

Whitchurch Town Council

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HERITAGE COMMITTEE

MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON TUESDAY 8TH SEPTEMBER 2020

PRESENT

Cllrs: B Duffy, J Martin, S Hamlyn, R. Snell, Dr Hoyle and Mr T Fry.

IN ATTENDANCE

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

13. Election of a Chairman

Cllr Duffy nominated Cllr Martin, seconded by Cllr Hamlyn.

Cllr Martin nominated Cllr Hamlyn, seconded by Cllr Duffy. Cllr Hamlyn refused the nomination on the grounds of other ongoing Council commitments.

Cllr Duffy nominated Cllr Snell, seconded by Cllr Hamlyn.

A vote took place, three members voted for Cllr Martin therefore Cllr Martin was appointed as the new Chairman of the Heritage Committee.

14. Apologies

All members present.

15. Declarations of interest

Cllr Duffy declared that she is a Trustee of Whitchurch Museum & Archives but was attending this meeting as a Town Councillor.

16. Minutes

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

It was **HC/05/2021 RESOLVED** that the Minutes of the Heritage Committee Meeting held on 14th July 2020 be accepted as an accurate record of that meeting.

17. Public Participation

No members of the public were present.

18. Heritage Accounts

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

It was **HC/06/2021 RESOLVED** to accept the month 4 accounts as presented.

19. Heritage Resolution Record

Document not circulated prior to the meeting.

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

It was **HC/07/2021 RESOLVED** to pass this item to the next Heritage Committee meeting.

20. Heritage Centre Maintenance

The Facilities Manager updated the committee on the current maintenance work. There were several small jobs ongoing including damp in the cellar, and fire exit improvements. The small leak on the ladies toilet ceiling had now been dealt with. The curator meets with the Facilities Manager on a monthly basis to keep on top of maintenance tasks. Following a proposal from Cllr Martin, seconded by Cllr Hamlyn, it was **HC/08/2021 RESOLVED** to note the verbal update.

21. Museum & Archives Update

- Currently 9 volunteers working in the building. Only those with specific projects are currently in attendance.
- Currently we do not have a definite date planned to re-open the Museum but are aiming for October.
- Sadly one of our stewards, Janet Miller, passed away during lockdown and another volunteer & trustee has chosen to resign

Visitor numbers & Volunteer hours

- Volunteer hours were 248 for June and 353 for July
- No visitors April, May & June, July & August

Social Media

- Facebook page has 398 followers, an increase of 1 from last meeting

Collection – New acquisitions since March meeting include:

- Selection of WW1 badges connected to C R Barber of Whitchurch
- 1920s documents re. Mothers Union trip to London
- 1970s beer mats
- Malpas local history booklets no's 1,2 & 3 (1980s)
- 1922 indenture/conveyance for land at Higher Heath

Activities – During lockdown volunteers have been involved in the following activities

- Commissioned a Shrewsbury company, Orange Leaf, to create a new website and upload our collection on to it. This will use similar software to Shropshire Museums Service
- Metal uprights have been put in place on front desk and now awaiting delivery of glass to create a permanent safety screen
- YouTube video is in the latter stages of production for Heritage Open Days in late September. Subject matter "International activity in Whitchurch during WW2"
- Answering email & phone queries
- Commissioned artwork for new website
- Creating leaflets on "Trufood" & "Whitchurch men who joined the marines"

Maintenance

- Leaking downstairs toilet - repair completed
- Broken cold tap in ladies toilet – done
- Gate replacement – done
- Bowls & buckets removed from attic – done
- Stiff tap in gents – done
- Damp patch

Maintenance meeting Morris & Judith 1/9/20

- Damp patch at top of cellar steps identified
- Non-closing fire door identified at entrance to museum

Cllr Hamlyn asked how the volunteers advertise for those wishing to donate items. Dr Hoyle noted that there is information on their website but the Museum & Archive Trust to do not advertise for donations, and would supply Cllr Hamlyn with a copy of the Museum's Donation & Collection Policy.

After a proposal from Cllr Martin, seconded by Cllr Duffy, It was **HC/09/2021 RESOLVED** to accept the report.

22. Confidential Business

There was no confidential business.

There being no further business the meeting closed at 10.50am.

Signed: Date: