



**WELLS CITY COUNCIL
NOTICE IS HEREBY GIVEN THAT A MEETING OF THE FINANCE & COUNCIL MATTERS
COMMITTEE, WHICH MEMBERS ARE SUMMONED TO ATTEND,
WILL BE HELD AT WELLS TOWN HALL
ON THURSDAY 13TH OCTOBER 2022 AT 7:00PM**

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

Steve Luck
Town Clerk/RFO

6th October 2022

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

Committee Members:

Cllrs: J Browne, S Cursley (Mayor), G Folkard,
T Pullin (Chair & Deputy Mayor), T Robbins,
H Siggs, I Von Mensenkampff, P Welch

AGENDA

Wells City Council has declared a climate emergency. Each agenda item must consider the impact on any policy and decision.

- 1 APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**
- 2 DECLARATIONS OF INTEREST**
To receive Councillors' Declarations of Interests, made under the Council's Code of Conduct adopted 12th May 2022.
- 3 MINUTES OF THE FINANCE & COUNCIL MATTERS COMMITTEE MEETING HELD ON THURSDAY 8TH SEPTEMBER 2022**
To approve and sign the minutes of the previous meeting.
- 4 MEETING OPEN TO THE PUBLIC**
Public speaking time is normally restricted to 15 minutes in total, at the discretion of the Chair
- 5 FINANCE**
 - i To receive the Finance Reports for September 2022
 - ii To consider approved contractors list and application (attached, pages 3-7)

6 TO MAKE DECISIONS ON THE FOLLOWING GRANT APPLICATIONS

(Presentations already provided in the September meeting)

- i. BLACK* artists on the move
- ii. GFM – local radio station for Glastonbury, Wells, Street
- iii. Wells Community Network
- iv. Heads Up
- v. Wells Lions Club
- vi. Wells Djembe Circle

Grant criteria attached for information.

7 EXTERNAL AUDIT

To receive the External Audit Report for 2021-2022 and agree to submit to Full Council for approval.

8 BUDGET 2022-2023

To agree budget setting timetable.

9 ARCHIVES AND CIVIC ASSETS

- i To receive an update (attached, page 7)
- ii To discuss quotes for Town Crier's uniform

10 UNITARY AND ACQUISITIONS

To receive an update from the Town Clerk.

11 STAFFING

- i To receive update from Lead Councillor T Robbins
- ii To discuss staff vacancies

12 ANY MATTERS OF URGENT REPORT

13 DATE OF NEXT MEETING: 7pm Thursday 10th November 2022

EXCLUDE THE PRESS AND PUBLIC

Note: If it is necessary for matters to be considered in confidence it will be proposed by the Chairman that a resolution be passed under the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended, excluding the press and public, in order that confidential items can be discussed.

Agenda Item 5 (ii)



WELLS CITY COUNCIL (THE COUNCIL): INVITATION TO TENDER FOR AN APPROVED LIST OF CONTRACTORS IN RELATION TO ITS LAND AND PROPERTY PORTFOLIO

The Council has a property portfolio of an insured value of approx. £15 million. It is bound by law

and financial regulations to provide best value for money with public funds and is committed to spending public money wisely.

The Council is currently preparing an Approved List of Contractors for undertaking minor works, services and supplies for works in its properties up to a per-item value of £5,000 for the following categories:

- Plumbing and heating inclusive of maintenance repair and water leak detection
- Drainage/Rodding
- Electrical
- Carpentry
- General building works inclusive of maintenance, repair and minor groundworks
- Locksmiths
- Door and window repair / Replacement including glazing
- General grounds maintenance (additional to that already undertaken by the Council's usual contractor)
- Painting and decorating the exterior and interior of properties
- Tree surgery works
- Pest Control
- Sign writers
- General Cleaning of public and office spaces
- Intruder alarm and fire alarm installation and maintenance

If any local company or tradesman wishes to be considered for the list, please complete the application stating:

- Details of your current Public Liability Insurance. Please note that the Council needs a minimum of £5 million (£10 million would be preferred) if your business is of high risk (using potentially dangerous materials or equipment; or you work at height; use blow lamps etc).
- Details of two references for each category applied for
- Relevant accreditations/certifications/membership of any industry bodies

Contractors may bid for all or any of the above works and services and must provide the following rates for each trade category bid for:

- Skilled Labour Day Rate for works during normal working hours
- Emergency Call-out charge (if applicable)

Address for tenders to be sent to: The Town Clerk, Wells Town Hall, Market Place, Wells BA5 2RB

The envelope to be marked `Tender for Approved Contractors List`

The closing date for receipt of tenders will be 5.00pm ????????

If you have any queries please do not hesitate to contact the Town Clerk, Mr Steve Luck, in the first instance at townclerk@wells.gov.uk or 01749 673091.

