



WELLS CITY COUNCIL

**NOTICE IS HEREBY GIVEN THAT A MEETING OF
THE ESTATES COMMITTEE,
WHICH MEMBERS ARE SUMMONED TO ATTEND, WILL BE HELD IN
WELLS TOWN HALL ON THURSDAY 2ND JULY 2026, 7PM**

Haylee Wilkins
Town Clerk

25th June 2026

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

Committee Members
Cllrs: L Agabani, S Cursley, G Folkard,
T Kolizeras, G Robbins, H Siggs (Chair),
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

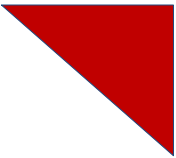
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct as adopted 12th May 2022.

3 APPOINTMENT OF VICE CHAIR

To receive nominations and vote.

4 MINUTES FROM THE ESTATES MEETING HELD ON 30TH APRIL 2026

To be confirmed as a true record and signed by the Chair.



5 ACTIONS FROM THE ESTATES MEETING HELD ON 30TH APRIL 2026

Open actions not on the agenda are listed below:

Date Raised	Description of Action
30.04.2026	To provide an update on the legal position of the Wells Film Centre and confirmed date for contract signature.

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 LANDLORD UPDATES

Tenant	Location	Next Break Clause	Lease end date
Il Postino	Old Post Office, Market Hall, Market Place	20/11/2030	19/11/2035
The Crown	8-10 Market Place	N/A	23/06/2036
The Crown	Market Place	N/A	28/09/2053
Roderick Thomas	Old Post Office, 1 Priory Road	06/07/2029	06/07/2033
Ask	Market Hall, Market Place	N/A	29/09/2028
Wells Film Centre	Princes Road	TBC	TBC
Mr E Philips	Portway Annexe	3 months' notice	11/02/2027
Wells City Band	Portway Annexe	3 months' notice	10/03/2030
Wells Bowls Club	(WRGT) Wells Recreation Ground	TBC	2035

8 TENANCY UPDATES

Location	Operational use	Next Break Clause	Lease end date
Underwood Business Park Wookey Hole Road, BA5 1AF	Open Spaces storage and maintenance	N/A	02/05/2028

Peak Builders Merchants Ltd - Coal Yard	Open Spaces storage	One months' notice	n/a
Underwood Car and Commercial	Open Spaces additional parking	tbc	n/a

9 PLANNED PREVENTATIVE MAINTENANCE QUARTER 1 ANALYSIS (attached)
To consider the officer report

10 PUBLIC TOILET CONFIDENTIAL REPORT (attached - CONFIDENTIAL report and appendix circulated to Councillors only)
To consider the options paper and officer recommendation.

11 FORWARD PLAN

Topic	Month

12 ANY MATTERS OF URGENT REPORT

13 DATE OF NEXT MEETING: Thursday 1st October 2026 at 7pm, 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.



WELLS CITY COUNCIL

**MINUTES OF THE MEETING OF THE ESTATES COMMITTEE HELD ON THURSDAY
30TH APRIL 2026 AT 7:00PM IN WELLS TOWN HALL**

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

IN ATTENDANCE: Town Clerk: H Wilkins
WCC Staff: C. Hobbs
4 members of the public

26/37/E APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS

Cllrs: S Cursley, G Robbins (Vice- Chair),

26/38/E DECLARATIONS OF INTEREST

To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.

None received

26/39/E MINUTES FROM THE ESTATES COMMITTEE MEETING HELD ON 2ND APRIL 2026

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

26/40/E ACTIONS FROM THE ESTATES COMMITTEE MEETING HELD ON 2ND APRIL 2026

No actions

26/41/E MEETING OPEN TO THE PUBLIC

C Simons spoke about agenda item 9 and requested that information on tenancy break clauses be included on the Landlord updates table and requested information regarding the terms of the lease at Wells Cinema.

The Town Clerk assured that the information regarding tenancy break clauses will be added to the Landlord updates table.

Wells Film Centre have made a rental payment based on the historical arrangement in place prior to transfer. Wells City Council have heads of terms in place and are progressing towards signing a lease. The tenant has committed to making payments in the meantime which demonstrates good will.

Cllr H Siggs reported that the Estates Committee and the Finance committee have been very patient and that should the issue have been delayed much longer then a new negotiation would commence.

26/42/E OFFICER UPDATE REPORT

The Town Clerk gave a brief update in the absence of Facilities Manager L Wassell, that negotiations are taking place regarding the tenancy of Roderick Thomas.

26/43/E ENERGY PERFORMANCE CERTIFICATION (EPC) UPDATE

Cllr H Siggs informed the committee that under new legislation, WCC as landlords have responsibilities are actively up-rating our input and when it's a tenants responsibilities, WCC are negotiating with them.

The Town Clerk presented the report that sets out the position regarding Energy Performance certificates and changes in legislation. The Facilities Manager has provided a break down of each tenant arrangement and looking to appoint a contractor to deliver and review result ratings and determine necessary works for compliance. The report seeks committees approval to look at procuring EPC arrangements in line with WCC statutory duties.

The committee gave approval to proceed.

WELLS RECREATION GROUND TRUST (WRGT)

Cllr H Siggs spoke of making progress on decisions pertaining to the Wells Recreation ground. A recent brainstorming session took place in April 2026. Cllr H Siggs asked for committee members' ideas which can then be provided to the 8 member working group. The working group consists of four members from Outside spaces and four members from the Estates committee to carry forward.

A brief discussion took place about the facilities at the Bishop's Barn and possibilities of adding external provision, the lack of accessibility to the facilities in the Bishop's Barn for people with a disability and the need to consider the historic nature of the building.

Cllr P Welch asked for information regarding the potential arrangements with the Bishop's Palace regarding the Bishop's Barn. The Town Clerk reminded the committee Wells City Council need to determine what we want as trustees before proceeding with a tender. The proposals are at a preliminary stage. The Town Clerk suggested that the working group look at the Bishop's Barn use as a priority.

Cllr H Siggs asked for ideas for the Recreation ground (24000 square metres. He spoke of a series of suggestions such as refreshing the children's area, better access from Silver Street and asked for ideas for the area previously used for football. Cllr H Siggs spoke about active sport and suggested that a running track would limit the use of the space and not of an appropriate size and that running can take place on a more linear area such as the Strawberry line.

The Town Clerk reminded the committee that at the Outside Space committee a discussion had taken place regarding meeting a draft invitation for tender associated with the play strategy, which includes play and wellbeing as a whole, including a SEND provision. Looking at the recreation ground in a wider context is necessary. Through Devolution, WCC have inherited a number of play assets.

A lengthy discussion took place about football and other options for sport which don't require the necessity for changing facilities or staffing. Other suggestions for use of area next to the play area were longer term plans, such as a water play area, zip-line, a Multi-use games area (MUGA). Increasing the capacity of the South street car park was spoken of to provide parking for park users and potentially Bishop's Barn users and take the strain off the parking provision in Wells generally.

The Town Clerk asked for Committee's view on the parking bays surrounding the Bishop's Barn. Cllr T Kolizeras mentioned that the area is cobbled and uneven and not appropriate for someone with mobility issue getting in and out of their vehicle.

The discussion continued regarding the space and moved to trees in the area. Tree Officers have spoken that although the trees have TPO's, should there be a long term plan for planting that any plan would be considered.

The discussion continued onto options for improvements for lighting and for the addition of a water fountain (drinking fountain) The Town Clerk assured that any testing would talk place as regular tests undertaken by Wells City Council. Cllr D Denis reported that Wessex water provide water fountains for free. Cllr T Butt Philip asked if the existing but not working drinking water fountain could be put back into use with a minimum of work/expense.

Options for improving the area of the recreation ground near the bandstand were discussed. Cllrs were of the opinion that the Bowls club would benefit from being better used. There are potential facilities at the location that could lend themselves to future activities. The power supply was discussed as it is not deemed to be suitable. Cllr H Siggs spoke of the lack of visibility of the recreation ground from the moat walk and suggested that the area be opened out and made more accessible and more attractive. The Town Clerk reminded the committee that events such as the food festival need to be able to access that area.

Cllr P Welch asked if the area was suitable for the location of the mosaic. This location is no longer deemed suitable by the artists.



The Town Clerk confirmed that she had noted all suggestions and pass to the working party to discuss further.

26/45/E LANDLORD UPDATES

Tenant	Location	Lease end date
Il Postino	Old Post Office, Market Hall, Market Place	19/11/2035
The Crown	8-10 Market Place	23/06/2036
The Crown	Market Place	28/09/2053
Roderick Thomas	Old Post Office, 1 Priory Road	06/07/2033
Ask	Market Hall, Market Place	29/09/2028
Wells Film Centre	Princes Road	TBC
Mr E Philips	Portway Annexe	11/02/2027
Wells City Band	Portway Annexe	10/03/2030
Wells Bowls Club	(WRGT) Wells Recreation Ground	2035

26/46/E TENANCY UPDATES

Location	Operational use	Lease end date
Underwood Business Park Wookey Hole Road, BA5 1AF	Open Spaces storage and maintenance	02/05/2028
Peak Builders Merchants Ltd – Coal Yard	Open Spaces Storage	n/a
Underwood Car and Commercial	Open Spaces additional parking	n/a

26/47/E FORWARD PLAN

Topic	Month

26/48/E ANY MATTERS OF URGENT REPORT

Cllr P Welch requested information regarding safeguarding at the Portway Annexe. The Town Clerk reported that Staff are trained in Lone working policy and that visitors are required to sign in and that all necessary safeguards are in place.

