

Whitchurch Town Council

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HERITAGE COMMITTEE

MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON TUESDAY 14th JANUARY 2020 AT 2PM.

PRESENT

Cllrs: T. O'Neill, B. Duffy, 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

None received, all members present.

2. Declarations of interest

Cllr Duffy noted that she is a member of WMA trustees.

3. Minutes

After a proposal by Cllr Neville, seconded by Cllr Martin,
It was **HC/21/1920 RESOLVED** that the minutes of the meeting held on 12th November 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 intruder alarm monitoring costs, noting that there was an overspend for 206/4074. Further information was required.

Committee noted that they wished to look at the current bills coming in under Property Maintenance 206/4039 and ring fence any remaining funds at the end of the financial year.

After a proposal from Cllr Duffy, seconded by Cllr Martin,
It was **HC/22/1920 RESOLVED** to accept the accounts for Months 7, 8 and 9.

6. Heritage Resolution Record

After a proposal from Cllr O'Neill, seconded by Cllr Neville,
It was **HC/23/1920 RESOLVED** to agree and sign off the following items on the Resolution Record: (Part 2) HC/10/1920, HC/16/1920 and HC/19/1920.

7. Heritage Centre Maintenance

a) To receive an update from the monthly maintenance meetings

Committee noted that the maintenance was going well. Work down in the cellar is being completed, including the scraping and painting of the walls (cosmetic).

AA Plumber had been engaged to replace the water heater and the work was to be undertaken on 16th January 2020. The WMA Team is waiting for the cupola to be fitted before the indoor maintenance continues.

b) To review any maintenance issues.

Maintenance issues covered under (b).

8. Contracts

Terry Fry updated the committee that he had received a spreadsheet on annual contracts from the Accounts Officer. However, a meeting was still required with the Accounts Officer and previously appointed working group (from September 2019) in order to move this item forward before the next meeting in March.

9. Museum & Archives Activities

The Curator noted that Whitchurch Museum & Archives had gained increased visitor numbers in 2019, even though the building was closed for five weeks due to boiler repairs. The last bits of the boiler had been removed from the cellar and the remaining pipes boxed had been boxed in.

The building would be closed from 28th January 2020 for 10 days for the deep clean.

Scaffolding for the cupola would also be erected on the same date.

It was noted that oil would need to be ordered prior to the end of the financial year and the volunteers would continue to monitor oil levels.

It was agreed to seek advice from the plumber with regards to legionella contractor requirements.

The WMA was now considered to be a charity which had been approved by the trustees, form to be sent to the charities commission.

A report full was also received.

10. Confidential Business

There was no Confidential Business.

There being no further business the meeting closed at 2.35pm.

Signed: **Date:**