

# Whitchurch Town Council

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## HERITAGE COMMITTEE

### MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON TUESDAY 1<sup>st</sup> DECEMBER 2020 at 10.30am

#### PRESENT

Cllrs: J Martin, S Hamlyn, W. McDonnell, and Mr T Fry.

#### IN ATTENDANCE

Zoë Dean – Acting Town Clerk  
Morris Clive – Facilities Manager

At the beginning of the meeting the Chairman noted that he wished to add an emergency items at the end of the agenda to discuss the 2021/2022 budget, this motion was seconded by Cllr Hamlyn.

#### 23. Election of a Vice Chairman

Cllr Hamlyn nominated himself, seconded by Cllr McDonnell, therefore  
It was **HC/10/2021 RESOLVED** to appoint Cllr Hamlyn as the Vice Chair of the committee.

#### 24. Apologies

Cllr Duffy – technical issues  
Cllr Snell – technical issues  
Dr J. Hoyle – a prior engagement

#### 25. Declarations of interest

None received.

#### 26. Minutes

After a proposal by Cllr Hamlyn, seconded by Cllr Martin,  
It was **HC/11/2021 RESOLVED** that the Minutes of the Heritage Committee Meeting held on 14<sup>th</sup> July 2020 be accepted as an accurate record of that meeting.

#### 27. Public Participation

No members of the public were present.

#### 28. Heritage Accounts

After a proposal from Cllr Hamlyn, seconded by Cllr Martin,  
It was **HC/12/2021 RESOLVED** to accept the accounts for months 5, 6 and 7, as presented.

#### 29. Heritage Resolution Record

After a proposal from Cllr Martin, seconded by Cllr McDonnell,  
It was **HC/13/2021 RESOLVED** to sign off items 28/1920 and 30/1920.  
It was noted that 04/2021 was to remain until signed off by Full Council.

### 30. Heritage Centre Insurance

It was noted that the Town Council's current insurance provision is in place until May 2022. Mr Fry updated the committee on this item.

Following a proposal from Cllr Martin, seconded by Cllr McDonnell,

It was **HC/14/2021 RESOLVED** to leave the insurance arrangement as is until it comes up for review in 2022, addressing the insurance again in January 2022.

### 31. Craft Centre Fire Alarm

- a) The committee noted that an independent fire alarm system was required for the Craft Units, so that it could be separated from the Heritage Centre System. Following a proposal from Cllr Martin, seconded by Cllr McDonnell, It was **HC/15/2021 RESOLVED** to split the fire alarm system.
- b) One quotation had thus far been received in order to split the fire alarm. After a proposal from Cllr Martin, seconded by Cllr Hamlyn, It was **HC/16/2021 RESOLVED** to seek at least one further quotation, based on the value of the works being under £2,000 in value (not including the main museum monitoring).

### 32. Storage Facilities

The museum's list of storage requirements was sent to the Parks and Public Realm Committee for their meeting held on 05/11/2020. It was noted that the build-up of internal condensation on artefacts was to be avoided. Some of the items were very heavy. If the museum's storage shed was no longer required, it could be donated to the Men in Sheds group.

### 33. Heritage Centre Maintenance

The Facilities Manager updated the committee on the current maintenance work.

Quotations were being compiled for the loft ladder; outdoor painting would commence in Spring 2021. PAT testing was to be undertaken imminently, as well as the installation of new guttering. It was agreed to reinstate the maintenance log and produce it annually at the committee meeting.

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

It was **HC/17/2021 RESOLVED** to accept the update.

### 34. Museum & Archives Update

#### Volunteers

- Museum opened 15th, 22nd and 29th October, following social distancing protocols for volunteers and visitors
- As from 5th November no volunteers working in the building. Just the curator calling in every Tuesday & Thursday to check on security, temperature, humidity, mail and phone messages.
- We were hoping to re-open the Museum in December. However since this decision was made a complaint was lodged with the Town Council that Whitchurch Museum & Archives was discriminating against disabled people in contravention of the Equalities Act. The trustees have discussed the matter and decided that the health and safety of the volunteers is the most important consideration. Therefore the building will remain closed to the public until enough volunteers have been vaccinated and feel confident to mix with members of the public without masks or visors.
- One new volunteer while job-hunting. Unfortunately lockdown restricted it to single attendance.

### Visitor numbers & Volunteer hours

- Volunteer hours were 366 for August and 408 for September
- 17 visitors visited the museum during October

### Social Media

- A significant increase in Facebook interactions. Our page <https://www.facebook.com/WhitchurchHeritageCentre> has 460 followers, an increase of more than 50 from last meeting. Also 400 likes

### Collection

New acquisitions since September meeting include:

- Whitchurch Model Laundry leaflet
- Prees Heath commemorative china jug
- Rowland's chemist bottles x3
- More indentures for land at Higher Heath
- Commemorative jug of Prees Heath WW1 camp

### Activities

Since last meeting:

- Completed transfer of content to new website - due to be launched very soon [www.whitchurch-heritage.co.uk](http://www.whitchurch-heritage.co.uk)
- Safety glass and metal screen installed on front desk
- Heritage Open Days 17th September YouTube video launched "International activity in Whitchurch during WW2" which has currently had 208 views
- New displays created for October opening. Deaves longcase clock, Pigeon Racing in Whitchurch, Trufood of Wrenbury.
- Archaeology cabinet rearranged and small items transferred to illuminated drawers for closer inspection.

### Maintenance

- Problem with non-closing fire door at entrance to museum now resolved
- Maintenance meeting Morris & Judith 3/11/20 Damp patch at top of cellar steps needs more attention
- Damp Ceiling in Ladies toilet
- Peeling paintwork on windows facing courtyard
- Fire door to courtyard needs replacing
- Problem with fire alarm system. If set off in craft units can only be switched off/reset from within the Museum. This happened last month.

After a proposal from Cllr Martin, seconded by Cllr Hamlyn,  
It was **HC/18/2021 RESOLVED** to accept the report.

### **35. Budget 2021/2022**

Due to time restrictions, Mr Fry requested that he consults with the Museum's Curator and the Heritage Centre Business Plan, regarding the budget and contacts the Town Council via email later in the week. This was agreed.

### **36. Confidential Business**

There was no confidential business.

**There being no further business the meeting closed at 11:32am.**

**Signed:** ..... **Date:** .....