



QUALITY  
TOWN  
COUNCIL

# Whitchurch Town Council

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## HERITAGE COMMITTEE

### MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON THURSDAY 17<sup>th</sup> NOVEMBER 2016

#### PRESENT

Cllrs: Duffy and T O'Neill.

#### IN ATTENDANCE

Zoë Dean – Acting Town Clerk, Judith Hoyle and Ian Garner.

#### 1. Apologies

Tim Jenkins – another commitment

#### 2. Declarations of interest

None

#### 3. Minutes

After a proposal by Cllr O'Neill, seconded by Cllr Duffy

It was **HC/16/1617 RESOLVED** to accept the minutes from the meeting held on 15<sup>th</sup> September 2016, which the chairman duly signed.

#### 4. Matters arising

None

#### 5. Public Participation

No members of the public present

#### 6. Outstanding items:

##### **Maintenance on the courtyard shops**

This item has now been completed and is to be removed from the list.

##### **Courtyard Signage**

The new sign is now in place. Since this item has been completed it is to be removed from the list.

##### **Heritage Courtyard “Retail units to let” signage**

Unit 4 is in the process of being let. Laminated signs “Available to let signs” to be placed in Bluegates Arcade containing the price.

##### **Internal Alterations**

Waiting for the paint to “off-gas” in order to ensure fumes have reduced before archives can be moved. A blind is to be purchased and shelving to be put up. Facilities staff will be required to help. It is hoped that Unit 3 will be empty by January 1<sup>st</sup> 2017.

##### **Fire alarm training**

To be dealt with under item 7.

##### **Installation of the railways pillars**

The Chairman had emailed Network Rail and was waiting for a response. Footings needed. Chairman to chase Network Rail.

#### **7. Fire Inspection**

Further correspondence was received from Shropshire Fire & Rescue post second fire inspection. The Heritage Centre had been upgraded to "Broadly Compliant". Fire practise needed once key had been sought for tester box. Fire drill to be completed once a year. The assembly point is the rough ground Pound-Stretchers carpark at the rear of the building. Ian Garner asked about linking the Heritage fire alarm with the Civic Centre's fire alarm in order to reduce costs to Redcare which is to be investigated.

#### **8. Leases for Heritage Courtyard.**

Dealt with under earlier item.

#### **9. Heritage Accounts**

The accounts are currently minus but the vatable stock is to be ordered via the Council offices.

#### **10. Room One**

This item was covered under agenda item 6.

#### **11. Electric Meters**

Regular meters readings are still being received which are entered onto the marked clipboard next to the meters. In January 2017 the Heritage Centre will be fitted with a smart meter.

#### **12. Lease transfer to Whitchurch Museum and Archive Volunteers**

Heads of Terms to be investigated which the Chairman is to locate.

#### **13. 2017/2018 Budget**

The committee enquired as to why rates had gone up from £5,550 and the committee asked whether the Heritage Centre is in a fixed term energy agreement.

A number of recommendations were received for the Heritage Budget moving forward:

**4014 Electricity – to be increased from £1,500 to £1,750.**

**4021 Telephone & Fax – to be increased from £300 to £500.**

**4024 Subscriptions – to be reallocated as money had already been spent.**

**4036 Property Maintenance – to be increased from £1,500 to £3,000.**

**4038 Maintenance Contracts – to be decreased from £1,500 to £1,000.**

**4043 Furniture & Equipment – no budget yet £302 had been spent, to be investigated (£105 of that was for recent sound equipment which is to be offset with a cheque).**

**1050 Ticket Commission – to be removed from Heritage Centre budget and placed in Civic Centre income.**

**The committee asked whether the grant could be moved and called "Annual Allocation" to aid accreditation.**

#### **14. Museum & Archives Activities**

##### **Training**

Two volunteers attended a course at Cosford 'Workshops & Advisory Sessions'

One volunteer attended 'Broadening Digital Horizons Training' in order to produce a digital trail for the Heritage Centre, two free smart phones were awarded as part of the package.

