

WELLS CITY COUNCIL

MINUTES OF THE MEETING OF THE PORTWAY ANNEXE COMMITTEE ON WEDNESDAY 16TH SEPTEMBER 2021 AT 6.00PM IN WELLS TOWN HALL

PRESENT: Cllrs: L Agabani, R Humphreys (Vice-Chair), A l'Anson (Chair), T Leach

IN ATTENDANCE: Facility & Administration Officer: K Westwood
Town Clerk Assistant: C Woodland
WCC Cllrs: S Powell, J Rust
WCC Staff: S Glendinning
SCC Cllr: T Munt
PACG: I Robinson
2 members of the public – Chris Simons and Martin Cooke

21/53PAC APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS

Town Clerk: S Luck
Cllrs: J Osman, T Pullin
MDC Cllr: Laura Waters
Nigel Fraser (PACG)

21/54PAC 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 to make.

Cllr Rust queried whether non-councillors who are on the Committee should provide a CV and a Declaration of Interest. Cllr Agabani felt non-councillors should declare their interests.

SCC Cllr T Munt offered to provide a copy of the SCC Declaration of Interest.
Cllr l'Anson proposed to ask the non-council members to complete a Declaration of Interest. This was proposed, seconded and agreed.
Cllr Humphreys stated she would consult the Town Clerk.

21/55PAC ELECTION OF CHAIR

Cllr l'Anson was proposed, seconded and elected.

21/56PAC MINUTES OF THE PREVIOUS MEETING HELD ON 7TH JULY 2021

Minutes of the previous meeting were proposed, seconded, approved for signing.

Ian Robinson queried 21/44PAC – 'The first payment is due 1 month after drawdown, but a payment is likely to be taken after 6 months'. After discussion it was felt this needed further clarification. The Chair to refer to the Town Clerk.

The Chair welcomed the new Town Clerk Assistant, Claire Woodland.

21/57PAC MEETING OPEN TO THE PUBLIC

Cllr Rust raised the following:

1. At the last full council meeting, Cllr Rust had asked that the consideration of the Portway Annexe (PA) being devolved to Wells from SCC by way of a Community Asset Transfer should be pursued again. The Town Clerk had confirmed that an enquiry would be made. On 23rd Aug she sent an email to the Mayor stating, in the interest of transparency and to demonstrate to Wells precept payers that WCC is serious in restoring the PA to our

- authority, all communications to & from SCC regarding the matter be made public. The Chair will follow this up.
2. Within the Project Meeting notes from 8th Sept, Item 4. It states 'Version 4 of the business plan includes a cost base of £111,000 pa'. Cllr Agabani advised this was the estimated cost at keeping the building running. Cllr Rust requested all Councillors to be sent a copy of the Business Plan - Version 4.

21/58AC PUBLIC CONSULTATION

Ian Robinson confirmed that the full analysis from the public consultation questionnaire had not been returned from Strode, once received a full report will be circulated.

21/59PAC CONSIDER THE VISION STATEMENT

Cllr Rust had recommended some alterations and had forwarded to the Chair prior to the meeting. The Chair to redraft and recirculate. The amended draft is attached to these minutes.

Chris Simons requested that the PA should stand in its own right and not be a subsidiary to Wells Town Hall. Assurance was given that this would be the case and Chris Lee (a local resident) is looking at individual branding for the building.

21/60PAC DETERMINATION OF USERS

Criteria for selection of users. Ian Robinson presented his report written with Nigel Fraser. Cllr Agabani thanked IR & NF for the detailed report, full consideration to its content had not yet been given, but will be discussed in the next Project Team meeting. He also pointed out, the Town Hall staff do have extensive experience on building usage (long & short term bookings) which will be invaluable as regards the PA.

It was agreed for the Town Clerk and Administration Officer to start negotiations with users.

21/61PAC FUTURE MANAGEMENT STRUCTURE

Cllr Agabani outlined the recommended way forward for:

1. Pre-completion of purchase, it is proposed to continue meeting as a Project Team.
2. Post-completion of purchase, it is proposed to form a Management Committee made up of: Cllrs, representatives from residents & community groups, town hall staff. A paper would need to be written by the Project Team and taken to Full Council. Chris Simons felt a full time manager should be employed for the building. Martin Cooke stated that the PA should only be controlled/run by WCC who have accountability, which was supported by Cllr T Munt.

21/62PAC CAR PARK PROVISION

A detailed discussion took place on whether car park spaces would be all available for users of the PA or whether some could be let out, in order to provide a regular income. Cllr T Munt suggested offering overnight parking permits. Further discussion/consideration will be given by the Project Team on this subject.

21/63PAC DELEGATED RESPONSIBILITIES

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

21/64PAC ANY OTHER MATTERS OF URGENT REPORT

None

21/65PAC DATE OF NEXT MEETING: tba

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

Draft Vision for Portway Annexe – September 2021.

Wells City Council (WCC) sees the Portway Annexe (PA) as an important centre within the community for people of all ages to meet, learn, create and have fun.

The PA will provide resources and spaces that enable social and cultural community interaction, alongside the development of education, skills and enterprise.

As part of this vision, WCC aims to ensure the PA is self-sustaining and socially and environmentally responsible .