



WELLS CITY COUNCIL

**NOTICE IS HEREBY GIVEN THAT A MEETING OF THE FINANCE COMMITTEE,
WHICH MEMBERS ARE SUMMONED TO ATTEND, WILL BE HELD IN
WELLS TOWN HALL ON THURSDAY 11TH JUNE 2026, 7PM**

Haylee Wilkins
Town Clerk

4th June 2026

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

Committee Members
Cllrs: L Agabani, T Butt Philip, S Cursley,
S Eden, G Folkard (Chair), S Powell, H Siggs,
I Von Mensenkampff

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

4 MINUTES FROM THE FINANCE MEETING HELD ON 7TH MAY 2026

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



5 ACTIONS FROM THE FINANCE MEETING HELD ON 7TH MAY 2026

Open actions not on the agenda are listed below:

Date Raised	Description of Action
May 2026	Explore graphical reports to aid understanding of information, for both cashbook, forecasting.
March 2026	Review community grant scheme in readiness for Septembers grants.

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 FINANCE REPORTING AND VARIANCES FOR WELLS CITY COUNCIL

To receive monthly report from the RFO

[APRIL 2026 Financial Report](#)

[MAY 2026 Financial Report](#)

8 FINANCE REPORTING AND VARIANCES FOR WELLS RECREATION GROUND TRUST (distributed)

To receive monthly report from RFO

9 INTERNAL AUDITOR’S REPORT 2025-26 (attached)

To receive the Internal Auditor’s report and recommendations, and approve:

1. The Town Clerk to hold the position of Data Protection Officer.
2. To delegate authority to the Town Clerk or nominated Senior Officer in their absence, to review invoices for payment for accuracy and authorise the weekly pay run.

10 TO RECEIVE THE AGAR 2025-26 (attached)

To review the 2 sections of the AGAR and approve they be sent to Full Council for sign off:

Section 1: Annual Governance Statement

Section 2: Accounting Statement (inc Annual Return & Explanation of Variances)

11 APPROVAL OF EARMARK RESERVE

To receive verbal update from RFO on additional Earmark and approve retention

12 SPONSORSHIP POLICY (attached)

To receive the attached draft policy

13 CCTV USER AGREEMENT (attached)

To receive the attached report associated with an agreement with Somerset Council from 2027- 2030.

14 EPC PROVIDER APPROVAL (attached)

To receive the report for the approval of noted supplier.

15 FORWARD PLAN

Topic	Month
RFO Budget Report and Variances	RFO Budget Report and Variances
Q1 Forecasting report	July 2026



16 ANY MATTERS OF URGENT REPORT

17 DATE OF NEXT MEETING: Thursday 9th July 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.

Annual Internal Audit Report 2025/26

WELLS CITY PARISH OF AUTHORITY

WWW.WELLS.GOV.UK / WEBSITE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes ✓	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

22/69/2025 14/05/2026

Paul Russell INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

14/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



WELLS CITY COUNCIL



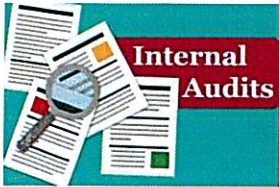
Author	Claire Woodland
Date of Committee:	11 th June 2026
Committee:	Finance Committee

AGENDA ITEM 9

Summary of the Internal Auditor's Recommendations:

- Publication on the website of invitations to tender, contracts tendered and procurement information with a value that exceed £5000
- Re tender for the Council's insurance package – this will be investigated in the coming months as it is due to be in place for start of next financial year
- Authorisation of payments – approval of delegation to the Town Clerk
- Appoint a Data Protection Officer
- Conduct regular Data Audits
- Website transparency page : upload the monthly Finance reports, report expenditure over £500
- Update website accessibility statement – we meet the requirements of the current version but the website does not reflect this.

All these recommendations have been put in place or are in the process of being adopted.



Haylee Wilkins
Town Clerk
Wells City Council
Town Hall
Market Place
Wells, Somerset, BA5 2RB

14th May 2026

Dear Haylee,

END OF YEAR INTERNAL AUDIT 2025/26

Parish & Parish Auditing Services have been appointed to undertake the internal audits at Wells City Parish Council. The first interim audit of the 2025/26 financial year was undertaken on Monday 22nd September 2025. The end of year audit was carried out on Thursday 14th May 2026.

I can confirm that I am independent of the Parish Council.

As stated in the Letter of Engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete The Internal Audit Section of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued and our procedures are not designed to provide assurance over the reliability and quality of your financial statements. This will be undertaken by the Council's appointed External Auditor.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

Thank you for all the information you have provided to enable the audit to be undertaken.

Yours sincerely,

Paul Russell, Internal Auditor

A. Appropriate accounting records have been properly kept throughout the financial year.

The Council has appointed a Responsible Financial Officer as required by Section 151 of LGA1972. (Minute 23/41S – minutes of the Staffing Committee held on Thursday 30th November 2023)

Section 2 accounting statement for 2024/25 has been restated as required. Box 7 has been restated at £65,996 and Box 8 has been restated as £950.

It is noted that the Council has made significant progress rebuilding its balances at year end.

A sample of the financial transactions between 1st April and 31st March 2026 has been undertaken. The following checks were carried out:

- Review of a sample of original invoices: Payments were supported by an invoice and with a VAT invoice if required.
- Sample invoices checked against the list of invoices paid: Sample checked was accurate.
- Sample invoices checked against the original bank statement: Sample checked was accurate.
- Samples checked against the cashbook printout contained within the monthly Financial Report: Sample checked was accurate.

There is a robust process in place to ensure that financial information is correctly recorded and reported to Council as part of its governance procedures.

All financial transactions are recorded on the Rialtas financial software system (noted that the Rialtas purchase order module has now been purchased), given a reference number (25/xxx), allocated a cost centre and a hard copy of the invoice is filed.

At the front of each invoice file details of the creditor is filled in and this list can be referenced back to the invoice, accounts and bank statement.

Both a [Risk Management Policy](#) and a [Risk Register](#) are in place. The Council has adopted an [Ethical Procurement Policy](#). There is also a Scheme of Delegation Policy in place that identifies the officers dealing with financial transactions. [Scheme of Delegation](#)

Bank reconciliations are prepared on a monthly basis and are subject to independent scrutiny by the Finance Committee. These are duly signed off at the Finance Committee meeting. The bank reconciliations form part of the Financial Report which is provided to Members at each meeting.

The combined cash and bank balances in the AGAR, section 2, line 8 has been confirmed as £374,012.06.

An [Investment Strategy](#) is in place and is published on the website.

The Council is VAT registered. VAT submissions are made quarterly. VAT has been reviewed.

The Council has six prepaid Equals cards in place. Payments are reported monthly as part of the Payments and Receipts list. The Council has a [Debit Card Policy](#) in place to govern the cards and this was adopted in September 2025. The limits in place are £500 for one card and £1,000 for the remaining five cards.

The Council adopted the General Power of Competence (GPC) at its meeting held on 23rd October 2025 (Minute 25/177/C):

GENERAL POWER OF COMPETENCE

The Town Clerk informed Full Council that the General Power of Competence only requires adoption by Council when relevant. The Town Clerk mentioned that her completion of the SILCA qualification deems it appropriate to restate the General Power of Competence. The paper provides suitable background with the process and reiterates the pledge, recognizing that two thirds of the members are elected members and not co-opted. The Town Clerk asked if Cllrs were happy with the recommendation, that she was seeking a vote.

Cllrs voted unanimously to adopt the General Power of Competence

The Council has met the requirements of this control objective.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The Council reviews its Corporate Risk Register on a quarterly basis and the review is minuted at the Finance Committee meetings. The Council assesses significant risks and highlights these risks in its reports.

Council is insured with Aviva through James Hallam Ltd. Policy Number 100775261CCI. The main insurance policy covers the current financial year with cover extending from 1st April 2025 to 31st March 2026. The Policy was amended in January 2026 and the amended policy ran until 31st March 2026. The policy includes building cover, employer's liability (£10 million), public and products liability (£10 million) and management liability (£500k).

It is recommended that following the completion of any long term agreements with the insurance company that the Council's insurance requirements are formally tendered as the combined total cost of cover exceeds the £30,000 inclusive of VAT procurement limits.

The Open Spaces Team carry out regular checks on existing play equipment on behalf of the Trust and also carry out inspections on the Skate Park and other play parks. All facilities are subject to an annual independent assessment.

The Council's internal controls are governed by a number of policies including the Financial Regulations and Standing Orders. These controls enable it to carry out its day-to-day business effectively and efficiently.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

The Council has significantly reduced its debtors from £51,442 to £24,258. The Council has a [Debt Recovery Policy](#) in place that was adopted in May 2025 and will be reviewed in May 2026. The Policy is comprehensive and covers the procedures to be followed as well as references to appropriate legislation.

The Council is responsible for three allotment sites with 59 allotments provided. A dedicated webpage is available ([Allotments | Wells City Council](#)). The Council has appropriate agreements in place and a register is maintained electronically.

The Council operates the City of Wells Cemetery. All the relevant forms are uploaded onto the website ([Cemetery | Wells City Council](#)). A review of fees received has been carried out. Cemetery software is in place to enable full management and there is a Register of Burials in place which is updated.

The Council has a number of venues for hire and the details of these can be found on its website along with booking forms ([Bookings | Wells City Council](#)). There is an effective diary system in place. A sample of invoices have been reviewed.

The Council has a number of leases in place. These are reviewed as required in accordance with the lease. Where issues have been identified negotiations have taken place with the lessee and agreements have been put in place.

The Council has a number of additional income streams. Confirmed that appropriate control procedures and documentation are in place that provide a clear audit trail through to invoicing and recovery of all such income. These include sales from the TIC, parking income and markets.

The Council has met the requirements of this control objective.

F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.

The Council now only operates one petty cash account for the Cemetery. The float is £40 and no expenditure has been incurred during the year.

The Council also has two floats for the TIC (£100) and Portway (£20). Once again, no transactions have been made during the year.

The Council has met the requirements of this control objective.

G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Each member of staff has a contract of employment in place. Four sample contracts of employment have been reviewed. They have been signed by both parties and

The Council has three loans in place:

Number	From	To	Outstanding
PW494787	09-Sep-2008	09-Sep-2038	£41,666.55
428057	28-Oct-2021	27-Oct-2046	£543,179.10
856286	02-Sep-2025	01-Sep-2050	£148,709.00
			£733,554.65

Ensure that the outstanding loan liability as at 31st March 2026 is correctly recorded in the AGAR at section 2, line 10.

The Council has met the requirements of this control objective.

I. Periodic bank account reconciliations were properly carried out during the year.

Bank reconciliations are undertaken monthly and reported to the Finance Committee at each meeting when they are approved and signed off.

The Council has met the requirements of this control objective.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Accounts are maintained on an income and expenditure basis.

Accounting arrangements are in place to account for debtors and creditors during the year and at year end.

The Council has met the requirements of this control objective.

K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick “not covered”).

Not covered.

L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

The following information is published on the Town Council’s website ([Transparency | Council Website](#))

It is recommended that Council considers setting up a Transparency page with this information:

Expenditure exceeding £500

Minute 25/100/c: Unfortunately the dates were not recorded and there was no minuted reference to the Public Notice. Please ensure that this is addressed at the end of 2025/26.

The Council has met the requirements of this control objective.

N. The authority has complied with the publication requirements for 2024/25 AGAR.

Publication Requirements Under the Accounts and Audit Regulations 2015, Authorities must publish the following information on the authority website/webpage: Before 1 July 2025 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited: [Published](#).
- Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4: [Published](#)
- Section 2 - Accounting Statements 2024/25, approved and signed, page 5: [Published](#)

Not later than 30 September 2025 authorities must publish:

- Notice of conclusion of audit: [Published](#) The Conclusion of Audit was reported to the Finance & General Purposes Committee at its meeting on 14th October 2025 (Minute F&GP2526.31.)
- Section 3 - External Auditor Report and Certificate: [Published](#)
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review: [Published](#)

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3. [Published](#).

The Council has met the requirements of this control objective.

O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.

The Council has a .gov.uk domain for its emails and its website. Staff and Councillors are provided with an official .gov.uk email address and these are publicised on the website. Emails are managed within a secure environment by the Council.

Council meets this requirement for emails and has a directly owned domain name for its website.

The Council has an IT & Security policy in place as required. [22_IT Policy\(1\).pdf](#)

The Council has an Accessibility Statement published on its website ([Accessibility Statement | Wells City Council](#)) but this refers to WCAG2.1.

Recommend that this policy be updated to reference WCAG2.2AA. See note below:

A Freedom of Information Policy is in place. [19 Freedom of Information Policy.pdf](#)

The Council has met the requirements of this control objective.

P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.

P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.

The Council is the sole trustee of the Wells Recreation Ground (Charity number: 284947).

The Trustee filing requirements are up to date for the charity.

The Wells Recreation Ground submitted as follows:

Total income: £6,996

Total expenditure: £28,338

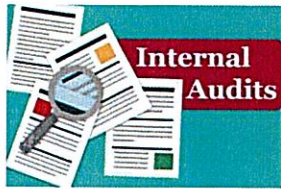
TAR: Not required

It has been confirmed that Wells City Council is the sole trustee of the charity.

The council has acted in accordance with the Trust deed.

The Charity meetings and accounts are recorded separately from those of the council.

The Council has met the requirements of this control objective.



Haylee Wilkins
Town Clerk
Wells City Council
Town Hall
Market Place
Wells, Somerset, BA5 2RB

14th May 2026

Dear Haylee,

END OF YEAR INTERNAL AUDIT 2025/26

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I can confirm that I am independent of the Parish Council.

As stated in the Letter of Engagement letter, the scope of our work is limited to completing the audit testing and enquiries we deem necessary to complete The Internal Audit Section of the Annual Report for Local Councils in England. We do not provide assurance over or accept responsibility for areas of work not included in this scope, unless specifically agreed with the Council during the financial year. In providing internal audit services we are not conducting a financial statement audit in accordance with standards and guidelines issued and our procedures are not designed to provide assurance over the reliability and quality of your financial statements. This will be undertaken by the Council's appointed External Auditor.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

Thank you for all the information you have provided to enable the audit to be undertaken.

Yours sincerely,

Paul Russell, Internal Auditor

INTERNAL AUDIT

Outlined below is an overview of the 10 Assertions within the Practitioners Guide 2025. Each of these are dealt with under the relevant Governance sections contained in Section 1 of the AGAR:

AGS Assertion 1 — Financial management and preparation of accounts

- Accounting Records and supporting documents:
- Bank reconciliation:
- Budget setting:
- Investments:
- Reserves:
- General Reserves:
- Earmarked and other reserves:

AGS Assertion 2 — Internal control

- Standing Orders and Financial Regulations:
- Safe and efficient arrangements to safeguard public money:
- Employment:
- VAT
- Fixed assets and equipment:
- Loans and long-term liabilities:

AGS Assertion 3 — Compliance with laws, regulations and proper practices

- Acting with its powers:

AGS Assertion 4 — Exercise of public rights

AGS Assertion 5 — Risk management

AGS Assertion 6 — Internal audit

AGS Assertion 7 — Reports from auditors

AGS Assertion 8 — Significant events

AGS Assertion 9 — Trust funds (local councils only)

AGS Assertion 10 — Digital and data compliance

The following headings are based on Section 1 – Annual Governance Statement.

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- Sample invoices checked against the list of invoices paid: Sample checked was accurate.
- Sample invoices checked against the original bank statement: Sample checked was accurate.
- Samples checked against the cashbook printout contained within the monthly Financial Report: Sample checked was accurate.

There is a robust process in place to ensure that financial information is correctly recorded and reported to Council as part of its governance procedures.

All financial transactions are recorded on the Rialtas financial software system (noted that the Rialtas purchase order module has now been purchased), given a reference number (25/xxx), allocated a cost centre and a hard copy of the invoice is filed.

At the front of each invoice file details of the creditor is filled in and this list can be referenced back to the invoice, accounts and bank statement.

Both a [Risk Management Policy](#) and a [Risk Register](#) are in place. The Council has adopted an [Ethical Procurement Policy](#). There is also a Scheme of Delegation Policy in place that identifies the officers dealing with financial transactions. [Scheme of Delegation](#)

Bank reconciliations are prepared on a monthly basis and are subject to independent scrutiny by the Finance Committee. These are duly signed off at the Finance Committee meeting. The bank reconciliations form part of the Financial Report which is provided to Members at each meeting.

The combined cash and bank balances in the AGAR, section 2, line 8 has been confirmed as £374,012.06.

An [Investment Strategy](#) is in place and is published on the website.

Noted that the previous recommended to investigate more advantageous savings accounts is being actioned.

The Council has met the requirements of this control objective.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Tenders and Contracts are governed by Financial Regulations. All contracts being tendered should be published on the Council's website as well as the Find a Tender portal where required. One Tender for PPM has been sought during the financial year.

Financial Regulations were approved in January 2026 and will be reviewed in January 2027. These are based on the latest NALC template. The revised Financial Regulations includes Appendix 1: Tender Process.

Standing Orders were adopted in January 2026. These are also based on the latest NALC template. Consistent values are in place.

The procedures related to financial recording and reporting is as follows:

- The Council uses Rialtas financial software to manage its accounts;
- Invoices are received and reviewed for accuracy and authenticity by the RFO;
- A weekly pay run is actioned by the RFO. This includes both uploading payments into the banking app and authorising them;
- Invoices are inputted into the accounting system and reports are generated from the system;
- A retrospective list of payments is produced and presented to the Finance Committee for ratification.

Currently, following a further review, it is considered that there is not enough segregation in place between uploading invoices and paying them. All payments are retrospectively ratified at the Finance Committee, but an additional check is recommended.

It is recommended that for each weekly pay run the following process be considered (Please see the interim audit report):

- RFO reviews invoices for accuracy and sends a payment list to the authorised signatories for approval by email;
- The invoices for payment can be scanned and sent to the authorised signatories to create an audit trail;
- At least two confirmation of approvals should be sent to the RFO;
- The RFO can then authorise payment of the weekly pay run.

It is further recommended that as part of the agenda papers for the Finance Committee a list of payments is published to improve transparency.

Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements.

The Council is VAT registered. VAT submissions are made quarterly. VAT has been reviewed.

The Council has six prepaid Equals cards in place. Payments are reported monthly as part of the Payments and Receipts list. The Council has a [Debit Card Policy](#) in place to govern the cards and this was adopted in September 2025. The limits in place are £500 for one card and £1,000 for the remaining five cards.

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GENERAL POWER OF COMPETENCE

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Cllrs voted unanimously to adopt the General Power of Competence

The Council has met the requirements of this control objective.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The Council reviews its Corporate Risk Register on a quarterly basis and the review is minuted at the Finance Committee meetings. The Council assesses significant risks and highlights these risks in its reports.

Council is insured with Aviva through James Hallam Ltd. Policy Number 100775261CCI. The main insurance policy covers the current financial year with cover extending from 1st April 2025 to 31st March 2026. The Policy was amended in January 2026 and the amended policy ran until 31st March 2026. The policy includes building cover, employer's liability (£10 million), public and products liability (£10 million) and management liability (£500k).

It is recommended that following the completion of any long term agreements with the insurance company that the Council's insurance requirements are formally tendered as the combined total cost of cover exceeds the £30,000 inclusive of VAT procurement limits.

The Open Spaces Team carry out regular checks on existing play equipment on behalf of the Trust and also carry out inspections on the Skate Park and other play parks. All facilities are subject to an annual independent assessment.

The Council's internal controls are governed by a number of policies including the Financial Regulations and Standing Orders. These controls enable it to carry out its day-to-day business effectively and efficiently.

The Council has met the requirements of this control objective.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

At its meeting held on 19th December 2024 Full Council formally approved the budget and the setting of a precept. (Minute 24/167/C.iii)

iii. To agree the precept for 2025-26 of £1,603,433.00 The motion was proposed by Cllr S Cursley and seconded by Cllr G Folkard. Those in favour included Cllrs L Agabani, J Browne, S Eden, G Folkard, D Orrett, G Robbins, I Von Mensenkampff and P Welch. Those against were Cllrs D Denis and S Powell.

It has been confirmed that a precept of £1,603,433 was requested. (MHCLG Parish Code E3301P297)

Budget monitoring is undertaken regularly by the Finance Committee. A budget report is presented and reviewed which includes budget allocations and variances.

It is recommended that the monthly Financial Report is uploaded on the website as part of the agenda supporting papers.

The Council has set up Earmarked Reserves this year. It has £30,000 set aside for the skate park, £12,000 for elections and £3,000 for website maintenance.

The Council is moving towards achieving adequate General Reserves to meet the current recommendations (which is the equivalent of 3 months trading or one quarter of the annual precept) with specific allocated EMRs also in place as outlined above. Noted that Council has discussed increasing its general reserves to meet the minimum recommendation).

The Council has the following Balances as at 31st March 2026:

ACCOUNT	31/03/26
Current Account	£11,267.00
Deposit Account	£224,896.09
Market Account	£86,799.41
Nationwide	£21,510.10
Equals	£5,500.00
Sub total	£349,972.60
Market Fair	£23,616.85
Cem Petty Cash	£40.00
Mendip Credit Union	£262.61
Sub total	£373,892.06
TIC Float	£100.00
Community Centre Float	£20.00
TOTAL	£374,012.06

The Council has met the requirements of this control objective.

E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

The Council has significantly reduced its debtors from £51,442 to £24,258. The Council has a [Debt Recovery Policy](#) in place that was adopted in May 2025 and will be reviewed in May 2026. The Policy is comprehensive and covers the procedures to be followed as well as references to appropriate legislation.

The Council is responsible for three allotment sites with 59 allotments provided. A dedicated webpage is available ([Allotments | Wells City Council](#)). The Council has appropriate agreements in place and a register is maintained electronically.

The Council operates the City of Wells Cemetery. All the relevant forms are uploaded onto the website ([Cemetery | Wells City Council](#)). A review of fees received has been carried out. Cemetery software is in place to enable full management and there is a Register of Burials in place which is updated.

The Council has a number of venues for hire and the details of these can be found on its website along with booking forms ([Bookings | Wells City Council](#)). There is an effective diary system in place. A sample of invoices have been reviewed.

The Council has a number of leases in place. These are reviewed as required in accordance with the lease. Where issues have been identified negotiations have taken place with the lessee and agreements have been put in place.

The Council has a number of additional income streams. Confirmed that appropriate control procedures and documentation are in place that provide a clear audit trail through to invoicing and recovery of all such income. These include sales from the TIC, parking income and markets.

The Council has met the requirements of this control objective.

F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.

The Council now only operates one petty cash account for the Cemetery. The float is £40 and no expenditure has been incurred during the year.

The Council also has two floats for the TIC (£100) and Portway (£20). Once again, no transactions have been made during the year.

The Council has met the requirements of this control objective.

G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Each member of staff has a contract of employment in place. Four sample contracts of employment have been reviewed. They have been signed by both parties and

dated. WorkNest provides HR support to the Council and contracts have been reviewed and revised during the year.

Members do not receive a members' allowance. The Mayor receives an expenses allowance and this is supported by invoices etc.

A sample of staff salaries have been reviewed. Staff are employed on NJC pay scales. Tax codes have been applied to the employees reviewed.

Payroll is undertaken inhouse using IRIS payroll. All software updates are the responsibility of the software provider. Reports are generated including payslips. Three members of staff are trained on the software package.

The Local Government Pension Scheme is in place. Pension contributions are deducted and monthly payments of employee and employer contributions are made to the scheme.

Both employee and employer NI contributions are applied and submitted to HMRC on a monthly basis.

A test sample was undertaken and it was confirmed that the correct net pay was paid to the employee with tax, NI and pension contributions correctly deducted and paid to the respective agencies.

The Council has met the requirements of this control objective.

H. Asset and investments registers were complete and accurate and properly maintained.

An Asset Register is in place. The Asset Register identifies the original cost of each asset, the current value and the insurance value where appropriate. The register is maintained on Rialtas and has been updated.

The end of year asset value as stated on the AGAR is £14,629,521.40. This is the figure on the updated asset register.

The asset register has been compared with the insurance schedule. It has been confirmed that all relevant assets have recorded and are appropriately insured or "self-insured" by the Authority. Additions to the insurance policy included the Wells Film Centre and additional play areas.

Recommend that the assets with a £0 value be revalued at £1.

Council has no long-term investments in place.

The Council has recently borrowed £150,000 to purchase the local cinema. The correct approval has been reviewed. The loan principal was £150,000, the fee paid £52.50 and was received on 2nd September 2025. The loan is for 25 years and will be settled on 1st September 2050. The interest rate was 6.2%.

The Council has three loans in place:

Number	From	To	Outstanding
PW494787	09-Sep-2008	09-Sep-2038	£41,666.55
428057	28-Oct-2021	27-Oct-2046	£543,179.10
856286	02-Sep-2025	01-Sep-2050	£148,709.00
			£733,554.65

Ensure that the outstanding loan liability as at 31st March 2026 is correctly recorded in the AGAR at section 2, line 10.

The Council has met the requirements of this control objective.

I. Periodic bank account reconciliations were properly carried out during the year.

Bank reconciliations are undertaken monthly and reported to the Finance Committee at each meeting when they are approved and signed off.

The Council has met the requirements of this control objective.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Accounts are maintained on an income and expenditure basis.

Accounting arrangements are in place to account for debtors and creditors during the year and at year end.

The Council has met the requirements of this control objective.

K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick “not covered”).

Not covered.

L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

The following information is published on the Town Council's website ([Transparency | Council Website](#))

It is recommended that Council considers setting up a Transparency page with this information:

Expenditure exceeding £500

Local authorities must publish details of each individual item of expenditure that exceeds £500. [Published](#)

Government Procurement Card transactions

Local authorities must publish details of every transaction on a Government Procurement Card ([not applicable](#)).

Procurement information

Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000. [Not published](#).

Contracts

Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. [Not published](#).

Information to be published annually

The following information should be published annually:

- Local authority land (The Asset Register) [Published](#).
- Social housing assets [Not applicable](#)
- Grants to voluntary, community and social enterprise organisations [Published](#)
- Organisation chart (Staff structure with Council and Committee structure) [Published](#)
- Trade union facility time (only applicable if you provide facilities for union representatives) [Not applicable](#)
- Parking account (to be published if parking income received) [Not published](#)
- Parking spaces (publish the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking space is not marked out in individual parking bays or spaces) [Not applicable though parking information is published on the website](#).
- Senior salaries (Salaries over £50k per annum) [Published](#). ([Salary Transparency Document](#))
- Constitution (Standing Orders) [Published](#).
- Pay multiple (see the code) [Published](#) ([Salary Transparency Document](#))
- Fraud (see the code) [Published](#).

The Council has met the requirements of this control objective.

M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (*during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set*).

Public Notice for year ending 31st March 2025 was published on 26th June 2025 and ran from Monday 30th June 2025 to Friday 8th August 2025. This met with the 30 working day period required.

Minute 25/100/c: Unfortunately the dates were not recorded and there was no minuted reference to the Public Notice. Please ensure that this is addressed at the end of 2025/26.

The Council has met the requirements of this control objective.

