

Whitchurch Town Council

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HERITAGE COMMITTEE

MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON THURSDAY 19th 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 21st 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 24th 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 19th 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: