



## 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 29<sup>TH</sup> JANUARY 2026, 7PM**

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

Haylee Wilkins  
Town Clerk

Town Hall, Market Place  
Wells BA5 2RB

01749 673091

e-mail: townclerk@wells.gov.uk

22<sup>nd</sup> January 2026

### 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 12<sup>th</sup> May 2022.
- 3 MINUTES OF THE MEETING OF THE CITY COUNCIL HELD ON 18<sup>TH</sup> DECEMBER 2025**  
To be confirmed as a true record and signed by the Mayor.
- 4 ACTIONS FROM THE MEETING OF THE CITY COUNCIL HELD ON 18<sup>TH</sup> DECEMBER 2025**
- 5 MEETING OPEN TO THE PUBLIC**  
Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Mayor.

## **6 MAYOR'S ANNOUNCEMENTS**

### **Mayor's Diary**

- i. 28<sup>th</sup> Jan Visit to Plymouth Synagogue, Somerset Interfaith Forum
- ii. 5<sup>th</sup> Feb Meeting with Headmaster of Wells Blue School
- iii. 8<sup>th</sup> Feb Welcome & Installation of the Right Rev Dr Fiona Gibson as Bishop of Taunton in Wells Cathedral
- iv. 11<sup>th</sup> Feb Wells Blue School Production 'The Forbidden Planet'

Free Prostate Cancer Testing event, Saturday 21<sup>st</sup> February, 10am – 4pm in Wells Town Hall. Prior booking is required <https://myspatests.org.uk/events/>

The Deans Fire walk for charity, SWEDA supporting people affected by eating disorders and body image, Friday 17<sup>th</sup> April, 6pm – 9pm, Wells Cathedral Green

## **7 FINANCE COMMITTEE**

To receive the minutes of the meeting held on 15<sup>th</sup> January 2026 (attached)

## **8 PLANNING ADVISORY COMMITTEE**

To receive the minutes of the meeting held on 22<sup>nd</sup> January (to follow)

## **9 ANNUAL GOVERNANCE REVIEW**

To adopt policies approved by the Finance Committee (attached by email)

- i. Standing Orders
- ii. Financial Regulations
- iii. Scheme of Delegation

## **10 ANNUAL POLICY REVIEW**

To adopt council policies approved by the Finance Committee (attached by email)

- i. Protocol for Councillors and Staff
- ii. Ethical Procurement Policy
- iii. Councillor Discrimination, Bullying and Harassment Policy

## **11 MEMORANDUM OF UNDERSTANDING FOR TOR HILL COMMUNITY GROUP AND TOR STREET GARDENS**

To approve the draft agreements (attached by email)

## **12 CIVIC REGALIA FOR TOWN CRIER**

To receive proposals from Town Clerk (report attached by email)

## **13 SOMERSET DRAGON**

To receive reports from the Town Clerk (reports attached by email)

## **14 COMMUNITY DAY FEEDBACK**

To receive report from the Town Clerk (report attached by email)

## **15 CORPORATE RISK REGISTER REVIEW Q3**

To receive update from the Town Clerk as endorsed by the Finance Committee (Risk Register attached by email)

## **16 PRIORITIES AND PROJECT PLANNING**

To receive verbal update from the Town Clerk

## **17 TO RECEIVE REPORTS FROM COUNCILLORS/TRUSTEES ON OUTSIDE BODIES**

## **18 TO RECEIVE ANY WRITTEN REPORTS FROM SOMERSET COUNCILLORS**

## 19 FORWARD PLAN

Full City Council Forward Plan	
Item	Proposed date for consideration
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

## 20 ANY OTHER URGENT MATTERS OF REPORT

### 21 DATE OF NEXT MEETING

The next meeting of Wells City Council will be **Thursday 26<sup>th</sup> February 2026, 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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