

Whitchurch Town Council

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HERITAGE COMMITTEE

MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON TUESDAY 12th JUNE 2018

PRESENT

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

IN ATTENDANCE

Nicola Young – Town Clerk
Morris Clive – Facilities Manager
Dr Judith Hoyle – Museum Curator
Daphne Alcock - Heritage Centre

1. Election of Chairman

After a proposal by Cllr O'Neill, seconded by Cllr Neville, it was **HC/01/1819 RESOLVED** that Cllr Duffy be elected as Chairman of the Heritage Committee.

2. Election of Vice Chairman

After a proposal by Cllr Neville, seconded by Cllr Barker, it was **HC/02/1819 RESOLVED** that Cllr O'Neill be elected as Vice Chairman of the Heritage Committee.

3. Apologies

Cllr John Martin – prior appointment
Terry Fry
Tim Jenkins

4. Declarations of interest

None

5. Minutes

After a proposal by Cllr Neville, seconded by Cllr O'Neill, it was **HC/03/1819 RESOLVED** that the minutes from the meeting held on 19th April 2018, be accepted and duly signed.

6. Matters arising

There were no matters arising.

7. Public Participation

No members of the public present

8. Outstanding items:

- a. **Heritage Centre Signage.** After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **HC/04/1819 RESOLVED** that a di-bond sign would be purchased from the Sign of the Times = Di bond panel – no posts @ £ 125.00 plus VAT – with lavender background and black writing, and the Town Council would purchase wooden posts for this sign.

Clerk to seek 2 further quotes and proceed with the cheapest for di-bond signage, no posts.

9. Heritage Accounts

- a. After a proposal from Cllr Duffy, seconded by Cllr Barker, it was **HC/05/1819 RESOLVED** that the Heritage cost centre report be accepted and duly signed.
- b. **Heritage Annual Allocation.** The Town Council has budgeted a higher annual allocation to the Heritage Centre, which is to be allocated when the lease is signed. As the lease has not yet been signed and we are into the third month, the Heritage Centre volunteers propose:
1/12th of original allocation = £1,500 for each month that the lease is not in place
1/12th of FY 2018/19 allocation = £5,000 when the lease has been signed and Whitchurch Town Council are no longer paying the business rates on the property. After a proposal from Cllr O'Neill, seconded by Cllr Duffy, it was **HC/06/1819 RESOLVED** that the proposal above be accepted.

10. Insurance

Whitchurch Museum & Archives (WMA) have been advised by Tim Jenkins, Shropshire Council, that the total collection cannot be insured. After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **HC/07/1819 RESOLVED** that the following items would be insured:

- 20 x named items worth over the value of £1,000 (WMA to identify items)
- All interpretation boards within the Heritage Centre
- 2 x hermetically sealed display cabinets – each worth £10,000
- Archaeological sandpit items
- Fixtures & fittings within the Heritage Centre

11. Whitchurch Museum & Archives Activities

The following update was provided by Whitchurch Museum & Archives Curator, Dr Judith Hoyle:

Volunteers Week

- All volunteers awarded certificates as part of National Volunteers Week & signed by Cllr Duffy, the Mayor signed a certificate for Dr Judith Hoyle.

Visitor Numbers & Volunteer Hours

- Volunteer hours were 540 for March
- Volunteer hours were 489 for April. N.B. Volunteers also complete a form for hours worked off site
- March visitor figures 167
- April visitor numbers 207 - a record for the month of April

Collection

New acquisitions since April meeting include:

- 1960s Prees Heath motorbike race programme
- Selection of Parish magazines
- 1920s receipt
- Presentation glass bowl, plinth & photo of Margaret Bradbury Hiles for 27 years as chair of hospital committee

Visits

- 03/05/18 Museum Mentor - Dr Tim Jenkins for discussion re. Change to CIO
- 01/06/18 Signmaster contractor - affixed new signage to windows
- 01/06/18 Rebecca from NG Automatics - to measure and discuss new doors
nb: have emailed Shropshire conservation re. change of door design

Future Events

- Oral History 'display' - Audio frame arrived and recordings now being selected and uploaded. Wooden information board being constructed.
- Still awaiting delivery of free personalised paper carrier bags from Art Fund
- Involved in Malpas Great War evening on 29/06/2018 - helping people trace their WW1 relatives

Other

- Volunteers currently carrying out stocktake of furniture, electricals etc for insurance
- Volunteers currently identifying items worth £1,000+ for insurance purposes

12. Whitchurch Museum & Archives

- a. **Draft Lease.** Following a meeting between Hibberts Solicitors, Cllr Duffy and the Town Clerk, the revised draft lease was presented to the Committee. It was commented that the lease will not include the Heritage Craft units and this should be removed from the floor plan. After a proposal from Cllr Duffy, seconded by Cllr Barker, it was **HC/08/1819 RESOLVED** that the Committee accept the lease.
- b. **Lease Process.** After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **HC/09/1819 RESOLVED** that the draft lease would be taken to full Council on Thursday 21st June 2018 for approval, before it was sent to the proposed tenants' solicitors.
- c. **Heritage Centre New Front Doors.** After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **HC/10/1819 RESOLVED** to send the plans for the new Heritage Centre entrance doors to full Council for approval, noting that the new rear entrance door will be upgraded and have electronic opening to ease disability access.

13. Whitchurch Heritage Centre

a. Maintenance Requirements:

Outstanding from April:

- Boiler still leaking from drainage cock - emptying of bucket needs to be organised
- Regular weeding and litter picking around Heritage Centre & Courtyard
- Boiler still not working

New items:

- Air conditioning unit in Caldecott Gallery. Needs checking by electrician, filter changed etc Regular Maintenance probably required
- 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

b. Painting Exterior – Windows & Building

After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **HC/11/1819 RESOLVED** that the Clerk should get quotes and defer to the Finance & Personnel Committee to be agreed.

c. Heritage Centre Boiler

After a proposal from Cllr Duffy, seconded by Cllr Barker, it was **HC/12/1819 RESOLVED** that the boiler and oil tank be refurbished as needed.

14. Confidential Business

There was no Confidential Business.

There being no further business the meeting closed at 11.35am

Signed: **Date:**