

WELLS CITY COUNCIL
MINUTES OF THE ARCHIVES AND CIVIC ASSETS COMMITTEE HELD IN THE COUNCIL
CHAMBER AT WELLS AT 6:00pm ON THURSDAY 29th AUGUST 2013

PRESENT: Cllrs: M Brandon; T Butt Philip (The Mayor); C Price; H Siggs;
D Unwin (Chairman).

IN ATTENDANCE: Archivist Dr J Wood.

13/20A APOLOGIES FOR ABSENCE
Town Clerk: F White.

13/21A DECLARATIONS OF INTEREST
None.

13/22A MINUTES OF THE MEETING held on Thursday 27th June 2013 were amended to record that Cllr C Price was present at that meeting; proposed, seconded, approved and signed.

13/23A MEETING OPEN TO THE PUBLIC
None present.

13/24A PUBLIC DISPLAYS OF ARCHIVES in the Town Hall

- i. The Archivist reported that there will be a picture rail in the refurbished Court Room there was a discussion about the future uses of the room; it was agreed that picture hanging in general will be put on the Agenda for the next meeting of the Archives Committee.
- ii. The Archivist recommended the purchase of two lockable display cases suitable for original archival material. These would be used for temporary displays such as those on Heritage Open Days and events like "Explore Your Archive". Their purchase would allow more frequent display of original items, although preservation issues such as appropriate humidity and temperature mean that original documents cannot be left on long-term display. They would be freestanding lockable glass- or perspex-topped table display cases with UV filters, with removable legs for easier storage. The two existing glass-topped cases need repair; these cases are not secure but are suitable for the display of reproductions. Cllr Siggs proposed that the Archivist (a) arrange for the present cases to be made safe and (b) explore the cost of possible new cases; this was agreed.

13/25A HERITAGE OPEN DAY Sunday 15th September

The Archivist reported that unfortunately the Heritage Lottery Fund application had not been successful this year, but the Wells HODs Group intends to reapply next year. Since there was not a meeting of the Archives Committee at the necessary time, the Chairman and Town Clerk had agreed that the City Council would give £60.00 towards the cost of graphic design for this year's flyer, towards which other HODs venues are also contributing. The Old Deanery is generously giving £295.00 to cover the entire cost of printing the flyer. Mendip Hospital Cemetery has joined this year's list of sites.

The Archivist announced that one of the Museum's Trustees has created a Wells HODs website: hodswellssomerset.com. This features the Town Hall. Cllrs Price and Unwin confirmed that they have volunteered to steward on 15th September, along with Cllr Gibson, and the Mace-Bearer Jan Rood who will steward in the Mayor's Parlour. Cllr Unwin suggested that Dr Wood email all Councillors and say that the Archives Committee has asked whether they could volunteer to help on Heritage Open Day. This was agreed.

The Archivist reported that a press release about the Town Hall's participation has been sent to the Wells Journal and the police will be invited as there will be a display

about the original Wells Police Force.

13/26A **EXPLORE YOUR ARCHIVE** Saturday 16th November

The Archivist reported that plans for this are proceeding well. She has arranged to collaborate with the Cathedral Archives and hopefully with Wells Museum Archives. There will be a 'Meet the Archivist' event at Wells Town Hall plus a display; a display in the Library at Wells Cathedral; and hopefully a display of photographs from the Phillips collection at the Museum. Each venue will advertise the other venues involved. We hope to get good media coverage, including on the radio. The Archivist has also contacted Somerset Heritage Centre to enquire whether it would be possible to borrow one of the St Cuthbert's Parish Registers; they have told her how to go about obtaining permission for this. Cllr Brandon volunteered to help at the event.

13/27A **CIVIC REVIEW**

Cllr Butt Philip reported that he has had an email from the Town Clerk concerning the plan for sharing out the Civic Review; he will arrange that this be forwarded to all members of the Archives Committee. It was agreed that this item should be put on the Agenda for the next meeting of the Archives Committee, and that each group should have their first meeting before the next Archives Committee meeting.

13/28A

ANY OTHER MATTERS OF REPORT

- i. Dr Wood circulated a quotation for a set of free-standing display boards plus carrying case, currently in a clearance sale, and requested approval for spending some of the sum allocated for the "Explore Your Archive" event on these. This was agreed.
- ii. The Archivist announced that she has been offered the post of Archivist at Wells Cathedral, which she plans to combine with her posts at the City Council and at Wells Museum. She asked that this should not be publicised until she has received confirmation in writing from the Cathedral. The Committee congratulated Dr Wood on her new post and the Chairman thanked her for her hard work.
- iii. It was noted that the Bishop's Palace is missing from the Heritage Open Days venues.

13/29A **DATE OF NEXT MEETING: 6pm Thursday 17th October 2013**