

# Whitchurch Town Council

Civic Centre  
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## HERITAGE COMMITTEE

### MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON THURSDAY 22<sup>nd</sup> FEBRUARY 2018

#### PRESENT

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

#### IN ATTENDANCE

Zoë Dean – Town Centre Manager/Assistant Town Clerk  
Terry Fry (Heritage Centre)

#### 1. Apologies

N. Young – Town Clerk  
J. Hoyle, Curator  
Tim Jenkins

#### 2. Declarations of interest

None

#### 3. Minutes

After a proposal by Cllr O'Neill, seconded by Cllr Neville it was **HC/34/1718 RESOLVED** that the minutes from the meeting held on 16<sup>th</sup> November 2017, 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. Windows

The windows had now been completed. They look great, there are now no draughts. The company who fitted them were reported to be exemplary. The windows need painting. The volunteers are to paint inside and a specialist would be required to paint the inside. The window fitters only primed them as the putty needed to harden after fitting. Scaffolding would be required.

After a proposal by Cllr Duffy, seconded by Cllr Martin, it was **HC/35/1718 RESOLVED** to obtain quotations for professional window painting.

#### 7. Heritage Accounts

After a proposal by Cllr Duffy, seconded by Cllr Neville, it was **HC/36/1718 RESOLVED** that the Heritage's record of spending was accepted.

## 8. Whitchurch Museum Representatives

It was noted that Ian Garner is due to relinquish his role as treasurer at the end of March. Terry Fry is to step in with Dr J. Hoyle.

After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **HC/37/1718 RESOLVED** that Terry Fry join the committee as an official representative of the Heritage Centre.

## 9. Boiler

A discussion was held surrounding the old boiler and the possibility of repairing it, against the merits of purchasing a new boiler.

The committee requested that Terry Fry report to the clerk regarding the Heritage Centre's optimum operating temperature.

Questions were also asked if the Heritage Centre requires such a large oil tank or whether a smaller oil tank would be more efficient.

The committee asked for a quotation to be sought for bringing gas into the building.

After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **HC/38/1718 RESOLVED** that clerk investigate the questions above and bring all quotations to the next meeting.

## 10. Visitor Numbers & Volunteer hours

Copies of the documentation are attached to these minutes.

It was noted that the numbers were reduced as they include the Christmas break and January closures. Two new volunteers had joined the group and volunteer hours equate to three full time staff members. Visitor numbers are steady.

The annual deep clean has taken place which is a requirement of the accreditation process and the displays had been refreshed. The cellar had been cleaned and painted. The timer failed but had been replaced.

The Heritage Centre requests that the Facilities Manager check the rust on the gutters as some appear to be leaking.

The volunteers are reaching the point of needing to refill the oil tank, it was noted that the 2017/2018 budget allocation for oil is not yet spent. A smaller amount would be ordered.

## 11. Whitchurch Museum & Archives Volunteers CIO

An appeal had been made in November where further questions were raised by the Charities Commission include:

- Who owns the exhibits?
- Is the museum registered with accreditation?
- What time is the museum open and why? Does this meet the needs of the public?
- Who is the governing body?
- Museum shop – are trading activities putting other financial needs at risk?

It was noted that Terry Fry had drafted a response to these questions and distributed it to the trustees and expected the museum was expected to reply by 6<sup>th</sup> March 2018.

After a proposal from Cllr Duffy, seconded by Cllr Martin, it was **HC/39/1718 RESOLVED** to send the responses back.

### a) Length of the Lease

25 year lease with possibility for renewal for a further 25 years, totalling 50 years.

Waiting for CIO accreditation so it was agreed to place this on hold.

It was noted that the Town Council did not want Hibberts to conduct any further work CIO gained. An extraordinary meeting can be called, if required.

### b) Equipment ownership, inventory

The volunteers were requested to begin work on an inventory list.

### c) Condition report

Postpone/defer. Terry Fry to work with the clerk on this item.

**12. Museum Advertising & Signage**

**a) Advertisement of the Museum on the Civic Centre LED screens.**

Museum to send through special events information for inclusion on the screens.  
Terry Fry to liaise with Dr J. Hoyle.

**b) Signage at Bluegates**

Ownership had not yet been established for patch of land at Bluegates.

A tall sign with two poles and an arrow is required, approximately 4ft high.

After a proposal from Cllr Duffy, seconded by Cllr Neville, it was After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **HC/40/1718 RESOLVED** to apply to Land Registry to find out who owns the land in question.

In the meantime other (removable) signage is to be installed at in Bluegates arcade. Terry Fry to liaise with Men in Sheds for assistance.

**13. Confidential Business**

After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **HC/41/1718 RESOLVED** to exclude the public and press for the remainder of the meeting (Public Bodies Admissions to Meetings Act 1960) because of the likely disclosure of private, commercially sensitive and confidential information or staff matters.

**14. Museum**

An application had been made to West Midlands Museum Development to upgrade two display cabinets and to make the two access doors more user friendly. A sum of money had been awarded for these projects.

After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **HC/42/1718 RESOLVED** to send a letter of congratulation to Dr J. Hoyle and the volunteers for all of their hard work and dedication.