N. The authority has complied with the publication requirements for 2024/25 AGAR.

Publication Requirements Under the Accounts and Audit Regulations 2015, Authorities must publish the following information on the authority website/webpage: Before 1 July 2025 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited: [Published](#).
- Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4: [Published](#)
- Section 2 - Accounting Statements 2024/25, approved and signed, page 5: [Published](#)

Not later than 30 September 2025 authorities must publish:

- Notice of conclusion of audit: [Published](#) The Conclusion of Audit was reported to the Finance & General Purposes Committee at its meeting on 14th October 2025 (Minute F&GP2526.31.)
- Section 3 - External Auditor Report and Certificate: [Published](#)
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review: [Published](#)

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3. [Published](#).

The Council has met the requirements of this control objective.

O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.

The Council has a .gov.uk domain for its emails and its website. Staff and Councillors are provided with an official .gov.uk email address and these are publicised on the website. Emails are managed within a secure environment by the Council.

Council meets this requirement for emails and has a directly owned domain name for its website.

The Council has an IT & Security policy in place as required. [22 IT Policy\(1\).pdf](#)

The Council has an Accessibility Statement published on its website ([Accessibility Statement | Wells City Council](#)) but this refers to WCAG2.1.

Recommend that this policy be updated to reference WCAG2.2AA. See note below:

Note that since September 2020, all parish and town councils must have a website that complies with Website Content Accessibility Guidelines (WCAG). As from October 2024 that rating level changed from WCAG2.1AA to WCAG2.2AA so that it meets Accessibility Guidelines as set in the Public Sector Bodies Accessibility regulations.

Two scans have been undertaken. Scan one for compliance with WCAG2.2AA scored 89%: [Scan Results — CompliaScan](#)

Scan 2 for accessibility scored 9.8 out of 10: [WAVE Report of Home | Wells City Council](#)

Wells City Council's website is WCAG2.2AA compliant and accessible.

To ensure compliance with Data Protection regulations Councils should have the following in place:

- Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR (Note that although Parish Councils are exempt from this requirement under Section 7 of the DPA 2018 Council needs to appoint someone who is responsible for data protection within the organisation. This is normally the Parish or Town Clerk).
- Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.
- Implement a Data Protection policy on data handling, storage and sharing.
- Provide regular training to ensure all staff and members are trained on data protection principles and practices.
- Secure data using appropriate technical and organisational measures to protect personal data from breaches.

The Council has the following Data Protection policies published on its website:

- Data Protection Policy ([12 Data Protection Policy.pdf](#));
- Privacy Notices ([Privacy & Cookie policy | Wells City Council](#)) and ([27 Privacy Notice.pdf](#))
- Data Retention Policy ([13 Data Retention Policy.pdf](#))
- CCTV Policy ([wells city council cctv policy](#))

Both Councillors and staff have undertaken Data Protection training as required during the year.

Council will need to ensure that the following requirements are met:

- Either undertake or update its data audit;
- Ensure that the relevant procedures are in place such as Subject Access Request Procedure and a Data Privacy Impact Assessment procedure.
- Ensure that both hard copy and electronic data have relevant protections in place. For hard copy records this will be identified by the audit. For electronic data it is recommended that your IT provider outlines what protections are in place, how often data is backed up and how it is stored. Ensure that all computers have some level of virus protection.

A Freedom of Information Policy is in place. [19 Freedom of Information Policy.pdf](#)

The Council has met the requirements of this control objective.

P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.

P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.

The Council is the sole trustee of the Wells Recreation Ground (Charity number: 284947).

The Trustee filing requirements are up to date for the charity.

The Wells Recreation Ground submitted as follows:

Total income: £6,996

Total expenditure: £28,338

TAR: Not required

It has been confirmed that Wells City Council is the sole trustee of the charity.

The council has acted in accordance with the Trust deed.

The Charity meetings and accounts are recorded separately from those of the council.

The Council has met the requirements of this control objective.

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

WELLS CITY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLISHED WEBSITE ADDRESS
WWW.WELLS.GOV.UK

Section 2 – Accounting Statements 2025/26 for

WELLS CITY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	100,097	65,996	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,178,497	1,603,433	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	387,157	744,519	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,038,921	1,182,886	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	38,417	198,866	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	522,417	567,675	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	65,996	464,521	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	950	374,012	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	14,399,619	14,629,521	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	608,054	733,555	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	X		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Cl Woodliff REQUIRED

Date 14/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2026

Wells City Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	100,097	65,996	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	1,178,497	1,603,433	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	387,157	744,519	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	1,038,921	1,189,804	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	38,417	198,866	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	522,417	567,675	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	65,996	457,603	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	950	374,012	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	0	0	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Explanation of Variances - pro forma

Name of smaller authority: WELLS CITY PARISH COUNCIL

County Area (local councils and parish meetings only): Somerset

Please provide full explanations, including numerical values for the following:

*Variances of more than 15% and / or £100,000 between totals for individual boxes

*A breakdown of approved reserves if the total reserves (Box 7) figure is more than twice the annual precept / rates & levies value (Box 2)

SECTION 2	2024/25 £	2025/26 £	Variance £	Variance %
Box 2				
Precept or Rates & Levies	1,178,497	1,603,433	424,936	36.06%
Precept increased due to expected devolved services from Somerset Council, as well as necessary lift alterations in the Town Hall:				
Tree Maintenance			£ 34,621.00	
Tree Surveys			£ 5,641.00	
Play Parks			£ 33,182.00	
Waste			£ 12,000.00	
Training / Compliance / PPE			£ 34,722.00	
Repairs / Renewals			£ 40,000.00	
Fuel			£ 21,500.00	
Extra Staff: Market Operatives / Manager, Barrow Boy, mowing team)			£ 184,443.20	
cctv contribution			£ 20,000.00	
Town Hall Lift replacement			£ 25,000.00	
Box 3				
Total other Receipts	410,326	744,519	334,193	81.45%
Unexpected items of income:				
Markets income			£ 185,371.00	
Film Centre PWLB			£ 150,000.00	
Box 4				
Staff Costs	1,038,921	1,182,886	143,965	13.86%
As above, increase due to some devolvement eg. Need for Market Operatives and Market Manager. Some saving made due to staff restructuring within year, early retirement.				
Box 5				
Loan interest / capital repayments	38,417	198,866	160,449	417.65%
PWLB repayments £44,173.96 Money owed Wells Recreation Ground Trust for interest received against trust funds £94,977				
Box 6				
All other payments	553,994	567,675	13,681	2.47%

Box 7				
Balances Carried forward	65,996	464,521	398,525	603.86%
Some elements of Devolution from Somerset were not as swift as anticipated, these unspent amounts will be reallocated into next year's budget as they are still expected to happen:				
Tree Maintenance			£ 34,621.00	
Tree Surveys			£ 5,641.00	
Waste			£ 12,000.00	
Play Parks Strategy			£ 33,182.00	
Fuel			£ 16,000.00	
Training / Compliance / PPE			£ 28,500.00	
Repairs / Renewals			£ 26,000.00	
Staff costs			£ 55,779.00	
Plus income from Markets £ 185,371.00				
Box 8				
Total value of cash & short term Investments	950	374,012	373,062	39269.68%
Due to restating the AGAR for 2024/2025 to remove the Charitable Trust, the Council was left with £950 in cash / short term investments. This has been increased in 2025/2026 due to a Council resolve to cut unnecessary spending to improve the reserves, and for the reasons mentioned above in Box 3 and 7.				
Box 9				
Total fixed assets & long term investments	14,399,619	14,629,521	229,902	1.60%
Acquired in 2025-2026: Play Parks £ 50,000 Market renewals £ 24,365 Wells Film Centre £ 150,000 Plus various open spaces equipment				
Box 10				
Total borrowings	608,054	733,555	125,501	20.64%
PWLB loans outstanding:				
Number	From	To	Outstanding	
PW494787	09-Sep-2008	09-Sep-2038	£41,666.55	
428057	28-Oct-2021	27-Oct-2046	£543,179.10	
856286	02-Sep-2025	01-Sep-2050	£148,709.00	
			£733,554.65	

Agenda Item 12



WELLS CITY COUNCIL



Author	Haylee Wilkins
Subject	Sponsorship
Date of Committee:	11.06.2026
Committee:	Finance Committee

Background & Context

Wells City Council delivers a wide range of events throughout the year varying from weekly markets to seasonal events, and local assets and delivery programs such as Wells in Bloom. These events play a significant role in supporting local businesses, attracting visitors, and bringing together the local community. As expectations and operational costs continue to rise, securing external sponsorship offers a practical way to maintain and enhance the quality of these functions without placing additional pressure on council budgets and in turn the tax payer.

Whilst sponsorship has been applied previously, this has been done without consistency of policy and application.

Wells in Bloom for example, has gratefully received sponsorship for some time, but has been based on a donation scheme which does not allow for proactive improvements of management of spend. Equally, when looking at the market, sponsorship offers have been discussed with larger businesses, but the absence of a council policy makes them difficult to apply in practical and consistent terms.

It is intended that the sponsorship scheme would undergo a complete refresh and as such, any existing sponsors would be required to agree to the new policy and commit to the noted fee for the item.

