THE PRESS AND PUBLIC

**Note:** If it is necessary for matters to be considered in confidence it will be proposed by the Chairman 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.



Item 6

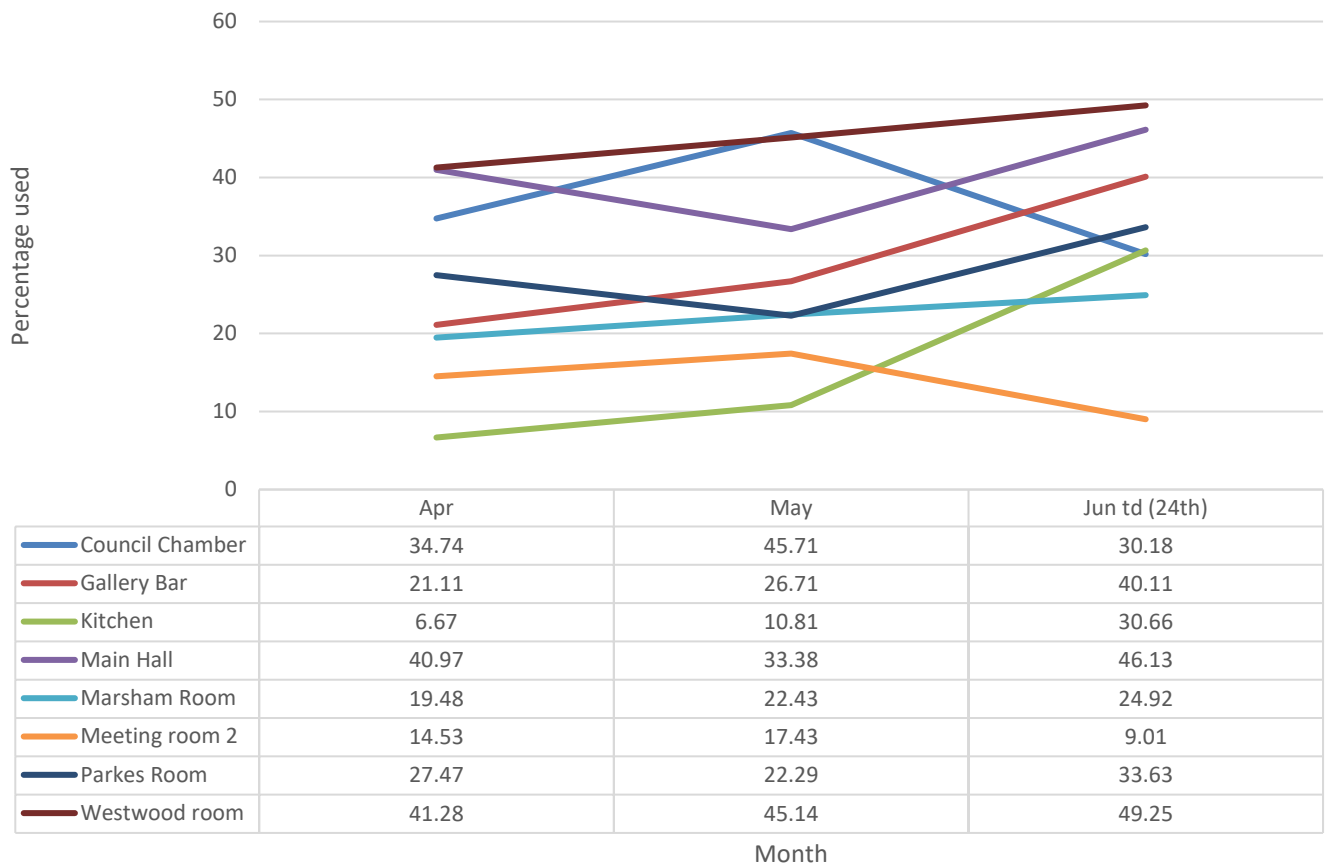
Wells City  
Council

<b>Author</b>	<i>Lisa Wassell</i>
<b>Committee Update</b>	<i>Estates Committee</i>
<b>Date of consideration</b>	<i>03.07.2025</i>