26/49/E DATE OF NEXT MEETING: 4th June 2026, 7pm, 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.

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



WELLS CITY COUNCIL



Agenda Item 9

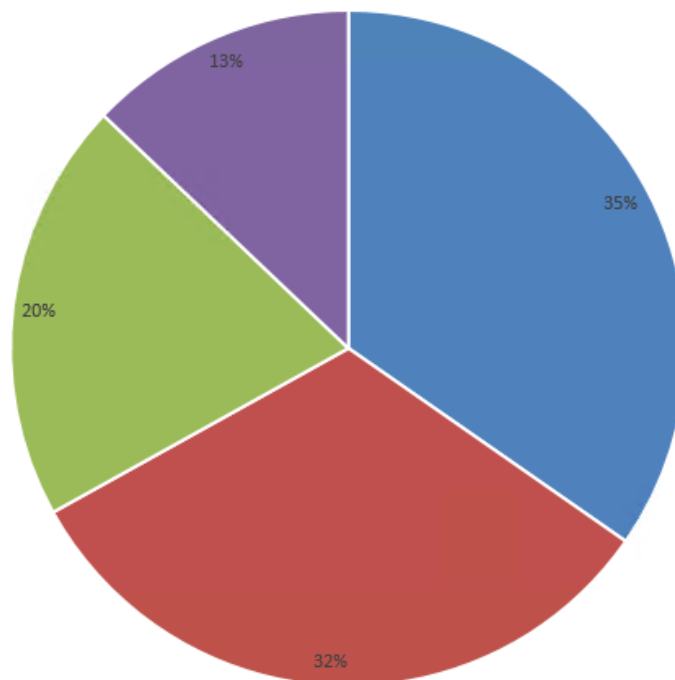
Author	Lisa Wassell
Subject	Planned Preventative Maintenance Quarter 1 Analysis
Date of Committee:	02/07/2026
Committee:	Estates Committee

Background & Context

This paper has been prepared in response to the request from the Chair of the Committee to provide an update on the operational delivery of the Planned Preventative Maintenance (PPM) program as approved and implemented from April 2026.

This analysis has been generated as a one off exercise to assure the Committee that the proposed works and estimated costs associated to the delivery of the Estates function are being managed accordingly. Below provides a pie chart indicating each line with the External and Internal Fabric elements of the PPM.

Year 1 Progress Update Quarter 1



The pie chart above illustrates the percentage breakdown of the status of each individual line within both the External and Internal works included in the PPM program for the 2026/27 financial year.

For clarity;

- Purple and Green indicate tasks that are completed or currently underway.
- Red identifies items that have been reviewed and do not require works at this time.
- Blue represents items that have not yet been scheduled for works.

As we have only completed Quarter 1 of the PPM, it is expected that approximately three quarters of the items will remain in the Blue category at this stage. Alongside delivering the PPM, Officers continue to undertake a wide range of core responsibilities, including increasing statutory compliance, responding to reactive maintenance demands, and improving health and safety through the production of updated documentation. It is important for the Committee to recognise that delivery of the PPM represents only one element of the team's workload. The service relies on the Council's Forward Plan to enable effective resource planning for any reports or committee papers.

Links to Council Corporate Priorities

Please specify which of the councils' corporate priorities are supported within this decision.

Priority	Tick as Appropriate
1 – Financial Sustainability and Good Governance	✓
2 – Climate Change, Accessibility & Asset Stewardship	✓
3 – Securing the Future of Council Services	
4 – Community Services, Inclusivity & Wellbeing	
5 – Economic Growth and Tourism in a heritage context	
6 – Heritage, History and Civic responsibility	

Financial Implications

The expenditure of the Planned Preventative Maintenance has already been approved by Finance Committee for 2026/27, this report does not include any update to the financial situation.

Climate Implications

There are no climate implications associated to the delivery of this report, although some works within the PPM may improve the assets overall performance.

