



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 10th SEPTEMBER 2026, 7PM**

Haylee Wilkins
Town Clerk

3rd September 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

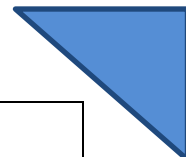
AGENDA

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.

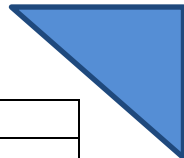
Members are asked to consider whether recommendations align with the Council's corporate priorities, climate emergency declaration, resource constraints, and financial implications.

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

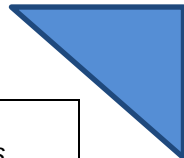
1	APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS To receive any apologies for absence.
2	DECLARATIONS OF INTEREST To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct as adopted 12 th May 2022.
3	MINUTES FROM THE FINANCE MEETING HELD ON 9th JULY 2026 To be confirmed as a true record and signed by the Chair.



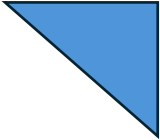
4	ACTIONS FROM THE FINANCE MEETING HELD ON 9th JULY 2026 Open actions not on the agenda are listed below:																										
	<table><tr><th>Date Raised</th><th>Description of Action</th></tr><tr><td>May 2026</td><td>Explore graphical reports to aid understanding of information, for both cashbook, forecasting.</td></tr><tr><td>July 2026</td><td>CONSIDERATION FOR FUTURE GROWTH AND SAVINGS Following verbal request from Chair of Committee for any known/expected in year growths or savings to inform forecasting</td></tr></table>			Date Raised	Description of Action	May 2026	Explore graphical reports to aid understanding of information, for both cashbook, forecasting.	July 2026	CONSIDERATION FOR FUTURE GROWTH AND SAVINGS Following verbal request from Chair of Committee for any known/expected in year growths or savings to inform forecasting																		
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5	MEETING OPEN TO THE PUBLIC Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Chair. If you wish to speak at the meeting, you are encouraged to contact reception@wells.gov.uk to advise in advance, to aid the management of time.																										
6	TO CONSIDER COMMUNITY GRANT APPLICATIONS Attached by email: <table><tr><th>Request</th><th>Compliance with policy</th><th>Value of request</th></tr><tr><td>YMCA – Spencer House</td><td>Yes</td><td>£ 300.00</td></tr><tr><td>St Joseph and St Teresa’s Church</td><td>Yes</td><td>£ 500.00</td></tr><tr><td>Wells Environmental Network</td><td>No accounts received</td><td>£ 500.00</td></tr><tr><td>Theatre Festival</td><td>No accounts received</td><td>£ 500.00</td></tr><tr><td>RAW Mosaics</td><td>No accounts received</td><td>£ 500.00</td></tr><tr><td>Jazz and Blues Festival</td><td>Yes</td><td>£ 500.00</td></tr><tr><td>Accessible Wells</td><td>No accounts received</td><td>£ 500.00</td></tr></table>			Request	Compliance with policy	Value of request	YMCA – Spencer House	Yes	£ 300.00	St Joseph and St Teresa’s Church	Yes	£ 500.00	Wells Environmental Network	No accounts received	£ 500.00	Theatre Festival	No accounts received	£ 500.00	RAW Mosaics	No accounts received	£ 500.00	Jazz and Blues Festival	Yes	£ 500.00	Accessible Wells	No accounts received	£ 500.00
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7	FINANCE REPORTING AND VARIANCES FOR WELLS CITY COUNCIL To receive monthly reports for July and August and variances (distributed to Cllrs) and to receive staff costs from the RFO (attached) and RFOs officer report (attached)																										
8	FINANCE REPORTING AND VARIANCES FOR WELLS RECREATION GROUND TRUST To receive monthly reports for July and August and variances from RFO (distributed to Cllrs).																										
9	FEES AND CHARGES To receive draft fees and charges and approve any uplift from 1 st April 2027(attached).																										
10	GRANTS – MULTI YEAR AGREEMENT POLICY To receive a policy from the RFO for consideration of its implications regarding next year’s budget setting and adoption (attached).																										



11 PENSIONS REVIEW	To pass a resolution regarding staff eligibility to join the Local Government Pension Scheme (attached).												
12 ANCHOR TESTING REPORT	To receive report from Estates Manager associated with review of infrastructure and next steps (attached).												
13 ASBESTOS WORKS AT PORTWAY ANNEXE	To receive report from Estates Manager associated with review of infrastructure and next steps (attached).												
14 SPEED INDICATION AWARENESS DEVICE PURCHASE	To receive report from the Town Clerk regarding the associated draw down of previously identified budget (attached).												
15 FORWARD PLAN	<table border="1"> <thead> <tr> <th>Topic</th><th>Month</th></tr> </thead> <tbody> <tr> <td>RFO Budget Report and Variances</td><td>RFO Budget Report and Variances</td></tr> <tr> <td>Q2 Forecasting report</td><td>October 2026</td></tr> <tr> <td>Budget - 1st Drafting</td><td>October 2026</td></tr> <tr> <td>Budget – Final Draft</td><td>November 2026</td></tr> <tr> <td>Budget – Sign off</td><td>December 2026</td></tr> </tbody> </table>	Topic	Month	RFO Budget Report and Variances	RFO Budget Report and Variances	Q2 Forecasting report	October 2026	Budget - 1 st Drafting	October 2026	Budget – Final Draft	November 2026	Budget – Sign off	December 2026
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16 ANY MATTERS OF URGENT REPORT													
17 CONFIDENTIAL - PUBLIC TOILET PROVISION	To receive confidential report. Vote to be take on the below motion associated with confidential content. <i>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:</i> <i>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.</i> AND <i>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.</i>												
18 CONFIDENTIAL – THRIVE WELCOME HUB ANNUAL REPORT	To receive confidential report. Vote to be take on the below motion associated with confidential content.												



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19	DATE OF NEXT MEETING: Thursday 8th October 2026 at 7pm, Wells Town Hall
EXCLUDE THE PRESS AND PUBLIC STATEMENT Note: If it is necessary for matters to be considered in confidence it will be proposed by the Chair that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public, in order that confidential items can be discussed. In that instance the following statement is relevant: Exclusion of Press and Public <i>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:</i> <i>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.</i> <i>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.</i> <i>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.</i>	



WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD ON THURSDAY 9TH JULY 2026 AT 7PM IN WELLS TOWN HALL

COMMITTEE MEMBERS PRESENT: Cllrs: L Agabani, T Butt Philip, G Folkard (Chair), S Powell, H Siggs

IN ATTENDANCE: Town Clerk: H Wilkins
RFO: C Woodland
WCC Staff: S Glendinning
MP for Wells and Mendip Hills/Somerset Cllr for Wells: T Munt
0 members of the public

26/76/F APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS

Cllrs: S Cursley, S Eden, I Von Mensenkampff

26/77/F DECLARATIONS OF INTEREST

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

26/78/F MINUTES FROM THE FINANCE MEETING HELD ON 11TH JUNE 2026

26/69/F Cllr Powell questioned whether due process had been followed in allowing the Skateboard Park earmark reserve to be increased from £15k to £30k ahead of budget setting. She felt the matter should have been considered at Finance before being submitted to Full Council.

The Town Clerk advised due process was followed as Full Council delegates to each of the committees with Full Council having the ultimate decision.

The Chair also requested that going forward, any matters of any significant financial magnitude should be referred to the Finance Committee for full consideration.

The minutes for the previous meeting were signed as a true record by the Chair.

26/79/F ACTIONS FROM THE FINANCE MEETING HELD ON 11TH JUNE 2026

Both the following actions were covered later in the meeting.

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.

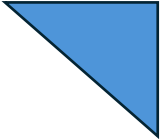
26/80/F MEETING OPEN TO THE PUBLIC

There were no members of public present.

26/81/F FINANCE REPORTING AND VARIANCES FOR WELLS CITY COUNCIL

The RFO presented her monthly finance report and answered questions.

The Profit & Loss account for the Wells YMCA had been circulated to the committee, Cllr Siggs questioned a central administration cost of £3k from the YMCA. The Town Clerk advised, the YMCA have been asked to attend the Finance meeting to enable the committee to ask questions, but she would seek clarity on this cost. The Mayor asked for a copy of these accounts to be sent to her. Cllr Butt Philip suggested that the current agreement with the YMCA be looked at to make it more specific with a set term.



The RFO also presented her figures for 2026-2027 staff costs.

26/82/F FINANCE REPORTING AND VARIANCES FOR WELLS RECREATION GROUND TRUST

The RFO presented her monthly report.

The Mayor asked for an update on the Valentine's coffee van located at Wells Recreation Ground. The RFO agreed to establish how often they are on site and current level of income generated.

26/83/F Q1 FORECAST FOR WELLS CITY COUNCIL REVENUE BUDGET

The RFO had circulated the Q1 forecast report which shows a healthy surplus on income.

The Town Clerk advised a review of insurance costs had been undertaken and as a result there were areas where our insurance provision has needed to be increased thereby increasing costs. At renewal in March 2027 it is planned to go out to tender to ensure the insurance broker remains competitive.

The RFO explained IT support/software costs were exceeding budget. The Town Clerk explained we are in an agreement until the end of the year where a review of our IT provision will be carried out to ensure the agreement remains competitive.

A new civic event has been approved which was outside of the original budget.

It was agreed to carry out a rent review of all properties.

Cllr Butt Philip questioned the underspend on public toilet supplies which the RFO agreed to investigate.

26/84/F REVISED COMMUNITY GRANTS POLICY

The RFO presented a revised Community Grants policy for consideration and adoption. All grant applicants have always been invited to attend the meeting to make a presentation in support of their application. Cllr Powell felt very strongly that this should not be part of the process.

Cllr Agabani questioned whether we should be making a feature of the climate implications.

Cllr Butt Philip stated we need to change any reference to Town Council to City Council. The budget allocation should be mindful that there are two months in any year, March and September, where community grants are considered. He asked for the following to be removed:

The Council is unable to support:

- on the grounds of economic or social status
- services which should be provided by statutory funding
- projects which are the responsibility of Somerset Council

It was agreed to adopt the policy with the amendments suggested and to request successful applicants to report back on how the grant funding is spent.

26/85/F TREND DATA

The RFO presented example graphical reports to aid understanding of information for both cashbook and forecasting. It was agreed this would be useful. The Chair requested total salary cost, planned preventative maintenance but it was also agreed to delegate to the RFO to produce graphs felt to be relevant.

26/86/F CONSIDERATION FOR FUTURE GROWTH AND SAVINGS

To receive verbal request from Chair of Committee for any known/expected in year growths or savings to inform forecasting.

This item was discussed within 26/83/F.

26/87/F FINANCE PROCESSES AND PROCEDURES

To receive verbal update from the Chair of Committee of associated processes for expenditure, monitoring and budgeting.

This item was discussed within 26/78/F. The Chair had requested any matters of any significant financial implication be referred to the Finance Committee for full consideration before going before Full Council.

26/88/F FORWARD PLAN

Topic	Month
RFO Budget Report and Variances	RFO Budget Report and Variances
Q2 Forecasting report	October 2026

26/89/F ANY MATTERS OF URGENT REPORT

Cllr Powell stated that a WCN newsletter had stated they had received free use of the band stand. A policy needs to be in place in order for there to be consistency over the hiring of the band stand and recreation ground. The Town Clerk confirmed a paper will be produced in September/October 2026.

26/90/F DATE OF NEXT MEETING: Thursday 10th September 2026 at 7pm, Wells Town Hall

EXCLUDE THE PRESS AND PUBLIC

Note: It is necessary for matters to be considered in confidence, it was proposed by the Chair that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended to allow a private report.

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



WELLS CITY COUNCIL



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

RFO REPORT JULY / AUGUST

Duplicated payment to Somerset Council pensions and HMRC. This has rectified itself in August.

Areas of additional spend in year:

Staff costs due to maternity cover – approx. £ 6,365.62 for rest of year to 31st March

Admin Staff upskilling to anticipate leave and build in resilience across all Customer Service functions April £ 568.64

May £2,133.63

June £ 890.19

July £1,967.60

August £ 1,466.00

Plus Employer's contributions = £ 9,337.63

(to be accounted for against cost centre 4006 Staffing Restructure)

Staff costs due to prolonged medical absence

August £ 803.21

Similar anticipated for September and possibly October.

Staff costs Open Spaces Summer seasonal resilience

June £ 1,128.18

July £ 1,535.77

August £ 958.98

= £ 3,622.93

Actual YTD saving due to Employer's pension reduction £ 12,377.00

Admin costs

Subscriptions – Tax Consultancy subscription

IT software – changes in pricing due to current provider being taken over and re pricing

Town Hall costs

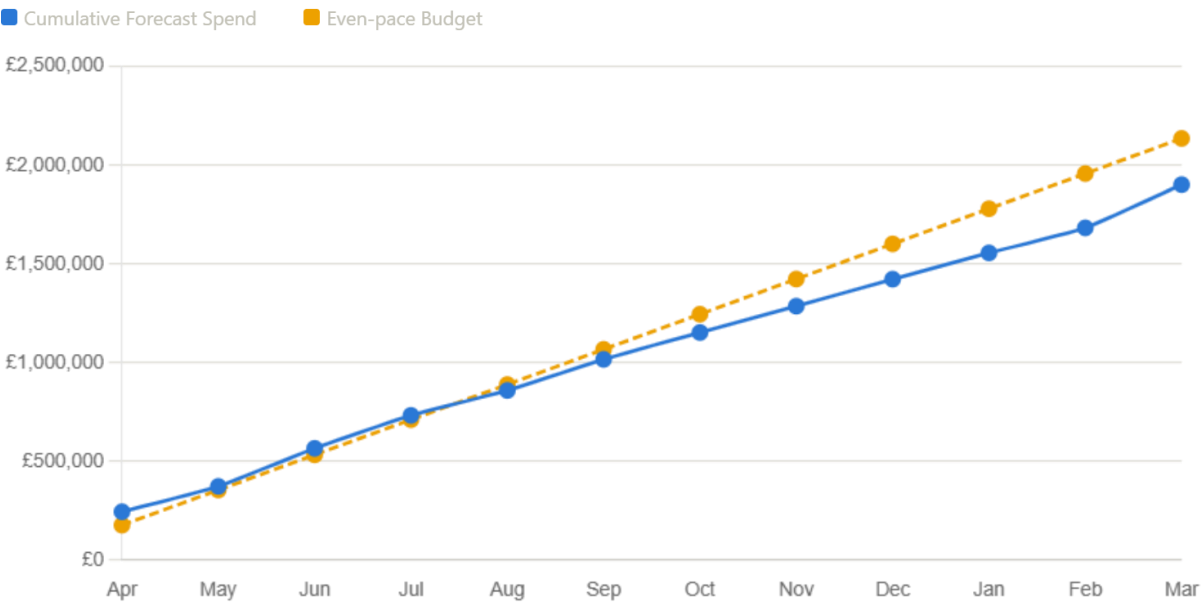
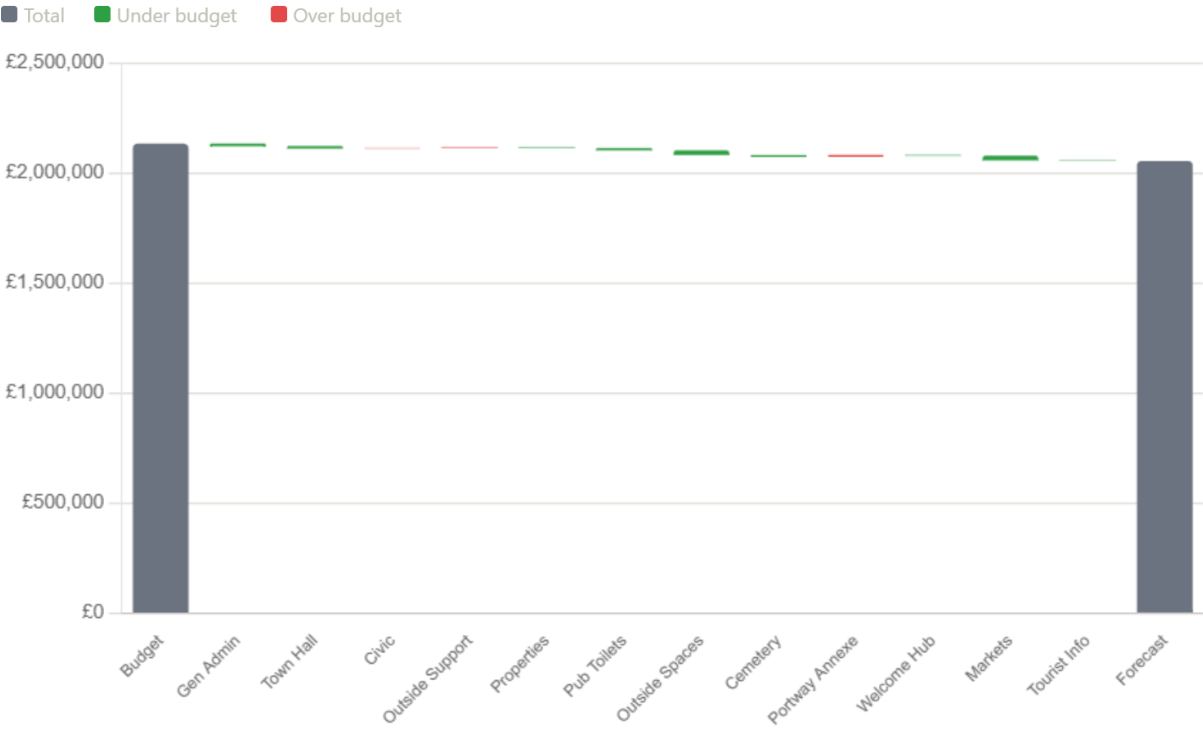
Due to changes in attribution of costs in year following discussion with the Estates Officer, Town Hall Supplies will be overspent by approx. £ 3,500, however this is offset by an underspend against Town Hall Reactive Maintenance.

Civic Events – Freeman award expenditure

Cctv contribution – anticipated £ 20,000 in line with previous years, actual expenditure £ 27,985

Christmas lights – see later Agenda item

Budget vs Forecast bridge/waterfall chart



		2026-27 STAFF COSTS												2026-27		
		1.00	2.00	3.00	4.00	5	6	7	8	9	10	11	12	YTD	Budget	%
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
Total Gross		75,033.50	76,634.29	77,189.24	78,173.35	75715.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	382,746	970,607	39
Total Employers		22,682.30	20,514.63	20,494.59	20,705.93	20547.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104,945	257,677	41
101 General Admin	Gross	8,478.79	8,659.67	8,722.38	8,847.66	8,569.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43,278	111,399	39
	Employers NI/Pens	2,454.22	2,257.84	2,203.17	2,256.95	2,239.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,412	28,963	39
105 Town Hall	Gross	11,195.00	11,433.84	11,516.63	11,663.46	11,296.79	0.00	0.00	0.00	0.00	0.00	0.00	0.00	57,106	142,740	40
	Employers NI/Pens	3,985.28	3,672.12	3,541.47	3,602.83	3,575.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	18,377	46,305	40
110 Civic	Gross	2,205.98	2,253.05	2,269.36	2,298.30	2,226.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,253	25,434	44
	Employers NI/Pens	480.86	434.91	461.13	480.38	476.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,334	4,539	51
111 Outside Support	Gross	720.32	720.36	725.58	734.83	711.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,613	9,336	39
	Employers NI/Pens	176.92	160.01	209.04	202.92	201.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	950	2,134	45
112 Committees	Gross	2,183.47	2,230.06	2,246.21	2,274.84	2,203.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,138	31,217	36
	Employers NI/Pens	689.54	607.23	633.28	621.18	616.42	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,168	8,941	35
114 Properties	Gross	1,695.76	1,731.93	1,744.48	1,766.72	1,711.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,650	22,386	39
	Employers NI/Pens	512.62	455.42	483.67	476.24	472.59	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,401	5,810	41
116 Toilets	Gross	2,251.01	2,299.03	2,315.68	2,345.20	2,271.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,482	29,321	39
	Employers NI/Pens	771.20	672.88	702.96	687.44	682.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,517	9,170	38
201 Open Spaces	Gross	18,555.78	18,951.66	19,102.79	19,332.27	18,724.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	94,667	257,366	37
	Employers NI/Pens	6,421.36	5,621.01	5,568.38	5,609.24	5,566.29	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,786	73,729	39
202 Cemetery	Gross	3,384.01	3,456.21	3,481.23	3,525.62	3,414.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,262	44,693	39
	Employers NI/Pens	1,181.75	1,031.89	1,057.52	1,041.51	1,033.53	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,346	14,277	37
203 Portway Annexe	Gross	7,570.88	7,732.40	7,788.39	7,887.69	7,639.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	38,619	81,795	47
	Employers NI/Pens	2,331.74	2,195.07	2,203.17	2,236.24	2,219.12	0.00	0.00	0.00	0.00	0.00	0.00	0.00	11,185	21,319	52
204 Welcome Hub	Gross	3,323.98	3,394.90	3,419.48	3,463.08	3,354.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,956	43,482	39
	Employers NI/Pens	1,113.70	962.14	973.49	975.25	967.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,992	13,637	37
207 Markets	Gross	9,926.93	10,138.72	10,212.14	10,342.33	10,017.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	50,637	124,248	41
	Employers NI/Pens	1,599.10	1,436.02	1,412.08	1,449.42	1,438.32	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,335	16,949	43
209 TIC	Gross	3,016.35	3,080.70	3,103.01	3,142.57	3,043.77	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,386	39,881	39
	Employers NI/Pens	802.95	859.56	891.51	900.71	893.81	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,349	9,721	45
WRGT	Gross	525.23	551.77	541.87	548.78	531.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,699	7,309	37
	Employers NI/Pens	161.04	148.53	153.71	165.65	164.38	0.00	0.00	0.00	0.00	0.00	0.00	0.00	793	2,183	36



WELLS CITY COUNCIL – FEES AND CHARGES 2027/28

The Fees and Charges have been prepared after comparative charges have been checked against similar providers. All charges are inclusive of VAT where appropriate.

WELLS CEMETERY

These fees apply to parishioners of Wells and St. Cuthbert's Out only.

*Non-parishioners will be subject to the cemetery **double fees** policy.

*This will apply on the purchase of all burial plots, cremation plots, interments, including cremated remains, and the scattering of ashes in the Garden of Remembrance.

The only exception will be an elderly person who has moved to a Nursing home outside the parish of Wells & St Cuthbert's Out, for a period of 2 years or less, prior to their death.

Exclusive Rights	Current Price	2.5%	5%
Burial Plot (Double Depth)	£ 795.00	£ 815.00	£ 835.00
Pre-Purchase Burial Plot	£ 1,080.00	£ 1105.00	£ 1134.00
Child Plot (up to 16 years)	No fee		
Cremation Plot (Double)	£ 425.00	£ 435.00	£ 446.00
Pre-purchase of Cremation Plot	£ 670.00	£ 685.00	£ 704.00
Transfer of Grant	£ 75.00	£ 75.00	£ 79.00

Internment (Monday to Friday excluding Bank Holidays)

Adult Interment	£ 775.00	£ 795.00	£ 814.00
Child (up to 16 years)	No fee		
Cremated Remains	£ 280.00	£ 285.00	£ 294.00
Scattering of Ashes	£ 100.00	£ 102.50	£ 105.00

All interments include digging fees

Out-of -hours Interments

After 3.30pm (Burial)	£ 825.00	£ 845.00	£ 866.00
After 3.30pm (Ashes)	£ 310.00	£ 320.00	£ 326.00

Green Burial Section	Current Price	2.5%	5%
Plot (Single depth)	£ 795.00	£ 815.00	£ 835.00
Pre-purchase of plot	£ 1,080.00	£ 1105.00	£ 1135.00
Interment	£ 775.00	£ 795.00	£ 814.00

Miscellaneous

Use of Chapel	£ 130.00	£ 135.00	£ 137.00
Search Fee	£ 20.00	£ 20.00	£ 20.00

Memorial Approval Fees

Headstone	£ 265.00	£ 275.00	£ 280.00
Kerbing / Ledger	£ 300.00	£ 310.00	£ 315.00
Child's Headstone (up to 16 years)	No fee		
Cremation Tablet	£ 180.00	£ 185.00	£ 190.00
Vase	£ 70.00	£ 70.00	£ 70.00
Garden / Remembrance Plaque	£ 90.00	£ 90.00	£ 70.00
Additional Inscription	£ 95.00	£ 100.00	£ 105.00

To Supply

Bronze Plaque (GoR)	£ 180.00	£ 185.00	£ 190.00
Bench	£ 830.00	£ 850.00	£ 872.00
Bench Plaque	£ 180.00	£ 185.00	£ 190.00
Shrub and Small Plaque	£ 250.00	£ 255.00	£ 263.00

CEMETERY

The last time the fees were reviewed for this function was 2024/25, there would normally be an increase of 2.5%, however given that we didn't implement the 2.5% that was suggested at the time, I have included a further option to increase by 5%.

The Burials Officer has benchmarked and suggested holding minor administrative fees

1. To approve uplift of Cemetery fees from 1st April 2027

ROOM HIRE

General information:

- Bank holiday rates and unusual hours can be negotiated with the Estates Manager.
- The Estates Manager is authorised to negotiate with corporate clients.
- The Town Clerk is authorised to allow the Mayor free use for events which fundraise for the Mayor's Charity.
- Community clients seeking financial assistance should be referred to the Council grants scheme
- The City Council reserve the right to require a damage deposit as a condition of letting.
- The Town Clerk has delegated authority to consider requests for subsidised room rates from community groups.

