



WELLS CITY COUNCIL

**NOTICE IS HEREBY GIVEN THAT A MEETING OF WELLS CITY COUNCIL,
WHICH MEMBERS ARE SUMMONED TO ATTEND, WILL BE HELD IN
WELLS TOWN HALL ON THURSDAY 25TH JUNE 2026, 7PM**

Haylee Wilkins
Town Clerk

18th June 2026

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

Committee Members:
Cllrs: L Agabani, J Browne, T Butt Philip,
S Cursley, D Denis (Mayor), S Eden,
J Edmonds, G Folkard, K Kinshaw,
T Kolizeras, D Orrett, S Powell, G Robbins,
H Siggs, I Von Mensenkampff, P Welch

AGENDA

The Council has declared a Climate Emergency. All reports should include climate implications alongside financial, legal, and community impacts to support informed decision-making and minimise adverse effects.

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

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

- 1 APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**
To receive any apologies for absence.
- 2 DECLARATIONS OF INTEREST**
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct as adopted 12th May 2022.
- 3 MINUTES FROM THE WELLS CITY COUNCIL MEETING HELD ON 21st MAY 2026**
To be confirmed as a true record and signed by the Chair.



4 ACTIONS FROM THE WELLS CITY COUNCIL MEETING HELD ON 21st MAY 2026

Open actions not on the agenda are listed below:

Date Raised	Description of Action
21.05.2026	26/91/C - Town Clerk to confirm consultation to bus (SOARX) program has been submitted
21.05.2026	26/93/C – Deferral of the sponsorship policy chased
21.05.2026	26/96/C – Consideration of small sweeper with Somerset Council
21.05.2026	26/101/C - Clarification of WCC funding commitment associated with SALC proposal for youth summer provision.
21.05.2026	26/105/C - Update requested for the leisure strategy
21.05.2026	26/105/C – Request to consider filming for the forthcoming Freeman event.

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 MAYOR’S ANNOUNCEMENTS

Mayor’s Diary

- i. 26th June Picnic, Music and Musings, Bandstand
- ii. 2nd July WCS Symphony Orchestra Echoes of the North, Wells Cathedral
- iii. 3rd July Wells Cathedral School Speech Day
- iv. 3rd July Hilliard Society Exhibition – Private viewing
- v. 10th July WOWFest Opening Ceremony, Cedars Hall
- vi. 10th July WOWFest Concert Carmina Burana, Wells Cathedral
- vii. 17th July WOWFest Opening Ceremony, Cedars Hall

7 FINANCE COMMITTEE

To receive the minutes of the meeting held on 11th June 2026 (attached).

8 PLANNING ADVISORY COMMITTEE

To receive the minutes of meetings held on 2nd June (under delegated authority) and 18th June 2026

9 OUTSIDE SPACES COMMITTEE

To receive the minutes of the meeting held on 4th June 2026 (attached).

10 STAFFING & PERSONNEL COMMITTEE

To receive the minutes of the meeting held on 11th June 2026 (attached).

11 CIVIC AND ARCHIVES COMMITTEE

To receive the minutes of the meeting held on 18th June 2026 (attached).

12 MAYORS AWARD FOR OUTSTANDING SERVICE

To present the award to PC Darren Pearson

13 TRANSATLANTIC SLAVERY PRESENTATION (slides attached)

To receive presentation from third party


14 TO RECEIVE THE AGAR 2025-26 FOR WELLS CITY COUNCIL (attached)

To approve the 2 sections of the AGAR as endorsed by Finance Committee:

Section 1: Annual Governance Statement

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

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



To receive the Internal Auditor's report and recommendations, and to confirm the dates of the notice of public rights and publication for year ending 31st March 2026 will run from Monday 29th June 2026 to Friday 7th August 2026

16 LESUIRE & PLAY STRATEGY UPDATE (attached)

To receive a report from the Town Clerk

17 SPONSORSHIP POLICY (attached)

To receive the attached approve the policy as endorsed by Finance Committee

18 CCTV USER AGREEMENT (attached)

To approve the attached report as endorsed by Finance Committee, associated with an agreement with Somerset Council from 2027- 2030.

19 YOUTH COUNCIL PROPOSAL (attached)

To receive proposal from the Town Clerk

20 CALENDAR OF PUBLIC MEETINGS (attached)

To receive update of meeting details

21 APPOINTMENT TO OUTSIDE BODIES

To consider the appointment of representation to outside bodies

22 TO RECEIVE REPORTS FROM COUNCILLORS/TRUSTEES ON OUTSIDE BODIES

To receive any associated reports.

23 TO RECEIVE ANY WRITTEN REPORTS FROM SOMERSET COUNCILLORS

To receive any associated reports.

24 RESOLUTION – SKATEPARK – COUNCILLOR T BUTT PHILIP

In line with the Council's longstanding support for the redevelopment of Wells Skatepark and the Council's emerging approach to developing a wider play and leisure strategy, the Council will commit £70,000 to the Skate Park Project, in addition to the £30,000

already held as an earmarked reserve. These funds would be allocated from the Council's revenue budget, with £35,000 to be funded from the 2026/7 budget and £35,000 to be allocated in the 2027/8 budget.

Additionally, the Council reaffirms its support for the use of existing s106 money for the Skatepark Project.

25 RESOLUTION – PRIDE CELEBRATION – COUNCILLOR L AGABANI

Wells Pride Committee ask Council to consider the request for free use of the Recreation Ground and Bandstand on 8th August 2026 from 8am to 8pm, to facilitate a social gathering and parade. Council are also asked to show their support by flying the LGBT+ from the Town Hall on the same day and supporting the provision of the flag within the noted procession.

26 FORWARD PLAN

Full City Council Forward Plan	
Item	Proposed date for consideration
General Power of Competency	Every political cycle
Customer Charter	July 2026
Internal Audit Report	July 2026
Leisure Strategy & Play Project Update	July 2026
Corporate Risk Register	July 2026
Leisure Strategy & Play Project Update	September 2026
Events on Council Land Policy Adoption	September 2026
Traffic Management – 20MPH proposal consideration	September 2026
Tree Policy Adoption	September 2026
Health & Safety Handbook Adoption	September 2026
Corporate Risk Register	October 2026
Leisure Strategy & Play Project Update	October 2026
Adoption of Statutory Annual Policy i. Standing Orders ii. Financial Regulations iii. Scheme of Delegation	December 2026
Corporate Risk Register	January 2027
Leisure Strategy & Play Project Update	January 2027
Corporate Risk Register & Annual Risk Profile and Assessment	March 2027
Calendar of Public Meetings	March 2027
Priorities & Project Planning	April 2027

27 ANY MATTERS OF URGENT REPORT

28 DATE OF NEXT MEETING: Thursday 23rd 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

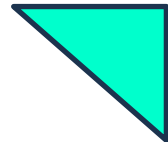


The committee are required to consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and pursuant to Section 100A (4) of the Local Government Act 1972, that the press and public be excluded from the meeting for the following item(s) of business on the grounds 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.



WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE OUTSIDE SPACES COMMITTEE HELD ON THURSDAY 4TH JUNE 2026 AT 7:00PM IN WELLS TOWN HALL

PRESENT: Cllrs: T Butt Philip, D Denis, J Edmonds, K Kinshaw, T Kolizeras, D Orrett (Chair), S Powell

IN ATTENDANCE: Town Clerk: H Wilkins
RFO: Claire Woodlock
Outside Spaces Manager: Matt Johnson
WCC Staff: C Hobbs
4 members of the public

26/62/OS APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
G Robbins

26/63/OS DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
None declared

26/64/OS MINUTES FROM THE OUTSIDE SPACES COMMITTEE MEETING HELD ON 30th APRIL 2026
The minutes were agreed as a true record and signed by the Chair.

