

# Whitchurch Town Council

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## HERITAGE COMMITTEE

### MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON TUESDAY 13<sup>th</sup> NOVEMBER 2018

#### PRESENT

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

#### IN ATTENDANCE

Nicola Young –Town Clerk

Zoe Dean – Town Centre Manager/Assistant Town Clerk

Morris Clive – Facilities Manager

Cllr S. Radford

Dr Judith Hoyle – Heritage Centre

Terry Fry – Heritage Centre

#### 1. Apologies

None received.

#### 2. Declarations of interest

Cllr Duffy declared that she is a trustee of the Heritage Centre.

#### 3. Minutes

After a proposal by Cllr O'Neill, seconded by Cllr Neville, it was **HC/25/1819 RESOLVED** that the minutes from the meeting held on 9<sup>th</sup> October 2018, be accepted and duly signed.

#### 4. Matters arising

No further action had taken place regarding item 6, the old computer tower. The Facilities Manager had located it and would take it to Galaxy, only one computer tower needed the data wiping. The annual allocation of £1,500 had not yet been received as balancing the accounts had taken precedence. With regards to painting the contractor had noted that a good finish would not be obtained if the work was done in winter, the work was safe with its current base coat and the work would be completed in February.

#### 5. Public Participation

No members of the public present.

#### 6. Heritage Accounts

It was noted that the oil tank had been filled with 800L which should last until next winter and no oil was purchased last year. £3,000 will not need to be allocated for oil in next year's budget, it can be reduced to £2,000.

After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **HC/26/1819 RESOLVED** to accept the accounts

## 7. Whitchurch Heritage Centre

### Maintenance List

- It was noted that the heating had been done but the radiators might need bleeding. The Facilities Team is to revisit on a weekly basis.
- The back splash is making the building look tired, therefore external painting is required.
- An external fire exit sign from the downstairs kitchen area is required with external signs in the courtyard to avoid the fire door being blocked from the courtyard.
- The security of the park storage shed needs to be re-evaluated as this contains the Middlewich clock and access is now via the skatepark. A better-quality padlock is also required.
- The broken picnic bench will be removed and repaired during the winter months
- The side door access at the bottom of the steps needs to be kept clear of buckets and rubbish.
- The Town Clerk is to complete/amend the maintenance form which is to be used by all.

## 8. Heritage Centre Lease

The Town Clerk reported that the form had been completed and all parts sent to Hibberts, the Town Council's solicitor, but feedback had not yet been received.

The committee concurred that this issue needed to be resolved by the end of December in order to complete the transfer by the end of the Financial Year and therefore save on business rates.

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

It was **HC/27/1819 RESOLVED** to request a response from Hibberts by the end of November.

## 9. Museum & Archives Activities

The Museum and Archive Volunteers noes that they had been very active. The activities are contained within the attached report (Appendix 1).

It was noted that it would not be possible to plug in Christmas lights through a window of the Heritage Centre this year and a different location would be sought.

After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was as **HC/28/1819 RESOLVED** to accept the report.

Cllr Duffy thanked the Museum and Archive team on behalf of the committee for all of their hard work.

## 10. Heritage Business Plan

There is a necessity for short, medium and long terms goals specifically for the Heritage Centre, details of which are contained within the revised Heritage Centre Business Plan Priorities list (below):

**PRIORITIES** The table shows suggested projects:

No	Project Name	Details	Projected Cost for Budget	Short / Medium / Long-term Project
H1	Replace boiler	Look into alternative sustainable heating system for the Heritage	This is not budgeted for, but funding will be made	Short/Medium

