



**WELLS CITY COUNCIL**

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE HELD ON  
THURSDAY 11<sup>TH</sup> 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 12<sup>th</sup> 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 7<sup>TH</sup> 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 7<sup>TH</sup> 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 referred to pages 5 & 6 of detailed income and expenditure. The Portway Annexes budgeted income for 2026/2027 is £60000 and budgeted expenditure is £200000. A £140000 subsidy is required, this is in the order of 7% of the total budget of this council. The annexe currently has a 20% occupancy. To break even on the current figures would require Lets to rise to 80% occupancy. C Simons believes this level of occupancy is unlikely and whilst losses were predictable and predicted and that a full review must be undertaken.

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 9<sup>th</sup> 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:** .....