

Wells Town Council
Wells Community Hospital,
Mill Road, Wells-next-the-Sea,
NR23 1RF

Clerks' report written for the meeting to be held October 2026 & compiled 25/09/2026

1. **Bus Shelter Update** - The Clerk received delivery of the replacement sheet of Perspex.
2. **AGAR Update** – The external auditors PKF Littlejohn LLP sent its report regarding the Council's AGAR with the following concerns/recommendations:
    a. The smaller authority has not been able to provide evidence of its consideration of the independence of the internal auditor upon appointment and this was some years ago and the records are not available.
    b. In accordance with the Practitioners Guide, Paragraph 4.11 it is considered best practice to review the independence of the internal auditor on an annual basis.

    The Clerk will take steps to contact other Proper Officers for their recommendations for Internal Auditors.
3. **Streetlight Maintenance Update** – The following streetlight faults/repairs have been reported/chased up:
    a. Unit 9043 – Plummers Hill outside Hillside
4. **NACL Respect and Civility Pledge –** The Clerk completed the necessary forms on the NALC's website to allow the Wells Town Council to sign its 'Respect and Civility Pledge'.
5. **Streetlight Complaint Update** – The Clerk has been in contact with the Council's contractor to chase up their original request for assurances that should the work go ahead on the unit at the top of Mill Road, as wished for by the complainant, the new lantern and shielding will have the desired effect, i.e. directing the light generated by the street light downward away from the complainant's property.
6. **Allotments** – The tenancy renewal letters have been sent and the Clerk is in the process of contacting tenants whose plots were previously flagged due to concerns raised regarding lack of cultivation. One plot has been successfully reallocated and meetings are scheduled over the next few weeks to show remaining lots to prospective tenants
7. **Play Field Maintenance Update** – The Clerk was notified by RH of the following item(s):
    a. Painting of equipment
    b. Continued maintenance repairs as recommended in Play Inspection report
    c. Plans to focus on repairing the Bounty once above completed
8. **Playfield Inspection Contract** – The Clerk has received the new proposed contract for inspecting the play field.
9. **Co-Option Update** – The Clerk did not receive any applications by the specified deadlines of the 14th and 28th of September for the 2 Co-Options scheduled to be reviewed at the Council's meeting on the 5th of October. Therefore it will be necessary for the Clerk to repeat the process and post Co-Option notices to advertise these vacancies in order to fill the positions and get the Council back up to full capacity. Subsequent to this notification the timetable for the procedure is/will be as follows in accordance with the 4 week time period as specified in the Council's Co-Option Policy:

    2 Vacancy Co-Option
    - **Deadline for receipt of applications – 12th of October**
    - **Scheduled Co-Option – Monday 2nd of November**

    1 Vacancy Co-Option
    - **Deadline for receipt of applications – 19th of October**
    - **Scheduled Co-Option – Monday 2nd of November**

    1 Vacancy Co-Option
    - **Deadline for receipt of applications – 26th of October**
    - **Scheduled Co-Option – Monday 2nd of November**

Consequently all applications sent to the Clerk will be considered at the November meeting.

10. **Budget Requests** – The Clerk repeats their request for Council members to send any budget requirements they may have as soon as possible so they may incorporate them into the WTC 27/28 Budget.
11. **Library Surgeries** – Finally the Clerk thanks the councillors who volunteered for the library surgeries during November and December and asks for offers to attend the session scheduled as follows:
    - **8th January**
    - **5th February**
    - **5th March**
    - **9th April**

Emma Gunhouse

Town Clerk