

Whitchurch Town Council

Civic Centre
Whitchurch
SY13 1AX



High Street
Shropshire
tel. 01948 665761

website: www.whitchurchcouncil.uk

email: clerk@whitchurchcouncil.uk

HERITAGE COMMITTEE

MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON TUESDAY 9th JULY 2019

PRESENT

Cllrs: B. Duffy, T. Neville, T. O'Neill, J. Martin, Dr J Hoyle and Ms D. Alcock

IN ATTENDANCE

Zoë Dean – Town Centre Manager/Assistant Town Clerk

Morris Clive – Facilities Manager

1. Election of Chairman

Cllr Neville nominated Cllr T. O'Neill, seconded by Cllr Duffy.

It was **HC/01/1920 RESOLVED** that Cllr O'Neill be elected as Chairman of the Heritage Committee.

2. Election of Vice Chairman

Cllr Neville nominated Cllr J. Martin, seconded by Cllr Duffy.

It was **HC/02/1920 RESOLVED** that Cllr Martin be elected as Vice Chairman of the Heritage Committee.

3. Approval of Non-Councillor Members

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

It was **HC/03/1920 RESOLVED** that Dr J. Hoyle and Mr T. Fry be accepted as non-councillor voting members of the Heritage Committee.

4. Apologies

Mr Terry Fry – prior engagement.

5. Declarations of interest

None received.

6. Minutes

After a proposal by Cllr Duffy, seconded by Cllr Neville,

It was **HC/04/1920 RESOLVED** that both sets of minutes from 8th January 2019 and 28th February 2019 be accepted as an accurate record.

The Chairman duly signed the minutes.

7. Matters arising

There were no matters arising.

8. Public Participation

No members of the public present.

9. Heritage Accounts

After a proposal from Cllr Neville, seconded by Cllr Martin,

It was **HC/05/1920 RESOLVED** to accept all accounts as presented.

10. Heritage Centre Business Plan Update

Some wording updates had been carried out on the document.
After a proposal from Cllr O'Neill, seconded by Cllr Martin,
It was **HC/06/1920 RESOLVED** to accept the Business Plan.

11. Heritage Resolution Record

After a proposal from Cllr O'Neill, seconded by Cllr Neville,
It was **HC/07/1920 RESOLVED** to agree and sign off the items on the resolution record.

12. Heritage Centre SLA

It was noted that the updated maintenance form had been added to the SLA document.
Dr Hoyle pointed out that the maintenance form does not work for everything and requested a monthly meeting with the Clerk and Facilities Manager to discuss continual routine maintenance. However, the maintenance form could still be used for large-scale projects which have to be budgeted for.

After a proposal from Cllr Neville, seconded by Cllr Duffy,
It was **HC/08/1920 RESOLVED** that an informal meeting is held on the first Tuesday of the month with the Town Clerk, Facilities Manager and Trustees in order to discuss maintenance updates.

13. CCTV and Alarm in 12 St Mary's Street – Whitchurch Museum

Dr Hoyle reported that the Heritage Centre does not own the CCTV system and would first need to register with the ICO as an organisation. The Museum & Archives wish to take over the CCTV system as well as the service contract. This would not include the red 'panic' button.

The Trustees made the following proposals to committee:

1. *Whitchurch Museum & Archives take over the responsibility for the CCTV and alarms installed in 12 St Mary's Street (Whitchurch Museum) from Whitchurch Town Council. This will include all costs associated with repair, replacement and maintenance.*
2. *Whitchurch Museum & Archives register with the Information Commissioner's office (ICO) as a data controller under GDPR regulations, which will cover the CCTV installation and all records held by WM&A.*

After a proposal from Cllr Neville, seconded by Cllr Martin,
It was **HC/09/1920 RESOLVED** that proposal 1 (as above) be accepted.

After a proposal from Cllr Neville, seconded by Cllr Martin,
It was **HC/10/1920 RESOLVED** that proposal 2 (as above) be accepted.

It was noted that Town Council Facilities Staff would need to remain on the contact list for emergency call outs and out of hours care.

14. Access to the Museum

The access procedure was reiterated:

Facilities staff and tradespeople must sign in at the front desk upon arrival. A member of the trustees will then be called to accompany visitors around the building. All maintenance must now be pre-agreed, and Dr Hoyle will attend. The building can be closed to the public, if necessary, to allow for maintenance.

The Facilities team will only access the building with a key in an emergency.

After proposal from Cllr O'Neill, seconded by Cllr Duffy,
It was **HC/11/1920 RESOLVED** that above access procedure be accepted.