26/65/OS ACTIONS FROM THE OUTSIDE SPACES COMMITTEE MEETING HELD ON 30TH APRIL 2026
Open actions not on the agenda are listed below:

Date Raised	Description of Action
30.04.2026	Confirm placement of the table tennis table within the recreation ground
30.04.2026	To provide details of pollinators within the 2027 planting of the city.
30.04.2026	Confirmation of the removal of the map board posts outside the Town Hall.
30.04.2026	Town Clerk to review "red circles" marked on trees in the recreation ground.


Cllr D Denis requested information regarding W.I. planting at the Portway Annexe which was delayed due to the weather.
M Johnson confirmed that the plants are ready.

Cllr D Denis asked about the Bandstand and was informed that work had been delayed due to staffing issues.

Cllr D Denis was pleased to see the decision regarding the removal of the CCTV camera on Market Street had been reconsidered due to the high proportion of incidents in the area.

Cllr D Orrett asked if the play strategy would be referenced.
The Town Clerk informed the meeting that the framework would be presented to next Full Council Meeting.

26/66/OS MEETING OPEN TO THE PUBLIC
David Thompson spoke of his concerns which cover the Palace lawn, the dirty benches along the moat, the planters across Wells and Wells Bus Station.
The Town Clerk reported that Moat Walk has recently been tidied by Wells City Council as a gesture of goodwill to Somerset Council. The agreement has now been established with the Church Commissioners for the benches and the grass, but the benches remain



an issue due to pigeon defecation. With regard to Cathedral green, it has now been cut. Weeding is only done on a best endeavours basis. Conversations are taking place with Somerset partners regarding the bus station planters to see how the space can be managed more productively.

Elizabeth O Sullivan

Spoke of her concern about safety, regarding crossing the road at Ash lane junction with the A39. Each headmaster of the schools has written a letter of support. Following the article in Wells Voice, support from the public is increasing and statistics are being collected.

Liz Pedley

Reported that she and L O Sullivan had conducted traffic counts. Pedestrians and local people had been asked how they feel about crossing at this location. There are high traffic counts during school run times and there are many schoolchildren being driven across the junction rather than enjoying a safe walk to school. Children are not learning about active travel and are missing out on important life skills or learning independence. The Accessible Wells groups assessed the junction and rate it as medium to high likelihood of a high impact accident. The bus stops appear to be in odd places and block visibility. There are very multiple signs at this location as well as a "No right turn" which many drivers ignore. It would be great to have the speed measured and the group would be grateful of access to a SID. Tessa Munt MP has been contacted and the suggestion was to talk to Wells City Council.

Cllr T Butt Philip supports the addressing of issues at this location, but admitted that the current campaign for 20mph zones will not cover this particular area. Cllr T Butt Philip offered support in gathering the information needed and will meet with Elizabeth and Liz.

The Town Clerk spoke of the 20mph zones and confirmed that the junction is listed in the areas of concern and asked for the data collected to be shared with her. There is not a SID at Wells City Council at the moment but this is being worked on. There is a newly formed Speed-Watch group.

26/67/OS REPORT FROM OUTSIDE SPACES MANAGER

M Johnson presented his report, summarising that the Outside spaces team are in the middle of the cutting season with multiple parks and allotments having being cut, along with hedges. Much of the planting has taken place. M Johnson acknowledged the dates for removal of winter plants had gone a little awry this year. Torr Hill woods planting has taken place with much public interaction. Composting area has been created at Black Dog gardens.

Some items of play equipment and benches have been painted. A very busy month what with May fair etc.

The team have supported Mendip Hospital Cemetery. The Outside spaces team also support Market provision including the new Sunday market. The table tennis table will be installed at the start of July.

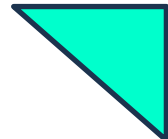
Cllr T Butt Philip asked for information regarding grass cutting schedules.

M Johnson responded that there will be a document which explains the different areas and rationale for the cutting styles in those areas.

A discussion took place about grass areas being raked and the potential for new machinery for specific tasks and sustainability.

Cllr T Kolizeras asked about Tinknells roundabout sponsorship.

The Town Clerk responded that Charlie Bigham's sponsor the roundabout but that sponsorship is passed to Somerset with a portion passing back to WCC to maintain. Conversations are taking place about the planting and it is acknowledged that it's not working well at that location and improvements are planned. The Town Clerk confirmed that she had not had feedback from Charlie Bighams.



M Johnson confirmed that when sponsorship changed, the idea was to plant wild flowers, which doesn't look good alongside the formal planting.

Cllr T Butt Philip suggested that WCC discuss sponsorship with Somerset.

Cllr S Powell asked for further information about the benches along moat walk and the process for resolving the problems.

The Town Clerk confirmed there is an agreement between Savills and Somerset Council which includes upkeep and replacement if required. If Somerset find that difficult, WCC could potentially take the work on if we were recompensed. Upkeep does not cover washing.

Cllr S Powell asked if it could be a consideration to remove the worst benches due to the frequency of being fouled on.

Cllr S Powell asked for information regarding the ice cream vendor at the Market.

M Johnson responded that Olly's Lollys are happy to attend when the bicycle vendor is not able to trade.

Cllr D Denis asked about overhanging trees on Whiting Way. The Town Clerk will report this as it's a Somerset function.

Cllr D Denis asked if perennials could be planted to prevent periods of untidiness when plants get to the end of the season.

M Johnson acknowledged that this would be possible but that plants removed in the winter are retained where possible to save wastefulness.

Cllr S Powell asked about the tree guards on Cathedral green as are now too small

M Johnson acknowledged he had also been informed of this by MTL.

A brief discussion took place about the positive feedback that has been received from members of the public with the new summer planting.

Cllr T Kolizeras made an observation about the pace of work allocated to Somerset workers who are contracted to repair very many damaged pavements.

A discussion took place about delivery traffic damaging pavements and gullies and the weight of vehicles coming down the High street. Cllr T Butt Philip suggested it would be a good idea to have benches, planters mapped so that it could be determined where they could be placed to perhaps prevent damage to pavements.

26/68/OS TRAFFIC UPDATES

The Town Clerk reported that the redesigned 20mph scheme has been sent off to Somerset and there will be a 6 to 8 week design timeline which should be ready for the September Outside Spaces agenda.

The application to the Avon and Somerset Police innovation fund for obtaining Speed Indicator devices (SID) was unsuccessful, but the costings for a SID will be taken to Finance committee. Devices that can monitor traffic numbers will be researched.

Cllr T Butt Philip asked if consultation with Somerset Highways colleagues would be helpful so that when Phase 2 takes place to the 20mph zone that the equipment purchased would be useful.

26/69/OS POLICE AND CRIME UPDATES

The Town Clerk presented the report. 91 Incidents in March and 80 incidents in April. All information including breakdowns of crime and trends are available on the Avon and Somerset Police website as well as the breakdown of types of crime. Offences are down slightly in May. Sgt S Lancey attended Full Council in May.

A brief discussion took place about shoplifting crime in Wells.



Cllr K Kinshaw spoke about the campaign to reduce violence against women and the lack of street lighting in certain areas. Gate lane was referred to and there were deemed to be other areas in Wells where there are dark areas.

The Town Clerk reminded that street lighting is a Somerset provision and that reviews of streetlighting do take place and that she would enquire as to when a review is due again. The Town Clerk also suggested that a walk around with the Outside Spaces manager would be useful and make recommendations.

Cllr D Denis reminded the meeting that Dark skies are important for nocturnal animals. The ideal scenario having street lights that are motion centred as in France.

Cllr T Butt Philip mentioned that there is a programme of works taking place with streetlighting.

