

Whitchurch Town Council

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HERITAGE COMMITTEE

MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON THURSDAY 19th APRIL 2018

PRESENT

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

IN ATTENDANCE

Nicola Young – Town Clerk
Morris Clive – Facilities Manager
Terry Fry - Heritage Centre

1. Apologies

Cllr John Martin – prior appointment
Dr Judith Hoyle – Heritage Centre
Tim Jenkins

2. Declarations of interest

None

3. Minutes

After a proposal by Cllr Duffy, seconded by Cllr Neville it was **HC/48/1718 RESOLVED** that the minutes from the meeting held on 15th March 2018, be accepted and duly signed.

4. Matters arising

There were no matters arising.

5. Public Participation

No members of the public present

6. Outstanding items:

- a. **Health & Safety.** Ellis Whittam had visited on Monday 16th April 2018, a further date will be organised for them to assess H&S at the Heritage Centre.
- b. **Heritage Centre – Maintenance Repairs.** A new section of the downpipe had been replaced by the Facilities Team.
- c. **Heating.** The Clerk was requested to get one quote to install gas into the building and 2-3 more quotes to install a new boiler.
- d. **Heritage Centre Signage.** The Clerk was requested to install a sign at the top of Bluegates, at a suitable height so that an individual could also view the 'Heritage Centre' sign from the bottom of the footpath.

7. Heritage Accounts

After a proposal from Cllr Neville, seconded by Cllr O'Neill, it was **HC/49/1718 RESOLVED** that the Heritage accounts be accepted and were duly signed.

The Town Clerk was requested to look into who pays the water rates for the Heritage Units, with the suggestion that water meters could be installed into the units.

8. Museum & Archives Activities

The following update was provided by Whitchurch Museum & Archives Curator, Dr Judith Hoyle:

Volunteers

- New volunteer started in March

Visitor Numbers & Volunteer Hours

- Volunteer hours:
 - January 2018 – 333
 - February 2018 – 387
- Visitor numbers:
 - January 2018 – 122
 - February 2018 – 101 (closed for one week for deep clean)
 - March 2018 – 167
 - Annual Visitor Numbers: April 2017 – March 2018 = 2090

Collection

New acquisitions since the February meeting include:

- Copy of documents from National Archives re. rebuilding of Dodington chapel after it was destroyed by a mob
- Primitive Methodist bazaar mug 1870
- Pewter egg cup (Prees)
- Stoneware bottle Joseph Shaw, Bullring dating from 1870s

Activities

- 27th April 2018 – visit from Museum Development officers regarding 'Ready to Borrow Grant'
- Archaeology Pit – new sand, brushes and cover built
- 'Ready to Borrow' Arts Council England grant - £38k award information released to press
- Whitchurch Museum 7 Archives now a Charitable Incorporated Organisation
- Shop stock increased: tea towel (burgundy) and HMSO Chapels book

Maintenance/Security

- Boiler still leaking from drainage cock – emptying of bucket needs to be organised
 - Feedback from Facilities Team: the Team are emptying approximate half a bucket on a weekly basis
- Downpipe replaced, drain found – exterior wall now drying out
- Broken window in Museum
 - Facilities Team to replace broken glass pane w/c 23rd April 2018
- Gutter leaking above staff entrance. After a proposal from Cllr O'Neill, seconded by Cllr Neville, it was **HC/50/1718 RESOLVED** to give delegated authority to the Town Clerk to accept quotes to clean out the gutter if under £1,000.

Whitchurch Town Council Heritage Committee give a vote of thanks to Whitchurch Museum & Archive volunteers for achieving the substantial grant from Arts Council England.

9. Whitchurch Museum & Archives

a. Draft Lease.

- i. The Lease relates to only part of the property in SL102065, the Plan needs to be amended to include the ground floor rear kitchen and WC.
- ii. A Heads of Terms/Statement of Intent need to be drawn up.
- iii. A question was asked:- "If Trustees sign the lease and then resign their role as a Trustee, what happens to the lease – is it still legal?"

After a proposal from Cllr Neville, seconded by Cllr Duffy, it was **HC/51/1718 RESOLVED** that the Town Clerk would organise a meeting with the solicitors, Hibberts LLP.

b. Roles & Responsibilities

A chart was handed to the Committee listing the roles and responsibilities of:

- i. Charity Trustee Board
- ii. Operational Committee
- iii. Whitchurch Town Council Heritage Committee

After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **HC/52/1718 RESOLVED** to accept this document with the addition of "4. Support" under the heading 'Heritage Committee'.

- c. **Equipment Ownership & Inventory.** It was reported to the meeting that the Museum Curator, Dr Judith Hoyle was having a meeting with the SC Museum Advisor, Dr Tim Jenkins and it was agreed to wait for the advice and outcome from this meeting.

- d. **Recovery & Restoration Insurance for the Collection.** After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **HC/53/1718 RESOLVED** that the Clerk was requested to find out the cost of restoration and recovery costs for the museum collection and that Whitchurch Town Council would add the museum cabinet worth £10,000 to the Council's insurance and register this as a Council asset.

10. Future Heritage Committee Meetings

After a proposal from Cllr O'Neill, seconded by Cllr Neville, it was **HC/54/1718 RESOLVED** to recommend to full Council that Heritage Committee meetings will take place on the second Tuesday of the month, except August, at 10.30am.

11. Confidential Business

There was no Confidential Business.

There being no further business the meeting closed at 11.43am

Signed: Date:

