



WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE ESTATES COMMITTEE HELD ON THURSDAY 4TH DECEMBER 2025 AT 7:00PM IN WELLS TOWN HALL

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

IN ATTENDANCE: Town Clerk: H Wilkins
Projects and Facilities Officer: L Wassell
WCC Staff: S Glendinning
WCC Cllrs: D Denis, S Powell
MP for Wells and Mendip Hills/Somerset Cllr for Wells: T Munt
0 Members of the public

25/59/E APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS

Cllrs: S Eden, T Kolizeras, G Robbins, P Welch

25/60/E DECLARATIONS OF INTEREST

To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.

None declared.

**25/61/E MINUTES FROM THE ESTATES COMMITTEE MEETING HELD ON
6TH NOVEMBER 2025**

The minutes were agreed as a true record and signed by the Chair.

**25/62/E ACTIONS FROM THE ESTATES COMMITTEE MEETING HELD ON 2ND OCTOBER
2025**

25/49/E Cllr Siggs asked if the Town Clerk had met with MP Munt to discuss the structural crack of Union Street Public Convenience. It was advised this was yet to take place.

25/63/E MEETING OPEN TO THE PUBLIC


Cllr Denis advised the sound proofing that has taken place in the Portway Annexe, Cursley Room has greatly improved the ability to hear. She asked whether something similar could be carried out in the Westwood Room at the Town Hall. The Town Clerk agreed to look into.

25/64/E OFFICER UPDATE REPORT

The Facilities Officer presented her report and provided an update on Maintenance Updates and the next top ten concerns identified in the Planned Preventative Maintenance Report.

Cllr Siggs stated that the band stand in the recreation ground is in urgent need of some maintenance and also at the back of the Town Hall some painting is required on the changing rooms door and old registry office door. He was also surprised not to see the roof trusses on the Portway Annexe mentioned.

MP Munt asked for the barriers at the Town Hall and the Portway Annexe to be looked at. Her concern was how dangerous they are when they close back down at force. It was agreed to bring this item back to the committee along with looking at maximising income from our car parking.



Cllr Siggs brought up an issue raised in the Outside Spaces Meeting where the signage for the Bishop's Barn is not considered to be adequate within the City. The Town Clerk will be looking into the costs of introducing better signage along with other proposals for this area.

25/65/E CEMETERY CHAPELS PPM

This item was included in the Facilities Officers report. The costs have been sent across to the Finance committee for approval.

25/66/E MARKETS PROVISION AND MAINTENANCE NEEDS

The Town Clerk presented the report supplied by the Outside Spaces Officer.

The last weekly market will take place on Christmas Eve, Wednesday 24th December and will take a two week break, returning on Saturday 10th January.

The weekly market has challenges relating to the age/condition of the existing gazebos. It is recommended to look to replace all frames and tops as recommended by the Estates Committee.

Market pitch fees are fixed up until 31st March 2026 at £33 per pitch, paid by invoice or on the day of market. Cllr Siggs suggested increasing this to £35 per pitch from 1st April 2026, it was agreed to submit this to the Finance committee.

MP Munt asked for evening markets to be considered. This could be included with a Christmas Lights switch on for December 2026. The Town Clerk confirmed this was in the plan for Christmas next year.

25/67/E CCTV POLICY AND CODE OF PRACTICE


The CCTV policy and code of practice for the City Council was presented by the Facilities Officer. All were in agreement to adopt both documents.

25/68/E LANDLORD UPDATES

- **Il Postino – Market Hall** No further update
- **8 – 10 Crown – Market Place** A meeting is arranged for 8th December, an update will be provided at the next meeting.
- **Wells Film Centre – Princes Road** The lease is hoped to be in place by Christmas
- **Roderick Thomas – Old Post Office** No further information to update.
- **Ask – Market Hall** A confidential matter was updated

25/69/E BREAK EVEN REPORT

The Facilities Officer presented a commercially sensitive report to the committee which had been prepared by both her and the RFO.



A discussion took place on the figures and information provided. The recommendation was to allow the Officers of the Council to adjust the opening hours of the Portway Annexe and Town Hall based on demand for usage on an occasional basis but for any permanent alteration to be recommendations for a committee decision . It was agreed further clarification was required on the information provided and it was agreed to bring this back to the January meeting.

25/70/E FORWARD PLAN

Estates Committee Forward Plan	
Item	Proposed date for consideration
Bus Station proposals	April 2026
Town Hall Basement, Foyer, Reception, Tourist Information Centre proposals	April 2026
Maintenance in the Car Park area of Town Hall	March 2026

25/71/E ANY MATTERS OF URGENT REPORT

Cllr Siggs thanked the officers for providing the very detailed reports provided for the meeting.

25/72/E DATE OF NEXT MEETING: 8th January 2026, 7pm, in Wells Town Hall

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