

Whitchurch Town Council

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HERITAGE COMMITTEE

MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON TUESDAY 10th JULY 2018

PRESENT

Cllrs: B. Duffy, T. Neville, T. O'Neill, M. Barker, J. Martin.

IN ATTENDANCE

Zoë Dean – Town Centre Manager/Assistant Town Clerk
Morris Clive – Facilities Manager
Daphne Alcock - Heritage Centre

1. Apologies

D. Judith Hoyle
Terry Fry
Tim Jenkins

2. Declarations of interest

None.

3. Minutes

After a proposal by Cllr Neville, seconded by Cllr O'Neill, it was **HC/13/1819 RESOLVED** that the minutes from the meeting held on 12th June 2018, be accepted and duly signed.

4. Matters arising

Cllr Martin drew the committee's attention to the need for a laminated sign in Bluegates pointing up towards the Heritage Centre. The Chairman agreed a laminated sign was to be installed in the interim before a permanent sign could be erected.

5. Public Participation

No members of the public present

6. Heritage Accounts

After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **HC/14/1819 RESOLVED** to receive the accounts following no objections from the committee.

7. Whitchurch Heritage Centre

a) To discuss the boiler and agree a way forward.

The Facilities Manager informed the committee that the boiler had been repaired and a new pump had been fitted and it is working well. The back of the boiler still needs to be taken off to be cleaned and painted. This work can be carried out by the Handyman once a suitable date has been agreed.

b) External Wooden Gate

The Facilities Team has repaired the gate and a new gate is no longer required.

8. Maintenance Service Level Agreement

D. Alcock noted that the agreement would need to be reviewed by the volunteers and signed by the Chairman of the Trustees.

After a proposal by Cllr Duffy, seconded by Cllr Neville, it was as **HC/15/1819 RESOLVED** to use "Maintenance Request Form" in the interim until the SLA had been properly decided.

9. Museum & Archives Activities

The Heritage Centre will be closed on 17th July 2018 for staff training.

April volunteer hours total 489.

May visitors total 163

Visitors from January – May total 760

Heritage Open Days 14th – 15th September, Church Tower Tours and Masonic Lodge had already been confirmed.

It was noted that the three-month pro-rata grant money had not yet been received (£375).

The volunteers requested a copy of the Full Council minutes from June 2018, once published.

After a proposal from Cllr Neville, seconded by Cllr O'Neill, it was as **HC/16/1819 RESOLVED** to accept the report (copy attached).

The volunteers queried the lease. The Chairman asked for this to be chased with the Council's Solicitor.

The committee noted its thanks to the volunteers for all of their hard work to date.

10. Confidential Business

There was no Confidential Business.

There being no further business the meeting closed at 11.05am

Signed: Date:

Council Heritage Committee meeting 10/07/18 Whitchurch Museum & Archives Update Volunteers

Volunteers

- Museum will be closed on Tuesday 17th July for staff training. Volunteers have been invited to the National Waterways Museum in Ellesmere Port for a tour behind the scenes. A list of items to be loaned from this National Museum, as per the Arts Council Grant, will be finalised.

Visitor numbers & Volunteer hours

- Volunteer hours were 489 for April - May figures not yet calculated
- May visitor numbers 163
- Visitors Jan-May 760

Collection

New acquisitions since June meeting include

- 3 newly published books on Prees
- Laundrycraft jubilee commemorative mug
- Postcard sent from Prees Heath WW1

Visits

- 19/06/18 2 members of Horseman's Green History Group visited
- 03/07/18 5 members of Horseman's Green History visited for group research
- 05/07/18 Representative of Tushingham WW1 commemorations visited for advice
- 29/06/18 Terry and David attended Malpas WW1 centenary evening in an advisory capacity
- Family History Group meeting 2-4 on Fridays until 20/07/18

Maintenance/Security Update

- Fire Extinguishers checked & replaced 22/06/18
- Electric appliances PAT checked by Barlows 05/07/18
- Air conditioning unit in Caldecott Gallery. Maintenance company sourced by Facilities Team. Visit to be arranged to coincide with emptying of Gallery for new display cases
- Weeding and litter picking around Heritage Centre & Courtyard now being done
- Water leak Friday 22nd June

Outstanding from June

- Boiler still leaking from drainage cock - emptying of bucket needs to be organised
- Boiler still not working
- Painting of first floor sash windows - volunteers have started on interior, need to organise quotes for exterior.
- Cleaning of exterior ground floor paintwork - walls, sills & windows

Future Events

- Still awaiting delivery of free personalised paper carrier bags from Art Fund - now put back to the end of August
- Heritage Open Days 14th & 15th September - currently signed up are Church Tower and Masons

Finance

- Awaiting 2018/2019 allocation from Town Council