

Whitchurch Town Council

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HERITAGE COMMITTEE

MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON TUESDAY 12th NOVEMBER 2019

PRESENT

Cllrs: T O'Neill, R Snell, J Martin, T. Neville, Mr T Fry and Dr J Hoyle

IN ATTENDANCE

Zoë Dean – Town Centre Manager/Assistant Town Clerk
Morris Clive – Facilities Manager

1. Apologies

Cllr Bev Duffy – prior engagement.

2. Declarations of interest

None received.

3. Minutes

After a proposal by Cllr Neville, seconded by Cllr Martin,
It was **HC/17/1920 RESOLVED** that the minutes of the meeting held on 10th September 2019 be accepted as an accurate record. The Chairman duly signed the minutes.

4. Public Participation

No members of the public were present.

5. Heritage Accounts

A question was asked regarding alarms and servicing. It was the understanding of the volunteers that they only had to take on the CCTV for legality reasons. This item was on the agenda for later in the meeting.

After a proposal from Cllr Martin, seconded by Cllr Neville,
It was **HC/18/1920 RESOLVED** to accept the accounts for Months 5 and 6, which were duly signed by the Chairman.

Whitchurch Museum & Archives Trust wish to take on paying for the alarms and CCTV. The Clerk will set up an informal meeting with Cllrs O'Neill, Martin and Mr Fry and Dr Hoyle.

6. Heritage Resolution Record

After a proposal from Cllr O'Neill, seconded by Cllr Neville,
It was **HC/19/1920 RESOLVED** to agree and sign off the following items on the Resolution Record: HC/08/1920, HC/11/1920 and HC/12/1920.

7. Heritage Centre Maintenance

a) To receive an update from the monthly maintenance meetings

It was noted that the monthly meetings between Dr Hoyle and the Facilities Manager are working well. They are working through a list which includes regular site visits.

There is some boxing in work to be done. The emergency work required to rectify the disintegration of the decking has been completed.

b) To resolve which alarm and CCTV accounts the WMA Trust will take on.

The meeting agreed to discuss this matter in September had not yet taken place. It was agreed to find a suitable time to suit both the Accounts Officer and Terry Fry and bring back information to a future meeting.

c) To receive quotes for the replacement water heaters.

All of the water heaters in the Heritage Centre had been in place since the opening in 1998 and there is no hot water. The old-fashioned water-heater upstairs is corroding. The new boiler just controls the heating.

Committee noted that three quotes had been sought and two quotes had been received.

The committee asked for clarification to be sought on the following grounds: whether VAT was included in quote one and the of number of downstairs water heaters included from Company 2. The committee favoured quote 1 from a plumber.

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

It was **HC/19/1920 RESOLVED** to proceed if quote 1 was under £2,000.

8. Cupola

All three companies who were approached to submit a quote were from the approved Conservation List, two companies had submitted. One was a quotation, the second was an estimate. The Curator noted that the temporary repair is holding for now.

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

It was **HC/20/1920 RECOMMENDED** to take the quotation from Phillip & Curry forward to Full Council.

9. Budget 2020/2021

The Curator noted that the WMAT was still working through the short, medium and long-term list from the Business Plan to drive any future projects. The oil levels had been sorted and would be refilled in March. Painting the rear of the Heritage Centre (brick wall), railings, Juliet balcony, rear windows frames and fire exit was still required but this could be done in house. The telephone and broadband had been covered by the Heritage Centre from July 2019. The WMAT is happy with their budget and the same annual allocation.

10. Museum & Archives Activities

The Committee received an update from Whitchurch Museum & Archives Trustees.

11. Confidential Business

There was no Confidential Business.

There being no further business the meeting closed at 11.30am

Signed: **Date:**