15. Museum & Archives Activities

Whitchurch Museum & Archives Update & Activities (up to April 9th 2019) (previously prepared for the non-quorate April Committee Meeting. Copy of report listed below:

Volunteers

- Currently 20 active volunteers

Visitor numbers & Volunteer hours

- Volunteer hours were 651 for November, 362 for December, 516 for January & 483 for February
- Visitor numbers were 134 for January, 11 for February (closed due to boiler etc), 218 for March
- Visitors 2018 (Jan - December) 1931

Collection

New acquisitions since January meeting include

- 1826 decorated jug from Tilstock
- Jessie Furber pen & ink drawing of boats at sea
- Brass measure for cheese vat
- WW1 peace celebration garter decoration

Activities

- Jan 10th - talk by D. Broad for WHAG upstairs at HC - oversubscribed, had to turn people away
- Jan 16th - pictures of new cotton bags in Whitchurch Herald
- Jan 15th - 3 Trustees of Whitchurch Museum & Archives signed lease at Hatchers (SB, TF, JH)
- Feb 4th & 5th D. Broad attended a WMMDO Project Management Course at Shrewsbury Museum
- Feb 8th - notice from Shropshire Council that listed building permission granted for new doors
- 13th Feb - 3 trustees attended WMMDO Museum Constitution & Governance workshop at Worcester (SB, GS, TF)
- 15th Feb - 5 volunteers attended WMMDO 'marking & labelling' course at Brampton

Museum

(DA, JnH, DB, RD & JH)

- 21st Feb - D. Broad repeated January talk for ten visitors that couldn't fit in last month
- 26th Feb - Princes electrical installed new electric spurs for automatic doors
- 1st March - Family History Friday group started for next 8 sessions
- 2nd March - Automatic doors fitted
- 5th March - Volunteers carried out deep clean of museum
- 26th March - Securasound fitted new CCTV camera (now all interior public spaces covered)
- 28th March - Volunteer (DB) and Trustee (GS) attended WMDO conference at Ironbridge
- 18th April - New exhibition opens - 18th century silver of St Alkmund's Church Maintenance/Security

- 22nd Mar - New boiler installed - most radiators working. Two in downstairs service wing need repairing.
 - 4th April - Water leak in ceiling of upstairs ladies toilet - roof space needs checking
 - 4th April - Water ingress through frames of downstairs windows fronting St Mary's Street
 - New padlock put on gate to courtyard
 - New door now on shed to allow access from inside compound.
- Outstanding from June meeting
- Cleaning and inspection of exterior ground floor paintwork - walls, sills & windows
- Outstanding from November meeting
- Cleaning of cellar required

Whitchurch Museum & Archives Update & Activities (up to July 9th 2019)

Copy of report listed below:

Volunteers

- Currently 20 active volunteers, new volunteer Neil started 25th June

Visitor numbers & Volunteer hours

- Volunteer hours were 582 for March, 622 for April,
- Visitor numbers were 173 for April, 235 for May, 175 for June
- Visitors in 2019 (to end of June) were 862

Social Media

- Facebook page has 374 followers

Collection

New acquisitions since April meeting include

- 2 Kathleen Parbutt watercolours
- 1920s shoes
- Football medals
- Horse show programme
- Book produced by St Alkmund's church re. new east window, recording history & donors

Activities

- Apr 18th - St Alkmund's silver on display in Museum
- May 16th - visit by Wem U3A for 2 guided walks around Whitchurch (JL & JAH)
- May 24th - Whitchurch Museum & Archives stickers placed on doors
- May 28th - 8 oral history recordings for the public to listen to on specially designed board
- Jun 13th - visit by caravan rally for 3 guided tours (JL, DB & JAH)
- Jun 14th - Summer family history sessions started
- Jun 27th - arranged visit from 2 Americans re. Whitchurch ancestor Samuel Hotchkiss
- Jul 4th - new display created for Peace Day July 19th 1919

Maintenance

- Break-in at shed in the park - WM&A needs to be notified.
- Shed door requires a working, lockable bolt and padlock
- Painting of Heritage Centre commenced 17th June

It was noted that the Museum & Archive Team are to be informed if a break-in occurs in the park shed in order for items to be checked.

Dr Hoyle requested a new bolt for the Museum's section of the shed to be fitted, along with a padlock.

The Heritage Centre painting commenced on 17th June; however, the painting has only been completed on three sides. The windows on the fourth side still need to be repainted. The hanging sign has also been removed and repainted. The signage above the door needs repainting or for a new sign to be purchased.

After a proposal from Cllr Martin, seconded by Cllr Duffy,

It was **HC/12/1920 RESOLVED** that the Town Centre Manager check the original painting quote.

16. Signage

The Bluegates access signage in the flowerbed has now been completed.

Further signage for Bluegates walkway noticeboard is required, laminated with arrows (A4).

17. Confidential Business

There was no Confidential Business.

There being no further business the meeting closed at 11.30am

Signed: **Date:**