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	X
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

Introducing sponsorship would provide a valuable supplementary income stream in a managed way, helping to offset increasing costs associated with event delivery, infrastructure, and any promotional activity. Even modest sponsorship contributions can reduce the council's direct financial outlay, enabling funds to be redirected to other priority areas or projects or, offer opportunity to further enhance those schemes for the benefit of the city, that would otherwise likely be unaffordable within existing budgets.

Climate Implications

There are no perceived implications to Climate.

Legal Implications

Data Protection and the management of personal data should be considered as part of the process for delivery.

User Agreements would be held to support any risk of challenge and the policy makes clear the terms of reference for application.

Community Implications

Fair and transparent inclusivity are applied within this policy.

Risks & Opportunities

There are manageable risks with seeking sponsorship, including the possibility of limited interest from partners, or the need to ensure sponsor branding aligns with the council's values and image (partners who are not damaging to the image or reputation of the council).

However, the opportunities significantly outweigh these risks. Sponsorship can strengthen relationships with local and regional businesses, increase the visibility and impact of council run events, and create long-term partnerships that support the city's economic and cultural development. It also provides flexibility to innovate, expand, or refresh events without relying solely on public funds.

Recommendations

It is recommended that Wells City Council formally explores sponsorship opportunities for its annual programme of events and services with a structured approach in order to enable the council to maximise financial benefits while maintaining the integrity and community focus of its services.

Finance Committee is asked to:

1. Endorse the attached policy for approval by Full City Council

Appendices:

- Appendix A: DRAFT Sponsorship Policy

Appendix A

Appendix A – Wells City Council Sponsorship Policy

1. Purpose

This policy sets out the principles and process for securing sponsorship to support Wells City Council services, initiatives, and events.

The Council recognises that sponsorship can:

- reduce financial pressure on Council budgets,
- enhance public services and events,
- strengthen relationships with local businesses and organisations,
- and create opportunities for investment in the City of Wells.

All sponsorship arrangements must support the public interest and protect the integrity and reputation of the Council.

2. Definition of Sponsorship

Sponsorship is defined as a financial or in kind contribution provided by an external organisation in return for agreed recognition or promotional opportunities.

Sponsorship does not provide any influence over Council policy, decision making, or service delivery.

3. Sponsorship Principles

When considering sponsorship opportunities, the Council will ensure that:

- Sponsorship supports Council objectives including community wellbeing, environmental responsibility, tourism, inclusion, and enhancement of public spaces.
- All arrangements are transparent, properly documented, and made in the public interest.
- Sponsors do not influence Council policies, operational decisions, or governance.
- Sponsorship opportunities are promoted fairly where appropriate.
- Sponsor recognition remains proportionate and suitable to the character of Wells.

- Sponsorship aligns with appropriate environmental and social responsibility standards.

4. Restrictions on Sponsorship

The Council reserves the right at any time within the sponsorship arrangement to refuse any sponsorship for certain products, this may include, but is not limited to:

- tobacco,
- gambling,
- unauthorised financial services,
- environmentally harmful industries,
- or other organisations considered unsuitable by the Council.

Alcohol-related sponsorship may be considered on a case-by-case basis, subject to appropriate safeguards.

5. Sponsorship Opportunities

Sponsorship may be sought for a range of Council services and initiatives, including:

- Planting (previously Wells in Bloom),
- Markets and Events,
- Christmas lights,
- Play areas,
- Street furniture,
- Public conveniences,
- Trees and other planting schemes,
- and other public-facing initiatives.

All sponsorship arrangements must remain appropriate to the character and appearance of the City.

6. Sponsorship Process

The Council will maintain a fair and transparent process for identifying, assessing, approving, and managing sponsorship opportunities.

This process will include:

1. Identification of sponsorship opportunities;
2. Public advertisement of opportunities where appropriate;
3. Assessment of suitability, value, and reputational considerations;
4. Approval through the appropriate Council process;

5. Formal written agreements;
6. Ongoing monitoring and review.

Council officers may approve lower value and low risk sponsorship arrangements within delegated authority. Significant or sensitive arrangements will require Finance Committee or Full Council approval.

7. Sponsorship Agreements

All sponsorship arrangements must be supported by a written agreement setting out:

- the sponsorship contribution,
- recognition and branding arrangements,
- duration of the agreement,
- responsibilities of each party,
- review arrangements,
- and termination provisions.

8. Termination and Reputational Protection

The Council reserves the right to immediately suspend, terminate, or decline any sponsorship arrangement where a sponsor's actions, conduct, business activities, or public association may reasonably:

- bring the Council into disrepute,
- conflict with the Council's values or objectives,
- damage public confidence,
- or negatively impact the reputation of the City of Wells.

This includes circumstances arising during the term of a sponsorship agreement, regardless of whether such matters were known at the commencement of the arrangement.

The Council may exercise this right at its sole discretion and without compensation beyond any contractual obligations already incurred.

9. Monitoring and Reporting

The Council will maintain a Sponsorship Register to ensure complete transparency and accountability, all sponsorships accepted by the Council will be subject to an ongoing review and oversight and the recording of:

- sponsor details,
- value of sponsorship,
- duration,

- and approvals obtained.

Sponsorship activity will be reported periodically to the Finance Committee to ensure appropriate oversight and accountability.

Records relating to sponsorship agreements will be retained in accordance with the Council's document retention requirements.

10. Draft Fee Schedule

A fee schedule will be maintained to support consistency and transparency in the valuation of sponsorship opportunities.

Fees will be informed by:

- the visibility and scale of the opportunity,
- expected audience reach,
- branding opportunities provided,
- duration of sponsorship,
- and benchmarking against comparable organisations.

The fee schedule will be reviewed periodically.

Sponsorship Fees (Per Annum)

Opportunity	Indicative Fee
Wells in Bloom – Main Sponsor	£3,000
Wells in Bloom – Hanging Basket	£50
Wells in Bloom – Pyramid	£200
Wells in Bloom – Poles and Planters	£150
Play Parks – Capital Sponsorship	£1,000–£5,000
Play Parks – Maintenance Sponsorship	£250–£1,000
Public Conveniences – Poster Advertising	£40
Christmas Lights Sponsorship (per string)	£1,000
Markets Sponsorship (Whole Market)	£10,000
Market Sponsorship (Part Market)	£1,500-£5,000

Fees are illustrative only and subject to review.

11. Sponsorship Publication

Part of your sponsorship will include the publication of your business name within a sponsorship page on the Councils website, as well as any applicable publications.

Where sponsorship is for a Wells in Bloom based function, the offer of a plaque which will include the name of the sponsor only will be provided at an additional cost of £10 for the original and any subsequent replacements.

12. Sponsorship Reporting Schedule

A reporting schedule will be maintained to monitor active and proposed sponsorship arrangements.

This will support:

- financial oversight,
- performance monitoring,
- transparency,
- and future sponsorship planning.

Relevant updates will be reported to the Finance Committee on a periodic basis.

Agenda Item 13



WELLS CITY COUNCIL



Author	Haylee Wilkins
Subject	CCTV User Agreement 2027-2030
Date of Committee:	11.06.2026
Committee:	Finance Committee

Background & Context

Wells City Council have been financially contributing to CCTV provision since 2009, this was previously in agreement with Mendip District Council, now Somerset Council, through re-organisation changes.

The CCTV provision is a non-statutory duty and therefore, is not legally required to be provided, however, is considered to have significant community and safety value and is highly valued by Avon and Somerset Police and the wider community in terms of safety and visual deterrent.

At present, there are 17 CCTV cameras within Wells, operating from this network, with 10 being directly attributable to the City Council arrangement, others sitting within Somerset assets such as car parks. Please note that additional cameras may be in place in privately owned and run locations and are not considered as part of this proposal.

More recently, the growth in cost of the provision, has seen Wells City Council restrict funding available to Somerset, and the table below evidences the change in fees sought.

16-17	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-25	25-26
£8,256	£8,421	£8,755	£9,051	£9,289	£0	£0	£0	£20,000	£20,000

Through proactive and pragmatic discussion with Somerset officers, the following opportunities have been identified in order to balance risk, cost and impact locally:

1. The number of operational cameras

There are currently 10 cameras, with a unit cost of £2,798.52 (under the new agreement), equating to £27,985.20 annual cost to Wells, which are cameras not within car parks that have a direct responsibility to Wells City Council and are therefore chargeable.

It is expected that Somerset Council, would take responsibility for all cameras within their own owned assets, such as car parks.

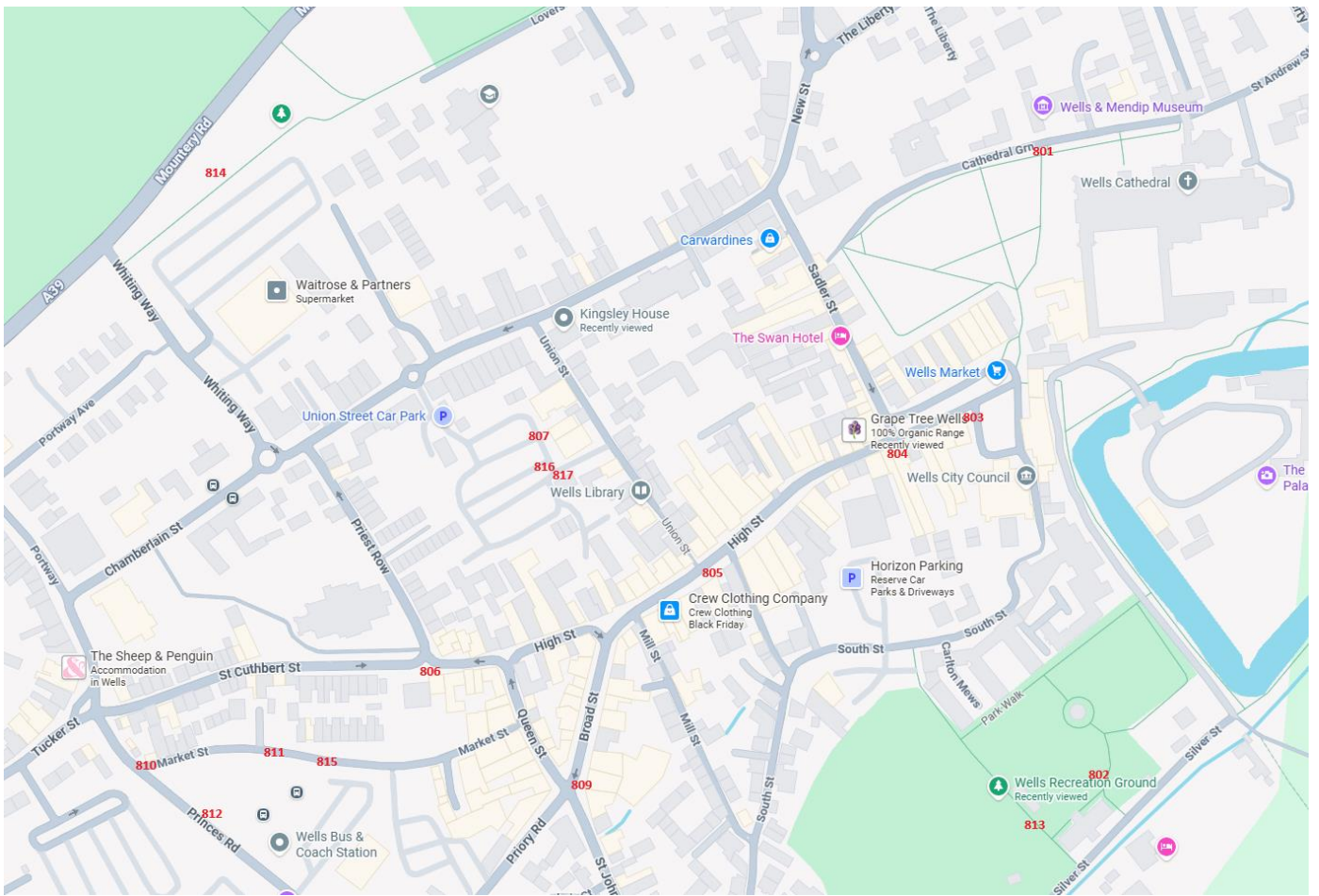
As previously discussed there is one camera within Market Street which is close proximity to other provisions, however, on review, does not have direct cross over of vision. Whilst this

could be removed the field of vision would not, in whole or part be covered by another facility.

Equally, following previous requests for clarity, the Cathedral Green camera is no longer considered removable, as it is also not covered by any other field of view.

Lastly, it was previously discussed that one of the recreation ground cameras could be removed if upgrade was considered. As the upgrade is likely to be significantly greater than the unit cost, it would be prudent to retain this for the term of this agreement and consider rationalisation as part of a wider program in due course.

Camera Number	Location	Type	Make	Installed	WCC	SC (in Car Parks)	Possible Removal
801	Cathedral Green	Digital	Hik Vision	2018	X		
802	Bandstand	Digital	Hik Vision	2018	X		
803	Market Place	Digital	Hik Vision	2018	X		
804	Sadler St	Digital	Hik Vision	2018	X		
805	High St	Digital	Hik Vision	2018	X		
806	St Cuthbert St	Digital	Hik Vision	2018	X		
807	Union St CP	Digital	Hik Vision	2018		X	
809	Broad St	Digital	Hik Vision	2018	X		
810	Market St	Digital	Hik Vision	2018	X		X
811	Bus Station	Digital	Hik Vision	2018		X	
812	Princes Road	Digital	Hik Vision	2018		X	
813	Wells Rec	Digital	Hik Vision	2018	X		
814	Skate Park	Digital	Hik Vision	2018	X		
815	Bus Station Static	Digital	Hik Vision	2018		X	
816	Union St Static 2	Digital	Hik Vision	2018		X	
817	Union St Static 1	Digital	Hik Vision	2018		X	



2. Creation of a multi-year agreement to fix costs and allow financial planning

The attached appendix B, offers the draft contract. This is proposed as a three-year agreement to aid financial planning, and the management and resourcing of the monitoring function.

The key changes from the previous agreement are:

- More regular and meaningful reporting to WCC.
- Changes to service level agreement references for things such as complaints, to ensure they match wider committed standards.
- Within section 10, Clients additional responsibilities, reviews have been added for public safety and the needs for camera additions/amendments.
- Section 9, longer notice periods applied for planned down time and any changes to the agreement (appendix a)
- Within section 12, Arbitration, an additional step has been added for escalation.

- Greater clarity of break clause and required notice periods for both parties (Somerset to WCC required is 12 months, WCC to Somerset is 9 months).
- Appendix 1 References the expected levels of service. And specifically point 5 references the maintenance provision and timescales provided by the Supplier (Somerset).
- Appendix 1 point 18 on page 12, references the hours of operation for the service.
- Appendix 1 page 13 references the financial contributions as detailed above.

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	X
2 – Climate Change, Accessibility & Asset Stewardship	
3 – Securing the Future of Council Services	X
4 – Community Services, Inclusivity & Wellbeing	
5 – Economic Growth and Tourism in a heritage context	
6 – Heritage, History and Civic responsibility	

Financial Implications

There is a noted annual financial implication of £27,985.20, against a noted budget of £43,300.

Climate Implications

There are no perceived implications to Climate.

Legal Implications

The user agreement within Appendix A will commit the council to CCTV provision until 2030.

Community Implications

There are considered to be community safety implications of this report, in that, any reduction or loss of CCTV would likely hinder police investigations. Equally, public safety can be assumed from the visual deterrent offered by the placement of cameras.

Recommendations

Finance Committee is asked to:

1. Endorse the application of a multi-year agreement for CCTV provision.
2. Endorse the rationalisation of CCTV provision as noted.

Appendices:

- Appendix A: Service Level Agreement

SERVICE LEVEL AGREEMENT – CCTV, Management and Maintenance Obligations

Document Owner:	Somerset Council
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Version

Version	Date	Description	Author
1		Service Level Agreement	

Approval

(By signing below, all Approvers agree to all terms and conditions outlined in this Agreement.)

Approvers	Party	Signed	Approval Date
Sarah Dowden	Somerset Council ("The Council")		
Haylee Wilkins	Council ("the Client")		

This Agreement comes into force on:

The most recent Approval Date:

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1.0 Parties to Agreement

1.1 (1) Somerset Council (The ‘Council’) and (2) Wells City Council,

2.0 Duration of Agreement

2.1 Shall come into force on 1st April 2027 and shall remain for 3 years, ending 31st March 2030.

2.2 There is a break clause after year 1, to allow the opportunity for review

3.0 Service Level

3.1 Under this Agreement, the Council will provide services covering the procurement and installation of a Video Management Solution, as well as the ongoing management and maintenance of the CCTV monitoring system (collectively referred to as the “CCTV IT, Management and Maintenance Obligations”). These services will be delivered in accordance with the established CCTV Code of Practice within the administrative area served by Wells City Council.

3.2 This Agreement establishes the performance levels for the Service as set out in Appendix 1 (the Service Level) and the annual financial contribution payable by Wells City Council towards the Service as set out in Appendix 2 (the Annual Contribution).

4.0 Review of this Agreement

4.1 This Agreement will be reviewed jointly by the Council and Wells City Council on an annual basis. In addition, either party may request a review at any time should circumstances require, such as changes in legislation, operational needs, or service delivery.

4.2 Either party may propose changes to the terms of this Agreement, including adjustments to the Services, to reflect changes in legislation or in the operational functions of Wells City Council. Any such request must be submitted in writing to the Service Director, Regulatory and Operational Services, or to the Client’s designated representative.

4.3 All changes to this Agreement must be mutually agreed in writing by both parties, formally documented, and incorporated into an updated version as part of ongoing version control.

5.0 Services Aims and Objectives

5.1 The Council will deliver the Service to Wells City Council in line with the agreed Service Level and in compliance with the legitimate aims outlined in the CCTV Code of Practice.

5.2 Active liaison between the parties is essential. Day-to-day communication will primarily be between the CCTV Manager and the Client, with both parties ensuring their contact details are kept up to date. In addition, Somerset Council officers will support the Client by providing relevant data, facilitating information sharing, and working collaboratively to align service outcomes with the objectives of both organisations.

6.0 Payment Arrangements

6.1 The Client shall pay the Annual Contribution as set out in Appendix 2 in accordance with the payment schedule agreed between the parties. Payment frequencies may vary (e.g., annual, quarterly, or other arrangements) and will be confirmed in writing. Unless otherwise agreed, each payment must be made within 30 days of the Council's invoice.

