



**WELLS CITY COUNCIL**

**MINUTES OF THE MEETING OF THE ESTATES COMMITTEE HELD ON THURSDAY  
5<sup>TH</sup> MARCH 2026 AT 7:00PM IN WELLS TOWN HALL**

**COMMITTEE MEMBERS** Cllrs: T Butt Philip, S Cursley, S Eden, T Kolizeras, H Siggs (Chair)  
**PRESENT:**

**IN ATTENDANCE:** Town Clerk: H Wilkins  
Estates Manager: L Wassell  
RFO: C Woodland  
WCC Staff: C Hobbs  
2 Members of the public

**26/13/E APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**

Cllrs: G Folkard, G Robbins (Vice- Chair), P Welch

**26/14/E DECLARATIONS OF INTEREST**

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

**26/15/E MINUTES FROM THE ESTATES COMMITTEE MEETING HELD ON 5TH FEBRUARY 2026**

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

**26/16/E ACTIONS FROM THE ESTATES COMMITTEE MEETING HELD ON 5TH FEBRUARY 2026**

The Estates Officer updated on the Insurance risk identified. This risk has been eliminated by staff appointments and the risk has been removed from the corporate risk register. We received a response in that Councillor attendance would be acceptable to the Insurers in the event it was required.

**26/17/E MEETING OPEN TO THE PUBLIC**

No members of the public wished to speak.

**26/18/E OFFICER UPDATE REPORT**

The Estates Officer presented the report.  
Questions were submitted regarding repairs to the Main Hall roof.  
The Estates Officer responded that the application process takes 8 weeks. The application was submitted two weeks ago. The scaffolding will remain in place and is more cost effective to remain in situ, rather than removed and reassembled. A cost of approximately £50 per week.

Cllr H Siggs asked that with the number of items still remaining and the end of the financial year approaching if there are concerns about which funds can be carried across.

The Estates Officer reported that the RFO and herself had discussed which funds can be carried across.

The RFO presented a report which showed approximately £10,000 remaining to cover £5,000 for repairs to the Westwood room and £5,000 for the scaffolding and roof repair.



If the work doesn't take place before year-end the money will be transferred across to next year.

Cllr T Butt Philip asked for the approach for underspends and if they go into general reserves.

The RFO informed him that unless members vote to use it for a specific reason or it is referenced and agreed at Finance Committee to be managed as a specified Earmark Reserve, then it will go into general reserves.

Cllr H Siggs asked for information on the play replacement budget.

The RFO reported that it was intended to specify this budget balance as an Earmark reserve, but this is subject to decision at the next Finance Committee.

Cllr H Siggs asked about the listed building consent application and the necessity in relation to work on internal render inside the Portway annexe.

The Town Clerk advised that if the committee felt that there is not an established risk, they could make a decision at which threshold the building consent is applied for.

The committee resolved to take a pragmatic approach to works on all listed buildings within the council's estate and only seek to apply for formal consent for significant works.

## **26/19/E MARKET POLICY DOCUMENTS**

The Town Clerk reported that the Market Policy documents had been circulated. They are not hugely different to the previous version.

The key changes are:

- I. Clarification on trader set up times. This is to manage health and safety implications for set up and pack down.
- II. Clarity around the severe weather policy, and the ability to provide a reduced offering in some weather instances.
- III. The trader holiday policy has been updated with a clear process to manage booking, and in turn implications to pitch vacancies.
- IV. Electrical usage request form, appendix 4 was an informal process which has been formalised.

Cllr T Butt Philip asked for clarification regarding the Electrical usage request form and was told that this pertains to PAT testing. The emphasis is on the trader to provide certification, however if required, and to ensure the overall compliance of the market, the Town Hall staff can provide the service.

Cllr T Butt Philip suggested maybe charging a fee for the service may be necessary should many stalls require testing.

Cllr T Kolizeras asked about trip hazards at Wells Market. The Town Clerk reported that Traders are responsible for the area in the own pitch but that the Market Officer will check and ensure that trip hazards are managed in line with the Risk Assessment but that any concerns should always be highlighted to the Market Manager.

Cllr H Siggs asked about Trader pack down times when trading ceases to ensure consistency. The Town Clerk assured the meeting that Traders selling fresh produce such as fish and vegetables arrive earlier and will leave when sold out as they are located where departure will not cause a disruption, but all other trading ceases at 3pm and traders are expected to remain.

The Town Clerk assured Cllr H Siggs that this point will be greater emphasised in the policy documents before being provided to Full City Council.



Cllr H Siggs asked that wording is included that any trader who is dissatisfied with advice given by the Town Clerk that the issue be brought to this committee.  
The Town Clerk will include that wording is amended accordingly.

The Town Clerk will write a letter to all Traders and the document with the changes will be uploaded to a “Shared” file and communicated to each trader.

**26/20/E LANDLORD UPDATES**

Tenant	Location	Next Break Clause	Lease end date
Il Postino	Old Post Office, Market Hall, Market Place	20/11/2030	19/11/2035
The Crown	8-10 Market Place	N/A	23/06/2036
The Crown	Market Place	N/A	28/09/2053
Roderick Thomas	Old Post Office, 1 Priory Road	06/07/2029	06/07/2033
Ask	Market Hall, Market Place	N/A	29/09/2028
Wells Film Centre	Princes Road	TBC	TBC
Mr E Philips	Portway Annexe	3 months' notice	11/02/2027
Wells City Band	Portway Annexe	3 months' notice	10/03/2030
Wells Bowls Club	(WRGT) Wells Recreation Ground	TBC	2035

Cllr S Eden spoke of the plan for two members of Estates Committee to volunteer to sit on the Recreation Ground Trust alongside two members of the Outside Spaces Committee. Cllr T Butt Philip volunteered for this role as did Cllr H Siggs.

The RFO presented the costs for repairs to all locations. Costs are for reactive maintenance to cover vandalism and wear and tear which are not planned repairs. The planned budget for the Portway Annexe is £18,826. There are unexpected repairs required to the barrier as well as window repairs.

Cllr H Siggs asked for information regarding fencing, bins, street furniture, in and around play areas. The Town Clerk assured that provision of these could be moved within either budget.

Cllr T Butt Philip spoke of his wishes for WCC to make the best use of the space it has and seeking to reduce the hiring of other locations. A forthcoming report regarding occupancy and all council locations will be added to the forward plan.

Cllr H Siggs spoke of working towards raising the profile of our available spaces and giving an introductory period to encourage take up. The Town Clerk assured the committee that work is already underway to increasing community use of WCC facilities. A discussion took place about which approach should be used and to promote the spaces available to Wells' community.



Cllr S Cursley would like smaller and younger businesses to have spaces available to support them. The enterprise centre was mentioned as being such a location for this purpose but there was no data available to learn if this was a successful offering.

The Estates Officer provided the Landlord Updates

- i. Il Postino tenancy working well and no significant update.
- ii. The Crown have provided their Fire certificate and Wells City Council insurance has been updated accordingly therefore reducing the previously noted risk.
- iii. Roderick Thomas has a Tenant only break clause. Cllr S Cursley asked if an inspection of this location was planned. The Estates Officer will organise in due course.
- iv. Ask's confidential dispute has been resolved. The tenant has approached regarding lease terms. Discussions continue and updates will be provided at future meetings.
- v. Wells Film Centre, discussions towards signed lease agreements have been progressed. The tenant have currently occupied the location for a quarter period.
- vi. A discussion will take place soon with Barclays and the Probation service as both services wish to continue at Wells Town Hall
- vii. The Town Clerk reported that a third party has expressed an interest in a long term commercial arrangement. Further details will be provided in due course.

**26/21/E TENANCY UPDATES**

Location	Operational use	Next Break Clause	Lease end date
Underwood Business Park			
Wookey Hole Road, BA5 1AF	Open Spaces storage and maintenance	N/A	02/05/2028

**26/22/E ANY MATTERS OF URGENT REPORT**

None received

**26/23/E DATE OF NEXT MEETING: 2<sup>nd</sup> April 2026, 7pm, Wells Town Hall**

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