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

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

## Appendix Item 7

### Council Allocation Spend for 2017-18

		Opening Balance	£2.35		
		Balance as at 20/02/2018	£158.80		
Date	Reference	Description	Category		
20/04/2017	#20042017/1	Paypal Ref 0NF87895B3878704S camera battery	Other	-£23.99	
02/05/2017	#02052017/1	Cheque 000159 to william webb for shelving material	Housekeeping	-£15.20	
16/05/2017	#16052017/2	Cheque 000160 to William Webb for Information Board timber	Other	-£18.52	
18/05/2017	#18052017/1	Cheque 000161 to Ian Garner for utility knife and blades	Housekeeping	-£4.00	
		Cheque 000161 to Ian Garner for wireless keyboard and mouse	IT	-£15.00	
25/05/2017	Transfer	BACS transfer from Town Council for annual allocation	Grant	£800.00	
		BACS transfer from Town Council for annual allocation 10% allocated to Accreditation	Grant	£100.00	
		BACS transfer from Town Council for annual allocation 10% allocated to Acquisitions	Grant	£100.00	
10/06/2017	#10062017/1	Paypal Ref 2JN400516G242310D for auction poster clip frames	Conservation	-£39.50	
16/06/2017	#16062017/1	Paypal Ref O-1YH48686AA990320B for inkjet cartridges	Stationery	-£74.93	
	#16062017/5	Cheque 000162 to William Webb for sign timber	Housekeeping	-£8.64	
17/06/2017	#17062017/1	Cheque 000164 to Judith Hoyle for 'finds' conservation material	Conservation	-£20.90	
24/08/2017	#24082017/1	Paypal Ref 9UE20805LH851511M to The Cartridge People for printer ink	Stationery	-£123.32	

	#24082017/2	Paypal Ref 6HK93497C6222341M to The Hairy Work for door draught excluder	Housekeeping	-£23.79	
	#24082017/3	Paypal Ref 4TB97132H07014302 to UK POS for display stand	Conservation	-£125.87	
25/08/2017	#25082017/1	Paypal Ref 5RK99577RK4454456 to The Cartridge People for printer ink	Stationery	-£80.92	
	#25082017/2	Paypal Ref 109381432W844812J to The Cartridge People for printer ink	Stationery	-£80.92	
31/08/2017	#31082017/1	Cheque 000172 to Judith Hoyle for file trolley	Housekeeping	-£15.00	
26/10/2017	#26102017/2	Cheque 000176 to Judith Hoyle for Shropshire Archive photo permit £10	Grant	-£10.00	
31/10/2017	#31102017/1	Cheque 000177 to William Webb for air vents £7.55	Grant	-£7.55	
	#31102017/2	Cheque 00178 to Judith Hoyle for WIFI dongle £9.99	Grant	-£9.99	
25/11/2017	#25112017/1	Paypal ref 9W6297492V226693S to Party Grotto - plastic tablecloth £1.55	Housekeeping	-£1.55	
29/11/2017	#29112017/1	Paypal ref 07707282P0502844X to The Cartridge People for printer ink £15.40	Stationery	-£15.40	
07/12/2017	#07122017/1	Paypal ref 3DW97948R9757272U chenduzhou for slatwall bracket	Housekeeping	-£2.99	
21/01/2018	#21012018/2	Paypal ref 3T921581D71139139 for slide binders	Stationery	-£2.29	
23/01/2018	#23012018/1	Cheque 000184 to W.Webb for windowsill etc	Other	-£11.64	
15/02/2018	#15022018/2	Cheque 000188 to J.Hoyle for key cutting	Other	-£8.00	
19/02/2018		Paypal for inks	Stationery	-£103.64	

## Appendix item 10

### Whitchurch Museum & Archives Update Christmas closure 19/12/2017 - 09/01/2018

#### Volunteers

- 2 new volunteers commenced this month - Emily & Robyn

#### Visitor numbers & Volunteer hours

- Volunteer hours were 474 for November, this equates to more than 3 full time employees
- Volunteer hours were 274 for December (only open until 19th)
- November visitor numbers 274
- December visitor numbers 59 (only open until 19th)

#### Collection

New acquisitions since November meeting include

- Printers proofs - 13 Caldecott pictures
- 1820s framed Silhouette by Whitchurch-born artist
- 1960s Wagstaffe shoehorn
- John Jarvis Watchpaper dating from c.1850
- 16 x 18th century brass memorial plaques from Dodington URC (£500 cost divided between WHAG & money bequeathed to volunteers by Friends of Whitchurch Heritage)

#### Activities

- Hosted WHAG talk on Morse 11/01/2018
- Annual Deep Clean 30/01/2018 - 02/02/2018

Included carpet shampooing

- Archaeology Pit - old sand & disintegrating brushes removed
- "Ready to Borrow" Art Council grant - application submitted
- Two new leaflets produced - "Roman Whitchurch" & "William James Hubbard"

#### Maintenance/Security

- First floor window restoration completed w/e 13/01/2018
- Cellar cleaned & painted - job completed w/e 22/01/2018
- Central heating system now working satisfactorily
- Gutter & downpipe inspection required - leaks observed

#### Future Events

- Creation of Oral History 'display'. This will include audioframe with 2 handsets for visitors to listen to information recorded by local residents. (Tesco Groundwork grant)
- Awaiting delivery of free personalised paper carrier bags from Art Fund

#### Finance

- See attached printout for Allocation money transferred to our WM&A account

Remaining monies will be spent on stationery, picture frames & sandpit

Money still in Town Council bank account

- Subscriptions - now all spent
- Allocation - £73 left - minus cost of carpet shampooer hire and £8.74 spent 20/02/2018). Remaining amount will be spent at Housemakers on Council account (as agreed with Finance Officer)
- Oil - will be ordered in March