		Centre.	available for a new boiler if needed	
H2	Exterior walls	To repaint the exterior walls	£8,000.00	Short
H3	Exterior window sills	To replace rotting window sills and repair where possible	£1,500.00	Short
H4	New fire door	To provide a new fire door from the downstairs kitchen area into the heritage courtyard	£250.00	Short
H5	Decking at front entrance	To provide a maintenance schedule and include keeping the decking clean and free of mould		On-going
H6	Courtyard Gate	To include service of this gate on the maintenance schedule		On-going
H7	Replacement of sink & taps	To replace old and worn out sinks and taps in the upstairs kitchen and downstairs toilet	£500.00	Short
H8	Replace leaking radiator	To replace the leaking radiator in the downstairs toilet	£250.00	Short
H9	Air Conditioning	To set up an annual maintenance contract with a contractor to service the AC and regularly change the filters	Included within budget 2019/20	On-going
H10	Water Heaters	To provide a full building report on all the water heaters and how hot water is provided, to assess age and phase replacement.	£400.00	Short
H11	Roof	To assess the roof when the scaffolding is up and see if any tiles are loose/need replacing	Assess repairs following inspection	S/M Replacement Long
H12	Guttering	To assess the guttering when the scaffolding is up and see if any pieces need cleaning out or need replacing	Assess repairs following inspection	S/M Replacement Long
H13	Replacement of blinds	To replace blinds in the ground floor museum and upstairs in the archivists offices and storage	£5,000.00	Short/Medium

		rooms		
H14	Glass roof	To install a glass roof in the Heritage Courtyard to enable storage of larger heritage artefacts		Long
H15	Conversion of Heritage Studios or part of the Civic Centre	To house or display the constantly growing collection and larger exhibits/exhibitions		Long

**11. Confidential Business**

There was no Confidential Business.

**There being no further business the meeting closed at 11.30am**

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

## **Appendix 1: Heritage Committee Report 13/11/18**

### **Whitchurch Museum & Archives Update**

#### **Volunteers**

- Placement of Work experience volunteer from Crewe College postponed until Easter Holidays
- 2 new volunteers - Annabelle & Liz

#### **Visitor numbers & Volunteer hours**

- Volunteer hours were 502 for September & 556 for October - equivalent of 3.5 full-time staff
- Visitor numbers were 223 for September & 161 for October
- Visitors 2018 (Jan - Oct) 1,677

#### **Collection**

New acquisitions since October meeting include

- WW1 Prees Heath commemorative china
- Large framed picture of Whitchurch Model Laundry
- Hat brush advertising Eaton & Co

#### **Activities**

- Creating WW1 Armistice Display
- Distribution of WW1 posters to addresses in Whitchurch
- Assisting 'Malpas 100 Years On' group (Terry & David)
- Assisting Tushingham history group with WW1 Armistice Day research (Terry)
- Indexing Whitchurch Herald for WW1 years (Shropshire libraries project) - digital images received
- Nov 2nd - Planning application for new doors to be made by Shenton Owen Planning & Design.

Cost to be covered by Ready to Borrow Grant

- Nov 7th - Interview with J Hoyle by Radio Shropshire re. Whitchurch's Trafalgar connections
- Nov 8th - Installation of exhibition "Eyewitness - Champions of Flight" by MediaActive. Will remain until Christmas
- Nov 8th - Attendance at Bishop Heber Armistice Assembly (David). Research for names for pupils to put on poppies (Barbara & Judith)
- Nov 9-12th - Attendance & display at 'Malpas 100 years On' (Terry & David). Included 120 pupils from Alport Primary & 200+ from Bishop Heber
- Nov 11th - Attendance & display at Whitchurch Armistice Commemoration at Civic Centre
- Nov 11th - Attendance at Tushingham Beacon Service (Terry)
- Family History Group continues to meet on Fridays (led by Lynn Fowler)

#### **Finance**

- Awaiting 2018/2019 allocation from Town Council

#### **Other**

- Christmas lights - no connection possible this year upstairs in Heritage Centre

#### **Maintenance/Security**

Update

- Oct 15th - boiler attended to & new gauge fitted.
- Oct 18th - oil delivered - possibly tank overfilled
- Oct 23rd - Securesound Intruder Alarm Service
- Oct 26th - No heating - electric problem
- Nov 8th - smell of oil in Heritage Centre nearly gone

Outstanding from June meeting

- Painting of first floor sash windows - volunteers have started on interior
- Cleaning of exterior ground floor paintwork - walls, sills & windows

Outstanding from October meeting

- External Fire exit sign required on ground floor kitchen door
- Concern re. Security of park shed
- Larger & better quality padlock required for gate

New

- Broken picnic table in courtyard
- Cleaning of cellar required
- Access to side door needs clearing & cleaning