ROOM BENCHMARKING:

Venue		Typical Capacity	Benchmark Community Rate	Benchmark Commercial Rate
Paul Street Centre	Shepton Mallet	Medium rooms	£14-£18/hr	£22-£28/hr
Easton Village Hall	Easton	Medium-large	£12-£16/hr	£20-£26/hr
Henton Village Hall	Henton		£25/hr	£25/hr
Crispin Centre	Street	Small-medium	£12-£15/hr	£20-£24/hr
Somer Centre	Midsomer Norton	Medium-large	£15-£20/hr	£25-£32/hr
Trinity Hub	Radstock	Medium	£13-£17/hr	£22-£27/hr
Town Hall	Frome	Medium – Large Rooms	£15-£20/hr	£25-35/hr
Bennett Centre	Frome	Medium	£14-£18/hr	£22-£28/hr
Assembly Rooms	Frome	Large	£20-£30/hr	£30-£45/hr
Town Hall	Glastonbury	Large Hall and meeting rooms	£18-22/hr	£30-£40/hr
Avalon Centre	Glastonbury	Medium	£14-£18/hr	£22-£28/hr
Assembly Rooms	Glastonbury	Large	£20-£30/hr	£30-£45/hr

MARRIAGE FEE BENCHMARKING

Location	Venue	Type	Typical Capacity	Benchmark Ceremony Fee
Taunton	Somerset Registration Service (Municipal Buildings)	Registry Office	Small-medium	£60-£250
Yeovil	Yeovil Registration Office	Registry Office	Small	£60-£200
Bath (BANES)	Bath Guildhall Register Office	Registry Office	Medium-large	£150-£350
Frome	Frome Town Hall	Civic Venue	Medium-large	£150-£350
Glastonbury	Glastonbury Town Hall	Civic Venue	Large	£200-£400
Street	Crispin Community Centre	Community Venue	Small-medium	£120-£250
Shepton Mallet	Paul Street Community Centre	Community Venue	Medium	£120-£250
Midsomer Norton	Somer Centre	Community Venue	Medium-large	£150-£300
Radstock	Trinity Hub	Community Venue	Medium	£120-£250

WELLS TOWN HALL

Room Hire is charged per hour or per 4 hour session. There is a 40% additional charge for Sundays.

	2026 Per Hour	2026 Per Session	2027 Per Hour	2027 Per Session
Main Hall	£ 31.50	£ 126.00	£ 32.60	£ 130.00
Westwood Room	£ 25.20	£ 63.00	£ 26.00	£ 65.00
Parkes Room	£ 18.90	£ 50.40	£ 19.50	£ 52.00
Marshman Room	£ 18.90	£ 50.40	£ 19.50	£ 52.00
Council Chamber	£ 18.90	£ 50.40	£ 19.50	£ 52.00
Vestibule	£ 18.90	£ 50.40	£ 19.50	£ 52.00
Small Meeting Room	£ 12.00	£ 37.80	£ 12.50	£ 39.00

Additional Items	2026 Per Event	2027 Per Event
Stage Hire	£ 75.00	£ 79.00
Kitchen Hire	£ 126.00	£ 130.00
Bar Hire	£ 94.50	£ 98.00
Equipment Hire (Projector / PA System / TV)	0	£ 6.00
Crockery / Glassware Hire	0	£ 60.00
Tablecloth / Chair Cover Hire	0	£ 15.00
Room Set up charge (> 1 hour)	£ 90.00	£ 90.00

2027 Stage Hire includes assembly time

Storage	2026 per month	2027 per month
Storage Costs per m2	0	£ 2.50

Marriage Ceremonies	2026 Price	2027 Price 5%	2027 Price 10%
Mayor's Parlour	£ 200.00	£ 210.00	£ 220.00
The Parkes Room	£ 190.00	£ 200.00	£ 209.00
The Main Hall	£ 250.00	£ 262.50	£ 275.00

Based on a rental period of 1.5 hours

Cancellations: Ceremonies are subject to a refund of 50% of the fee only if notification received 6 weeks before or earlier, unless extenuating circumstances.

Wedding Receptions (Main Hall) – Charged as 2 sessions plus bar / kitchen as required

TOWN HALL

New agreements with Barclays, the Probation Service and the Coroner have been put in place effective as of now.

Users with historically low rates dating from the Pandemic are due a second adjustment of their rates to meet the current pricing structure, as agreed last year.

Appendix (i) shows changes in year following price increase implemented 1st January 2026. A snapshot of 3 months of the year was taken as a data set, Apr – June.

2027 columns reflect inflation increase in year, with the exception of Marriage ceremony rates who have not had an increase since 2023 therefore I have suggested 5% or 10%.

Additional charges are included going forward for equipment hire / storage and staff set up time

- 2. To approve uplift of Town Hall fees from 1st April 2027**
- 3. To approve additional fees from 1st April 2027**
- 4. To delegate to the Town Clerk the authority to determine License to Occupy User Agreements that do not sit within the agreed charging mechanism.**

PORTWAY ANNEXE

Room Hire is charged per hour or per 4 hour session.

	2026 Per Hour	2026 Per Session	2027 Per Hour	2027 Per Session
Chamberlain Hall	£ 25.20	£ 63.00	£ 26.00	£ 65.00
Bignal Rand Room	£ 18.90	£ 50.40	£ 19.50	£ 52.00
Dodd Room	£ 18.90	£ 50.40	£ 19.50	£ 52.00
Cursley Room	£ 18.90	£ 50.40	£ 19.50	£ 52.00
Nightingale Room	£ 18.90	£ 50.40	£ 19.50	£ 52.00
AV Studio	£ 8.00	£ 32.00	£ 8.30	£ 33.00
Rehearsal Room	£ 8.00	£ 32.00	£ 8.30	£ 33.00
Patch Room	£ 12.00	£ 37.80	£ 12.50	£ 39.00
Hot Desking		£ 6.00		6.50

Additional Items	2026 Per Event	2027 Per Event
Equipment Hire (Projector / PA System / TV)	0.00	£ 6.00
Room Set up charge (> 1 hour)	£ 90.00	£ 90.00

Storage	2026 per month	2027 per month
Storage Costs per m2	0	£ 2.50

PORTWAY ANNEXE

Users with historically low rates are due a second adjustment of their rates to meet the current pricing structure as agreed last year.

Appendix (ii) shows changes in year following price increase implemented 1st January 2026. A snapshot of 3 months of the year was taken as a data set, Apr – June.

2027 columns reflect inflation increase in year,

Additional charges for equipment hire / storage and staff set up times.

5. To approve uplift of Portway Annexe fees from 1st April 2027

6. To approve additional fees from 1st April 2027

PORTWAY ANNEXE CAR PARKING

BENCHMARKING:

Location	Type of Space	Price
Frome (St Mary's)	Garage / parking	£104 per month
Shepton Mallet (Monmouth Road)	Garage / parking	£78 per month
Wookey (Axe Road, Wells)	Garage / parking	£97.50 per month
Yeovil (Sunningdale Road)	Garage / parking	130 per month
Bath (Albert Terrace)	Parking space	£65 per month
Somerset (general)	Driveway / private space	£50–£150 per month
Bridgwater (various)	Garage / parking	£91 per month

PORTWAY ANNEXE:

Private Car Parking	2026 Per Space	2027 Per Space
Monthly	£ 98.40	£ 103.35
Quarterly	£ 295.20	£ 310.00
Annually	£ 1,180.80	£ 1239.85

No increase has been applied since 2023, suggested increase for 2027 of 5%.

A number of spaces are let to Almshouse / other elderly residents.

7. To approve uplift of Portway Parking Fees from 1st April 2027

BISHOP'S BARN, WELLS RECREATION GROUND

	2026 Price	2027 Price
Hourly use	£ 30.00	£ 31.50
Half Day	£ 100.00	£ 105.00
Whole Day	£ 200.00	£ 206.80
Bandstand without electric	Free of charge	Free of charge
Bandstand with Electric	0.00	£ 10.00

The Bandstand itself is free of charge, but still requires booking. The Town Clerk has discretion to waive the electric fee

MARKET PITCHES

Pitch Size: 3m x 3m, Gazebo provided

Wednesdays / Saturdays April to December	2026 Per day	2027 Per Day inc VAT	2027 inc VAT and increase
Single Pitch	£ 33.00	£ £39.60	£ 40.95
Double Pitch	£ 66.00	£ 79.20	£ 81.90

Wednesdays / Saturdays January to March	2026 Per day	2027 Per Day inc VAT	2027 inc VAT and increase
Single Pitch	£ 16.50	£ 19.80	£ 20.47
Double Pitch	£ 33.00	£ 39.60	£ 40.95

Sundays	2026 Per day	2027 Per Day inc VAT	2027 inc VAT and increase
Single Pitch	£ 33.00	£ 39.60	£ 40.95
Double Pitch	£ 66.00	£ 79.20	£ 81.90

Christmas / Events	2026 Per day	2027 Per Day inc VAT	2027 inc VAT and increase
Single Pitch	£ 33.00	£ 79.20	£ 81.90
Double Pitch	£ 66.00	£ 146.40	£ 151.35

Miscellaneous	Per day	2027 Per Day inc VAT	2027 inc VAT and increase
Use of Electric	£ 2.50	£ 3.00	£ 3.10
Licensed	£ 1.50	£ 1.80	£ 1.86

MARKETS

VAT to be included going forward. Two columns are presented for consideration for 2027 – one being the implementation of VAT only and the second including a further increase in line with inflation.

8. **To approve uplift of Market prices to include VAT from 1st April 2027**

9.

ALLOTMENTS

Wells City Council lets 59 allotments at three different locations within the City of Wells.

- 32 behind the Bishop's Palace
- 17 at Burcott Road
- 10 at Barnes Close

	2026 Per year
Single Plot	£ 55.00
Double Plot	£ 80.00

No increase since 2024-25. The provision of Allotments is a statutory duty and should not be for profit; last year expenditure did not exceed income and is not expected to this year. Therefore the recommendation is to not implement an increase at this time.

Benchmarking:

Shepton Mallet	£30 - £65
Glastonbury	£45 – £55
Frome	£50 – £70
Taunton	£50 - £70
Chippenham	£44.80 – £89.60

SPONSORSHIP

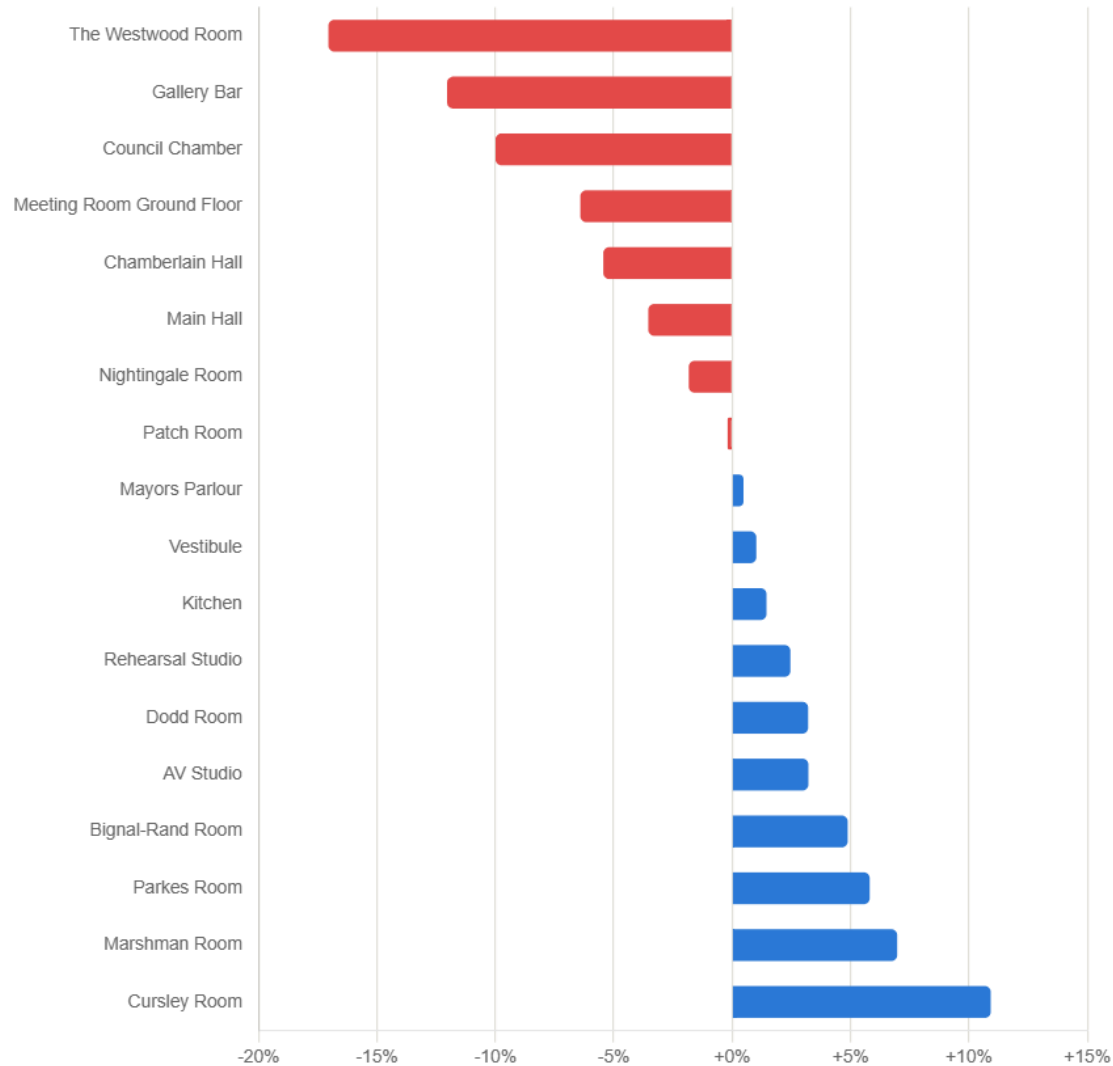
Agreed at Full Council June 2026

Opportunity	Indicative Fee
Wells in Bloom – Main Sponsor	£3000
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

APPENDIX (i) changes in year following price increase implemented 1st January 2026.

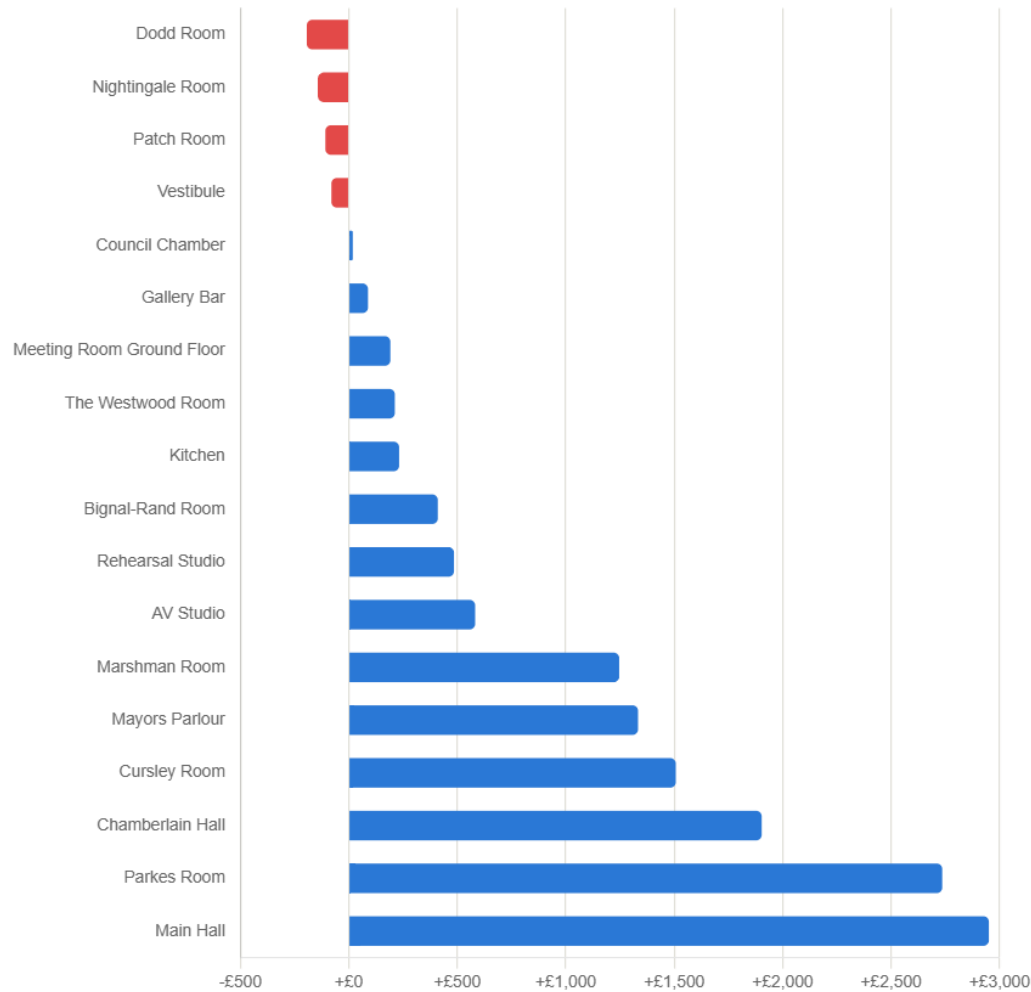
[illegible]

ROOM USAGE



- **The Westwood Room** has the steepest decline (-17.05 pts), followed by **Gallery Bar** (-12.04) and **Council Chamber** (-9.99)
- **Cursley Room** has the strongest growth (+10.92 pts), followed by **Marshman Room** (+6.97) and **Parkes Room** (+5.81)
- Roughly half the rooms declined and half grew — it's a fairly even split, not a broad trend in either direction

INCOME CHANGE



- **Main Hall** has the biggest income growth (+£2,951) despite its % Used actually declining (-3.54 pts)
- **Parkes Room** and **Chamberlain Hall** show the same pattern: strong income growth even though usage fell (Chamberlain Hall) or grew only modestly (Parkes Room).
- **Cursley Room** has strong usage growth *and* strong income growth.

WELLS CITY COUNCIL MULTI YEAR AGREEMENT (MYA) GRANT APPLICATION

Strategic Grant - Where the council will provide funding for more than one year and supported with a Multi Year Agreement (MYA). These will be awarded in exceptional circumstances where the council wishes to commission a service/organisation that it believes is critical to the wellbeing of the City.