Legal Implications

There are no legal implications to this report.

Community Implications

There are no community implications to this report.

Risks & Opportunities

Risks Identified	Opportunities Identified
N/A	N/A

Recommendations

There are no recommendations associated with this report. Officers will continue to deliver the operational management of the Council's assets in accordance with the PPM and the approved budget.

Appendices:

- Appendix A: Draft Budget 2026/27 (Final) 11/12/2026

		2025/26	2025/26	EOY	EOY	2026/27	2026/27
		Budget	Budget	forecast	forecast	EXP	INCOME
		exp	income	exp	income		
101 GENERAL ADMINISTRATION							
1176	Precept Income						
1190	Bank Interest		9,000		9,514		9,500
4001	Salaries	816,319		737,733		778,471	
4002	Staff Expenses	500		450		440	
4004	PAYE / NI / Pensions	459,656		454,193		467,083	
4005	HR Support	3,500		3,431		3,585	
4020	Postage	1,500		961		1,000	
4021	Telephone	4,000		3,193		3,280	
4030	Bank charges	300		486		523	
4035	Council advertising	1,000		4,757		4,427	
4049	Subscriptions	3,500		5,554		5,725	
4050	Accounts charges	6,000		1,585		1,535	
4051	Professional Fees	7,500		11,620		7,500	
4114	Insurance	50,000		54,366		56,541	
4251	IT Support / Software	20,000		22,549		23,333	
4252	Website Maintenance	3,000		0		6,000	
4253	Office inc Photocopier	1,000		1,132		1,500	
4254	Personnel Training / Compliance	3,500		3,163		6,500	
105 TOWN HALL							
1000	Town Hall Lettings		60,000		57,905		65,000
1001	Town Hall Weddings		13,000		13,629		14,165
4109	Town Hall Repair Projects	35,000		23,738		35,000	
4110	Town Hall Maintenance	25,000		15,455		25,000	
4111	Water	2,100		2,162		2,221	
4112	Electricity	18,000		18,483		19,569	
4113	Gas	18,000		11,777		12,766	
4115	Rates	16,500		16,217		16,500	
4116	Town Hall Advertising	2,000		540		562	
4119	Broadband	500		360		374	
4120	Supplies	1,000		718		2,000	

		2025/26	2025/26	EOY	EOY	2026/27	2026/27
		Budget	Budget	forecast	forecast	EXP	INCOME
		exp	income	exp	income		
110 CIVIC							
4130	Mayoral/Chairmans Allowance	8,500		8,500		8,500	
4132	Flowers and Gifts	500		158		500	
4133	Members' Expenses	200				200	
4134	Hospitality	1,000				1,000	
4135	Civic Allowances	2,640		2,640		2,640	
4136	Elections EMR	6,000		15,000		12,000	
4137	Town Crier / Mace Subscriptions	100		30		35	
4331	Civic Events	0		465		600	
111 Outside Support							
1031	Funfair Income		2,500		2,500		2,500
1032	Grants Received				2,500		
4150	Community Grants	3,000		1,500		0	
4151	Museum Grant	3,000		3,000		3,000	
4155	Wells Museum Archive Payment	3,000				3,000	
4157	Received Grant Expenditure			1,500			
4066	Funfair Exp	550		1,171		575	
	WRGT Grant					53,594	
112 Committees							
4210	Archives and Civic Assets	2,500		638		2,500	
4212	Climate Change	0		500		0	
4250	Councillor Training	1,000				500	
114 Properties							
1020	Priory Road Rent		18,000		18,000		20,000
1021	8-10 Market Place Rent		35,600		35,600		36,600
1022	Ask Market Hall Rent		50,000		50,003		60,000
1023	Old Post Office Rent		25,000		19,875		26,500
1024	Wells Film Centre Rent						15,000
1178	Tenant Insurance payments		9,500		8,514		9,000
4300	Council Property Repairs	14,000		6,225		14,000	
4321	PWLB Loan Repayments Portway	38,700		38,700		38,700	
	PWLB Loan Repayments Film Centre					13,000	

