



WELLS CITY COUNCIL

COUNCIL SUMMONS

NOTICE IS HEREBY GIVEN THAT THE MEETING OF WELLS CITY COUNCIL, WHICH MEMBERS ARE SUMMONED TO ATTEND, WILL BE HELD IN WELLS TOWN HALL ON THURSDAY 25TH SEPTEMBER 2025 AT 7.00PM

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

Haylee Wilkins
Town Clerk

A handwritten signature in black ink, appearing to read 'Haylee Wilkins'.

Town Hall, Market Place
Wells BA5 2RB

01749 673091

e-mail: townclerk@wells.gov.uk

18th September 2025

AGENDA

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

The Mayor respectfully requests that all members of Council and supporting Officers, where able, stand to present or discuss items of Full City Council, this is as referenced in the Wells City Council Civic Guide, as adopted.

1 APOLOGIES FOR ABSENCE FROM COUNCIL 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 adopted 12th May 2022.

3 MINUTES OF THE MEETING OF THE CITY COUNCIL HELD ON 24TH JULY 2025

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

4 MEETING OPEN TO THE PUBLIC

Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Mayor.

5 TO ACKNOWLEDGE AND THANK REVEREND SAM DENYER FOR HIS SERVICES TO WELLS CITY AND SUPPORT AS MAYOR'S CHAPLAIN. TO WELCOME TO ALISTAIR GLANVILLE.

6 MAYOR'S ANNOUNCEMENTS

Mayor's Diary

- i. 26th Sept Cider & Cheese Festival Reception, Wells Cathedral
- ii. 5th Oct Moat Boat Race Presentation Evening, Bishop's Palace, Deputy Mayor attending

- iii. 10th Oct 'Through the Front Door' Production, Wells & Mendip Museum
- iv. 12th Oct Rev Sam Denyer last service, St Cuthbert's Church
- v. 13th Oct Inclusivity Meeting with Lord-Lieutenant, Guildhall Bath
- vi. 14th Oct Lunch at Abbeyfield House

7 OUTSIDE SPACES COMMITTEE

To receive the minutes of the meeting held on 4th September 2025 (attached)

8 ESTATES COMMITTEE

To receive the minutes of the meeting held on 4th September 2025 (attached)

9 STAFFING AND PERSONNEL COMMITTEE

To receive the minutes of the meeting held on 11th September 2025 (attached)

10 FINANCE COMMITTEE

To receive the minutes of the meeting held on 11th September 2025 (attached)

11 PLANNING ADVISORY COMMITTEE

To receive the minutes of the meeting held on 18th September (to follow)

12 MEMORANDUM OF UNDERSTANDING – ECO WEEK

To consider draft attached and endorsed by Outside Spaces Committee. (Draft attached by email)

13 MEMORANDUM OF UNDERSTANDING - ACT TO ADAPT

To consider draft attached. (Draft attached by email)

14 CLLR FORMAL LEAVE OF ABSENCE REQUEST

To receive update from the Town Clerk and vote.

15 CLLR ADOPTION INTO COMMITTEES & COMMITTEE VACANCIES

Council to consider and vote for the below motion:

Following the appointment of Cllr Jill Edmonds, through bi-election for the ward of St Cuthbert's. I propose to appoint Cllr Edmonds to both the Planning Advisory Committee and the Outside Spaces Committee with immediate effect.

Proposed: Cllr L Agabani

Seconder: Cllr D Denis

16 AGAR: RESTATED ACCOUNTING STATEMENT

To endorse the restated Section 2: Accounting Statement 2024/25 (attached by email) as endorsed and agreed by Finance Committee.

17 CALENDAR OF MEETINGS & ENGAGEMENTS

To approve dates as highlighted. (Draft attached by email.)

18 FEES & CHARGES ADOPTION

To consider draft fees and charges as endorsed by Estates Committee. (Draft attached by email.)

19 VOLUNTEERING POLICY ADOPTION

To consider draft attached as endorsed by Outside Spaces Committee. (Draft attached by email.)

20 PRE PAID DEBIT POLICY ADOPTION

To note and adopt the policy as endorsed by Finance Committee. (Draft attached by email.)

21 CHRISTMAS MARKET UPDATE

To receive a verbal update from the Town Clerk

22 WELLS RECREATION GROUND TRUST GOVERNANCE

To consider the feedback from the trust and grant request as endorsed by Trustees (report attached by email).

23 MOTION TO COUNCIL

Council to consider the below motion submitted by Cllr S Powell

Motion to Council associated with noise levels and draft letter to city businesses:

I propose that Council consider the attached draft letter and send to all public houses and restaurant businesses of the City, to refer them to the terms and conditions of their licenses, specifically the levels of noises associated with events that they may hold, and seek for them to consider the impacts to their neighbours and mitigate these impacts wherever possible.

Whilst Wells City Council has no statutory power associated with licensing, it is considered to be in support of Somerset Council objectives to utilise local links to reiterate terms and conditions and in doing so, reduce possible community impact and unrest.

Proposer – Cllr S Powell

Seconder – Cllr D Orrett

24 TO RECEIVE REPORTS FROM COUNCILLORS/TRUSTEES ON OUTSIDE BODIES

25 TO RECEIVE ANY WRITTEN REPORTS FROM SOMERSET COUNCILLORS

26 ANY OTHER URGENT MATTERS OF REPORT

27 FORWARD PLAN

Full City Council Forward Plan	
Item	Proposed date for consideration
Corporate Risk Register	October 2025
Devolution mid-year review	October 2025
Police and Crime Commissioner, Crime and CCTV overview	December 2025
Annual Budget	January 2026
Corporate Risk Register	February 2026
Annual Governance Review (Inc Standing Orders, Financial Regulations and Scheme of Delegation)	February 2026
Youth Council Proposals	February 2026
Calendar of Meetings and Engagements	March 2026
Preparation for internal audit (Appropriation and Asset List)	March 2026
General Power of Competency	Every political cycle

28 DATE OF NEXT MEETING

The next meeting of Wells City Council will be **Thursday 23rd October 2025, 7pm**

EXCLUDE THE PRESS AND PUBLIC Note: If it is necessary for matters to be considered in confidence it will be proposed by the Chairman that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public, in order that confidential items can be discussed.

Circulation List

Town Clerk RFO Cemetery & Burial Officer Outside Spaces Officer Wells City Council members	Somerset Councillors Serjeants-at-Mace Mayor's Chaplain Town Crier Wells Civic Society WCC Internal Auditor	Wells Journal & Wells Voice Wells Chamber of Commerce The Bishop's Palace Wells Cathedral Avon & Somerset Police
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