ABOUT YOUR ORGANISATION

Name of organisation	
Contact Name	
Position within organisation	
Address	
Contact number	
Email address	
Website	

What is the purpose of your group? (These should be the same as the purposes set out in your constitution or other governing document)	
--	--

How are people able to find out about and participate in your group's activities?	
--	--

List some of your achievements over the last 3 years	
---	--

If you are a voluntary organisation, Community Group or Social Enterprise please indicate your legal structure of your group and all Charity, Company or other Registration numbers	
If you are a branch of a larger group, how many people are	Volunteers: Paid Staff: Committee members:

involved in the running of your group?	Other (please give details:
--	-----------------------------

ABOUT YOUR PROJECT, EVENT, OR ACTIVITY

Please tell us about your project and how you know it is needed.	
Please detail any research, evidence, consultations undertaken to support the need for your project, and explain how you know the people in the community want this project, event or activity.	
Who will be involved in the running of the project?	
Who / how many will benefit and how?	
What consideration have you made in terms of the environmental impact of your project?	
How will you promote your project?	
How will you measure the success of your proposal?	
What are the main risks for the success of the project, event or activity and how will these risks be managed? (Please include each risk and how it may be mitigated)	

FINANCIAL INFORMATION

Please provide a breakdown of your costs, detailing how each aspect of the grant would be spent if your grant application is successful.

Description Not supported: Ordinary or regular staff salary costs (although hiring in an external specialist is acceptable if the benefit to residents can be demonstrated); general appeals	Total Cost	Amount requested from Wells City Council
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Total	£	£

Are you seeking funding support from any other organisation? Examples include other Authorities, businesses and other national and local organisations.

Organisation approached	Purpose	Amount approved
		£
		£
		£
Total		£

Are you seeking Match Funding?	
---------------------------------------	--

If you have not made applications to other organisations for funding, please give your reasons.	
--	--

If applicable, please give details of your fundraising efforts and how much has been raised towards the cost of the project, event, or activity:

Type of activity	Amount raised	Amount still to raise
	£	£
	£	£
	£	£
Total	£	£

If your organisation has financial reserves, for what purpose are they held?

Amount	Purpose
£	
£	
£	

GOVERNANCE

Do you hold a safeguarding policy? (This is for projects involving children and young people and / or vulnerable adults)	Yes	No	N/A
Do all staff, paid or volunteers, who have direct contact with children , young people and or vulnerable adults have the appropriate level DBS (Disclosure and Barring Service) certificate?			
Do you hold a quality standard?			
Do you have Public Liability Insurance?			
Do you have Employer Liability Insurance?			
Do you have buildings / properties insurance?			
Do you hold an Equalities and Diversity Policy?			

Under the Equalities Act 2010, Wells City Council has a legal duty to ensure that people with Protected Characteristics are not disadvantaged by the decisions it makes including those related to grant applications. We also want to ensure that people with Protected Characteristics are not consciously or unintentionally excluded from the project that is the subject of the grant application. All voluntary and community organisations must also comply with their legal duties including the Equality Act 2010.

BANK DETAILS

	Yes	No
Does your group have its own bank account?		
Are you VAT registered?		

DECLARATION

The information you have provided will be used by Wells City Council to assess and process your application and to enable us to contact you about your application. Your information will be held securely within Wells City Council and only passed to others within the Council for the purposes of assessing this grant application. Information will be destroyed in line with the Council's Information Retention Policy.

When you have completed the application please confirm that the information given in this application is correct and that the project/organisation is not established or conducted for private or personal profit.

- I, as the applicant, declare that I have read and understood the guidance and Application form.
- I understand that Wells City Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false / misleading information.
- I have provided all the supporting documents as requested in the application form.

- I declare that there is no conflict of interest in relation to the Council's requirements.
- I undertake to inform Wells City Council of any changes in the organisation's circumstances that would affect this application.
- I understand my group/organisation's responsibilities under the Equalities Act 2010 and declare that the project that is the subject of this application does not discriminate against potential users who are from the Protected Characteristics.

Signed:

Print name:

Date:

Section Six - Checklist

Please send the relevant documentation with your application:

For applications of £1,000 and under – most recent set of accounts or bank statements/Annual Governance Statement showing the last 12 months of income and expenditure and details of committed reserves.

For applications over £1,000 – a copy of most recent set of accounts and balance sheet and details of committed reserves:

A list of your principal officers (i.e., chairman, secretary, treasurer)/list of Parish Councillors:

Evidence of costs of project – Applications for any capital expenditure funding (i.e., equipment) under £1,000 will require at least 1 estimate. Applications over £1,000 will require 3 estimates (where possible). All quotes/estimates must include VAT if applicable:



WELLS CITY COUNCIL



Author	RFO
Subject	Multi year Agreement Grants
Date of Committee:	10/09/2026
Committee:	Finance

Background & Context

Wells City Council (WCC) currently awards grants on an annual basis, with organisations required to reapply twice a year. While this supports a wide range of small projects, it does not provide long-term stability for organisations delivering ongoing community services, such as youth provision, volunteer transport, community wellbeing programmes, or environmental initiatives.

In the past WCC have adopted multi-year grant schemes to strengthen strategic partnerships and improve service continuity. These schemes demonstrate clear benefits in planning, governance, and community impact.

The re-introduction of a multi-year scheme would align with the Council's priorities for community resilience, long-term planning, and transparent governance.

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

A budget would have to be proposed for 2027/28, with future years subject to annual approval. Multi-year agreements will be reported transparently within the Council's financial planning documents and will not bind future Councils beyond the statutory ability to review and amend.

Climate Implications

None

Legal Implications

- Grants awarded under Local Government Act 1972, s.137 or other relevant powers.
- Funding must be commensurate with benefit and subject to annual budget approval.

Community Implications

The introduction of a multi-year scheme would align with the Council's priorities for community resilience, long-term planning, and transparent governance.

The scheme aims to:

- Support organisations delivering long-term, high-impact community benefit.
- Provide financial stability to key partners whose services the community relies upon.
- Enable organisations to plan beyond a single financial year.
- Strengthen accountability through annual monitoring, KPIs, and outcome reporting.

Risks & Opportunities

Risks Identified	Mitigation
Long term commitments reduce flexibility	Annual review and break clauses
Poor performance by funded organisations	KPI monitoring and structured reporting
Budget pressures in future years	Funding subject to annual approval

Recommendations

Committee is asked to:

1. Consider and approve the need for a budget for a multi year scheme in 2027-28 financial implication to be considered as part of budget setting in future months
2. Consider and approve the MYA Policy and application process.
3. Delegate authority to the Town Clerk and Officers to deliver.

Appendices:

- Appendix A: MYA draft policy
- Appendix B: MYA draft application

Appendix A: Multi year agreement draft policy

WELLS CITY COUNCIL MULTI YEAR AGREEMENT (MYA) GRANT POLICY

Purpose

The City Council invites applications from eligible community organisations seeking Multi-Year Agreements (MYAs) to support their work in alignment with the Council's Corporate Priorities and Visions, where a long-term strategic partnership is proposed. MYAs are intended to provide financial stability for organisations delivering critical services to the community and/or for the well-being of Wells over a sustained period.

These agreements are considered exceptional and are therefore reserved for organisations that provide essential, ongoing services which are demonstrably critical to the social, economic, or environmental wellbeing of Wells. Typically, these are services that either fill a strategic gap in current community provision, particularly supporting vulnerable, hard to reach or marginalised residents, or deliver a unique

value to the local community that cannot be replicated by other providers. The expectation is that such organisations operate at a consistently high standard, offer measurable outcomes, and align closely with the Council's strategic priorities and values.

Eligibility Criteria

To be considered for an MYA, an organisation must:

- Be a constituted not-for-profit organisation, charity, or social enterprise.
- Be based in or deliver significant impact within the City Council's area.
- Have a proven track record of service delivery and financial accountability, demonstrating sound governance and financial stability.
- Demonstrate alignment with the City Council's Strategic Plan.
- Show that the service is not statutorily provided.
- Have appropriate safeguarding policies where relevant (e.g., working with vulnerable groups).

Assessment Criteria

Applications will be assessed on the following:

1. Core Costs

Applicants must provide a clear breakdown of the **core costs** for which funding is requested. Core costs are defined as essential expenses that keep the organisation operational and delivering its core activities. These typically include:

- Staff salaries
- Rent and utilities
- Insurance
- Administrative costs
- Essential IT and communications
- Governance and compliance-related costs

Organisations must demonstrate how these core costs are proportionate and justified.

2. Critical Need

The application must demonstrate a critical need for support by:

- Identifying the specific objectives within the City Council's Strategic Plan that the organisation's work supports.

- Explaining how and why the funding is essential to deliver that impact.
- Highlighting the gap or risk if the funding is not provided.
- Evidencing activities delivering unique community value not otherwise available.
- Demonstrating how the organisation is providing essential, ongoing services.

3. Evidenced Amount Required

Applicants must provide an evidence-based justification of the amount requested, including:

- A detailed and realistic budget for the proposed funding period.
- Clear explanation of how the amount requested relates to the delivery of outcomes aligned with the Strategic Plan.
- Any match funding or in-kind support already secured.

4. Performance Monitoring and Reporting

Organisations awarded MYAs will be required to report on performance annually or as set out in the agreement. The Council expects both quantitative and qualitative data, such as:

- Number of service users supported
- Types and frequency of activities delivered
- Testimonials or case studies
- Progress toward strategic objectives
- Impact measurement and outcomes achieved

Applicants should outline how they intend to collect and present this data.

5. Budget and Consideration

MYA funding must be incorporated into the Council's annual budgeting process and therefore it is vital that the correct application process is followed, and deadlines are met. Applications should be realistic and proportionate. The Council reserves the right to offer partial awards based on value for money and overall budget availability.

Multi-year agreements are subject to annual review and budget reapproval.

6. Application Process

- Applications must be submitted in line with the published policy.
- Submissions must include the completed MYA application form, budget breakdown, and relevant supporting documents.

7. Review and Approval

All applications will be reviewed by the Wells City Council's Finance Committee against the above criteria. Recommendations will be made to the Full Council for final approval.

Appendix B: Multi year agreement draft application

WELLS CITY COUNCIL MULTI YEAR AGREEMENT (MYA) GRANT APPLICATION

Strategic Grant - Where the council will provide funding for more than one year and supported with a Multi Year Agreement (MYA). These will be awarded in exceptional circumstances where the council wishes to commission a service/organisation that it believes is critical to the wellbeing of the City.

ABOUT YOUR ORGANISATION

Name of organisation	
Contact Name	
Position within organisation	
Address	
Contact number	
Email address	
Website	

What is the purpose of your group? (These should be the same as the purposes set out in your constitution or other governing document)	
--	--

How are people able to find out about and participate in your group's activities?	
--	--

List some of your achievements over the last 3 years	
---	--

If you are a voluntary organisation, Community Group or Social	
---	--

Enterprise please indicate your legal structure of your group and all Charity, Company or other Registration numbers	
If you are a branch of a larger group, how many people are involved in the running of your group?	Volunteers: Paid Staff: Committee members: Other (please give details:

ABOUT YOUR PROJECT, EVENT, OR ACTIVITY

Please tell us about your project and how you know it is needed.	
Please detail any research, evidence, consultations undertaken to support the need for your project, and explain how you know the people in the community want this project, event or activity.	
Who will be involved in the running of the project?	
Who / how many will benefit and how?	
What consideration have you made in terms of the environmental impact of your project?	
How will you promote your project?	
How will you measure the success of your proposal?	
What are the main risks for the success of the project, event or activity and how will these risks be	

managed? (Please include each risk and how it may be mitigated)	
---	--

FINANCIAL INFORMATION

Please provide a breakdown of your costs, detailing how each aspect of the grant would be spent if your grant application is successful.

Description Not supported: Ordinary or regular staff salary costs (although hiring in an external specialist is acceptable if the benefit to residents can be demonstrated); general appeals	Total Cost	Amount requested from Wells City Council
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
Total	£	£

Are you seeking funding support from any other organisation? Examples include other Authorities, businesses and other national and local organisations.

Organisation approached	Purpose	Amount approved
		£
		£
		£
Total		£

Are you seeking Match Funding?	
--------------------------------	--

If you have not made applications to other organisations for funding, please give your reasons.	
---	--

If applicable, please give details of your fundraising efforts and how much has been raised towards the cost of the project, event, or activity:

Type of activity	Amount raised	Amount still to raise
	£	£
	£	£
	£	£
Total	£	£

If your organisation has financial reserves, for what purpose are they held?

Amount	Purpose
£	
£	
£	

GOVERNANCE

Do you hold a safeguarding policy? (This is for projects involving children and young people and / or vulnerable adults)	Yes	No	N/A
Do all staff, paid or volunteers, who have direct contact with children , young people and or vulnerable adults have the appropriate level DBS (Disclosure and Barring Service) certificate?			
Do you hold a quality standard?			
Do you have Public Liability Insurance?			
Do you have Employer Liability Insurance?			
Do you have buildings / properties insurance?			
Do you hold an Equalities and Diversity Policy?			

Under the Equalities Act 2010, Wells City Council has a legal duty to ensure that people with Protected Characteristics are not disadvantaged by the decisions it makes including those related to grant applications. We also want to ensure that people with Protected Characteristics are not consciously or unintentionally excluded from the project that is the subject of the grant application. All voluntary and community organisations must also comply with their legal duties including the Equality Act 2010.

BANK DETAILS

	Yes	No
Does your group have its own bank account?		
Are you VAT registered?		

DECLARATION

The information you have provided will be used by Wells City Council to assess and process your application and to enable us to contact you about your application. Your information will be held securely within Wells City Council and only passed to others within the Council for the purposes of assessing this grant application. Information will be destroyed in line with the Council's Information Retention Policy.

When you have completed the application please confirm that the information given in this application is correct and that the project/organisation is not established or conducted for private or personal profit.

- I, as the applicant, declare that I have read and understood the guidance and Application form.
- I understand that Wells City Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false / misleading information.
- I have provided all the supporting documents as requested in the application form.
- I declare that there is no conflict of interest in relation to the Council's requirements.
- I undertake to inform Wells City Council of any changes in the organisation's circumstances that would affect this application.
- I understand my group/organisation's responsibilities under the Equalities Act 2010 and declare that the project that is the subject of this application does not discriminate against potential users who are from the Protected Characteristics.

Signed:

Print name:

Date:

Section Six - Checklist

Please send the relevant documentation with your application:

For applications of £1,000 and under – most recent set of accounts or bank statements/Annual Governance Statement showing the last 12 months of income and expenditure and details of committed reserves.

For applications over £1,000 – a copy of most recent set of accounts and balance sheet and details of committed reserves:

A list of your principal officers (i.e., chairman, secretary, treasurer)/list of Parish Councillors:

Evidence of costs of project – Applications for any capital expenditure funding (i.e., equipment) under £1,000 will require at least 1 estimate. Applications over £1,000 will require 3 estimates (where possible). All quotes/estimates must include VAT if applicable:



WELLS CITY COUNCIL



Author	Claire Woodland
Date of Committee:	10 th September 2026
Committee:	Finance Committee

Resolution - Eligibility for the Local Government Pension Scheme (LGPS)

As a member of the LGPS administered by Peninsula Pensions, Wells City Parish Council confirms that all permanent and casual posts within the Council are eligible to join the Scheme.

This Resolution confirming eligibility is backdated to the commencement of Peninsula Pensions as the LGPS provider for Somerset in 2013.



WELLS CITY COUNCIL



Author	Lisa Wassell
Subject	Anchor Bolt Testing – Christmas Lighting Infrastructure
Date of Committee:	10 th September 2026
Committee:	Finance Committee

Background & Context

In line with the continued improvement of the Council's adherence to Health and Safety regulations the Council tendered for the testing of the anchor bolts which are utilised every year for the display of Christmas lighting across Wells City High Street.

All anchors were visually inspected at height in specific detail and a report was provided to us identifying each anchor point with a category attributed to its current condition:

Category	Definition	Number Categorised
Red	Anchor point is non-standard and unsuitable for hydraulic anchor point testing, anchor point has failed, or immediate action recommended.	14
Amber	Anchor point suitable for testing, although may show signs of degradation	18
Green	Anchor bolt tested and passed	0

No bolts were tested and, therefore, could not receive a green category rating. However, the contractor has advised that these points are very unlikely to pass full testing and has consequently recommended that the works identified in the full report be undertaken (Appendix A – Electrical Review and Report).

The contractor has provided a presumed cost for the works, due to the nature of the works, consideration must be made to the potential damage and making good of render to properties not within the ownership of the Council alongside weather conditions etc which may increase costs or reduce the ability to deliver within any agreed timescales.

Owner Permission and Wayleave Agreements

The below proposals are dependent on property owners permission and due to the lack of wayleave agreements currently in place there may be costs and due diligence check to ascertain ownership, alongside obtaining permission for the works. The properties are a mix of residential and commercial.

Listed Building Consent

Many of the historic buildings within the High Street are listed and therefore the Council should seek listed building consent for the works, this usually takes in the region of 6-8 weeks.

Timeline

The works identified are significant and result in multiple “days” worth of work; due to the nature of the timing of the works and the locations, avoidance of high through traffic and footfall play a contributing factor and noise generation restrict the works schedule.

Phased Works

The works can be phased and therefore it is suggested to the Committee that although slightly more expensive a phased approach may be a better option due to the following factors;

- Time for the delivery of the works to allow the erection of lighting
- Time associated to the engagement and agreement of businesses/owners to conduct the works, phasing allows better individual communication.
- Ability to review the existing lighting arrangements and review costings for new installations

The contractor has been requested to provide a cost for the complete works, phased and a cost to erect string lighting for Christmas 2026.

Officers have requested that the contractor provide a cost, subject to the suitability of the existing wiring and infrastructure, for the installation of string lighting throughout the High Street to provide festive lighting for the City of Wells for 2026.

This approach would help alleviate the current time pressures associated with delivery while providing an alternative form of festive lighting for 2026, in keeping with the theme of the 2026 Wells Christmas Market. String lighting has been requested as it is significantly lighter than the existing lighting.

If the existing infrastructure is found to be unsuitable for the proposed string lighting, the phased approach outlined above could provide a practical alternative. This would allow the infrastructure to be progressively upgraded over time, while enabling a staged approach to the installation of festive lighting.