		2025/26	2025/26	EOY	EOY	2026/27	2026/27	
		Budget	Budget	forecast	forecast	EXP	INCOME	
		exp	income	exp	income			
116 Public Toilets								
4701	Public Toilet Utilities	10,000		8,326		8,500		
4703	Public Toilet Clean	8,000		15,390		18,000		
4705	Public Toilet Supplies	10,000		8,198		10,000		
4708	Public Toilet Maintenance	10,000		1,809		32,968		ppm
4709	Public Toilet Reactive Maintenance					10,000		
201 Outside Spaces								
1077	WIB Support		8,000		4,805		10,000	
1815	Outside Spaces Income							
1816	Allotments Income		3,750				3,750	
1817	Cityscape Maps Income		2,600		574		0	
4221	Street Furniture etc	5,000		4,380		4,555		
4222	Christmas Lights	12,000		11,100		6,000		
4223	Highway Grit	1,000				1,000		
4400	WIB-Purchases	8,000		7,456		8,000		
4401	Rates	5,500		8,233		5,708		
4402	IT / Broadband	1,500		1,266		1,317		
4404	Fuel	21,500		3,483		7,000		
4405	Additional Storage Space	12,631		11,661		12,631		
4406	Waste	12,000				3,000		
4407	Play Parks	33,182		279		33,182		
4408	O/S Training & Compliance	19,325		558		500		
4409	Open Spaces PPE	15,397		3,573		5,000		
4500	Tree Maintenance	34,621				34,621		
4501	Tree Surveys	5,641				5,641		
4502	Loan Repayments	39,271		7,942		10,000		
4821	Outside Spaces Utilities	6,000		2,084		6,000		
4822	Outside Spaces Unit	15,000		14,689		16,600		
4851	Outside Spaces Maintenance	60,000		9,071		20,000		
	Open Spaces Unit Maintenance					13,936		ppm
4884	Allotments	3,750		237		3,750		
4887	Cityscape Maps	2,050		1,349		250		
4886	Skateboard Park Equipment EMR	15,000				15,000		
	Traffic Management (20mph)					25,000		

		2025/26	2025/26	EOY	EOY	2026/27	2026/27
		Budget	Budget	forecast	forecast	EXP	INCOME
		exp	income	exp	income		
202 Cemetery							
1809	Cemetery Income		61,000		43,300		46,000
1810	SCOP Income						14,000
4810	Cemetery Contractor	26,000		23,485		20,000	
4850	Cemetery Maintenance	6,000		4,614		6,000	
4852	Cemetery Tree Maintenance	7,000		5,925		7,000	
4853	Cemetery Rates / Council Tax	15,000		14,096		15,000	
4854	Fuel	1,500		1,334		1,500	
4855	Utilities	1,750		1,580		1,851	
4882	Cemetery Purch - Plaques etc	800		638		500	
4891	Cemetery New Equipment	12,000				0	
203 Portway Annexe							
1900	Portway Rental Income		68,700		61,154		47,250
1901	Portway Car Park Income		17,000		12,382		12,500
	Welcome Hub Room Hire						9,500
4898	IT	1,000		994		1,034	
4899	Supplies	1,000		950		1,005	
4900	Portway Annexe Maintenance	15,000		14,398		15,078	
4901	Portway Annexe Utilities	25,000		23,704		24,360	
4903	Rates	2,000		1,086		2,180	
4904	Broadband	1,700		1,368		1,423	
	Portway Annexe Repairs					18,826	ppm
204 Welcome Hub							
	Welcome Hub Income						
	Welcome Hub Expenditure						70,218
						70,218	
206 Youth Provision							
4920	Youth Provision	15,000		15,000		16,000	
207 Markets							
1500	Market Income - Saturdays		72,000		74,714		73,932
1501	Market Income - Wednesdays		48,000		75,946		71,787
1503	Christmas / Event Markets				13,301		9,042
1504	Indoor Markets				5,784		6,104
1505	Target Markets - Evenings/Sundays						10,000
4503	Market Expenditure			41,041		72,000	

	2025/26 Budget exp	2025/26 Budget income	EOY forecast exp	EOY forecast income	2026/27 EXP	2026/27 INCOME
208 Unitary Costs						
4950 Unitary Costs			43,300		20,000	
209 Tourist Information						
1177 TIC Income		5,000		5,610		2,500
4053 TIC Expenditure	4,000		4,441		2,500	
4052 TIC Equipment	500		296		308	
Addition of reserves					100,000	
May Fair Civic Lunch Donation			23,582			
Money Owed WRGT to meet expenditure Oct 25 - Mar 26			20,000			
Money Owed WRGT to meet capital balance			86,269			
Budget expenditure	2,085,683					
Budget income		508,650				
Forecast expenditure			1,923,835			
Forecast income				515,610		
difference budget - forecast			161,848	-6,960		
2026/27 exp					2,350,721	
2026/27 income						644,848
2026/27 precept					1,705,873	
precept 2025/26					1,603,433	
% increase					6.39	
pence per week increase					0.44	

separate cashbook for 2026/27