



WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE CIVIC AND ARCHIVES COMMITTEE, HELD ON THURSDAY 18TH JUNE 2026 AT 6:00PM IN WELLS TOWN HALL

COMMITTEE MEMBERS PRESENT: Cllrs: L Agabani, D Denis, K Kinshaw, H Siggs, P Welch

IN ATTENDANCE: Town Clerk: H Wilkins
Wells City Council Archivist: J Chivers
WCC Staff: J Nogan, C Hobbs
1 Member of the public

26/16/CA APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
Cllrs: J Browne, D Orrett

26/17/CA DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
None declared

APPOINTMENT OF VICE CHAIR

The Town Clerk invited nominations for Vice Chair of Civic and Archives.
Cllr H Siggs nominated Cllr L Agabani.
No other nominations were received.
Cllr P Welch seconded the nomination.
Councillors voted unanimously for Cllr L Agabani for Vice-Chair of Civic and Archives Committee.

26/18/CA MINUTES OF THE MEETING OF THE CIVIC AND ARCHIVES COMMITTEE, HELD ON THURSDAY 16th APRIL 2026.
The minutes were agreed as a true record and signed by the Vice Chair.

26/19/CA ACTIONS FROM THE PREVIOUS MEETING
The Town Clerk updated the meeting on the following actions:

- i. Amendments of documents circulated at the last meeting were completed.
- ii. The tour of the Town hall will have a date arranged shortly.
- iii. November Charter Fair dates will be arranged with the Archivist shortly.
- iv. Twinning elements are in progress as part of website changes.
- v. Standing orders - Microphone stands have arrived and will be in place for the Full Council meeting.

Cllr H Siggs asked for clarification on the frequency of the Civic review process for Standing orders in item 26/08/CA.
The Town Clerk has agreed to return to this at a future date.

Cllr D Denis inquired about the circulation of the Town Hall Support guide raised at the last meeting. The Town Clerk has agreed to recirculate this guide, and thanked the Archivist and Andy Allen for their work on the guide.

26/20/CA MEETING OPEN TO THE PUBLIC
No public comments

26/21/CA ARCHIVIST UPDATE
The Archivist reported that there has been an increase in enquiries, in person visits have decreased and requests for information by email are rising, though at a slower rate than



previously for the January to March quarter compared to this quarter last year. There has not been a concerning change in storage environment.

The Town Clerk reported that a calendar of key anniversary dates is currently in progress and revealed the early progress of this calendar.

Cllr K Kinshaw enquired about the Sunday market coinciding with Remembrance weekend. The Town Clerk clarified that this was intentional and that there is communication between the Town Clerk and the Royal British Legion, who believe the market will be beneficial to the event.

Cllr H Siggs reminded the Town Clerk that the anniversary of the freedom of the rifle is this year. The Town Clerk has invited them and HMS Somerset to attend this year's Remembrance service, as was offered last year and is awaiting a response.

The Archivist informed the meeting that work was in progress on a document about the town crier Len Sweales ahead of the Freedom of the City ceremony

26/22/CA CADET REPRESENTATION

Cllr D Denis informed the meeting that there had been an inquiry from a member of the air cadets regarding representing the mayor. There was a discussion regarding representation of multiple cadet forces.

Cllr H Siggs raised concern of how to define the role of the cadets and how to balance this between multiple cadets.

The Town Clerk inquired as to the protocol or expectation of the cadets attending events.

Cllr H Siggs clarified the attendance of cadets is necessary at civic events and at the mayor's discretion for other events.

The Town Clerk confirmed there was no formal process behind the acknowledgement of a new cadet. Cllr L Agabani raised the idea to formally introduce the cadets at full council meetings. Cllr H Siggs expressed concerns of the positionings of multiple cadets in processions due to limitations of space.

Cllr L Agabani asked Cllr D Denis the reason for inviting cadets when they have not requested to be included.

Cllr D Denis clarified it was to provide equal chances to other cadets and that she would discuss further with the Town Clerk.

26/23/CA REGALIA REVIEW

The Town Clerk raised the potential need to review the regalia and asked if the meeting felt a review was necessary.

Cllr D Denis expressed concerns regarding the sizing of the mayor's hat and suggested having two sizes of hat if there was a need for a replacement.

Cllr D Denis also expressed concerns of how the mayor's chain fits and raised the idea of attaching the chain to a yoke to make it easier for a mayor to dress themselves.

Cllr L Agabani suggested getting a quote for a yoke. Cllr P Welch agreed with this.

The Town Clerk agreed to look into a yoke for the chain of the mayor, with a list of other regalia being discussed at the next meeting.

26/24/CA FORWARD PLAN

Civic and Archives Committee Forward Plan	
Item	Proposed date for consideration
Robe and Regalia Review	September 2026

Cllr D Denis suggested the civic review be added to the forward plan in December. The Town Clerk clarified this forward plan was for notice of the next year's legal reviews.

Cllr D Denis raised the question of the title of Mister Mayor and raised the potential of being addressed as Madame Mayor with a Mayoress.



26/25/CA ANY MATTERS OF URGENT REPORT
Cllr L Agabani informed the meeting that the mayoress and mayors’ consort roll of honour board will hopefully be ready in July and there was a discussion regarding a procession to accompany the unveiling of the board later this year. Cllr L Agabani would like there to be a small reception on the occasion which he will fund.

26/26/CA DATE OF NEXT MEETING: Thursday 17th Sept 2026 at 6pm, Wells Town Hall

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