Terms and Conditions:

1. All rates quoted are to be inclusive of works supervision and management costs. The Council reserves the right to specify the grade or quality specification of any materials to be used

in any proposed works.
2. Following this tendering process, it is intended that appointed Contractors will be included on the Council's Approved List of Contractors for a period of five years. At the conclusion of five years the Council may at its discretion extend the period of appointment for a further two years. Any extension of the initial period of inclusion on the Council's Approved List of Contractors will be dependent on a satisfactory performance of works and be subject to any review of rates at the anniversary of the initial period
3. The Council recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers wherever possible.
4. Normally the Council will accept the quotation, estimate or tender that provides best value for money, however, the Council is not obliged to accept the lowest of any tender, quotation or estimate, but must give valid reasons for not doing so.
5. The Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 14 days, or earlier, by agreement. In order to comply with current legislation all payments (apart from petty cash payments) are made by BACS transfer.
6. The Council shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.
7. Contractors must inform the Council if any element of works are to be subcontracted out.

8. All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation, for example Cemetery Regulations. Provision of suitable risk assessments and method statements will be a condition of all such contractors.
9. The Council requires all contractors working on Council sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £10 million.
10. The Council reserves the right to terminate any contract immediately for any of the following reasons:

Termination for Cause – where a supplier commits a material breach of the agreement to deliver services, or fails to deliver agreed services, in the agreed timeframe without a plan to address the failings.
11. The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.
12. The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty, the Council will wherever possible purchase products that protect biodiversity, for example peat-free compost.



Wells City Council

APPLICATION FOR INCLUSION ON WELLS CITY COUNCIL'S APPROVED CONTRACTOR LIST

CATEGORY OF SERVICE(S) PROVIDED

BUSINESS NAME

BUSINESS ADDRESS

TELEPHONE EMAIL

ACCREDITATIONS / MEMBERSHIPS / PROFESSIONAL BODIES

SKILLED LABOUR DAY RATE DURING NORMAL WORKING HOURS

EMERGENCY / OUT OF HOURS CALL OUT FEE (IF APPLICABLE)

REFERENCE 1 Name:
Address:
Contact:
Telephone: Email:

REFERENCE 2 Name:
Address:
Contact:
Telephone: Email:

Declaration:
I understand that The Council requires me to hold Public Liability Insurance for contracts which involve working on Council sites for a minimum of £5,000.00
I confirm that I will supply a copy of my PLI policy schedule annually at renewal
I am aware that I am required to comply with the Council's Health and Safety and Equality policies

SIGNED DATE

NAME: POSITION:

Agenda Item 9 (i)

Wells City Archives Report for Finance & Council Matters Committee September 2022 –
(*carried over until October meeting due to the passing of The Queen*)

Julia Wood retired in April and Veronica Howe started on 6 June. The focus of the first few weeks has been on the handover, and getting set up in both offices.

At the Town Hall, security of the Wells City Archive files has been improved by the installation of a new external 8TB disk drive on the Archivist's computer. This will be a back-up device for the files (over 67,000) that were previously only stored on the portable disk that is used to enable the Archivist to work at both the Town Hall and Wells Museum where the archives are located. A new weekly back up routine will address and reduce the risk of data loss. At the Museum the Archivist's office has been repainted and improved, and the Archivist has connected a second monitor to the laptop to facilitate the extensive data entry involved in the new cataloguing project.

Councillor Harvey Siggs has met with Veronica. One of the matters discussed was how changes to the council might affect ownership and management of the Recreation Ground. The Archivist found some references to historic arrangements in council minutes and sent them to Councillor Siggs.

The Mayor deposited a copy of a historic newspaper clipping concerning his father, a former Town Clerk, and enquired about archive material relating to town twinning with Durkheim with a view to planning for next year's 40th anniversary. The Archivist confirmed the original agreement is in the archives, and sent the Mayor photographs of the 10th anniversary celebration in 1993.

A review of enquiries has been undertaken to ascertain the status of those outstanding from the time of pandemic lockdowns. Some enquiries were resurrected and have been dealt with, either by email or by researchers visiting in person now that normal service regarding access has been resumed. Several new enquiries have been dealt with, mainly concerning building and family history. There are currently no outstanding enquiries.

Two new databases of information from the City Archives, created by volunteers, have been made available on the Wells Museum website. This development was publicised on social media and evidence suggests the resources are already being used. The first, Sacrament Certificates 1689-1765, provides a searchable index of the names of individuals taking various oaths of office. The second is a property index from 1860, created from maps and a reference book related to the new sewerage plan for Wells. Showing every property and outbuilding, with names of owners and occupiers, it is a superb source for family, house and local historians.

The main focus of the Archivist's work over the next year will be creating a proper catalogue for Wells City Archive. Currently information about the collections only exists in numerous spreadsheets and listings of inconsistent and variable quality, and material is stored in numbered boxes that follow no system. A new catalogue has now been designed that conforms to international standards for archival description, and work has begun on copying data from the various sources into the master catalogue spreadsheet. The objective is to rearrange the collection more logically. The benefits of this will include: making information about the collections available online on the city council and museum websites and The National Archives Discovery platform; enabling the accession and transfer into the archives of the backlog of 50 years of modern City Council records currently stored in the cells beneath the Town Hall; and physically rearranging the boxes in the archive store in a more systematic fashion that will streamline their management.

Veronica Howe 1 September 2022