**Current activities**

The Museum & Archives have gained two additional, very competent, volunteers. A Whitchurch made pocket watch had recently been donated from the 1840's complete with its original paperwork, all on display in the Heritage Centre. WW1 wagon has been transported to a vacant craft unit from the park. A war memorial display is being created featuring local towns and villages to Whitchurch. Names of all of the soldiers who fought in the war are now listed online. A coffee morning is to be held at Tilstock in order to collect WW1 items and professionally scan photographs. A second coffee morning is to take place in Marbury on 30<sup>th</sup> November 2016. Late night opening on 24<sup>th</sup> November 2016 in support of 'Explore your archive week (national event). The Heritage Centre will be closed on 25<sup>th</sup> November in preparation for a full day open on Saturday 26<sup>th</sup> November 2016 to celebrate the town's Christmas lights switch on.

**Maintenance**

3 x fire doors now all have door closers fitted, Fire exit signs have been installed and the pipes have been lagged. The old front door has been painted.

**To be completed**

Area outside main entrance needs to be picked for litter. This area is also very green and slippery.

**15. Visitor Figures**

Visitor figures are continually going up, almost at 300 visitors per month through the door. These figures do not include website, phone or email enquiries (figures attached).

**16. Confidential Business (if any)**

There was none.

**There being no further business the meeting closed at 11.25am**

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

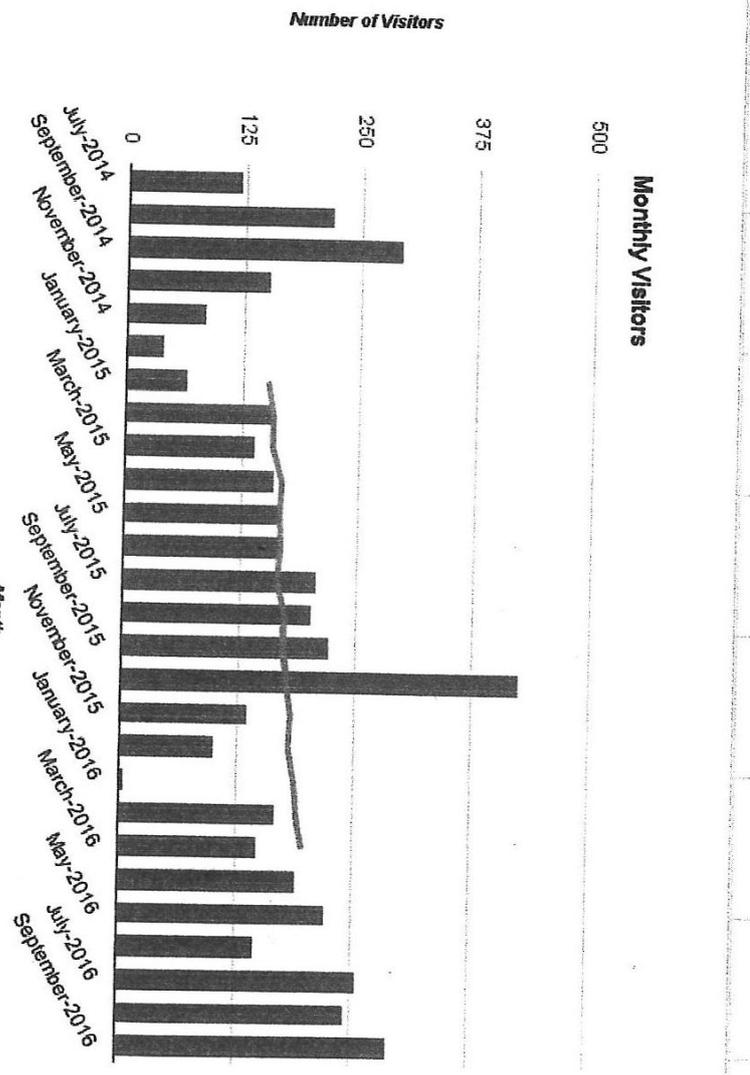
## Whitchurch Museum and Archives Council Grant Spend for 2016-17