6.2 All sums payable under this Agreement unless otherwise stated are exclusive of VAT and other duties or taxes.

7.0 Administrations and Technical Support

7.1 The Council will provide all necessary administrative and technical support to deliver and maintain the Service in accordance with the agreed Service Level. Both parties acknowledge that the Video Management System Solution and the CCTV equipment listed in Appendix 1 remain the property of the Council. Ownership of this equipment does not affect the Client's operational access to data or its responsibilities under this Agreement.

8.0 Increase/Decrease in Service and Termination

8.1 If either the Council or the Client requires changes to the Service or its coverage areas, such changes will be discussed and agreed upon as soon as reasonably practicable. All agreed changes must be documented in writing in accordance with Clause 4.2.

8.2 If any payment remains outstanding for more than 30 calendar days after its due date, the Council will notify the Client in writing and offer an opportunity to resolve the matter. If payment is not received or an alternative arrangement agreed within 14 days of that notice, the Council reserves the right to terminate this Agreement. Termination will not affect the Client's liability for any unpaid sums or other breaches of this Agreement.

8.3 In all other circumstances, the Client (Town, City, or Parish Council) must provide Somerset Council with no less than nine (9) months' written notice of its intention to terminate this Agreement. This notice period ensures Somerset Council has sufficient time to plan budgets, staffing, and operational adjustments.

8.4 In all other circumstances, Somerset Council must provide the Client with no less than twelve (12) months' written notice of its intention to terminate this Agreement. This extended notice period allows the Client adequate time to procure and implement alternative CCTV arrangements and maintain continuity of service.

9.0 Councils Additional Responsibilities

9.1 To provide a response to all complaints/enquiries within 7 working days.

9.2 Where Somerset Council becomes aware of any foreseen difficulties that may impact Service delivery, it will notify the Client at least five (5) working days before any anticipated disruption to the agreed Service Level. This commitment applies only where the Council has prior sight of the issue.

9.3 The Council will notify the Client of any significant outage or inability to monitor cameras that is expected to persist beyond 24 hours. For shorter outages, the Council will record the incident and include details in the regular performance reports provided to the Client.

9.4 Significant Impact & Compensation

For the purposes of this Agreement, a Significant Impact is defined as any of the following events:

a) Service Failure (Duration-Based):

A failure of the CCTV monitoring service lasting longer than 24 consecutive hours; or

b) Camera Outage Threshold:

An unplanned outage affecting more than 20% of the Client's operational cameras at any one time; or

c) Priority/High-Risk Location Failure:

A failure that prevents monitoring of any priority or high-risk location as identified by the Client; or

d) Service Availability Failure:

Failure by the Supplier to meet the agreed Service Availability Level of 99% per calendar month, unless otherwise stated in this Agreement.

9.5 Where a Significant Impact event is confirmed, the Client will be entitled to receive a Service Credit equal to the outage period for each impacted camera, based on the annual monitoring fee. Service Credits will be applied to the invoice for the period following the period in which the Significant Impact occurred, unless agreed otherwise in writing.

9.6 If three (3) Significant Impact events occur within any rolling six-month period:

- the Client may request a formal Service Review, and
- following this review, the Client may consider termination of the Agreement in accordance with the termination provisions set out herein.

9.7 Significant Impact events do not include:

- Planned maintenance notified to the Client in advance, or
- Service disruptions caused by:
 - failure of Client-owned equipment or infrastructure,
 - connectivity, power, or third-party network issues outside the Supplier's control,
 - force majeure or environmental conditions affecting cameras, or
 - criminal damage, vandalism, or obstruction of cameras.

9.8 The Council will obtain the Client's prior approval before adding, changing, or removing any permanent camera locations within the Client's area.

10.0 Clients Additional Responsibilities

10.1 The Client will liaise with the Council to review the operational status of the Service and raise any suggestions or concerns through the agreed communication channels.

10.2 The Client will review the level of Service it requires and ensure adequate provision for any agreed improvements or expansions, including additional areas requiring CCTV coverage.

10.3 The Client will review reports (including condition surveys) provided by the Council and prepared by the contractor, assessing the need for additional or complementary CCTV coverage. The Client will make clear decisions regarding funding for such work. Where recommendations include installing additional cameras to enhance public safety or reduce crime and anti-social behaviour, these should be given due consideration as part of the decision-making process. Somerset Council will review public safety elements in collaboration with its partners, including community safety teams, local businesses and representatives, and Avon and Somerset Police, to ensure recommendations align with wider community safety priorities.

10.4 The Client will provide Somerset Council with reasonable advance notice of any planned events within its area that may place additional demand on the Service. Where possible, notice should be given at least 14 days prior to the event to allow for appropriate planning and resource allocation.

11.0 Liability

11.1 Except for liability arising from death or personal injury caused by negligence, or failure to deliver the Service in compliance with applicable regulatory frameworks, the Council shall not be liable to the Client for any loss or damage incurred as a result of a failure to provide the Service.

11.2 Copyright of all images and recordings will remain the property of the Council. The CCTV Manager, as the nominated responsible officer for the day-to-day operation of the CCTV system, has a legal obligation to ensure compliance with the Data Protection Act 2018 and the UK General Data Protection Regulation 2021 and will make all decisions regarding the release of information.

12.0 Force Majeure and Disaster Recovery Plan

12.1 Neither party shall have any liability under, or be deemed to be in breach of, this Agreement for any delays or failures in performance resulting from circumstances beyond their reasonable control (an event of "Force Majeure"). If a Force Majeure event continues for more than six (6) consecutive months, either party may terminate this Agreement by written notice to the other party, following reasonable efforts to agree contingency arrangements.

13.0 Arbitration

13.1 If any dispute, difference, or question arises between the parties in connection with this Agreement and cannot be resolved through negotiation within 28 days, the matter shall be referred in the first instance to the Service Director Regulatory and Operational Services for determination, unless otherwise specified in this Agreement.

13.2 If the Service Director is unable to resolve the matter within a further 28 days, the dispute shall be referred to an independent mediator agreed upon by both parties. If mediation fails, the matter may then proceed to formal arbitration in accordance with the Arbitration Act 1996.

Signatories to this Agreement

Sarah Dowden – Service Director Regulatory and Operational Services, Somerset Council

Date

Haylee Wilkins – Town Clerk & Proper Officer of Wells City Council, Town Hall, Market Place, Wells
BA52RB

Date

APPENDIX 1 THE SERVICE

The Council shall provide:

1. The Client shall have reasonable access to CCTV images where such access is necessary to support legitimate functions aligned with the aims of this Service (e.g., insurance claims or legal proceedings). Requests must be proportionate and relevant to the purpose of the Service. Somerset Council reserves the right to determine the appropriateness of any request and will provide access only where resources allow, ensuring that operational priorities are not compromised.
2. The Client may request access to management and operational information that supports oversight and good governance under this Agreement (e.g., service performance data, maintenance reports). Requests must be relevant and proportionate. Somerset Council reserves the right to determine appropriateness and will provide such information only where resources allow, ensuring operational priorities are maintained.
3. An annual stock condition report, detailing the status of all cameras and associated equipment. The report will include information on condition of each camera and related infrastructure, security measures and any vulnerabilities identified, cleanliness and physical upkeep, and faults recorded during the reporting period. Any maintenance, replacement or upgrade suggestions as a result of the report will be discussed with Wells City Council before any action is agreed or implemented.
4. An annual overview of costs associated with the Service, to include a financial summary of any and all monies held in reserve on behalf of the Client.

In addition the Council will

5. Somerset Council will arrange the repair or replacement of CCTV equipment as faults arise, in line with the agreed maintenance schedule. Where a camera or associated equipment cannot be repaired immediately, the Council will notify the Client promptly and seek further instructions regarding next steps. For all repair work, the Council will liaise with the Client on timescales once information has been received from the contractor.
6. Investigate and respond to all complaints from members of the public concerning the operation of the CCTV cameras, in line with Somerset Council's Complaints Procedure.
7. Somerset Council will ensure the CCTV system is registered in compliance with the Data Protection Act 2018 and UK GDPR. The Council will also assess and document the

scheme's impact on privacy and human rights, ensuring compliance with the Human Rights Act and any other relevant legislation as it is introduced or updated.

