



QUALITY
TOWN
COUNCIL

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Whitchurch Town Council

Civic Centre
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HERITAGE COMMITTEE

MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON FRIDAY 13th MAY 2016

PRESENT

Cllrs: B Duffy, T O'Neill and G Stockton

IN ATTENDANCE

Stephen Platt - Town Clerk

Dr J. Hoyle – Curator

1. APOLOGIES

Cllr Neville – Prior commitment

Cllr Stones - Illness

Tim Jenkins – Other engagement

Ian Garner - Illness

2. DECLARATIONS OF INTEREST

None

3. MINUTES

It was proposed by Cllr O'Neill; seconded by Cllr Neville. It was **HC/1/1617 RESOLVED** that the minutes of the meeting on **3rd DECEMBER and reconvened on 10th DECEMBER 2015** be approved and signed as a true record.

4. MATTERS ARISING

5. PUBLIC PARTICIPATION

No public present

6. OUTSTANDING ITEMS

Signage for the Heritage Centre

An application to Shropshire Council for Verge planting has been completed by Whitchurch Town Council to take ownership of the flowerbed next to the Heritage Centre and the patch of grass at Bluegates for signage. It was also agreed to update the arch sign over the main entrance by having "Whitchurch Museum and Archives", Dr Hoyle is to get quotes for this signage and the Bluegates sign; if the prices are too expensive then a member of the Facilities team will do the signs. It was also agreed that over the rear exit doors leading into the courtyard a sign "Whitchurch Museum and Archives", together with WMAV supplying a cardboard sign pointing to the museum to be placed in the Mall on market days, as well as a "Whitchurch Museum and Archives" sign above on the inside of the rear glass doors to the car park.

Maintenance on craft units

To look at the timber around the frames of the units
Handrail on the ramp into the museum needs painting
General tidy up to be completed by 21st May 2016

Cllr O'Neill explained the idea behind the courtyard having pole planters as well as planters added to the railings; these are the donated wall troughs from the Red Lyon. On this same courtyard maintenance issue it was agreed to de-weed as well as paint the outside furniture.

Internal Alterations

Dr Hoyle thanked the Facilities team for their hard work in completing the new internal layout. This has helped both visitor monitoring and safety aspects for the visitors.

Fire test log book

Dr Hoyle asked for confirmation as to who would do the fire test, it was suggested the Facilities team since they do the Civic Centre in their remit. This was agreed by Morris (Facilities Manager) that his team would do the fire test in the Heritage Centre. This would be done within the cycle of tests by the Facilities team.

(AP: The Clerk to download a fire test book)

Electricity (excessive) usage

It was proposed by Cllr Duffy that meter readings should be done monthly, this will enable a closer more accurate check on anything that appears untoward; this was seconded by Cllr O'Neill. It was **HC/2/1617 RESOLVED** to do monthly meter readings.

7. MINIMUM NUMBER OF MEETINGS PER YEAR

It was proposed by Cllr Duffy to hold monthly Heritage committee meetings (with the exception of August), as the accreditation stipulates a minimum of 6 meetings per year; this was seconded by Cllr O'Neill. It was **HC/3/1617 RESOLVED** to hold monthly Heritage meetings.

8. FUNDING NOT GRANTS

It was proposed by Cllr Duffy that monies received from WTC accounts to the Heritage Museum needs to be renamed/classified as Income; as the Accreditation body who oversee the Heritage Museum's status see the term Grant as being temporary whereas Income is permanent; this was seconded by Cllr Stockton. It was **HC/4/1617 RESOLVED** to have the term Grant altered to read Income in the accounts of WTC.

9. HERITAGE ACCOUNTS

It was proposed by Cllr Stockton that the Heritage Committee receive the monthly accounts from the Heritage museum; this was seconded by Cllr O'Neill. It was **HC/5/1617 RESOLVED** to accept the monthly Heritage accounts.

10. FIRE ALARM CALL OUT

It was proposed by Cllr Stockton that a member of the Facilities team be on the call out list in case of the fire alarm being activated; however, in the case of an emergency the WMAV team will be called out, this was seconded by Cllr O'Neill. It was **HC/6/1617 RESOLVED** to have Morris and John on the call out list.

11. SIGNAGE FOR THE HERITAGE CENTRE

This has been covered under item 6.

12. ROOM 1

Dr Hoyle updated the committee on the progress of Room 1, Dr Hoyle asked for the ceiling in the big room to be rectified first; this would enable Room 1 to be readied sooner and easier, as this can be used as the temporary store room. The ceiling was agreed by Morris Clive (Facilities Manager) to be done by the end of June 2016.

13. COURTYARD APPEARANCE

This was covered under item 6.

14. GENERAL UPKEEP AND APPEARANCE

This was covered under item 12, and to be included in next meeting.

15. ANNUAL EXPENDITURE

This was proposed, after being explained by Dr Hoyle, by Cllr Duffy that the Heritage Centre would benefit more productively and with greater ease of purchasing items if the allocation was given in one lump sum rather than the present method; this was seconded by Cllr O'Neill. It was **HC/7/1617 RESOLVED** to be given a lump sum rather than the present system, but a sum would be retained by WTC for other purchases to be made.

16. CONFIDENTIAL BUSINESS (if any)

None

There being no further business the meeting closed at 11.50am

Signed..... Date.....