Opening Balance  
Balance as at 16/11/2016

£1.62  
-£140.61

Date	Reference	Description	Category	
05/05/2016	#05052016/1	Paypal Ref 0JL14957KE1750203 to Ebuyer for printer ink	General	-£150.72
17/05/2016	#17052016/1	Cheque 000098 to Lockdales Auctioneers for the purchase of medal	Acquisition	-£75.47
26/05/2016	#26/05/2016/1	Cheque paid in from Whitchurch Town Council for grant	Accreditation	£100.00
			Acquisition	£100.00
			General	£800.00
	#26/05/2016/2	Paypal Ref 5TK2740413260561X for ethernet switch for main room	General	-£9.45
31/05/2016	#31/05/2016/1	Paypal Ref 18D61998DJ267744K via Ebay for Goodwins Milk Carton	Acquisition	-£7.34
	#31/05/2016/2	Paypal Ref 88T534867V7791210 via Ebay for LED transformer for display cabinet	General	-£6.99
02/06/2016	#02062016/1	Cheque 000100 to Ian Garner for shed shelves	General	-£67.20
03/06/2016	#03062016/1	Paypal Ref 0C3843874S3699049 for computer cables	General	-£12.46
07/06/2016	#07062016/2	Cheque 000101 to Ian Garner for 4 packs punch pockets (also see #07062016/1)	General	-£3.56
28/06/2016	#28062016/1	Cheque 000104 to Judith Hoyle for Preservation Equipment Ltd order	Accreditation	-£425.36
11/07/2016	#11072016/1	Paypal Ref 8EY54149U5142473Y for ink cartridges from Eurooffice	General	-£164.82
15/07/2016	#15072016/1	Paypal Ref 11D52432F15666616 ID badge holders from Ebay	General	-£9.50
	#15072016/2	Paypal Ref 7AH03896G3456872N ID laminating pouches from Ebay	General	-£3.48
	#15072016/3	Cheque 000106 to Judith Hoyle for museum advertising boards	General	-£20.00
19/07/2016	#19072016/1	Cheque 000107 to Ian Garner for craft yard weedkiller (see also #15072016/4)	General	-£13.00
11/08/2016	#11082016/1	Cheque 000110 to Judith Hoyle for furniture transporter wheel	General	-£6.99
	#11082016/2	Cheque 000111 to Ian Garner for labels and computer screen cables	General	-£4.00
23/08/2016	#23082016/2	Paypal Ref 9HC58404XX8290945 Ebay for Filling clip paper fasteners	General	-£8.07
01/11/2016	#01112016/3	Paypal Ref 39T4294308284691L to Ryan Air Conditioning (pipe lagging)	General	-£104.83
11/11/2016	#11112016/1	Paypal Ref 9K06084442211705D to Eurooffice for stationery	General	-£48.97

Visitor Numbers		
Month	Month Total	13 Month Moving Average
July-2014	120	
August-2014	220	
September-2014	294	
October-2014	153	
November-2014	84	
December-2014	39	
January-2015	66	152
February-2015	157	158
March-2015	138	159
April-2015	160	169
May-2015	171	187
June-2015	167	168
July-2015	208	166
August-2015	202	174
September-2015	223	173
October-2015	425	177
November-2015	136	182
December-2015	101	180
January-2016	5	187
February-2016	167	190
March-2016	148	196
April-2016	190	
May-2016	222	
June-2016	147	
July-2016	256	
August-2016	244	
September-2016	290	



- Notes:
- 1) September 2014 includes Heritage Open Days visitors to the museum.
  - 2) December 2014/January 2015: The museum was closed for 3 weeks over Christmas/New Year
  - 3) October 2015 includes opening for Blackberry Fair and the unveiling of the Inns & Chapels plaque.
  - 4) November 2015 includes opening for the Christmas Fair
  - 5) December 2015 includes unveiling of Hooked Tags
  - 6) January 2016 - museum closed for building alterations
  - 7) May 2016 includes opening for the Walking & Food and Drink Fares
  - 8) September 2016 includes Heritage Open Days visitors to the museum.