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 cost of each option is detailed below:

Option	Details	Estimated Cost per 2 wires	Total Minus annual bolt testing (actual investment in infrastructure)
1	Conduct a complete replacement of all wires including brackets and bolts, using stainless steel catenary and fixings. Providing ease of future testing and longevity of this service for the community to enable a lighting display within the high street for Christmas 2026, including the replacement of the vertical stanchions (x3) and provision of light weight lighting	n/a	£19,892.28
2	Conduct a partial replacement of anchor points based on available funding within budget and/or reserves to enable a display of existing lighting within the high street for Christmas 2026	Based on individual replacement (PC sum) £1,186.66 (per 2 wires)	Total based on amount decided upon per 'phase'
3	To purchase lightweight icicle lighting to replace existing and utilise current infrastructure	n/a	Officer to provide verbal update of cost at meeting
4	To make no improvements and cease use of current infrastructure for Christmas 2026 until alternative options can be reviewed	£0	n/a

The current revenue budget for the Christmas Lighting does not take into account the requirement for testing and therefore capital funding (taken from reserves) is required to establish a safe position for the erection and dismantling of Christmas Lighting if continuing with the existing motifs.

The costs provided for Options 1 and 2 include anchor bolt testing, which would be an annual cost incurred by the Council in any case. Based on current market testing, the cost of a standard anchor bolt test for all fittings is approximately £2,700 + VAT.

This cost has therefore been deducted from the figures above to provide a clearer representation of the true investment in infrastructure associated with each option.

Current budget;

Budget	Cost associated with erection and dismantling of the Christmas lights 2025	Anticipated costs for erection of Christmas Tree (based on previous sum)	Total estimate cost for Christmas 2026	Costs of initial anchor inspection	Possible Remaining Budget (PC Sums realised)
£12,000	£4,920	£1,000	£5,920	£1,450	£4,640

Climate Implications

None

Legal Implications

The Council has a duty of care under the Health and Safety Act to ensure its infrastructure is safe and compliant, the works should only proceed once structural adequacy, permissions, health and safety, insurance and responsibilities are confirmed. If these cannot be satisfied, not proceeding is likely to be more legally defensible than knowingly accepting an unsafe system.

Community Implications

Lack of provision of Christmas Lighting if no action taken, including reputational damage. Failure to make appropriate changes in line with the advice provided by a competent contractor and installation proceeds could result in significant risk.

Risks & Opportunities

Risks Identified	Opportunities Identified
Bolt/wire failure causing injury to person(s) unknown or damage to property if works not completed	Permanent, engineered and tested infrastructure
Damage to buildings or inadequate fixing capacity	Improved understanding and protection of fixing locations
Remedial works/contractor scheduled resulting in Christmas lights cannot be erected in time	Ensuring safe and compliant infrastructure for the future
Disruption to highways, traffic and pedestrian risk	Review of necessary actions such as road closures and alternative ways of managing the risk
Reputational damage in failure to erect lighting	Time for the delivery of new and alternative lighting within the City for the festive period.

Recommendations

Committee is asked to:

1. Decide upon the course of action in line with the options provided. .
2. Delegate authority to the Town Clerk to approve any expenditure from revenue and reserves to deliver the decision of the Committee.

Appendices:

- Appendix A: Electrical Review and Report (Confidential)



WELLS CITY COUNCIL



Author	Lisa Wassell
Subject	Portway Annexe – Asbestos works
Date of Committee:	10 th September 2026
Committee:	Finance Committee

Background & Context

In line with a request from the Chair of the Estates Committee, this report has been compiled to detail the proposed works to the external infrastructure, expressly the removal of existing sections of rotten and damaged bargeboards, rafter ends and supply and patch in sections of soffit boards, prime coat and prepare new woodwork to mirror existing view. Due to the area containing asbestos, a licensed contractor will require to be in attendance and safely remove the existing asbestos to permit the redecoration works by the Councils appointed building maintenance contractor. The works also include works associated to the lean to section of the Annexe where temporary acro props will be utilised to remove damaged and rotten timber and replace, alongside the provision of fascia board and reinstatement guttering.

The contractor has advised there will be no requirement for the closure of the Annexe as the works will be conducted via an air lock, bag locked area including travel to waste provision. The car park however will likely require to be out of use for the period of the works which have been proposed to be approximately 3 weeks, this is inclusive of decorating works therefore some return of functionality is expected during this term (after the initial week of works).

The building will undergo an independent analyst to inspect the site for safe completion of the works, including (as expected) an air test certification, waste transfer certification and re-occupation certification. To clarify the re-occupation certification will be for the external area which was used for the containment not the building itself.

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

Cost for Removal of Asbestos Containing Materials	Cost of redecoration and replacement timber hardwood bargeboards and soffit board	Total
£7,190.00+VAT	£4,195.00+VAT	£11,385.00 +VAT

Climate Implications

The removal and safe disposal of asbestos containing materials (ACM's) will have a limited but unavoidable climate impact, primarily associated with the manufacture and use of replacement materials, transportation, specialist removal activities and the disposal process. However, these impacts are considered proportionate to the significant health and safety benefits of removing asbestos containing material from the building. The removal of ACM's will support the long-term sustainability and safe management of the building by reducing the risk of future environmental and health impacts.

Legal Implications

The proposed removal of ACMs must be undertaken in accordance with the applicable health and safety and environmental legislation. The principal requirements arise under the Control of Asbestos Regulations 2012 (CAR 2012), together with legislation governing the handling, transport and disposal of asbestos waste.

Community Implications

None

Risks & Opportunities

Risks Identified	Opportunities Identified
Disturbing asbestos-containing materials during removal could release hazardous fibers, creating a risk of exposure to contractors, staff, building users and the public if the work is not properly controlled.	Removing ACMs can eliminate a significant source of potential exposure for staff, contractors, building users and visitors.
Leaving asbestos in place may allow deterioration or accidental disturbance, potentially resulting in asbestos exposure in the future.	Proactive removal can reduce the risk of accidental disturbance, future exposure, enforcement action and associated legal or financial consequences.
Failure to manage asbestos appropriately could result in non-compliance with health and safety legislation, enforcement action, prosecution, financial penalties and additional remediation costs.	Removing asbestos can make future maintenance, refurbishment and alterations easier to undertake, reducing the likelihood of unexpected asbestos-related delays.
Either undertaking poorly managed removal or failing to address deteriorating asbestos could lead to disruption, increased costs, delays and reputational damage to the organisation.	Although removal involves an upfront cost, it can reduce ongoing management, monitoring and maintenance requirements and provide greater certainty over future building costs.

Recommendations

Committee is asked to:

1. Agree to conduct the works, utilising revenue budget
2. Delegate authority to the Town Clerk to approve any expenditure from revenue and reserves to deliver the decision of the Committee.

Appendices:

- Appendix A: Supporting quote information (Confidential)



WELLS CITY COUNCIL



Author	Haylee Wilkins
Subject	Speed indication awareness device purchase
Date of Committee:	01.09.2026
Committee:	Finance Committee

Background

Through the Outside Spaces Committee, it was established in early 2026, that applying Speed Indication Devices (SIDs) at locations within the city (rotationally) would likely be beneficial as there are known speed “hotspots”.

The delivery of the process has been scoped by the Town Clerk as requested by the Committee, and costs received from two suppliers for relevant devices. In both instances, the costs were the same and as such, the Town Clerk has provided in Appendix A, the costs of the company who is utilised more frequently by Parish Councils and therefore aligns best with our needs.

There is a required process associated with the roll out of devices, which is required to be submitted to Somerset Highways. This is considered operational process and would be managed and delivered by the Town Clerk and Outside Spaces Team.

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

Climate, Sustainability Implications

The reduction of speed and therefore emissions, offers some links to climate and sustainability within the city. The scheme itself and the purchase of devices, roll out of the devices to an agreed scheme has limited increase in climate impact as it would be delivered through existing resources, vehicles etc.

Legal Implications

There are associated legal implications, in that, a user agreement is required to support the role out for the service, the details of where deployments are issued, when and the frequency of change. This will be applied for with Somerset Highways, assuming expenditure for the devices is agreed.

Financial Implications

The costs associated with the purchase of the devices fall outside of that (if considering VAT) of the delegations to the Town Clerk, therefore this paper looks to request from Finance Committee the spend associated with the purchase. All remaining costs would be managed as part of inhouse resourcing and therefore there is not considered to be any additional expenditure. The funds are expected to be draw from the allocated funding of £25,000 associated with Highways/Traffic Management Schemes, which was set within the 2025-26.

Community Implications

There have been a number of reports from residents associated with speeding, thus, it is expected that there would be support for such a scheme, whereby education of speed is delivered and the data collected can inform future highways/traffic improvements.

If timely, the inclusion of this scheme could be added to forthcoming public consultation which is being considered by Outside Spaces and Full City Council in due course.

Risks & Opportunities

None identified.

Recommendations

Committee is asked to:

1. Agreed the noted costs for the purchase of two SID's devices as noted in Appendix A.

Appendices:

- Appendix A: Quote for purchase.