

# Whitchurch Town Council

Civic Centre  
Whitchurch  
SY13 1AX  
website: [www.whitchurchcouncil.uk](http://www.whitchurchcouncil.uk)



High Street  
Shropshire  
tel. 01948 665761  
email: [clerk@whitchurchcouncil.uk](mailto:clerk@whitchurchcouncil.uk)

## HERITAGE COMMITTEE

### MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON THURSDAY 19<sup>th</sup> OCTOBER 2017

#### PRESENT

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

#### IN ATTENDANCE

Nicola Young - Town Clerk  
Judith Hoyle (Heritage Centre)  
Terry Fry (Heritage Centre)  
Morris Clive – Facilities Manager

#### 1. Apologies

I. Garner, Heritage Centre  
Tim Jenkins, Heritage Centre

#### 2. Declarations of interest

None

#### 3. Minutes

After a proposal by Cllr Neville, seconded by Cllr Martin it was **HC/23/1718 RESOLVED** that, following amendment in para 6b to change 'find' to 'look for', the minutes from the meeting held on 21<sup>st</sup> September 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. Rubber Gate Roller

Judith Hoyle reported that the Heritage Courtyard and sliding gates were renovated in 2003 but no replacement for the rubber gate roller could be found. After a proposal from Cllr O'Neill, seconded by Cllr Duffy, it was **HC/24/1718 RESOLVED** that the Council should approach Nobridge to see if they can replace the roller.

##### b. Cellar Cleaning

The Council Facilities Team will start to clear and clean the Heritage Centre cellar on Tuesday 24<sup>th</sup> October. PPE would be required for the team. The Facilities Team will assess the walls and report back to the Committee.

### c. Windows

It was reported that the Council's Finance Committee had agreed to install all the windows at once for a total cost of £6,941.50. It was requested that the Facilities Team gloss the window frames before they are installed.

After a proposal from Councillor Duffy, seconded by Councillor Neville, it was **HC/25/1718 RESOLVED** that the contractors could use a Heritage Unit as a workshop during the works.

After a proposal from Councillor O'Neill, seconded by Councillor Neville, it was **HC/26/1718 RESOLVED** that the Mayor, Councillor Neville will sign the contract with Conservation Joinery.

## 7. Heritage Accounts

It was reported that nothing has been spent since within the last month. Electric was £300 in credit, £150 had already been refunded and after a proposal by Councillor Duffy, seconded by Councillor Martin, it was **HC/27/1718 RESOLVED** that as the cost of the electric did not vary too much the Clerk was asked to get the further £150 refunded.

## 8. Boiler Servicing

The Facilities Manager reported that AA Plumber will come on site to review the boiler on 19<sup>th</sup> October.

## 9. Museum & Archive Activities

After a proposal by Cllr Duffy, seconded by Cllr Neville, it was **HC/28/1718 RESOLVED** to accept the report on Museum & Archive Activities as stated below:

### Visitor numbers & Volunteer hours

- Volunteer hours are 436.5 for September, equate to employing 3.5 people full time

### Collection

New donations in last month include

- Wheatsheaf fishing trophy - junior challenge cup 1951 to 1982
- Whitchurchian school magazine 1936

### Activities

- 5th October - WW1 book hand out 15.00-1600 & 1800-1900
- 12th October - took part in "Throwback Thursday" organised by Library 1100-1300. Display & film show

### Maintenance

- Draught-proofing started completed on two first floor Crittall windows by Town Council staff

- Venetian blinds fitted

### Future Events

- National Explore Your Archives Week 18th - 26th November
  - Thursday 23rd November Whitchurch Museum & Archives will open until 8pm
  - Bronington Hoard will be on show accompanied by staff from Wrexham Museum
  - Author with newly published book on US Army hospitals in Shropshire & Flintshire will also attend
- 2018 Armistice events - meeting attended by JH 11/10/17
  - Museum & Archives will create Display & Quiz

### Finance

No spend since previous meeting 21st September

## **10. Visitor Figures**

- No. of visitors YTD for year ending December 2017: 1602
- September visitor numbers 180

## **11. Whitchurch Museum & Archives (WMA) Volunteers CIO**

Terry Fry, a volunteer at the Heritage Centre, reported that the Whitchurch Museum & Archives volunteers had agreed that seeking CIO status was a sensible way forward.

- Charitable Incorporated Organisation (CIO) registered with the Charities Commission:
  - Need to submit a constitution, the current constitution was drawn up using an Arts Council template. The Charity Commission have a template constitution and WMA volunteers will use the template and include information on things that may not apply at the moment:
    - Purpose of organisation
    - Appointment of Trustees
    - Timetable of Activities
    - Become a charity as opposed to part of the local council.
- Finance Allocation
  - Financial terms need to be agreed between the Council and WMA. Currently the Council allocate £1,500 to WMA, after a proposal by Councillor Neville, seconded by Councillor O'Neill, it was **HC/29/1718 RESOLVED** that a request for £5,000 to be allocated to WMA in 2018/19 budget would be made to the Finance Committee.
  - November draft budget – allocation £5,000
  - November - Finance Committee agree allocation
  - December – full Council agree lease transfer
  - December – full Council agree budget allocation
- Lease. After a proposal from Councillor Martin, seconded by Councillor O'Neill, it was **HC/30/1718 RESOLVED** that the lease will be progressed in the way below:
  - Heritage Centre remains a Council building and Council retain maintenance
  - Clerk to work with Hibberts to draw up Heads of Terms
  - Bring back draft Heads of Terms to next Heritage Committee meeting.
- Accreditation remains as granted previously.
- Governance.
  - Council discharge to Committee
  - Arts Council discharge as a museum
  - Charities Commission discharge responsibilities as a charity.
  - Chair of Whitchurch Heritage Committee can be a Trustees, good idea to have a representative from Whitchurch Town Council.

## **12. Confidential Business (if any)**

There was none.

**There being no further business the meeting closed at 11.10am**

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