

WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE PORTWAY ANNEXE COMMITTEE ON WEDNESDAY 28TH APRIL 2021 AT 7.00PM VIA ZOOM

PRESENT ON ZOOM: Cllrs: L Agabani, S Briton, O Hartley (Deputy Mayor), R Humphreys, J Osman

IN ATTENDANCE ON ZOOM: Town Clerk: S Luck
Facility & Administration Officer: K Westwood
WCC staff: S Glendinning, A Westwood
Cllrs: J Rust, A l'Anson, J Parker
PACG: I Robinson, N Fraser
6 members of the public

21/01PAC APOLOGIES FOR ABSENCE
None

21/02PAC DECLARATIONS OF INTERESTS
To receive Councillors' Declarations of Interest, made under the Council's Code of Conduct adopted 26th July 2012:
Councillors were asked whether they had any declarations of interest.
None received.

21/03PAC ELECTION OF CHAIR AND VICE-CHAIR
Cllrs Briton and Osman put themselves forward for Chair. After a vote it was proposed, seconded and agreed Cllr Briton will chair.
Cllr Briton proposed Cllr Humphreys as Vice-Chair. It was proposed, seconded and agreed. Cllr Osman left the meeting.

21/04PAC MEETING OPEN TO THE PUBLIC
Ian Robinson spoke on the public consultation. The PACG have drafted a paper with 5 key purposes:

1. Share a vision and start a discussion.
2. To build a financial model to assess likely usage and revenue generation and to test risks of the annexe financial sustainability.
3. Ensure a wide range of individuals are consulted.
4. Identify additional demands that might not be satisfied by the Annexe to help WCC with longer term planning.
5. Identify community resources and stakeholders to support the continuing development of the building.

Propose a process:

1. Community consultation days.
2. Questionnaire.
3. Qualitative discussion with appointed groups.

Cllr Briton thanked Ian for his suggestions.
Cllr Rust had submitted concerns over the Portway Annexe Income and expenditure spreadsheet produced by the Town Clerk prior to the meeting. Is awaiting a response from Councillors on the Committee. Her comments and concerns were supported by Celia Wride.
Nigel Fraser stated the Business Plan was difficult to assess without full consultation. He has undertaken an analysis of the Town Clerk figures and has come to a different understanding. This requires further discussion.
Cllr Parker stated that he does not wish to join and take part with this Committee.

Chris Simons stated that he had circulated a cash flow forecast and asked the Committee for any questions. Cllr Briton requested this be picked up later in the meeting.

21/05PAC COMMITTEE STRUCTURE

Cllr Briton reminded Committee members that **two** different methods for ensuring resident and community membership had been proposed:

1. By application
2. Set up a resident and community working group and ask each group to put forward a representative for the Committee

After voting, method 2 was agreed as the way forward.

Cllr Agabani to take responsibility for the Community working group.

Cllr Humphreys to take responsibility for the Resident working group.

It was proposed, seconded and agreed for these Councillors to start work immediately.

21/06PAC INFORMAL MEETING

Cllr Briton confirmed that Informal meetings happen on a regular basis and are not routinely reported to Committees. It was agreed to dismiss this item

21/07PAC PACG REPORT

Nigel Fraser gave an update. Nicky Dodds and the core team have carried out work to create a vision to test public opinion and consultation by looking at previous surveys carried out. They would like to share this knowledge with the Committee. Feedback has been given on the Business Plan and they would like to be further involved. They have looked at room usage and invite the Committee to review all findings.

Nigel Fraser to email documented findings to Town Clerk and all members of the Committee.

21/08PAC PUBLIC CONSULTATION

Cllr Briton stated that this part of the process is vital.

Cllr Agabani recommended using the Journal, Wells Voice, Website to make clear and inform residents of the vision.

Cllr Hartley recommended using the information already held on similar consultation exercises and that team work was essential with the PACG. (Possibly use Strode College)

Cllr Humphreys requested one or more consultation days, COVID allowing.

Cllr Briton recommended seeking external professional help in creating a design brief. Costs to be established whilst looking at local resource and expertise. This was to be carried out within the next 2 weeks.

Cllr Agabani suggested consulting the Neighbourhood Plan.

Cllr Briton proposed to put together a draft design brief with a timeline and identify who may undertake the public consultation. This was proposed, seconded and agreed.

21/09PAC UPDATE TO THE BUSINESS PLAN

Cllr Briton thanked Chris Simons and Cllr Rust for their comments on the Business Plan. She suggested it now needs to be updated to a 3 year plan with contingency and risk analysis.

Cllr Agabani suggested Ian Robinson be invited to help with the Business Plan. It was proposed a working business plan group be set up. This was voted on and agreed.

21/10PAC PURCHASE & PUBLIC WORKS LOAN UPDATE

The Town Clerk gave an update.

SCC have agreed despite the delay to the Public Works Loan (delay of 90 days with the Secretary of State), they will not look to put the Annexe back on the open market. Solicitors have been appointed.

The Town Clerk reminded everyone, the loan is a loan on the Council not on the Annexe.

21/11PAC BUILDING SURVEY (Section 39 Page 16 -19)

The Town Clerk confirmed SCC will cover the cost of making the building water tight. Kevin Westwood has arranged the remedial work to be carried out. As advised in the Structural survey:

- a) a detailed inspection on drainage is to be arranged by the Town Clerk.
- b) A specialist to carry out a Fire Risk assessment has been organised for next week.

21/12PAC DELEGATED RESPONSIBILITIES

To delegate authority to the Town Clerk in consultation with the Chairman and Vice-Chairman, to decide any urgent matters arising before the next meeting. Agreed.

21/13PAC ANY OTHER MATTERS OF URGENT REPORT

- 1. Cllr Briton to email Chris Simons about the Business Plan working group.
- 2. Cllr l'Anson stated the public consultation should definitely include opportunity for residents of Wells to visit the Annexe.
- 3. The Town Clerk reminded the Committee that insurance would need to be arranged for open days, as we currently do not own the building.
- 4. Chris Simons has concerns with the current business plan reserves and stated it needs to be reconsidered as a matter of urgency.

21/14PAC DATE OF NEXT MEETING: 7:00 pm, Wednesday 19th May 2021

(This meeting will be held in person in Wells Town Hall)

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