



## WELLS CITY COUNCIL

### COUNCIL SUMMONS

**NOTICE IS HEREBY GIVEN THAT THE MEETING OF WELLS CITY COUNCIL,  
WHICH MEMBERS ARE SUMMONED TO ATTEND, WILL BE HELD IN  
WELLS TOWN HALL ON THURSDAY 30<sup>TH</sup> JUNE 2022 AT 7.00PM**

*Please note this meeting will be recorded for the purpose of minute-taking.*

Steve Luck  
Town Clerk

A handwritten signature in dark ink, appearing to read 'S Luck', written over a horizontal line.

Town Hall, Market Place  
Wells BA5 2RB  
01749 673091  
e-mail: townclerk@wells.gov.uk

23<sup>rd</sup> June 2022

### AGENDA

- 1 APOLOGIES FOR ABSENCE FROM COUNCIL MEMBERS**  
To receive any apologies for absence.
- 2 DECLARATIONS OF INTERESTS**  
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 27<sup>th</sup> July 2012.
- 3 MINUTES OF THE MEETING OF THE CITY COUNCIL HELD ON THE 12<sup>TH</sup> MAY 2022**  
To be confirmed as a true record and signed by the Mayor.
- 4 MEETING OPEN TO THE PUBLIC**  
Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Mayor.
- 5 MAYOR'S ANNOUNCEMENTS**  
**Mayor's Diary**
  - i 1<sup>st</sup> July - Speech Day, Wells Cathedral School
  - ii 3<sup>rd</sup> July - Mayor Making, Wells Town Hall
  - iii 8<sup>th</sup> July - Wells Rotary Dinner, 75<sup>th</sup> Anniversary, Wells Golf Club
  - iv 15<sup>th</sup> July - WOWFest Opening Ceremony, Cedars Hall
  - v 17<sup>th</sup> July - Wells Classic Motorcycle Club, Wells Football Club

**6 COMMITTEE STRUCTURE**

- i To confirm membership of the Finance, Outside Spaces and Planning Committees (attached).
- ii To appoint a new member to the Planning & Environment Committee.

**7 MANAGEMENT GROUPS**

To nominate four Councillors to sit on the:

- i Portway Annexe Management Group
- ii Wells Recreation Trust Management Group

**8 OUTSIDE SPACES & ESTATES COMMITTEE**

To receive minutes of the informal meeting held on 9<sup>th</sup> June.

**9 FINANCE & COUNCIL MATTERS COMMITTEE**

To receive the minutes of the informal meeting held on 16<sup>th</sup> June.

**10 PLANNING & ENVIRONMENT COMMITTEE**

To receive the minutes of the meetings, by delegated authority:

23<sup>rd</sup>/24<sup>th</sup> May  
23<sup>rd</sup> June (to follow)

**11 INTERNAL AUDIT (attached)**

To receive the Internal Audit report.

**12 EXTERNAL AUDIT (attached)**

- i To approve and sign the Annual Governance statements for the year 2021-22
- ii To approve and sign the Annual Statement of Accounts for the year 2021-22

**13 CIVIC REVIEW**

To agree to the temporary suspension of the ruling on 'continuous service' and the wearing of red robes and replace with the 'longest overall service', subject to the agreed Civic Review.

**14 COUNCILLORS MONTHLY SURGERY**

To propose that Wells City Councillors set up a monthly open surgery attended on a rota basis by at least two councillors to meet the public from 6.00pm till 7.00pm at WCC, 10 days before any full council meeting starting on Monday 18<sup>th</sup> of July.  
Proposed by Cllr S Powell.

**15 WELLS CHARTER FAIR**

To propose to set up a task and finish group to consider and review the Annual Wells Charter Fair which takes place in Wells Market Place on the first Saturday in May.  
Proposed by Cllr S Powell.

**16 TO RECEIVE REPORTS FROM COUNCILLORS ON OUTSIDE BODIES**

- i To receive the Bus Link Officer's report from Cllr D Denis (attached)
- ii To receive the Sustainable Wells report from Cllr D Denis (attached)

**17 TO RECEIVE ANY WRITTEN REPORTS FROM DISTRICT OR COUNTY COUNCILLORS**

To follow if any received.

**18 ANY OTHER URGENT MATTERS OF REPORT**

**19 DATE OF NEXT MEETING**

The next meeting of Wells City Council will be Thursday 28<sup>th</sup> July 2022, 7pm

**EXCLUDE THE PRESS AND PUBLIC**

Note: If it is necessary for matters to be considered in confidence, it will be proposed by the Mayor that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended.

**Circulation List:**

Town Clerk/RFO	Town Crier	Wells Chamber of Commerce
Town Clerk Assistant	WCC Internal Auditor	Wells Civic Society
Cemetery & Burial Officer	Wells Journal & Wells Voice	Wells Visitor Information
Outside Spaces Officer	Mendip District Council	The Bishop's Palace
Wells City Council members	District Councillors	Wells Cathedral
Serjeants-at-Mace	County Councillor	Wells Police Station
Mayor's Chaplain		

See [WCC website](#) for all Agendas and Minutes of meetings.

## WELLS CITY COUNCIL COMMITTEES

<b><u>FINANCE &amp; COUNCIL MATTERS</u></b> <b>CHAIR: Cllr T Pullin</b>	<b><u>OUTSIDE SPACES &amp; ESTATES</u></b> <b>CHAIR: Cllr L Agabani</b>
<b>FINANCE</b> Lead Cllr: T Pullin Deputy Lead Cllr: J Browne	<b>OUTSIDE SPACES</b> Lead Cllr: L Agabani Deputy Lead Cllr: D Denis
<b>UNITARY &amp; ACQUISITIONS</b> Lead Cllr: S Cursley Deputy Lead Cllr: G Folkard	<b>PORTWAY ANNEXE</b> Lead Cllr: D Orrett Deputy Lead Cllr: S Eden
<b>ARCHIVES &amp; CIVIC ASSETS</b> Lead Cllr: H Siggs Deputy Lead Cllr: I Von Mensenkampff	<b>BISHOP'S BARN</b> Lead Cllr: S Powell Deputy Lead Cllr: T Butt Philip
<b>STAFFING</b> Lead Cllr: T Robbins Deputy Lead Cllr: P Welch	<b>PROPERTIES</b> Lead Cllr: N Kennedy Deputy Lead Cllr: E Knott

### **PLANNING & ENVIRONMENT**

#### **CHAIR: Cllr D Denis**

1. Cllr D Denis
2. Cllr D Orrett
3. Cllr L Agabani
4. Cllr S Eden
5. Cllr S Powell
6. Cllr I Von-Mensenkampff
7. Cllr N Kennedy
8. **Vacancy**



probusiness  
accountants

Mr S Luck  
Town Clerk and RFO to the City Council  
Town Hall  
Wells  
Somerset  
BA5 2RB

23 May 2022

Dear Mr Luck,

**Internal Audit of Wells City Council for the year ended 31<sup>st</sup> March 2022**

In accordance with your instructions and acting in accordance with relevant requirements and regulations, we have carried out an internal audit of the accounting systems of Wells City Council for the year ended 31 March 2022.

Our audit was based on the requirements of the Annual Governance and Accountability Return – Annual Internal Audit Report (AIAR). The audit included examination, on a test basis, of evidence relevant to the amounts and disclosures in the Financial Statements.

**Audit Opinion**

In our opinion, the Financial Statements have been properly prepared in accordance with current guidelines and the Council's system of internal controls is, overall, adequate and effective.

However, we were unable to confirm the Council's compliance with Control Objective M (2020/21 Exercise of Public Rights Provision).

