

## WELLS CITY COUNCIL

### MINUTES OF THE MEETING OF THE PORTWAY ANNEXE COMMITTEE ON WEDNESDAY 7<sup>TH</sup> JULY 2021 AT 7.00PM IN WELLS TOWN HALL

**PRESENT:** Cllrs: L Agabani, S Briton (Chair), R Humphreys (Vice-Chair),  
A l'Anson, T Pullin

**IN ATTENDANCE:** Town Clerk: S Luck  
Facility & Administration Officer: K Westwood  
WCC Cllr: S Powell  
WCC Staff: S Glendinning  
SCC Cllr: T Munt  
PACG: I Robinson  
1 member of the public

**21/40PAC APOLOGIES FOR ABSENCE FROM COMMITTEE MEMBERS**

Cllrs: J Osman, T Leach  
MDC Cllr Laura Waters, Nigel Fraser (PACG)

**21/41PAC DECLARATIONS OF INTERESTS**

To receive Councillors' Declarations of Interest, made under the Council's Code of Conduct adopted 26<sup>th</sup> July 2012:  
Councillors were asked whether they had any declarations of interest to make.  
None declared

**21/42PAC MINUTES OF THE PREVIOUS MEETING HELD ON 9<sup>TH</sup> JUNE 2021**

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

Actions from the previous meeting:

- 21/31PAC Will be raised at the Finance meeting scheduled for 8<sup>th</sup> July.
- 21/32PAC Decision to be made at Finance Ctte
- 21/36PAC This action is carried forward.

**21/43PAC MEETING OPEN TO THE PUBLIC**

Nobody wished to speak

**21/44PAC PURCHASE & PUBLIC WORKS LOAN UPDATE**

The Town Clerk gave an update. The Public Works Loan remains at pre application stage but all the information required has been provided and a reply is expected soon.

£800 has been paid to the Solicitor for the searches and work on the covenants.

SCC have not provided a fire assessment so WCC will look to carry out our own. Estimated cost of this is £2,500 - £3,000. This is on the agenda for the WCC Finance Ctte

As this is a new Committee it is not included as a WCC Scheme of Delegation, therefore decisions are referred through the Finance Ctte. The Scheme of Delegations and Committees will be reviewed in August and if appropriate the Portway Annexe Committee will be included.

Ian Robinson asked for clarification on the loan. The Town Clerk explained loan was for a fixed term, over 25 years. It is already in the budget to cover the first year's loan repayments. The interest rate on the loan is set on the day the loan is taken out. The first payment is due 1 month after drawdown, but a payment is likely to be taken after 6 months. It was agreed the Town Clerk would seek clarification on how this will work as this will affect cash flow.

**21/45PAC REPORT FROM RESIDENTS WORKING GROUP**

Cllr Humphreys presented her report and emphasised the meeting held at the Portway Annexe on Sat 12<sup>th</sup> June was very positive and much feedback was gained from the 18 residents who attended. Six residents have offered to be part of the working group of which two will be selected. She thanked Nigel Fraser for his assistance.

SCC Cllr Munt stressed it was important that a response should be given to residents on the concerns Cllr Humphreys had listed in her report. This was agreed.

Cllr Powell asked whether the area around the building could be tidied up with cutting the grass and clearing rubbish. The Town Clerk with the help of Cllr Munt would liaise with SCC.

Ian Robinson asked whether there had been any concerns raised with using the building for music events. Cllr Humphreys confirmed there had been no concern shown at the meeting for music events but just on how late the building would be open and potential noise late at night.

**21/46PAC REPORT FROM COMMUNITY WORKING GROUP**

Cllr Agabani presented his report. Following a meeting on 6<sup>th</sup> July, it was suggested a leaflet for Community Groups be created for the Community Day to be held on 24<sup>th</sup> July. The leaflet would be A5 & contain information on who to contact (Town Clerk & Cllr Agabani) and a summary of the information already provided by Cllr l'Anson. It was agreed Cllr Agabani would draft the leaflet.

Cllrs Pullin, l'Anson and Humphreys offered to help with the Community Day.

**21/47PAC REPORT FROM PUBLIC CONSULTATION WORKING GROUP**

S Briton thanked everyone who had been involved in putting together the short questionnaire.

Cllr l'Anson presented the questionnaire and asked for comments:

S Briton suggested:

- referral be made to the video footage
- contact be made with Dr Wood, The Archivist, who has put together a display in the Town Hall on historical material on The Portway Annexe.
- Question 5 on the questionnaire should read If, YES, please provide contact details.

The questionnaire would be available for the Community Day on 24<sup>th</sup> July.

A vote took place on the content of the questionnaire. It was proposed, seconded and unanimously agreed.

Cllr l'Anson proposed for the following sentence to be included in the questionnaire:

"This questionnaire is set in the context of future consultations which the City Council will carry out as part of the process of acquiring the Wells Recreation Ground and possibly the Market Place"

S Briton suggested changing 'will' to 'may'

A vote took place on the inclusion of the sentence. It was proposed, seconded and unanimously agreed.

The proposed date for the Open Day at the Portway Annexe is 31<sup>st</sup> July. Ian Robinson, Nigel Fraser and Kirstie Harris are all away on holiday. Ann Whalley, The People Partnership, may not be available, Cllr Agabani to check. The Town Hall staff are not available in August.

The Town Clerk stressed that as we don't own the building and due to health and safety, limited numbers can have access to the building at any one time. Cllr Pullin offered to provide two gazebos to put up outside the building. Cllrs Humphreys and Pullin offered to help on the day.

A vote took place on the Open Day taking place on 31<sup>st</sup> July. It was proposed, seconded and unanimously agreed.

S Briton thanked Ian Robinson for all his help and everybody else who had been involved but weren't present at the meeting. Ian was asked to provide any questions he wanted raised on the day as he will be on holiday.

#### **21/48PAC REPORT FROM BUSINESS PLAN WORKING GROUP**

S Briton referred to her report. Cllr Agabani would facilitate in the future.

The decisions listed in the report were discussed:

- a) Commissioning Fire Risk Assessment – already discussed in 21/44PAC
- b) Begin formal contact with local education providers – S Briton to send draft letter to the Town Clerk
- c) Share within PAC the current expressions of interest for hiring rooms – Action with S Briton, Cllr Agabani and Town Clerk
- d) Ensure regular update of information re PAC on WCC website – Due to the amount of information, S Glendinning to look at adding an extra page on the website and report back to S Briton and Cllr Agabani

#### **21/49PAC FUTURE WORKING ARRANGEMENTS**

The Residents and Community Groups Working Groups will continue in their current form.

A vote took place to amalgamate the Business Plan and Public Consultation working groups into a project team. It was proposed, seconded and unanimously agreed.

S Briton thanked Alex Westwood on the File Sharing protocol. The Town Clerk stressed the need to be very mindful of data protection when file sharing. SCC Cllr T Munt also stressed the need for the information to be encrypted, S Briton to check with Alex.

S Briton has asked for the Archivist information to be shared.

#### **21/50PAC 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.

**21/51PAC ANY OTHER MATTERS OF URGENT REPORT**  
None

**21/52PAC DATE OF NEXT MEETING: tba**

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