26/70/OS RECREATION GROUND TRUST (WRGT)

The Town Clerk reported that at the meeting on 3rd June 2026 the Trust approved a grant process for the upkeep an ongoing maintenance. There is a headline plan and key themes and visions were approved and there will be a meeting in September to progress change at the recreation ground.

A discussion took place regarding the Working Group Members. Cllr K Kinshaw has volunteered to be added into the working group. As Cllr S Eden is no longer on the Outside Spaces Committee, K Kinshaw will replace her.

Cllr T Kolizeras expressed a wish to join the working group. Cllr S Powell stepped down as she has been on the working group for some years.

The four members in the working group, made up of 2 members from the Estates Committee and 2 members of Outside Committee are Cllrs: T Butt Philip, H Siggs, K Kinshaw, T Kolizeras

26/71/OS PUBLICATION OF POLLINATORS INFORMATION

Cllr D Denis expressed her pleasure at the work that had taken place on the pollinators publication.

The Outside Spaces Manager reported that the entrances to the city would have native pollinating planting.

26/72/OS PROPOSAL TO CREATE A MANAGED FORAGING AREA AT TORR HILL WOODS

A discussion took place to consider the three options below:

Option 1 - Do nothing

Option 2 - Plant the saplings directly on arrival in November

Option 3 - Recommended option: pot on, overwinter and plant out in spring as a managed foraging area

Cllr D Orrett asked a member to make a proposal

Cllr T Kolizeras proposed that Wells City Council create a managed Foraging area at Torr Hill Woods

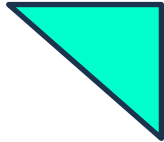
Cllr K Kinshaw seconded the Proposal

Cllrs voted unanimously for the Proposal

The Town Clerk suggested that the Outside Spaces officer have the responsibility delegated to him, to make the decisions regarding optimum planting times in line with the climate.

26/73/OS FORWARD PLAN

Topic	Month
Operational Land Classification	September 2026
Christmas Light Update	September 2026
Leisure & Play Strategy	September 2026
Knapp Hill Project Update	September 2026
Dog Fouling Policy and Publication	September 2026
Police and crime updates	Every Month
Traffic updates	Every Month
Recreation Ground Trust (WRGT)	Every Month



26/74/OS ANY MATTERS OF URGENT REPORT

Cllr D Denis asked about the map board removal outside the Town Hall and made the suggestion of a map similar to the type used in Castle Cary. The Outside spaces Officer confirmed that the removed board is being kept in storage should it be required. A brief discussion took place about current map provision with suggestions about the improvement of the information on maps.

Town Clerk reported that due to inconsistency with signage on public toilets, the information is in the process of being made clearer both at each location and on websites. The toilets are also planned to be opened during Summer period between 8am and 8pm. Inconsistencies in this information were highlighted by Cllr T Butt Philip

26/75/OS DATE OF NEXT MEETING: 3rd September 2026, 7pm, Wells Town Hall

EXCLUDE THE PRESS AND PUBLIC

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

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



WELLS CITY COUNCIL

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD ON
THURSDAY 11TH JUNE 2026 AT 7PM IN WELLS TOWN HALL**

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

IN ATTENDANCE: Town Clerk: H Wilkins
RFO: C Woodland
WCC Staff: C Hobbs
WCC Cllrs: D Denis, D Orrett
MP for Wells and Mendip Hills/Somerset Cllr for Wells: T Munt
2 members of the public

26/59/F APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS

Cllrs: S Powell, I Von Mensenkampff

26/60/F DECLARATIONS OF INTEREST

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

26/61/F APPOINTMENT OF VICE CHAIR

Cllr. G Folkard invited nominations for Vice Chair of Finance
Cllr. H Siggs nominated Cllr. L Agabani.
No other nominations were received.
Cllr. T Butt Philip seconded the nomination.
Councillors voted unanimously for Cllr. L Agabani for Vice-Chair of Finance Committee.

26/62/F MINUTES OF THE FINANCE & COUNCIL MATTERS COMMITTEE MEETING HELD ON THURSDAY 7TH MAY 2026

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

26/63/F ACTIONS FROM THE FINANCE COMMITTEE MEETING HELD ON THURSDAY 7TH MAY 2026

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.

Cllr H Siggs asked if the previous year's accounts had been closed.
The RFO confirmed that they had been finalised

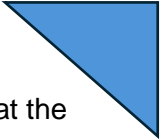
26/64/F MEETING OPEN TO THE PUBLIC

C Simons questioned the income expenditure at the Portway Annexe as well as the occupancy percentages of room bookings. He expressed concern for the figures that would be required to subsidise it and questioned whether a review of the Portway Annexe should take place.

Cllrs: H Siggs and G Folkard spoke of a need to examine the breakdown of figures of the Portway Annexe and that this was to be discussed at the Estates Committee.

26/65/F FINANCE REPORTING AND VARIANCES FOR WELLS CITY COUNCIL

The RFO presented the April 2026 and May 2026 reports



The breakdown of the report was explained. The Internal Auditor had requested that the floats for the TIC and Portway Annexe be shown.

Cllr. S Cursley asked if the Auditor's report had been published and distributed to Councillors and as per an earlier request, was the Auditor able to attend a committee. The Town Clerk assured the meeting that the Auditor had made recommendations and the Auditor had been requested to attend in due course.

The RFO continued with a breakdown of the report and gave details of the Cash book and account holdings.

Cllr. G Folkard asked for updated information regarding the Interest accrued. C Woodland will bring these figures to the Finance Meeting on 9th July 2026

Cllr. T Butt Philip questioned how the Balance sheet figure differed to the reconciliation for Cash Book 1, an explanation was given. A discussion took place regarding the way that the balance sheets are created on the Wells City Council accounting system Rialtas.

Cllr. H Siggs asked for clarification on pension contributions on Page 1434. The RFO responded that the National Insurance contributions and pension figures are combined as one deduction within the cash book and that as such, the amendments referenced the changes to employer pension contributions which will be explained as a later agenda item.

Cllr. L Agabani asked how the salaries were broken down into departments. The Town Clerk responded that this was done taking a view on cross skilling of individuals. There is a lot of cross skilling so taking percentages is difficult to measure.

A brief discussion took place about the Credit Union and the small amount invested and how it demonstrates support and solidarity.

The RFO presented the income / expenditure report. A discussion took place as to whether publishing figures pertaining to salaries on the website can assist in identifying a member of staff, the Town Clerk assured that it would not be possible and that these figures could be included on the website if councillors wished. A discussion took place about how staffing costs are split when a member of staff is allocated at more than one location due to staff working at both the Portway Annexe and Town Hall.

The RFO presented costs for general administration. Insurance and subscriptions have been altered since the budget. SALC, SLCC, the Tax Consultancy which advises on VAT, make up the subscription figure. The Town Clerk mentioned that the Tax consultancy was required this year, but would not be required to continue.

Cllr. G Folkard asked that this be factored into the forecast.


The RFO explained that the I.T. packages Rialtas (Booking and accounting system) and Work-Nest (HR package) are paid annually and Microshade (Council hosting and cloud storage) paid monthly.

Cllr. H Siggs asked if costs for the I.T. packages would feasibly remain below £24,000

The Town Clerk informed the meeting that the Wells City Council website is in need of a review. The budget could be met if no action is taken on the I.T. review.

The RFO reported that all P.P.M. (Planned, preventative, maintenance) is listed on the report.

Youth provision and CCTV payments are now listed as Outside Support. The Town Clerk will look into why the payment to Youth provision of £16,000 is made up front.



The RFO informed the meeting that the Welcome Hub costs for the first quarter of 2026 have come in and will appear on the June Financial report.

Cllr. L Agabani asked when the lease for the Welcome Hub expires and was informed that it was in 2027.

Cllr. T Butt Philip asked what expenditure for the Welcome Hub was used for.

The RFO informed the meeting that expenditure covers teachers, IT equipment, mobile phones, stationery and room rental, which will show in the financial report as a Portway room bookings.

A brief discussion took place about the breakdown of finances pertaining to the Welcome hub with the Town Clerk acknowledging that working papers would be helpful in understanding the figures.

A discussion took place about the Markets and potential for the future.

26/66/F FINANCE REPORTING AND VARIANCES FOR WELLS RECREATION GROUND TRUST

The RFO presented the monthly report from RFO

No questions received

26/67/F INTERNAL AUDITOR'S REPORT 2025-26

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.

Cllr. H Siggs proposed that the Internal Auditor's Report be approved.

Seconded by Cllr. T Butt Philip.

Committee members voted unanimously for the proposal.

26/68/F TO RECEIVE THE AGAR 2025-26

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)

Committee members voted unanimously for the AGAR 2025-26 to be presented to Full Council.

26/69/F APPROVAL OF EARMARK RESERVE

The RFO stated that at End of Year closure of 2025-26 the Earmark reserve for the Skateboard Park had increased to £30,000 when only £15,000 had been agreed. The figure can be returned to General reserves if the Committee so wish.

The Town Clerk mentioned that there is an item coming to Full Council that Councillors may want to consider prior to making this decision.

Cllr. G Folkard suggested that the decision be deferred to the July meeting.

Councillors agree to defer this item for discussion at the next meeting.

26/70/F SPONSORSHIP POLICY

The Town Clerk presented the draft policy.

A discussion took place regarding the length of a sponsorship period and improving information to assist with clarifying expectations.

Committee members voted unanimously to adopt the Sponsorship Policy.

26/71/F CCTV USER AGREEMENT

The Town Clerk gave a brief update to changes made to the CCTV User agreement 2027 – 2030

Feedback had been received over concerns for the removal of the CCTV camera in Market Street. A decision has now been made to retain all cameras and enter the three



year agreement. There will be a cost of £8000 but Wells City Council have three years to raise money for this invaluable service.
 Committee members voted unanimously to sign the CCTV User Agreement 2027 - 2030

26/72/F EPC PROVIDER APPROVAL

Committee members voted unanimously for the approval of noted EPC Provider

26/73/F FORWARD PLAN

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

A discussion took place with the consensus of opinion requesting that Financial reports use graphical representations on the Cash book and Forward plan. Suggestions that Staffing costs be included.
 The Town Clerk reported that the budget setting process had been brought forward to September to give it more time for consideration.
 Cllr. H Siggs suggested that from an Estates and Portway Annexe point of view, July would be preferable.

26/74/F ANY MATTERS OF URGENT REPORT

The Town Clerk informed the meeting that Wells City Council will incur a saving of approximately £45,000 due to the change in the employer’s pension contributions. This has no negative implication for individual staff members.

The Town Clerk reported that significant work was taking place with Lloyds bank and the process for adding and removing signatories. This follows recent as well as historical changes of Staff and Councillors

26/75/F DATE OF NEXT MEETING: Thursday 9th July 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

MINUTES OF THE MEETING OF THE STAFFING AND PERSONNEL COMMITTEE HELD ON THURSDAY 7TH MAY 2026 AT 6PM IN WELLS TOWN HALL

COMMITTEE MEMBERS PRESENT: Cllrs: T Butt Philip, S Cursley, S Eden (Chair), D Orrett, S Powell

IN ATTENDANCE: Officer: Town Clerk, Haylee Wilkins

26/34/S APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
S Powell

26/35/S DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
There were no recorded declarations

26/36/S APPOINTMENT OF VICE CHAIR

Cllr S Powell was nominated as Vice Chair, no other nominations were received and committee voted unanimously for the appointment.

26/37/S ACTIONS FROM THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 12TH MARCH 2026.
There were no actions to report.

26/38/S MINUTES OF THE STAFFING & PERSONNEL COMMITTEE MEETING HELD ON THURSDAY 12TH MARCH 2026.
The minutes were signed as a true and accurate record of the meeting.

26/28/S MEETING OPEN TO THE PUBLIC
No public present.

26/29/S STAFFING UPDATE

- i. To receive an update from the Town Clerk

The Town Clerk advised that all annual appraisals are now completed and key themes from these are:


- Improvement to training provision and positive engagement with staff training platform introduced.
- Good communications through the newsletter.
- Positive place to work

These themes were also commented on by the Auditor also.

1-2-1 processes will now be applied within year.

Cllr Butt Philip asked how the appraisal process worked.

The Town Clerk advised that staff receive an annual appraisal, normally with their line manager, but last year the Town Clerk completed for all staff. This year, as part of the training and consistency within the management team, the Town Clerk has sat in on all, but the Line Manager has completed. The line managers will now have quarterly 1-2-1s with each member of staff to monitor objectives set. The objectives feed back to the corporate priorities as a "golden thread".



The Town Clerk confirmed that there are some staffing considerations and recruitment, due to vacancies and maternity leave. Some elements were being managed in house, through the continued cross skilling of staff. Recruitment for two roles would be completed imminently. Equally there is an expected vacancy in the coming weeks, for which, the role would be advertised slightly differently, to recognise the current skill gap within the organisation, but this would remain within existing budget.

There was some sickness being managed, but being covered within existing staffing and/or seasonal support.

Councillors were presented with the most recent statistics of staffing.

- ii. To receive an update from the Staff Representative
There was no significant update from the Staff Representative as no issues reported.

26/30/S PENSION AMENDMENTS

The Town Clerk advised that notification from the pension provider confirmed a change in employer contribution from 1st April 2026 which had now been retrospective applied.

The amendment sees a financial saving which will be reported to the next Finance Committee accordingly.

There is no impact to staff pension balances, or employee contributions. And the matter had been communicated verbally and in written to all those within the pension scheme. The change has been applied and committed to for a 3 year period.

AUDIT REQUIREMENTS FOR PAYROLL

The Town Clerk advised that the recent audit had highlighted that for transparency a councillor sign off of the monthly payroll would be prudent. The Town Clerk requested that between the Chair and Vice Chair they attend the Town Hall on the day of payroll or shortly after to ratify the documents and payments made.

This was unanimously agreed by the committee as best practice.

26/31/S FORWARD PLAN

There were no items expressed by Councillors to add to the forward plan.

26/32/S ANY MATTERS OF URGENT REPORT

26/33/S DATE OF NEXT MEETING: 6pm, Thursday 10th September 2026

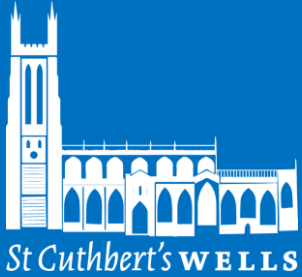
Minutes signed by The Chair:

Date:

Wells & Transatlantic Slavery

HISTORIES, LEGACIES & PERSPECTIVES

Who are we, what are we doing and why are we doing it?



MUSEUM OF ANTIGUA AND BARBUDA
Historical & Archaeological Society



WELLS
CATHEDRAL SCHOOL



The logo features a stylized, light blue graphic of a ship's hull or a similar curved shape, positioned behind the text.

Wells & Transatlantic Slavery

HISTORIES, LEGACIES & PERSPECTIVES

One of the aims of the WTS group is to create a permanent memorial to the enslaved in Wells.

**To this end we have set up the WTS Memorial
Sub-group**

What has inspired us?

Wells & Transatlantic Slavery

HISTORIES, LEGACIES & PERSPECTIVES

What are we asking of Wells City Council?