**Exercise of Public Rights Provision**

Whilst the Notice of Public Rights during the year 2020/21 correctly provided for the 30 working days available to inspect the accounts, the public rights period started prior to the date the AGAR was approved by the Council. The public rights period should not start until after the AGAR has been approved. Please ensure in future that the public rights period begins

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after the AGAR approval date. We have advised the Clerk about this, and also of the adjustments that will need to be made to Section 1 Annual Governance Statement for 2021/22 as a result of the above.

#### Recommendations to Council

We would like to make the following recommendations to the Council.

#### Approval of Payments

We would advise that the wording of the Minutes be changed to clearly show all payments have been approved by the Council. Currently, the Minute entries for this purpose state that 'the accounts...were proposed, seconded and approved'. In terms of the approval of expenses, we feel this wording could be stronger, and would recommend that the following be added; 'all expenses for [enter period] were approved by the Council'. This should include a reference to the corresponding summary document listing the relevant expenses. This will help provide a stronger audit trail documenting and confirming the Council's approval of payments.

#### Asset Register

We note the addition this year of the Portway Annexe to the Asset Register. However, we could not see a date alongside it listing when it was added to the Register. Further, the Asset Register is dated February 2021. This requires updating to reflect the Council's review of the Register in the year ending March 2022.

#### Treatment of Insurance Receipt

A no claims discount had initially been treated in the AGAR Accounting Statements under 'income'. However, this amount should be netted off against the original insurance expense, as the true cost to the authority should be shown on a net basis. We have brought this to the Clerk's attention and they have made the relevant adjustment to the Accounting Statements.



Publishing the Annual Internal Audit Report (AIAR)

We could not find last year's AIAR on the authority's website. Although it is not compulsory to do so, it is recommended as best practice to publish this document on the Council's website. As per page 1 of the AGAR (*Publication Requirements*), this is to avoid any potential confusion by local electors and interested parties. We therefore recommend the Council publishes the Internal Audit Reports along with the other AGAR documents in future.

Once again, the above matters are not sufficient to affect our view that, overall, the Council has adequate controls and procedures in place.

We are pleased to be able to complete the Internal Audit section of the Annual Return, and return it duly signed.

Yours sincerely,

*Probusiness*

Probusiness Ltd.



## WELLS CITY COUNCIL

	<ul style="list-style-type: none"> <li>- Street furniture.</li> <li>- Open Spaces equipment.</li> <li>- Office equipment.</li> </ul>	
Short or long term loss of key staff members	<ul style="list-style-type: none"> <li>➤ The Council has reduced the risk of loss of the Clerk by having a management structure of 4 Officers who can cover duties as Proper Officer, with support from other staff.</li> <li>➤ Management procedures ensure all staff roles have sufficient flexibility to reduce impact of temporary loss to a minimum.</li> </ul>	L
Loss of Electronic Records	<ul style="list-style-type: none"> <li>➤ Electronic records are remotely 'cloud'-hosted; further backed up at a second, separate, remote site. Hard disc back-up copy is held locally.</li> <li>➤ All key documents are also stored in paper copy; see next section 'Loss of Documents'.</li> </ul>	L/M
Loss of Documents	<ul style="list-style-type: none"> <li>➤ Title to all independent, freehold, properties, and long leases, have been registered with the Land Registry. Deeds are with the Council's solicitor; copies and other key documents are locked in the Town Clerk's office.</li> <li>➤ Recent Council records are sorted; subject to the document retention policy they may be stored in the council office or in secure cells at the Town Hall.</li> <li>➤ Archived material is on long-loan to Wells Museum in modern storage facility.</li> <li>➤ Photographic records have been taken of historic charters and other key historic records; the original charters etc. are in the secure archive storage at Wells Museum.</li> <li>➤ Separate retention, security and storage policies are in place at the Museum.</li> </ul>	L/M
Data Protection Regulations - compliance	<ul style="list-style-type: none"> <li>➤ The Council is aware of its duties as a controller and processor of personal data, under the General Data Protection Regulations 2018; training is on-going. The Council's schedule of data and appropriate related procedures is kept under review.</li> </ul>	M
Liability	<ul style="list-style-type: none"> <li>➤ All Councillors are informed of their responsibilities and have completed Registrations of Interests.</li> <li>➤ Code of Conduct training has been made available to all councillors.</li> <li>➤ The Council has insurance cover to include Fidelity Guarantee, Officials' Indemnity (Management Liability) and Employers' Liability.</li> </ul>	L/M

