



QUALITY
TOWN
COUNCIL

website: www.whitchurchcouncil.uk

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



High Street
Shropshire
tel. 01948 665761
email: clerk@whitchurchcouncil.uk

HERITAGE COMMITTEE

MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON THURSDAY 3RD MARCH 2016

PRESENT

Councillors: T. O'Neill, T. Neville and G. Stockton.

IN ATTENDANCE

Z. Dean (Town Centre Manager/Assistant Town Clerk), Dr J. Hoyle (Curator) and I. Garner.

1. APOLOGIES

Cllr Duffy – Family commitment
Tim Jenkins – Other engagement

2. DECLARATIONS OF INTEREST

None

3. MINUTES

After a proposal by Cllr O'Neill, seconded by Cllr Neville:

HC/10/1516 RESOLVED: That the minutes of the meeting of the Heritage Committee held on 3rd December and reconvened on 10th December 2015 be approved and signed as a true record.

4. MATTERS ARISING

Dr Hoyle noted that the Heritage Centre still requires a fire test log book.

5. PUBLIC PARTICIPATION

No public present.

6. OUTSTANDING ITEMS:

Signage for the Heritage Centre

An appeal has been put forward to Shropshire Council for the Town Council to take ownership of the flowerbed next to the Heritage Centre and the patch of grass at Bluegates for signage.

Maintenance on craft units

It was noted that this is ongoing.

Internal Alterations

Dr Hoyle noted that the alternation were almost complete and thanked the Facilities team for their diligent and professional work inside the Heritage Centre. Manager's Office now fully insulated, with a new double glazed window and a stable temperature had been achieved.

Outstanding areas: Removal of radiator from Manager's Office.

7. MAINTENANCE UPDATE

It was agreed to arrange a walking tour for Thursday 10th March at 11:00am to draw up a programme of works for the Heritage Centre, with Town Councillors and Facilities Team.

8. FIRE ALARM UPDATE

Currently in the tendering process before work can commence. It has been advised that hard-wiring the alarm will most likely be the best option. Dr Hoyle stressed that all visitors and contractors must sign in to the Heritage Centre upon arrival.

9. UPDATE ON ELECTRICITY USAGE

The oil filled radiator is no longer being kept on overnight, but more electricity would have been used than normal in January due to the internal alterations. Electricity bills are to be checked. The metres are not separated for upstairs and downstairs so the monitoring how much electricity is used in the different areas of the building is very difficult.

10. MOVING DOCUMENTS/ARTEFACTS FROM UNIT 3

The artefacts cannot be moved until the new space is environmentally sound. Documents cannot be stored on exterior walls in the Manager’s Office. “Room 1” upstairs is not ready, requires double glazing, new linoleum and the removal of both the sink and water boiler. More racking is also required for the dimensions of the new store rooms are different to those of Unit 3.

11. RECENT AND UPCOMING EVENTS AT THE HERITAGE CENTRE

The volunteers attended a course on “Stop the Rot – Collection Care” which was held at the Heritage Centre. The centre is also to host an archaeological talk on Angelo Saxon finds. Plans are underway for the Heritage Opens days. The Original Somme Film, having been digitally remastered, will be shown due to the museum’s partnership with the Imperial War Museum.

12. VISITOR ATTENDANCE

The committee noted that visitor numbers were down due to the Heritage Centre being closed in January for the internal alterations. Lots of children visited during half term. The Heritage Centre will be open for special town events and the volunteers asked to be kept informed of the upcoming dates.

Total visitors: 2,154 (Year ending 2015).

13. SIGNAGE FOR HERITAGE UNITS

After a proposal from Cllr O’Neill, seconded by Cllr Stockton:

HC/10/1516 RESOLVED: To rename the craft units “The Heritage Courtyard Shops”.

Dr Hoyle noted that a second key would be required for the courtyard gate and the alarm can only be turned off from a central location, not from upstairs.

Meeting closed at 10.30am

Signed Chairman Date