



WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE ESTATES COMMITTEE HELD ON THURSDAY 2nd OCTOBER 2025 AT 7:00PM IN WELLS TOWN HALL

COMMITTEE MEMBERS PRESENT: Cllrs: T Butt Philip, S Cursley, S Eden, G Folkard, T Kolizeras, H Siggs (Chair), P Welch

IN ATTENDANCE: Town Clerk: H Wilkins
Projects and Facilities Officer: L Wassell
WCC Staff: S Glendinning
WCC Cllrs: D Denis, D Orrett, S Powell
MP for Wells and Mendip Hills/Somerset Cllr for Wells: T Munt
0 Members of the public

25/35/E APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS

Cllr G Robbins

25/36/E DECLARATIONS OF INTEREST

To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
None declared.

25/37/E ACTIONS FROM THE ESTATES COMMITTEE MEETING HELD ON 4TH SEPTEMBER 2025

Cllr Siggs advised all recommendations had been taken to Full Council and implemented.

25/38/E MINUTES FROM THE ESTATES COMMITTEE MEETING HELD ON 4TH SEPTEMBER 2025

The minutes were agreed as a true record and signed by the Chair.

25/39/E MEETING OPEN TO THE PUBLIC

No public present.

25/40/E PLANNED PREVENTATIVE MAINTENANCE (PPM) REPORT


The Projects and Facilities Officer presented her report, gave a detailed explanation and highlighted the top ten concerns.

The Union Street Public Convenience has a structural crack in the building. It was understood that Somerset Council had agreed to put the asset into good order before the transfer to WCC. It was agreed for the Town Clerk and Chair to brief MP Munt before next week for her to investigate and report back.

All those on the committee present agreed to adopt the use of the PPM for the management of the assets and to refer the costs associated to the PPM to Finance Committee for consideration for budget setting and expenditure. The top ten concerns highlighted were agreed to be investigated and costed.

25/41/E UTILITY MONITOR REPORT

The Projects and Facilities Officer presented her report and provided a detailed explanation on her recommendations. There are opportunities to make savings through energy efficiency. The Council's accounts are split across many different suppliers



meaning that we are receiving multiple rates for energy supply. The recommendation is to enter into a Public Buying Organisation (PBO) alternatively known as local government frameworks which can be utilised to procure energy, subject to Finance Committee approval.

All committee members present were in agreement to proceed with the recommendations.

25/42/E LONG TERM ESTATES AMBITION (WORKSHOP)

Cllr Siggs suggested holding a workshop to discuss and agree a more long term estates ambition. This was agreed by all those present.

25/43/E LANDLORD UPDATES

The Town Clerk gave an update:

‘Old Post Office’ will open on 17th October as an Italian restaurant. The new tenants asked for their thanks to be passed on to the council for their support in opening their business.

Wells Film Centre are making some improvements and are starting to invest in the building.

Ask Italian Restaurant have had some concerns over some shared roof space. The Town Clerk has sought some legal advice and will update the committee at the next meeting.

The Crown needed a Fire Certificate for the kitchen area. This is in the process of being put into place.

Cemetery Lodge is now vacant. Statutory checks have been undertaken, the new tenant moves in at the weekend. Some small electric improvements have been scheduled.

25/44/E FORWARD PLAN

Estates Committee Forward Plan	
Item	Proposed date for consideration
Building usage and Analysis – Bishop’s Barn	Nov 2025
Planned Preventative Maintenance Programme and Condition Survey (excl. Chapel and Cemetery)	Nov 2025
Building Usage and Analysis – Chapel and Cemetery	Nov 2025
Planned Preventative Maintenance Programme updated to include Chapel and Cemetery	Oct 2025*dependant of vacancy

25/45/E ANY MATTERS OF URGENT REPORT

None

25/46/E DATE OF NEXT MEETING: 2nd October 2025, 7pm in Wells Town Hall

Minutes signed by The Chair: **Date:**