### INSURANCE

The Council holds insurance covering the following risks:

Public Liability	Employers Liability	Legal Protection
Personal Accident	Business Travel	Money
Fidelity Guarantee	Property	Loss of revenue
Officials Indemnity	Libel and Slander	

See annual insurance schedule for details. Covers are checked in detail annually at a meeting with the provider, prior to renewal.



# WELLS CITY COUNCIL

## 2. INTERNAL FINANCIAL CONTROLS

RISK	CONTROL	RISK LEVEL
Monthly Accounts not completed	The RFO produces monthly accounts, detailing: <ul style="list-style-type: none"> <li>- Reconciliation of all the Council's bank accounts, including investment and petty cash accounts</li> <li>- Income and expenditure including payment of salaries</li> <li>- Income and expenditure against annual budget</li> </ul> The regular check of bank statements and scrutiny of the accounts by Councillors is recorded on the signing schedule.	L
Authorisation of payments		
a. Salaries Inaccurate/unauthorised	<ul style="list-style-type: none"> <li>➤ Following annual staff appraisals, any increases above annual increment rises are approved by the Staffing Committee for inclusion in the Council's Budget.</li> <li>➤ Annual salaries are notified to the RFO by Senior Officers.</li> <li>➤ The Pay Roll is operated by the RFO and checked by another officer of the Council.</li> <li>➤ Payments of salaries are made by BACS. See 2.b</li> <li>➤ Payments of PAYE, NI, etc. are made by BACS. See 2.c</li> </ul>	L
b. BACS payments Inaccurate/unauthorised	➤ Electronic transfer payments are checked by Councillors' presented to scrutiny by the RFO.	L
c. Cheques Inaccurate/unauthorised	<ul style="list-style-type: none"> <li>➤ Cheques are signed by two authorised Councillors who also examine the invoice and check the payment voucher.</li> <li>➤ No Councillor or member of staff may authorise a payment to him/herself.</li> </ul>	L
Internal Audit Not completed/not compliant	➤ The Finance Committee appoints an independent Internal Auditor to act on behalf of the Council, having regard to the Council's Standing Orders and Financial Regulations, current legislation and NALC guidance on best practice.	L
Annual Review Not completed/not compliant	<p>Internal Financial Controls are reviewed annually in accordance with Standing Order 18: <i>The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:</i></p> <ul style="list-style-type: none"> <li>i. <i>The accounting records and systems of internal control.</i></li> <li>ii. <i>The assessment and management of financial risks faced by the Council.</i></li> <li>iii. <i>The work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually.</i></li> </ul>	L