8. Undertake management checks and audits as necessary to ensure the system is operated professionally, competently and in accordance with Data Protection laws, UK GDPR, Human Rights legislation, the Freedom of Information Act 2000 and other relevant applicable legislation.
9. Operate and bear the cost associated with the police "Airwave" unit installed in the control room and covering the Somerset area.
10. Recorded images will at all times remain in the Council's ownership.
11. Provide quarterly reports to include:
 - The length of time each of its camera were not operative, being monitored or recorded due to faults (by camera location)
 - Any updates or repairs by camera (e.g. new part ordered etc)
 - On a best endeavours basis, reports or access to reports from the VMS to enable the Client to understand the active use and monitoring of cameras in their area.
 - A quarterly report of incidents identified by CCTV Operators, including if the incident was reported to the Police. Where reported to the police whether CCTV images have been provided to the Police.
 - Crime statistics, number of arrests made as result of CCTV intervention, number of footage uploads to the Police, top cameras by usage and anything else agreed with Wells City Council that Somerset Council can reasonably provide.
12. Somerset Council will ensure that a formal maintenance contract is in place with an appointed contractor responsible for servicing and repairing CCTV equipment. The Council will also manage this contract on an ongoing basis to ensure compliance with agreed standards, timely delivery of maintenance, and resolution of any issues.
13. Somerset Council will take all reasonable steps to minimise breakdowns and technical faults and ensure that any issues are rectified as soon as practicable, in line with the maintenance contract and agreed service standards.
14. Ensure that the CCTV system is intended solely to support the detection and prevention of crime, assist in identifying offenders, and provide evidential material for lawful investigations and prosecutions. It will not be used for intrusive or unnecessary monitoring of individuals engaged in legitimate activities. Where covert surveillance is required, this will only be undertaken in accordance with the Regulation of Investigatory Powers Act (RIPA) and relevant authorisation procedures.
15. The CCTV system will be operated in accordance with the Surveillance Camera Code of Practice (issued under the Protection of Freedoms Act 2012 and updated in November 2021), ensuring it supports specified legitimate aims:
 - To help reduce the fear of crime and antisocial behaviour.
 - To deter crime and antisocial behaviour.
 - To detect crime and antisocial behaviour and provide video images as evidence in both criminal and civil proceedings.
 - To assist in the overall good management of local authority function in Somerset

- To enhance community safety, assist in developing the economic wellbeing of the Authority areas and encourage greater use of Town Centres, car parks etc.
- To assist the parties to achieve their respective enforcement and regulatory functions.
- To assist in Traffic Management where applicable.

16. Somerset Council will record images from all Client cameras continuously, 24 hours a day, 365 days a year, and will manage the supporting storage system in accordance with data protection requirements and retention policies
17. Somerset Council will operate and maintain the Police radio communication system within the CCTV control room, ensuring it remains functional and available for liaison with the Police as part of incident response and coordination.
18. Somerset Council will staff the CCTV control room with sufficiently qualified and licensed CCTV operators, in accordance with relevant legislation and industry standards at the following times:

Monday: 8am – 4am, Tuesday: 8am – 4am, Wednesday: 8am – 4am, Thursday: 8am – 12am, Friday: 24 hours, Saturday: 24 hours, Sunday: 24 hours

This will remain under review at all times and opening times will be subject to change based on service demand.

19. Somerset Council will monitor all CCTV cameras across Somerset on a rotational basis, with a proactive focus on identifying criminal and anti-social behaviour, and in line with agreed priorities with each council and those of the Police.
20. Somerset Council cannot guarantee to capture or respond to every incident. Monitoring will be carried out alongside other cameras owned by the Council. In reactive situations, the immediate priority will be determined by the CCTV Operator or CCTV Manager, based on considerations such as danger to life, threat to public safety, and severity of the incident.
21. The Council reserves the right to suspend monitoring of the Cameras for the purposes of updating, repairing or renewing equipment in the Council's Control Room or in the event that the Control Room is relocated or in the event of industrial action. The Client to be notified as set out in section 9.
22. When an incident is identified by a CCTV operator (or reported via police radio, a member of the public, or other source), the operator will take appropriate action in accordance with agreed protocols. This may include monitoring the incident, recording relevant footage, notifying the Police or other emergency services, and escalating to the CCTV Manager where necessary. All actions will be proportionate to the nature and severity of the incident and documented for audit purposes.
23. Somerset Council will respond to any criminal incident identified by a CCTV operator or referred to the control room by relevant agencies or partners, such as the Police, emergency services, or other authorised enforcement bodies. Requests from non-relevant or unauthorised sources will not be acted upon. All responses will follow agreed protocols and prioritisation based on the nature and severity of the incident.
24. Recorded footage will normally be retained for 28 days. Where a formal request is made for the purposes of an investigation, and sufficient grounds exist under the relevant

codes of practice and legislation, footage may be retained for a longer period. All extended retention will be documented and justified in accordance with Data Protection Act 2018 and UK GDPR requirements.

25. Somerset Council will record all observed incidents of criminal and anti-social behaviour and promptly refer such incidents to the appropriate agency for response. This includes notifying the Police for criminal matters and other authorised enforcement bodies for relevant issues. All referrals will follow agreed protocols and be documented for audit and compliance purposes.
26. Somerset Council will provide recorded material that meets evidential standards to the Police for criminal prosecutions. This will include all necessary supporting documentation, such as operator logs and, where required, witness statements from CCTV operators or managers to confirm observations or evidential integrity.
27. Somerset Council will provide recorded material that meets evidential standards to the Client only where it is necessary to pursue the legitimate aims of the Service, such as investigating significant incidents (e.g., serious damage to Council property or major public safety concerns). Requests must be proportionate and relevant, and Somerset Council reserves the right to determine appropriateness and prioritise resources accordingly.
28. To undertake pre-arranged presentations of the systems effectiveness to community representatives of the Client.
29. To complete and retain all written and electronic information relating to the system for the recommended period of time in accordance with the Data Protection Act 2018 and the UK GDPR.
30. Somerset Council will be responsible for authorising all requests from the Police, HM Revenue & Customs, relevant Government agencies, and any other duly authorised organisation to use the CCTV cameras as part of a surveillance operation or criminal investigation. All authorisations will be subject to compliance with applicable legislation, including the Regulation of Investigatory Powers Act (RIPA), and will only be granted where the request is lawful, proportionate, and properly documented.

APPENDIX 2 – ANNUAL CONTRIBUTION

1. Service Delivery Charges

For the financial year 2027/2028, the charge for delivery of all services outlined in this SLA, including monitoring, management, maintenance, and compliance, shall be £2,798.52 per camera per annum.

This per-camera rate covers:

- Continuous monitoring and recording (24/7/365).
- Operation of the control room and Police radio system.
- Maintenance and fault resolution in line with agreed schedules.
- Compliance with data protection and legal requirements.

- Provision of reports and governance information as set out in Appendix 1.

Future Years

For subsequent financial years, charges will be based on the previous year's rate with an annual uplift in line with the Retail Price Index (RPI).

Somerset Council will notify the Client of any planned RPI uplifts by October 31st each year.

2. Ad-Hoc Costs, Expenses and Charges

Any additional costs incurred in relation to the Service, such as new camera installations, upgrades to cameras or system enhancements within the parish or town council's area, will be the responsibility of the Client. All such work will be undertaken in consultation with the Client and subject to prior agreement.

APPENDIX 4 – NATIONAL CCTV CODE OF PRACTICE

[Surveillance Camera Code of Practice \(publishing.service.gov.uk\)](http://publishing.service.gov.uk)

APPENDIX 5 – CCTV CAMERAS AND LOCATIONS

(camera number, location, model)

Number	Location	fixing	Type	model	installed
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[Council] cameras to be inserted here.

Agenda Item 14



WELLS CITY COUNCIL



Author	Lisa Wassell
Subject	Energy Performance Certificate Tender
Date of Committee:	11 th June 2026
Committee:	Finance Committee

Background & Context

In line with the Energy Performance Certificate (EPC) report presented to the Estates Committee on 30th April, and in response to the regulatory changes announced in January 2026, a tender process has been completed to obtain the outstanding EPCs required for Council assets. These certificates are necessary to ensure compliance with the new legislation and to support the Council's progression toward the 2030 requirement that all assets achieve an EPC rating of no lower than a 'C'.

This paper sets out the initial costs associated with securing the required EPCs. Once completed, each certificate will include advisory recommendations that will guide the Council in planning and implementing the improvements needed to meet the statutory energy performance standards by 2030.

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 tender process has resulted in two submissions for the provision of the required reports. The Committee is advised that the Council received a bid of £1,875, which is considered to be the most advantageous tender.

This expenditure will be treated as a revenue cost to the Council. To enable the production of the certificate and advisory report, the tenant or relevant staff member (depending on who receives the invoices) will be required to provide both gas and electricity consumption data, where applicable, for the previous twelve months.

Climate Implications

The provision of these reports, together with the subsequent advisory recommendations for each building, will enable the Council to review the actions proposed by the Energy Assessor. From this, we will be able to cost the suggested improvements and determine whether they are financially viable, as well as assess our ability to achieve the required energy performance level of Band C by 2030.

Legal Implications

Energy Performance Certificates are a legal requirement, and the provision of these for our tenants and for the Council's own sites (where applicable) ensures that the Council meets its statutory obligations.

Community Implications

This has been considered and there are no identified community implications

Risks & Opportunities

Risks Identified	Opportunities Identified
Consent Exemption – failure to obtain tenant agreement to the improvement works.	Improved relationships with tenants through the Council's delivery of property improvement works.
Failure to obtain twelve months of energy consumption data from our tenants	Improved asset value due to improvement works.

Recommendations

Committee is asked to:

1. Agree appointment of contractor delivering best value for money tender and associated expenditure.
2. Delegate authority to the Town Clerk to approve expenditure within delegated authority limits to carry out works identified within the advisory report for each building to help achieve band 'C' by 2030.

Appendices:

- Appendix A: Estates Committee EPC Paper 20.04.26

Please copy the appendices within the report below, opposed to separate documents