1. To add the Council's logo to our materials
2. To offer small supports – such as meeting space
3. Above all, to send a councillor to our meetings and keep all members updated as to the group's progress.

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"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
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"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
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"/>	<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
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"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	<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"/>	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*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 PAGE 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	

Smaller authority name: _____ **WELLS CITY PARISH COUNCIL** _____

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement _____ Thursday 25th June 2026 _____ (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) <u>CLAIRE WOODLAND, RESPONSIBLE FINANCE OFFICER</u> <u>WELLS TOWN HALL 01749 673091</u> <u>RFO @ WELLS. GOV. UK</u></p> <p>commencing on (c) <u>Monday 29th June 2026</u> _____</p> <p>and ending on (d) <u>Friday 7th August 2026</u> _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE (sba@pkf-l.com)</p> <p>5. This announcement is made by (e) <u>CLAIRE WOODLAND, RFO</u> _____</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>



WELLS CITY COUNCIL



Author	Haylee Wilkins
Subject	Leisure & Play Strategy 2026-2036 Framework
Date of Committee:	25.06.2026
Committee:	Full City Council

Background & Context

Wells City Council recognises that its role within the wider governance of leisure and play, and has the desire to further improve upon this, to aid the provision of facilities within the city.

The attached Framework offers a draft vision for the strategy and a set of key strategic pillars, which, following consultation, can be further developed into a more encompassing strategy.

This framework represents the starting point for the development of the Leisure & Play Strategy.

In order for this to be a meaningful exercise, councillors are asked to:

- Review the 5 strategic pillars as detailed within the framework.
- Engage with the initial consultation exercise to further evaluation and refine the pillars.

Following Councillor engagement, it is intended that

The Council will engage with residents, community organisations and other stakeholders to:

- Identify and finalise priorities.
- Understand current and future needs.
- Assess gaps in provision.
- Explore opportunities for improvement.
- Shape a detailed action plan.

The findings from this engagement will inform the final Strategy and associated implementation program, which will include:

- A local needs assessment.
- An audit of existing parks, play and leisure assets.
- Demographic analysis.
- A SWOT analysis.
- A 10-year action plan with costed projects and KPIs to support Council owned and managed provisions.

Appendix B, offers a timeline for delivery.

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	X
4 – Community Services, Inclusivity & Wellbeing	X
5 – Economic Growth and Tourism in a heritage context	
6 – Heritage, History and Civic responsibility	

Financial Implications

There are no immediate financial implications as the development of the engagement and wider strategy will be completed within current resources.

Climate Implications

There are no perceived implications to climate within the drafting of the document, and consultation within, however, climate consideration will be completed as required on a project-by-project basis and the wider delivery plans of the strategy will ensure climate implications are detailed and monitored.

Legal Implications

There are no perceived legal implications to the development of the strategy or associated consultation.

Community Implications

There are a number of community implications:
Consultation of framework and delivery of the strategy
Engagement of future changes associated with Council delivered services (play)

Risks & Opportunities

Risks Identified	Opportunities Identified
Not agreeing the policy as drafted would place additional legal risk on the council should it be challenged in the noted areas of change.	Compliance to current legislation offering good council governance.

Recommendations

Committee is asked to:

1. Note the Draft framework within Appendix A.



WELLS CITY COUNCIL



2. Note and endorse the proposed engagement with Councillors of the City Council and timescales for completion.

Appendices:

- Appendix A - Leisure & Play Strategy 2026-2036 Framework
- Appendix B – Timeline for delivery

Appendix A

DRAFT - Leisure & Play Strategy Framework 2026 – 2036

Vision

To create a healthy, active and inclusive community where residents of all ages can access high quality parks, leisure facilities, recreation opportunities and green spaces that support wellbeing now and for future generations.

Introduction

Leisure, recreation, parks and open spaces play a vital role in creating thriving communities. They support physical and mental wellbeing, strengthen social connections, encourage active lifestyles and contribute to the attractiveness and sustainability of our area.

This strategy will provide a long-term framework for investment, service delivery and partnership working over the next ten years. It will guide decision making and help ensure that leisure opportunities continue to meet the needs of residents, visitors and community groups.

The strategy is intended to be shaped through engagement with councillors, residents, local organisations, sports clubs, community groups and other stakeholders.

Strategic Context

Wells City Council (The Council) recognises that leisure provision extends beyond traditional sports facilities and the services that it directly manages or is responsible for. It includes:

- Parks and open spaces
- Play areas
- Recreation grounds
- Community events and activities
- Walking and cycling opportunities
- Sports and physical activity
- Informal recreation
- Green infrastructure
- Community led initiatives and volunteering

The strategy seeks to balance community wellbeing, environmental sustainability and financial responsibility whilst ensuring that leisure opportunities remain accessible to all, and offers direction for the Council, in its aims to achieve the above. In doing so, it recognises that it will require not ongoing direct financial contribution, but also commitment to partnership working and strategic development of functions and facilities within the city and wider geographical area.

Strategic Pillar 1: Active Communities

Aim

To encourage more residents to participate in physical activity, sport and recreation.

Objectives

- Increase opportunities for people to be active throughout their lives.
- Promote active lifestyles through accessible local opportunities.
- Encourage both indoor and outdoor activity.
- Work with local clubs, organisations and partners to maximise participation.

Desired Outcomes

- Increased participation in physical activity.
- Greater availability and use of leisure facilities and open spaces.
- Stronger links between community organisations and leisure provision as a whole within the local area.



WELLS CITY COUNCIL



Strategic Pillar 2: Healthy Communities

Aim

To use leisure, recreation and community activity to improve physical, mental and social wellbeing.

Objectives

- Support activities that improve physical and mental health, reduce social isolation and loneliness.
- Promote opportunities for healthy ageing.
- Encourage activities that strengthen community cohesion.
- Support wellbeing through access to green spaces and nature.

Desired Outcomes

- Improved health and wellbeing outcomes.
- Increased social interaction and community engagement.
- Enhanced quality of life for residents of all ages.

Strategic Pillar 3: Great Parks and Places

Aim

To provide high-quality parks, open spaces, play areas and recreational environments.

Objectives

- Maintain attractive, safe and welcoming public spaces.
- Improve accessibility to parks and recreational areas.
- Enhance play opportunities for children and young people with a diverse range of needs.
- Protect and enhance biodiversity within leisure spaces.
- Ensure facilities meet the changing needs of residents and think of the “whole lifecycle” of family need.

Desired Outcomes

- Well-maintained and valued public spaces.
- Increased use of parks and recreation grounds.
- Improved play and recreational experiences.
- Enhanced environmental quality.
- Broader range of facilities for varying needs and creation of “destination” play

Strategic Pillar 4: Inclusive Opportunities

Aim

To ensure leisure opportunities are accessible and welcoming to everyone.

Objectives

- Actively engage to remove barriers to participation.
- Promote inclusivity and accessibility.
- Support opportunities for underrepresented groups.
- Ensure facilities and programmes are inclusive.
- Encourage participation across all age groups and communities.

Desired Outcomes

- Greater equality of access.
- Increased participation amongst underrepresented groups.
- More inclusive and welcoming leisure services.

Strategic Pillar 5: Sustainable Future Provision

Aim

To ensure leisure facilities, parks and services remain sustainable and resilient for future generations.

Objectives

- Plan for long term investment and maintenance.
- Improve environmental sustainability.
- Explore partnership and funding opportunities.
- Maximise community involvement and volunteering.
- Ensure resources are used effectively and efficiently.