# WELLS CITY COUNCIL

## 3. OPEN SPACES: GENERAL RISK ASSESSMENT

RISK	CONTROL	RISK LEVEL
<b>Cemetery</b>		
a. Memorial Safety	➤ Memorial testing is carried out annually by trained staff, and remedial action taken.	M
b. Inaccuracies	➤ Meticulous recording and mapping procedures are kept; with back-up copies.	M
c. Public safety	➤ All paths are kept clear and clean at all times. ➤ All grassed areas are kept mown and tidy. ➤ Vehicle routes and parking are clearly indicated. ➤ Funeral groups are advised and supported by staff.	L/M
d. Theft / vandalism	➤ Security procedures, lights & alarms.	M
e. Vehicles/equipment	➤ Regular servicing and maintenance; drivers' licences checked; all appropriate insurances in place.	L
f. Claim against Council	➤ Proper reporting and recording of inspections and of any incidents. ➤ Council Insurance.	M
<b>Skate Park</b>		
a. Accident / injury	➤ Regular inspection by trained staff.	H
b. Vandalism	➤ Annual inspection by independent provider.	H
c. Claim against Council	➤ Proper reporting and recording of inspections and of any incidents. ➤ Council Insurance.	M
<b>Highways delegated functions/partnership working</b>		
a. Accident	➤ Provision of appropriate equipment and protective clothing to staff. ➤ Provision of appropriate training for staff. (Roadside Working; Chainsaw Use)	M/H
b. Acting ultra-vires	➤ Works are carried out exercising the Council's Power of General Competence, in partnership with the relevant bodies. Written partnership agreements with Somerset County / Mendip District Council / other	L
c. Claim against Council	➤ Council's Insurer is kept informed of all functions.	M
<b>Street Furniture</b>		
a. Accident/injury	Litter Bins, Grit Bins, Seats, Notice Boards, Bollards, Signs, Cycle Racks, Wells in Bloom planters & poles. Operation of Speed Indicator Device. ➤ Installed with agreement of SCC Highways ➤ Listed on asset register ➤ Regular inspections, recording and reporting.	L
b. Vandalism	➤ Annual maintenance program carried out during winter.	M
c. Claim against Council	➤ Council Insurance.	M

# WELLS CITY COUNCIL

## 4. PROPERTIES: GENERAL RISK ASSESSMENT

RISK	CONTROL	RISK LEVEL
Loss of title	➤ Title to Council's freehold properties has been registered with the Land Registry.	L
Loss of rental income	➤ Council reserves; insurance cover.	M
Damage / destruction	➤ Buildings insurances; regular revaluation.	M
<b>Town Hall - See separate risk assessments:</b>		
a. Hirers – Indoor markets etc.	➤ Risk Assessment, controls and insurances.	L
b. Fire risk assessment	➤ Security & Alarm	L
Business continuity in emergency	➤ <u>Business Continuity Plan</u> In the event that access to the Town Hall offices should be lost, temporary displacement would be to the office at the Cemetery Lodge. All functions can continue from there and via home-working. All records are with the Council's cloud-hosting provider. The provider has secure storage and separate secure back-up location.	L
Note:	➤ WCC has an agreement to provide emergency Business Continuity for MDC at Wells Town Hall (as possible)	L
<b>Public Toilets</b>		
a. Accident	➤ Cleaning and maintenance schedules.	M
b. Vandalism	➤ Locked at night or as advised.	M
c. Injury	➤ British Standards compliant equipment. ➤ Regular inspections and reporting.	M

## 5. EVENTS: GENERAL RISK ASSESSMENT

Regular events are listed on the Council's Public Liability Insurance cover. Additional events are notified separately, in advance.

RISK	CONTROL	RISK LEVEL
<b>Fun Fair</b>		
a. Risks to public safety	➤ Land Use Licence (MDC)	M
b. Damage to property	➤ Operator's Agreement. ➤ Operator's Insurance. ➤ Risk Assessments May and November submitted to MDC with Road Closure applications.	L/M
Wells in Bloom	See separate Risk Assessment.	
Christmas Lights	See separate Risk Assessment.	
Civic Processions	See separate Risk Assessment.	
Other City Events	Risk assess as required.	

01/04/2022

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## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

WELW CITY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

## Section 2 – Accounting Statements 2021/22 for

WELLS CITY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	93,176	122,422	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	571,361	652,622	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	232,671	871,948	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	446,344	541,571	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	6,229	6,070	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	322,213	987,787	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	122,422	111,564	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	110,470	80,565	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	13,094,267	13,684,267	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	58,333	675,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			X
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

**CONFIRMATION OF THE DATES OF THE PERIOD FOR THE  
EXERCISE OF PUBLIC RIGHTS**

Name of smaller authority: WELLS CITY PARISH COUNCIL

County Area (local councils and parish meetings only): SOMERSET

**On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:**

Commencing on FRIDAY 1<sup>st</sup> JULY 2022

and ending on THURSDAY 11<sup>th</sup> AUGUST 2022

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2022 (i.e. Friday 1 July – Thursday 14 July).

We have suggested the following dates: Monday 13 June – Friday 22 July 2022. The latest possible dates that comply with the statutory requirements are Friday 1 July – Thursday 11 August 2022.)

Signed: 

Role: TOWN CLERK / RFO

**This form is only for use by smaller authorities subject to a review:**

Please submit this form to PKF Littlejohn LLP with the AGAR Form 3 and other requested documentation – this form is not for publication on your website.



## **Meeting held with Peter Travis-Co Chair Somerset Bus Partnership. Chair of Somerset Council Bus User and Stakeholder Group on Monday 20/6/2022**

Bus Back Better £11.9 million grant. To be spent on infrastructure and bus priority lanes. Will be spent on bus lanes in Taunton. Current spend needs to prove outcomes to be able to claim more in the future.

Recent timetable bus cuts in Wells by First Buses Somerset will remove direct services to Bridgwater affecting access to Bridgwater College for our youth.

Future threats- First West of England are being reviewed over next 2/3 months. Currently good services to Bristol and Bath from Wells but fears are that this could change due to increased costs.

New Bus Recovery Fund (started during covid) is going to end 30 September, causing revenue issues. Passenger levels back to 75%; precovid grants from Government to Somerset for concessions but only half concessionary tickets are being used. Bus operators facing increased wages + price of fuel. Any supported routes eg Slinky (Somerset CC) costs have increased by 40-50% .

Somerset County needs to agree manifesto more money for buses  
Somerset council Leader Bill Revans is a proponent of bus services  
Mike Rigby Cabinet lead for Transport and Digital Infrastructure

Connections to train services need to be maintained for Bristol /Bath.  
Requests for bus services to and from Castle Cary needs joined up transport planning and funding.

Responsive Services eg Slinky -could this be a future option for estates on outskirts of Wells?

Bus Station -current responsibility of Mendip DC.

Significant Mendip DC budget circa £200k to refurbish and upgrade bus station. Last year resurfaced carpark area, but every little other works. Can Mendip DC inform Wells CC what is still available in this fund to complete the upgrade required to the bus station to improve image of arrival point for public and tourists?

**Somerset Catch the Bus Week 3-11 September. Encourage all councillors using a bus at least once and send in photos**

**Somerset Bus Manifesto – [www.somersetbuspartnership.com](http://www.somersetbuspartnership.com)**

**Cllr Denise Denis 20/6/22**

## **Councillor Report on Sustainable Wells**

Sustainable Wells has been working with Somerset Wild Life Trust, Wells Sustainability Officer, and Mendip District Council to define the guidelines, surveys and consultation stage for the newly announced Mendip Environmental Areas (MEAS) which is a pilot project to develop wildlife verges and green spaces in Wells. Sustainable Wells will be the lead voluntary organisation supported by volunteers and the other members of this working party.

It would be appreciated if another councillor would like to join the steering group.

### **Other information on upcoming activities:**

Jun 26 <sup>th</sup> 2 -4pm	Freecycle at Good Earth Car Park
Jul 9 <sup>th</sup> 10am-12:30pm	Repair Café at St Thomas Church Hall
Jul 16 <sup>th</sup> 10am- 4pm	Nifty & Thrifty at Connect Centre
Jul 15 <sup>th</sup> – 24 <sup>th</sup>	Somerset Food Trail (see brochure)
Jul 23 <sup>rd</sup>	Wells Bioblitz various locations: publicity and information to follow
Jul 27 <sup>th</sup> 7 -9pm	Resurgence Talks (details tbc)

Cllr Denise Denis 20/6/2022