

WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE CIVIC AND ARCHIVES COMMITTEE, HELD ON THURSDAY 17TH SEPTEMBER 2026 AT 6:00PM IN WELLS TOWN HALL

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

IN ATTENDANCE: Wells City Council Archivist: J Chivers
RFO: C Woodland
Estates Manager: L Wassell
WCC Staff: J Nogan
1 Member of the public

26/27/CA APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS
Cllr D Orrett, Town Clerk: H Wilkins

26/28/CA DECLARATIONS OF INTEREST
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
None declared

26/29/CA MINUTES FROM THE CIVIC AND ARCHIVES MEETING HELD ON 18th JUNE 2026
The minutes were agreed as a true record and signed by the Chair.

26/30/CA ACTIONS FROM THE PREVIOUS MEETING

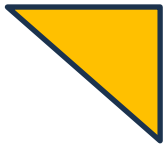
Date Raised	Description of Action
April 2026	Small additions to the guide previously discussed to be made and then circulated by the Town Clerk.
April 2026	Town Clerk to arrange a Town Hall Tour
April 2026	Charter Fair displays to be arranged for the November Fair dates
April 2026	Updates to Twinning elements within website to be completed
April 2026	Standing Orders – Microphone stands to be applied for full council meetings. Agenda references to be amended to explain standing or advising if not able.

Cllr D Denis commented that the Town Hall tour had yet to be arranged, and that the Twinning elements of the website were yet to be updated.

Cllr J Browne confirmed that the additions to the guide, the charter fair displays and the microphone stands had all been complete, and stated that she would speak to the Town Clerk regarding the Town Hall tour and the Twinning elements.

26/31/CA MEETING OPEN TO THE PUBLIC
No public comments.

26/32/CA ARCHIVIST UPDATE
The Archivist reported that the number of email enquiries remains at a high level for this quarter though they are slightly lower compared to the same quarter last year. In-person visits also remain static. Given the heatwaves over the summer, the Archives have been quite hot as is expected, though the humidity has remained at 50% which is a positive. Some of the archive materials has been used for displays such as Len Sweales' Freedom of the City ceremony, the Heritage open days, and for an upcoming exhibition in relation to the Alms-houses.



26/33/CA HERITAGE OPEN DAYS UPDATE

The Estates Manager stated that having multiple open days had some repeat visits from members of the community.

The Archivist stated that he was pleased with the comments and the number of visitors.

Cllr J Browne asked if the Archivist thought the open days were positive and asked if these would be continued.

The Archivist confirmed they would. He stated that in previous years it had only been a single day. He also stated that he was grateful to the museum volunteers for their help.

Cllr H Siggs found the displays interesting.

Cllr P Welch thanked the Archivist for his hard work, which was echoed by all present.

26/34/CA BATH SPA UNIVERSITY PRESENTATION

The Archivist stated that, while he was originally expecting different items, the contributions made were a positive addition to the Archives. Emma, a volunteer of two years, wanted to give her account as a volunteer at this meeting however was unable to attend. He thanked the volunteers, Emma and Eloise, for their time and efforts dedicated to the Archives.

Cllr J Browne asked if the students were university undergraduates.

The Archivist confirmed the students were postgraduates, and the Archivist believes that the volunteer work at the Archive is contributing to her postgraduate studies.

Cllr J Browne inquired about the younger volunteers at the museum, who were confirmed to be front of house volunteers.

Cllr J Browne asked for the Councillor's views on the scheme. The Councillors agreed the scheme was a great idea.

26/35/CA CADET REPRESENTATION

Cllr D Denis met with the air cadets regarding their representation. The volunteer coordinators said they'd get back in touch with Cllr D Denis after deciding which two would be her cadets. Cllr D Denis has not heard back as of yet, though she did speak to one of the cadets who made comments suggesting that decisions have been made. Cllr D Denis has written to the volunteer coordinator again and is awaiting a response.

Cllr J Browne suggested the delay in response may be related to a change in management.

Cllr D Denis confirmed she was speaking to a named volunteer, and was hoping to meet the chosen cadets in October or November.

26/36/CA CIVIC SERVICES UPDATE

The Estates Manager confirmed there is the installation of a new vicar of St Cuthbert's on October 15th, the Planning Committee meeting has been cancelled and applications referred to delegated authority for councillors to attend. On November 8th the Remembrance Parade will be held.

Cllr D Denis has met with the British Legion, the Army Cadets and the Church Warden in regards to the Remembrance Parade. The cadets have asked to do the reading for this.

Cllr H Siggs added that there's also the event for Bishop Beckington in January, and to make sure the nosegay is ready in advance, ensuring the scented herbs are included in this.

Cllr D Denis confirmed that Mary Ellen has agreed to make the nosegay for the ceremony again this year.

Cllr J Browne commented that the nosegay, along with the fish presented at Mayor Making, were traditions dating back to our routes.

Cllr D Denis asked if Carnival or the Fair were to be discussed, however those are not civic services.



Cllr H Siggs commented that it would be a shame to not have a cadet in place before the Remembrance Service.

Cllr D Denis discussed this with the Town Clerk and the Cadets and British Legion. The volunteer cadets would be marching with the other cadets rather than the councillor procession. The coordinator stated that they would start in October. Cllr D Denis wants to name and meet the volunteer cadets in October.

Cllr L Agabani suggesting adding to the civic review offering incoming mayors the opportunity to recruit cadets, and to keep a diary of contacts to help with this.

26/37/CA FORWARD PLAN

Topic	Month
Robe and Regalia Review	November 2026

Cllr J Browne commented that the budget isn't large enough to make a large change at the moment.

Cllr H Siggs confirmed that the Town Crier's hat had been purchased.

Cllr D Denis confirmed the yolk had been purchased, though a correction was needed. She stated that there is some difficulty in attaching the chain to the yoke. She added that the yoke makes the chain more noticeable.

Cllr J Browne added that in past years the chain has caused damage to clothing so the yoke would be beneficial.

Cllr K Kinshaw asked if the yoke would be covered by the budget, which Cllr D Denis confirmed was agreed upon with the Town Clerk.

Cllr J Browne inquired as to the value of the budget currently.

The RFO stated that the civic events budget had been overspent given the Freedom of the City ceremony, though confirmed there was currently £800 remaining in the committee budget.

26/38/CA ANY MATTERS OF URGENT REPORT

Cllr D Denis raised the museum's welcoming of the mammoth skull. She stated that this would draw in cavers and asked if Councillors would like to attend.

Cllr J Browne reminded Cllr D Denis of the full council meeting taking place that evening. In response, Cllr D Denis added that, as an item of importance, the donation should be visited if attendees had the time.

Cllr D Denis asked what to do with the exchange hampers that were returned from the Twinning exchange. A discussion was had regarding this, with Cllr J Browne stating that these hampers were a gift to the mayor, so they should be used at Cllr D Denis' discretion.

Cllr D Denis thanked Julie Bollini for representing her in the Twinning exchange.

Cllr L Agabani thanked the Archivist for his help with the mayoress and consort board.

Cllr L Agabani inquired about how to arrange for the Town Hall to be called the City Hall. A discussion was held in regards to this topic.

Cllr J Browne added this as a future point of discussion at Cllr L Agabani's request.

Cllr P Welch asked if the unveiling of the mayoress and consort board was going to be photographed, which Cllr L Agabani confirmed.

26/39/CA DATE OF NEXT MEETING: Thursday 19th November 2026 at 6pm, Wells Town Hall

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