Desired Outcomes

- Sustainable and financially viable leisure provision.
- Reduced environmental impact.
- Strong partnerships supporting delivery.
- Increased community ownership and stewardship.
- Increase in civic pride within leisure and play provisions



WELLS CITY COUNCIL



Delivery Principles

The Council will seek to deliver the strategy through:

1. Partnership Working

Working collaboratively with other authorities (Somerset Council, Parish Councils), health organisations, community groups, schools, sports clubs and voluntary organisations.

2. Community Engagement

Ensuring residents and stakeholders continue to influence priorities and future developments.

3. Evidence Based Decision Making

Using data, consultation findings and best practice to guide investment and service improvements.

4. Accessibility and Inclusion

Ensuring opportunities are available to all sections of the community.

5. Environmental Responsibility

Supporting biodiversity, climate resilience and sustainable management practices.

Leading by example with WCC provisions and evidencing the additional value both socially and Environmentally that this offers.

Measuring Success

The Council will develop an action plan and performance framework to monitor progress against the strategy.

Measures may include:

- Participation rates in leisure activities.
- Usage of parks and recreational facilities.
- Resident satisfaction levels.
- Volunteer involvement.
- Accessibility improvements.
- Environmental performance indicators.
- Delivery of capital investment projects.

Regular reviews will ensure the strategy remains relevant and responsive to changing community needs.

Next Steps

This framework represents the starting point for the development of the Leisure & Play Strategy.

The Council will engage with councillors, residents, community organisations and other stakeholders to:

- Identify priorities.
- Understand current and future needs.
- Assess gaps in provision.
- Explore opportunities for improvement.
- Shape a detailed action plan.

The findings from this engagement will inform the final Strategy and associated implementation program, which will include:

- A local needs assessment.
- An audit of existing parks, play and leisure assets.
- Demographic analysis.
- A SWOT analysis.
- A 10 year action plan with costed projects and KPIs to support Council owned and managed provisions.



WELLS CITY COUNCIL



Appendix B

Leisure Strategy Development Timeline

Working together to create a healthy, active and inclusive city

This timeline sets out the key stages in developing our Leisure Strategy, ensuring opportunities for councillors, residents and partners to shape our future priorities.



Working together

Your views and involvement at every stage will help shape a strategy that delivers for everyone.



Healthy Communities

Improving wellbeing for all



Active Communities

Encouraging participation and activity



Great Parks and Places

Quality spaces for everyone to enjoy



Inclusive Opportunities

Accessible and welcoming for all



Sustainable Future Provision

Supporting today and future generations

Agenda Item 12



WELLS CITY COUNCIL



Author	Haylee Wilkins
Subject	Sponsorship
Date of Committee:	23.06.2026
Committee:	Full City Council

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.

Full City Council is asked to:

1. Adopt the attached policy as endorsed by Finance Committee

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:	23.06.2026
Committee:	Full City Council

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.

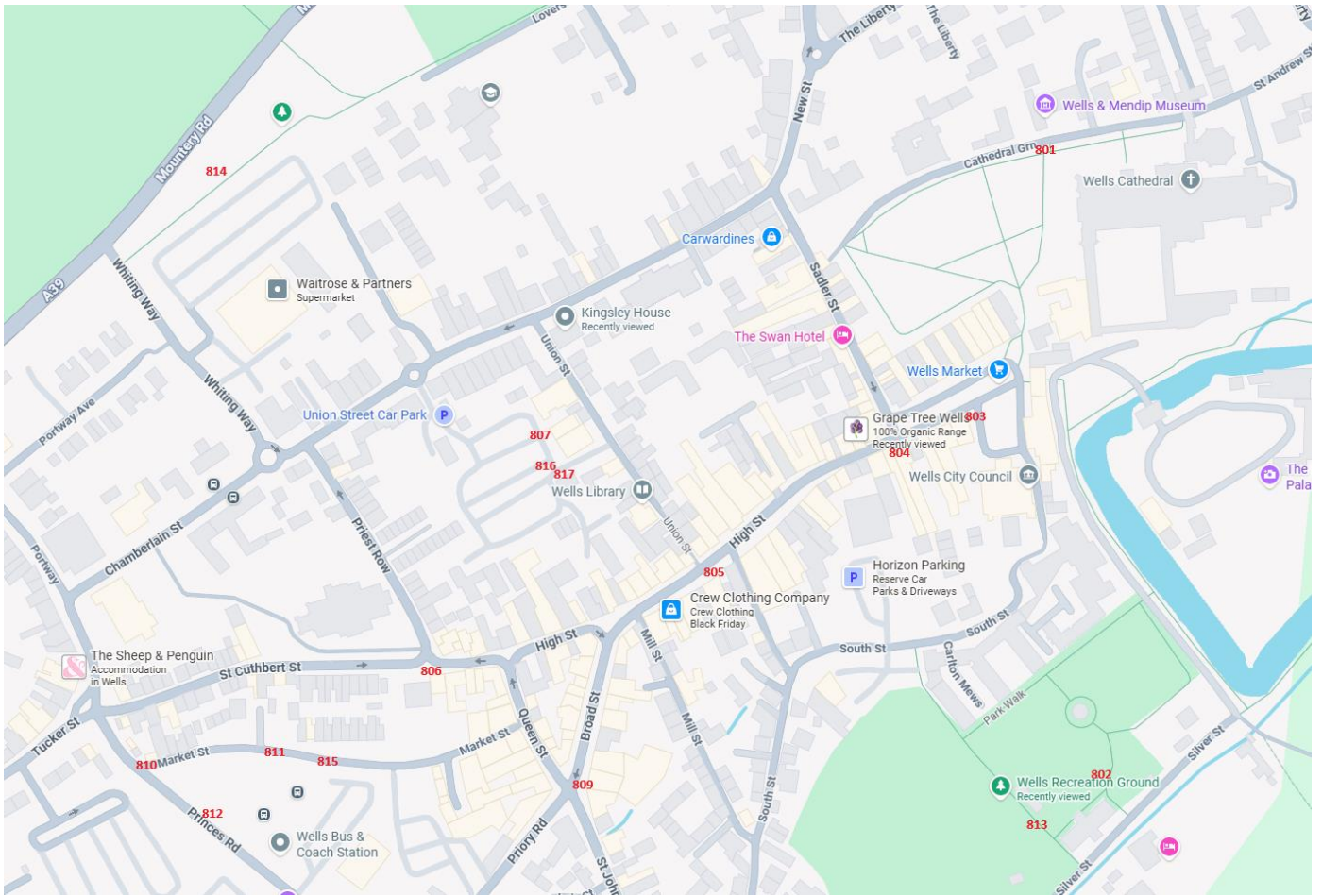
As previously discussed there is one camera within Market Street which is close proximity to other provisions, however, on review, does not have direct cross over of vision. Whilst this

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

Full Council is asked to consider the below recommendations, which are supported by the Finance Committee:

1. Endorse the application of a multi-year agreement from 2027 to 2030 for CCTV provision and delegate to the Town Clerk to manage remaining legalities with Somerset Council.

Appendices:

- Appendix A: Service Level Agreement

SERVICE LEVEL AGREEMENT – CCTV, Management and Maintenance Obligations

Document Owner:	Somerset Council
------------------------	------------------

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.



WELLS CITY COUNCIL



Author	Haylee Wilkins
Subject	Youth Council
Date of Committee:	25 th June 2026
Committee:	Full City Council

Background & Context

Young people are significantly under represented in local democratic processes, despite being directly affected by council decisions on public spaces, climate action, transport, leisure, culture, and community safety.

Establishing a Youth Council will:

- Address disengagement from local democracy
- Provide WCC with informed youth perspectives
- Support early civic education and leadership development
- Strengthen Wells' reputation as a progressive, inclusive city

Many parish and town councils nationally operate youth councils successfully with minimal financial burden and strong community benefit.

This report proposes the establishment of a Wells City Council (WCC) Youth Council to strengthen democratic engagement, civic pride, and participation among young people aged 11–18 living or studying in Wells.

The Youth Council will provide a structured, inclusive forum for young people to:

- Influence local decision-making on issues affecting them
- Develop leadership, confidence, and civic skills
- Build positive relationships with elected members and officers
- Act as ambassadors between WCC and the wider youth community

The scheme is low cost, scalable, and aligns with WCC's strategic objectives around community engagement, equality, and long-term sustainability.

Aims

- To empower young people to participate meaningfully in local democracy
- To ensure youth voices inform WCC policies, services, and priorities

Objectives

- Create a representative Youth Council of up to 10 members

- Enable regular dialogue between youth councillors and WCC
- Support youth led projects and campaigns
- Encourage lifelong civic participation

Membership

- Age range: 11–18 years
- Eligibility: Live or attend school/6th form college in Wells
- Term length: 1 year (renewable once)
- Size: 10 members

Membership will aim to reflect the diversity of Wells, including different schools, backgrounds, and experiences.

Recruitment and Selection

Recruitment will be open, inclusive, and supported by local schools and colleges.

Selection process:

- Short application form (Appendices)
- Emphasis on enthusiasm, ideas, and commitment – not academic achievement
- Oversubscription resolved through balanced representation rather than competition
- Decision made by The Mayor, Chair of Civic and Archives, and Chair of Finance with the support of the Town Clerk.

Structure and Governance:

- Youth Council chaired by a Youth Mayor/Chair elected by members
- Supported by a WCC Member Champion and a named officer. Likely the Town Clerk.
- Meetings held 6 times per year (evenings or weekends)
- Informal but structured agenda, with training built in

The Youth Council will be advisory and non-political, with no party affiliation, holding its own constitutional document for clarity.

Relationship with Wells City Council

The Youth Council will:

- Submit an annual report to Full Council, with quarterly verbal reports to Civic and Archives Committee and Finance Committee where required for project spend update.
- Provide consultation feedback on relevant WCC projects
- Nominate a representative to attend selected WCC meetings
- Be invited to civic events and community activities on a rotational basis

This ensures genuine influence rather than tokenism.

Safeguarding and Support

WCC will:

- Apply appropriate safeguarding arrangements
- Ensure all supporting officers/members are DBS-checked as required
- Provide a clear Code of Conduct
- Ensure meetings are safe, inclusive, and supportive

Parental consent will be required for under 16s in advance of their first meeting.

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	X
5 – Economic Growth and Tourism in a heritage context	
6 – Heritage, History and Civic responsibility	X

Financial Implications

The Youth Council is designed to be low cost.

Indicative annual costs:

- Officer support time (existing capacity of Town Clerk)
- Refreshments and materials: £150.00
- Optional small project budget: £5,000.00

External grants and sponsorship opportunities may also be explored.

Climate Implications

There are no perceived climate implications to this proposal.

Legal Implications

Constitutional arrangements associated with the forming of the Youth Council, sit within the supporting appendices. Consideration should be given to safeguarding requirements which are also referenced within this report.

Community Implications

This report is considered to offer community value by ensuring the voice of a specific area of the City's demographic is heard and represented.

There are no wider community impacts.

Risks & Opportunities

Risks Identified	Opportunities Identified
Officer capacity to support projects against other council priorities	Better-informed decisions affecting young people
Unbudgeted spend of £5,000	Stronger community cohesion
	Development of future community leaders
	Positive reputational impact
	Alignment with equality and engagement duties

Recommendations

Council is asked to:

1. Approve the establishment of a Wells City Council Youth Council
2. Approve the proposed scheme and governance structure
3. Authorise officers to begin recruitment with local schools and colleges
4. Nominate a Member Champion for the Youth Council

Appendices:

- Appendix A: Youth Council Constitution
- Appendix B: School & College Engagement Programme
- Appendix C: Wells City Council Youth Council Youth Councillor Application Form

Appendix A – Youth Council Constitution

1. Name

The organisation shall be known as the Wells City Council Youth Council (“the Youth Council”).

2. Purpose

The purpose of the Youth Council is:

1. To represent the views and interests of young people in Wells
2. To encourage participation in local democracy and civic life
3. To advise Wells City Council on matters affecting young people
4. To support youth-led projects, campaigns, and community initiatives
5. To provide opportunities for leadership, confidence, and skills development

The Youth Council shall remain non-party political and inclusive.

3. Membership

Eligibility

Membership shall be open to young people aged 11–18 who:

- Live in Wells; or
- Attend a school or college within Wells.
- Membership Numbers

The Youth Council shall consist of a maximum of 10 Youth Councillors.

Terms of Office

Members shall serve for one year and may reapply for one additional consecutive term.

Attendance

Members are expected to attend meetings regularly. Failure to attend three consecutive meetings without reasonable explanation may result in membership being reviewed.

4. Recruitment and Appointment

Recruitment shall be coordinated by Wells City Council through schools, colleges, youth organisations, and public promotion.

Applications shall be assessed on:

- Enthusiasm and commitment
- Representation and diversity
- Ability to work positively with others

Selection shall not be based on academic performance.

5. Officers of the Youth Council

The Youth Council shall annually elect:

- A Youth Chair (or Youth Mayor)
- A Vice Chair

The role of the Chair shall include:

- Leading meetings
- Representing the Youth Council publicly
- Acting as spokesperson where appropriate

6. Meetings

Frequency

The Youth Council shall meet at least six times per year.

Quorum

A meeting shall be quorate when at least one-third of members are present.

Conduct of Meetings

Meetings shall:

- Encourage respectful participation
- Be inclusive and accessible
- Follow an agenda agreed in advance
- Meetings may include workshops, guest speakers, consultations, and project planning.

7. Relationship with Wells City Council

The Youth Council is an advisory body to Wells City Council.

Wells City Council agrees to:

- Consider views and recommendations submitted by the Youth Council
- Provide reasonable officer support
- Nominate a Member Champion
- Invite Youth Council participation where appropriate

The Youth Council does not possess delegated decision-making powers.

8. Code of Conduct

Members shall:

- Treat others with dignity and respect
- Avoid bullying, harassment, or discrimination
- Respect confidentiality where appropriate
- Act responsibly when representing the Youth Council
- Follow instructions relating to safeguarding and health & safety

Serious misconduct may result in suspension or removal following review by Wells City Council.

9. Safeguarding

Wells City Council shall maintain appropriate safeguarding procedures for all Youth Council activities.

Parental consent shall be required for members under 16 years of age.

10. Equality and Inclusion

The Youth Council shall promote equality of opportunity and welcome participation from all backgrounds and communities.

Reasonable adjustments shall be made wherever practicable to support participation.

11. Finance

Any budget allocated to the Youth Council shall remain under the control and financial procedures of Wells City Council.

12. Amendments to the Constitution

This Constitution may be amended by Wells City Council following consultation with the Youth Council.

13. Dissolution

The Youth Council may only be dissolved by resolution of Wells City Council.

In the event of dissolution, any remaining funds or resources shall remain the property of Wells City Council.

Appendix B – School & College Engagement Programme

1. Purpose

To encourage diverse participation and ensure awareness across Wells' education settings.

2. Target Institutions

- Secondary schools
- Sixth forms
- Further education colleges
- Home-educated networks (where possible)

3. Engagement Methods

Assemblies & Briefings

- Short presentations explaining the Youth Council
- Delivered by WCC officers, members, or youth ambassadors

Promotional Materials

- Posters and flyers
- Social media content
- School newsletter text

Application Support

- Simple application form
- Teacher/youth worker endorsements optional
- Drop-in Q&A sessions (in person or online)

4. Key Messages for Young People

- Your voice matters
- No experience needed
- Shape your city
- Build skills and confidence
- Be heard by decision-makers

5. Proposed Timeline

- Month 1 (June 2026): Council approval
- Month 2 (July – September 2026): School engagement & promotion
- Month 4 (September 2026): Applications close
- Month 5 (October 2026): Youth Council induction and first meeting

6. Success Measures

- Number and diversity of applicants
- Attendance and retention
- Youth-led initiatives delivered
- Feedback from schools and participants
- Evidence of influence on WCC decisions

Appendix C

Wells City Council Youth Council Youth Councillor Application Form

Thank you for your interest in joining the Wells City Council Youth Council.

The Youth Council is an opportunity for young people aged 11–18 to:

1. Represent the views of young people in Wells
2. Help shape local decisions
3. Develop confidence and leadership skills
4. Work with councillors and the local community

No previous experience is needed.

Applicant Details

Full Name: _____

Preferred Name (if different): _____

Date of Birth: _____

School / College: _____

Home Postcode: _____

Email Address: _____

Telephone Number: _____

About You

1. Why would you like to join the Youth Council?

2. What issues affecting young people in Wells matter most to you?

3. What skills, ideas, or experiences would you bring to the Youth Council?

Availability

Youth Council meetings are expected to take place approximately 6 times per year.

Please confirm you would be able to attend most meetings:

Yes No

Equal Opportunities Monitoring (Optional)

Wells City Council is committed to ensuring the Youth Council reflects the diversity of the community.

Completion of this section is optional.

Gender: _____

Ethnic Background: _____

Disability or Additional Support Needs:

Parent / Guardian Consent (For Applicants Under 16)

I confirm that I consent to the above applicant participating in the Wells City Council Youth Council.

Parent / Guardian Name:

Signature:

Date:

Declaration

I confirm that the information provided is accurate to the best of my knowledge.

Applicant Signature:

Date:

Completed applications should be returned to:

Wells City Council Town Hall, Market Place, Wells [Insert Email Address]

**WELLS CITY COUNCIL
CALENDAR OF MEETINGS AND ENGAGEMENTS**

JUNE 2026			
Wednesday	03-Jun	7pm	Wells Recreation Ground Trust (WRGT) AGM
Thursday	04-Jun	7pm	Outside Spaces Committee
Thursday	11-Jun	6pm	Staffing & Personnel Committee
		7pm	Finance Committee
Thursday	18-Jun	6pm	Civic & Archives Committee
		7pm	Planning Advisory Committee
Thursday	25-Jun	7pm	Full City Council
JULY 2026			
Thursday	02-Jul	7pm	Estates Committee
Thursday	09-Jul	7pm	Finance Committee
Thursday	16-Jul	7pm	Planning Advisory Committee
Thursday	23-Jul	7pm	Full City Council
AUGUST 2026			
Thursday	13-Aug	7pm	Planning Advisory Committee (urgent matters only)
SEPTEMBER 2026			
Thursday	03-Sep	7pm	Outside Spaces Committee
Thursday	10-Sep	6pm	Staffing and Personnel Committee
		7pm	Finance Committee
Thursday	17-Sep	6pm	Civic and Archives Committee
		7pm	Planning Advisory Committee
Thursday	24-Sep	6pm	Wells Recreation Ground Trust (WRGT)
Thursday	24-Sep	7pm	Full City Council
OCTOBER 2026			
Thursday	01-Oct	7pm	Estates Committee
Thursday	08-Oct	7pm	Finance Committee
Thursday	15-Oct	7pm	Planning Advisory Committee
Thursday	22-Oct	7pm	Full City Council
NOVEMBER 2026			
Thursday	05-Nov	7pm	Outside Spaces Committee
Sunday	08-Nov	9:45am	Civic Remembrance Sunday Service
Wednesday	11-Nov	11am	Armistice Day
Thursday	12-Nov	6pm	Staffing and Personnel Committee
		7pm	Finance Committee
Thursday	19-Nov	6pm	Civic and Archives Committee
		7pm	Planning Advisory Committee
Thursday	26-Nov	7pm	Full City Council
DECEMBER 2026			
Thursday	03-Dec	7pm	Estates Committee
Thursday	10-Dec	7pm	Finance Committee
Thursday	17-Dec	6pm	Planning Advisory Committee
	17-Dec	7pm	Full City Council (please note the earlier date due to Christmas period)
JANUARY 2027			
Thursday	07-Jan	7pm	Outside Spaces Committee
Thursday	14-Jan	6pm	Staffing and Personnel Committee
		7pm	Finance Committee
Saturday	10-Jan	TBC	Bishop Bekynton Service
Thursday	21-Jan	7pm	Planning Advisory Committee
Thursday	28-Jan	7pm	Full City Council
FEBRUARY 2027			
Thursday	04-Feb	7pm	Estates Committee
Thursday	11-Feb	7pm	Finance Committee
Thursday	18-Feb	6pm	Civic and Archives Committee
		7pm	Planning Advisory Committee
Thursday	25-Feb	7pm	Full City Council
MARCH 2027			
Wednesday	03-Mar	7pm	Annual Parish Meeting
Thursday	04-Mar	7pm	Outside Spaces Committee
Thursday	11-Mar	6pm	Staffing and Personnel Committee
		7pm	Finance Committee
TBC	TBC	TBC	Cathedral Legal Service
Thursday	18-Mar	7pm	Planning Advisory Committee
Thursday	25-Mar	7pm	Full City Council
APRIL 2027			
Thursday	08-Apr	7pm	Estates Committee
Thursday	15-Apr	7pm	Finance Committee
Thursday	22-Apr	6pm	Civic and Archives Committee
		7pm	Planning Advisory Committee
Thursday	29-Apr	7pm	Full City Council
MAY 2027			
Saturday	01-May	11am	Civic Opening of May Fair
Thursday	06-May	7pm	Outside Spaces Committee
Thursday	06-May		Elections
Thursday	20-May	7pm	Planning Advisory Committee (urgent matters only)
Thursday	27-May	7pm	Full City Council

**WELLS CITY ORGANISATIONS
REPRESENTATIVES AND TRUSTEES**

Wells City Council Appointments 2025-26

<u>ORGANISATION</u>	<u>REPRESENTATIVE</u>
SOMERSET ASSOCIATION OF LOCAL COUNCILS (SALC)	Cllr H Siggs
DISTRICT HEALTH & WELL-BEING BOARD	Cllr I Von Mensenkampff
CHAMBER OF COMMERCE & TOURISM	Cllr L Agabani
WELLS TWINNING ASSOCIATION	TBC
WELLS SPORTS CLUBS	Cllr D Orrett, Cllr S Powell
WELLS CARNIVAL COMMITTEE	Cllr H Siggs
CONNECT CENTRE	Cllr P Welch
SUSTAINABLE WELLS	Cllr D Denis
SOMERSET COUNCIL LOCAL COMMUNITY NETWORK	Cllr P Welch
SOMERSET BUS PARTNERSHIP	Cllr D Denis
MENDIP COMMUNITY CREDIT UNION	Cllr T Butt Philip
WELLS COMMUNITY NETWORK	Cllr P Welsh
WELLS ENVIRONMENTAL NETWORK	Cllr P Welsh, Cllr D Denis
ST CUTHBERT'S OUT PARISH LIAISON GROUP	Cllr D Denis
CITY OF WELLS ALMSHOUSES TRUSTEES <i>The Mayor, plus 3 Trustees nominated by Council for 4-year term; do not have to be Council members</i>	<u>TRUSTEES</u> Cllr L Agabani (The Mayor) (1) Cllr S Powell (2) Cllr S Cursley (3) Cllr D Denis
WELLS MUSEUM TRUSTEE	Cllr D Denis