

Whitchurch Town Council

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HERITAGE COMMITTEE

Minutes of a meeting of the Heritage Committee held on Tuesday 9th March 2021, via Zoom, commencing 10.30am.

Present:

Cllrs: B Duffy, J. Martin (Chair), S Hamlyn, W. McDonnell and Mr T Fry

In attendance:

Gillian Bailey – Locum Support Officer
Morris Clive – Facilities Manager

46. Apologies

Apologies were received from Dr J Hoyle and Cllr R Snell.

47. Declarations of Interest

Cllr Duffy declared that she is a Trustee of Whitchurch Museum and Archives Trust and was attending this meeting as a Councillor.

48. Minutes

Mr Fry requested that the reference to the Heritage Centre Trust be amended to read Whitchurch Museum and Archive Trust.

It was proposed by Cllr Martin, seconded by Cllr Hamlyn and **HC/22/2021 RESOLVED** to confirm and sign the minutes of the meeting held on 9th February 2021 as an accurate record of that meeting.

49. Public Participation

There were no members of the public present.

50. Heritage Accounts

It was proposed by Cllr Hamlyn, seconded by Cllr Duffy and **HC/23/2021 RESOLVED** to receive the monthly Income & Expenditure Report for Month 11 as received.

51. Heritage Resolution Register

Mr Fry requested that the references in the resolution record be updated to refer to Whitchurch Museum and Archive Trust.

It was proposed by Cllr Martin, seconded by Cllr McDonnell and **HC/24/2021 RESOLVED** to sign off the following completed actions from the Heritage Committee Resolution Record.

- a) HC/07/2021
- b) HC/16/2021
- c) HC/21/2021

Initials

52. Maintenance Work

Quotations have been requested for the following works:

- a) Replacement of the external gate to the steps
- b) Fixing the ingress of water under the fire door into the courtyard
- c) Installation of a loft ladder

As of the meeting date only one quotation had been received. The Committee determined that these works were required before the next meeting.

It was proposed by Cllr Hamlyn, seconded by Cllr McDonnell and **HC/25/2021 RESOLVED** to delegate the authorisation of works based on the best available price to the Acting Town Clerk and proceed with the quote received if alternative quotes are not received within 5 working days.

53. Heritage Centre Maintenance

- Work on the fire alarm has been completed.
- The facilities team are starting work on the external painting, including woodwork.

54. Museum and Archives Update

Volunteers

Since the last committee meeting there have been 4 volunteers working regularly on Tuesdays & Thursdays in the building whilst maintaining appropriated social distancing

Visitor Numbers and Volunteer hours

284 volunteer hours for December, 200 for January

No visitors in January or February

Social media

A significant increase in Facebook interaction: 496 followers, an increase of 8; likes up by 8 to 435. All comments posted very positive.

Collection

New acquisitions since February include:

- 1934 invoice for Leighton Seeds
- 19th Century bill for Horse and Jockey
- Preserved moth specimen from Whixall Moss

Activities

Since last meeting

- Cover for patent book designed and printed
- New printer purchased
- Research into Bishop family and transcription of their 18th and early 19th Century wills.

Maintenance

Meeting MC and Dr JH 2.3.21

- Damp patch at top of cellar steps needs attention
- Peeling paint work and rotten wood on window facing courtyard
- Fire door to courtyard requires replacement
- Two builders attended to provide quotes for work
- Majority of work completed on alarm system

New Problem

- Re-occurrence of water ingress into downstairs toilet, looks to be entering through missing/cracked pointing).

Initials

Mr Fry added that Trustees will be meeting to review opening, not before 17th May, to assess risks to their volunteers as well as to visitors. Screens, routes around the building and PPE are still in place.

It was proposed by Cllr Martin, seconded by Cllr Hamlyn and **HC/26/2021 RESOLVED** to accept the Whitchurch Museum and Archives update.

55. Confidential Business

There was no confidential business.

There being no further business the meeting closed at 10:52

Signed

Dated