

Update on the Portway Annexe for the Parish Council Meeting, March 5th 2025

The Wells City Council owned Portway Annexe continues to thrive as a centre for multiple community activities going from strength to strength since its opening in May 2022.

The Annexe is ably led by Lisa Wassell, WCC Facilities and Projects Officer with Liz Webber as Venue Assistant. Reception is open Monday – Friday 9am – 5pm with cleaning/caretaking staff delivering services until 9pm. The building also operates on a Saturday from 9am – 6pm (subject to bookings) staffed by cleaning/caretaking staff. Alex Westwood, WCC Communications Manager, is currently developing a communications strategy to gain new hirers and inform the public of the success of the facility.

All policies and procedures re: the building and its users are in the process of being updated/created and adopted to ensure that compliance requirements are met. Progress is updated via the Dynamic Risk Register.

A Portway Annexe Management Group meets every 3 months and comprises 2 WCC Officers, 4 WCC Councillors plus residents from the neighbourhood.

Facilities for hire include two well-equipped music studios allowing for rehearsals and teaching, - a large hall, an art room, a board/training room, rooms suitable for dance and exercise workshops, meeting rooms and a large colourful community room for social gatherings. (The Kennedy Community Room is however no longer available for bookings.)

The Annexe provides a Welcome Hub for Ukrainian resettlement, asylum seekers and migrant families living in the area where they can socialise, undertake language classes and gain all manner of support from the Charis funded part time Hub Manager, assisted by WCN Ukraine.

The stained glass expert Edgar Philips is resident there, supporting individuals via art experience days and community outreach projects.

At the end of 2024 Wells City Council officially adopted the equipment provided by Construction Rocks, offering it for community use. We have also recently adopted an additional drum kit, kindly donated by a user of the Annexe.

Essential maintenance has been ongoing including replacement of the automatic door mechanism, emergency lighting testing and repairs, boiler maintenance, fixed wire testing and room painting. A planned preventative maintenance program (PPM) is under development to ensure delivery of essential maintenance and inform the budget setting process for the coming 5 years.

Dementia training has been offered to the staff by Cllr Denise Denis.

In line with Council Procedure the income and expenditure relating to the Portway Annexe is reported via the Finance Committee.

2024-25 YTD

INCOME

MUSIC	£ 7,681.00
COFFEE MORNINGS	£ 1,110.00
BABIES	£ 2,883.00
CHILDREN'S ACTIVITIES	£ 3,231.00
ART / HOBBIES	£ 3,882.00
SKILLS / TRAINING	£ 2,150.00
WELLBEING / SUPPORT	£ 2,875.00
EXERCISE	£ 4,668.00
BINGO	£ 1,800.00
BIRTHDAYS	£ 310.00
HOT DESK	£ 110.00
MEETINGS	£ 1,978.00
POLLING	£ 200.00
PARKING	£ 11,564.00
WELCOME HUB	£ 38,809.00

EXPENDITURE

REPAIRS / MAINTENANCE	£ 8,533.00
COMPLIANCE	£ 5,557.00
UTILITIES	£ 21,906.00
SUPPLIES	£ 4,474.00
SALARIES	1 FTE
plus additional 20 hours cleaner / caretaker	
LOAN REPAYMENTS	£ 38,700.00

Cllr D Orrett
Chair of Outside Spaces Committee

February 2025