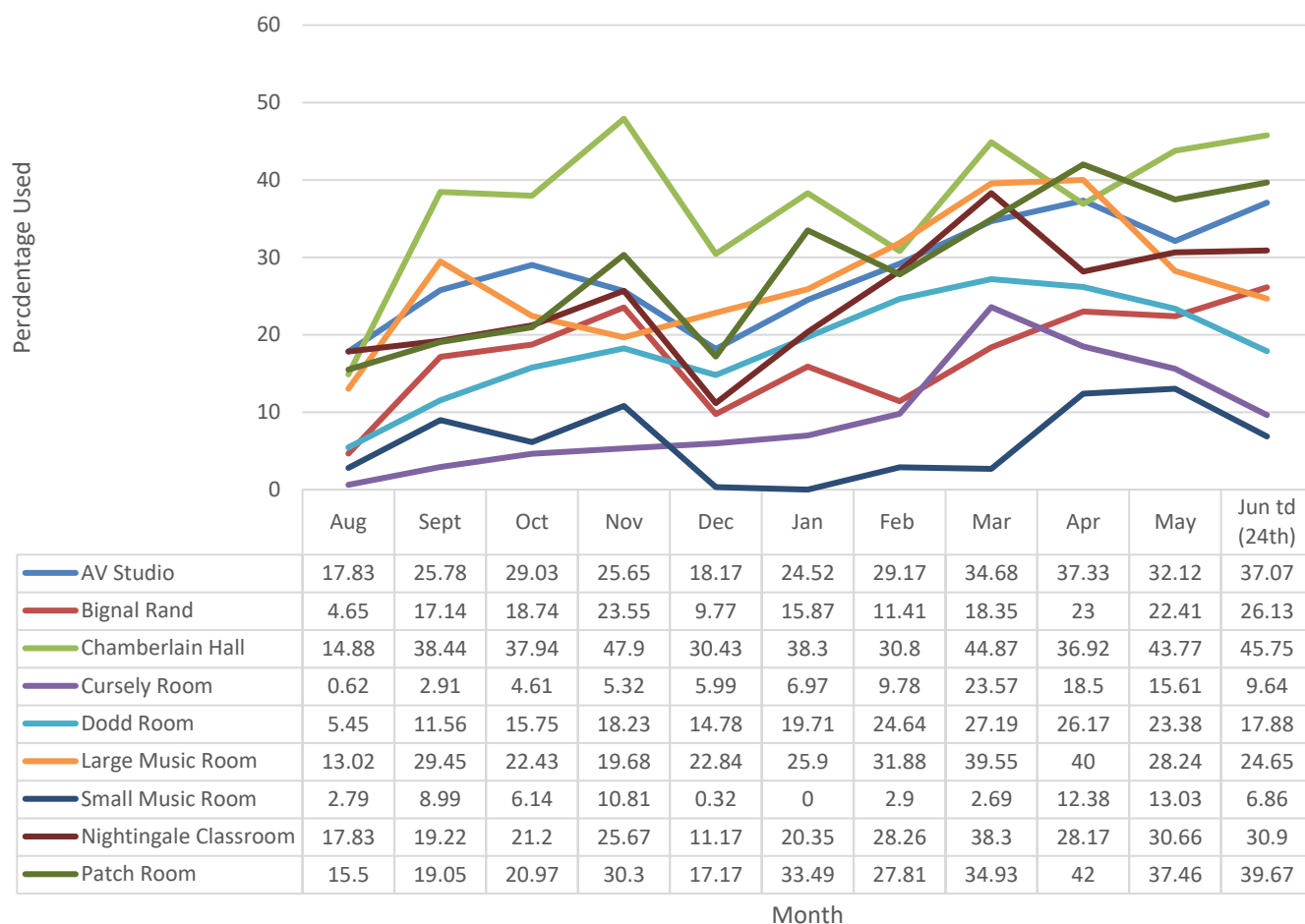
**Lead Office Update:**

- **Property Strategy Update** – In line with feedback from the previous estates Committee, revision of the Property Asset Strategy have been updated. Proposed Council Properties were taken to Full Council on the 26<sup>th</sup> of June, as these were not adopted, the remaining appropriate updates to this document are expected to be delivered in September.
- **Call Off Framework Agreement** – I have developed a call off framework agreement for building maintenance in line with the expenditure last year (up to £40k per annum) this framework will allow for timelines for contractor response and give costings for labour and cost-plus basis of materials and equipment hire. Agreement is sought from this committee to proceed with this approach. As the costs will be steady throughout the year approval from finance will be sought when works are costed above the delegated limit.
- **Usage trend analysis** – this has been generated for the Portway Annexe and Town Hall to allow the Committee to review. Information for the Portway Annexe is shown from August (at the point of my appointment as was reported to the Portway Annexe Management Group Meeting) and the Town Hall from April this year. It is clear from the data that both sites are utilised below 50% of the time. Review on the types of usage and if amalgamation can be made is suggested.

Town Hall - trend usage per resource



Portway Annexe - trend usage per resource



Figures for the Bishops Barn and Tourist Information Centre has been excluded due to data validations being required.

- **Fees and Benchmarking** – in line with the forward plan; Andy and Claire have compiled a fees and charging paper for review.