

# Whitchurch Town Council

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## HERITAGE COMMITTEE

### MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON THURSDAY 20<sup>th</sup> JULY 2017

#### PRESENT

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

#### IN ATTENDANCE

Nicola Young - Town Clerk, Ian Garner (Heritage Centre), M. Clive, Facilities Team.

#### 1. Election of a Chair for Heritage Committee

After a proposal from Cllr O'Neill, seconded by Cllr Neville it was **HC/01/1718 RESOLVED** that Cllr B Duffy is elected as Chair of the Heritage Committee.

#### 2. Election of a Vice Chair for Heritage Committee

After a proposal from Cllr Neville, seconded by Cllr Martin, it was **HC/02/1718 RESOLVED** that Cllr O'Neill is elected as Vice Chair of the Heritage Committee.

#### 3. Apologies

Tim Jenkins – work commitment  
Judith Hoyle – ill

#### 4. Declarations of interest

None

#### 5. Terms of Reference

After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **HC/03/1718 RESOLVED** to accept the Terms of Reference, with the amended listed below:

2. To manage, preserve & promote the use of the town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss 1 and 4.

Delegation of Functions currently states:

- Strategic overview to Committee within budget & policy
- Operational Management to Town Clerk

Amend second sub-para using accreditation to draft wording giving operational management to Heritage Centre Museum Curator and management committee.

#### 6. Minutes

After a proposal by Cllr O'Neill, seconded by Cllr Neville it was **HC/04/1718 RESOLVED** to accept the minutes from the meeting held on 19<sup>th</sup> January 2017, which the chair duly signed.

#### 7. Matters arising

None.

## 8. Public Participation

No members of the public present

## 9. Outstanding items:

### a. Fire alarm training

The Facilities Officer will develop a programme of 6-monthly fire drills.

### b. Installation of the railway pillars

- i. The Chairman had been in contact with Network Rail regarding the railway pillars from Whitchurch Railway station. Whitchurch Town Council plan to erect the pillars at the rear of the Civic Centre with historic photographs of the railway station.
- ii. The Pillars have a square base which needs to be sunk into a hole, a debate took place on safety and depth. The pillars are currently stored in a depot in Shrewsbury. It was agreed that Cllrs Duffy, O'Neill, Martin and Neville, plus a representative from the museum, would visit the depot.
- iii. A discussion took place on how to transport the pillars from Shrewsbury to Whitchurch – Clerk will make contact with Grocontinental to request help.

### c. Rubber Gate Roller

A new rubber gate roller is required, Whitchurch Town Council Facilities Team to undertake the work.

### d. Boiler Servicing

After a proposal from Cllr Neville, seconded by Cllr Duffy, it was **HC/05/1718 RESOLVED** the report was received from Shield and it was agreed that the Clerk should contact Shield to get a definitive statement regarding the asbestos content in the cellar of the Heritage Centre. In so doing, the Clerk should request that the Shield report be typed.

After a proposal from Cllr Martin, seconded by Cllr Duffy, it was **HC/06/1718 RESOLVED** that the Town Clerk obtain quotes to get the cellar cleaned.

## 10. Heritage Courtyard Retail Units

- a. **Empty Unit 3** was discussed. After a proposal from Cllr O'Neill, seconded by Cllr Duffy, it was **HC/07/1718 RESOLVED** to take photographs of the interior of Unit 3 and advertise the unit for rent, £1,000 for the first 12 months, rising to £1,500 for second year and to limit the rental to a local start-up business.
- b. **Current situation regarding rental.** An update was received from the Town Clerk; Unit 3 has been vacant for some time and Unit 2 will be vacated by the end of August 2017.
- c. **Parking Issues.** Terms of Lease states no parking provided for tenants and there should be no parking in the courtyard. After a proposal by Cllr O'Neill, seconded by Cllr Martin, it was **HC/08/1718 RESOLVED** that the Town Clerk write to tenants to inform them that the Courtyard will be kept locked when no tenants were in their premises and that no parking was allowed within the courtyard area.
- d. **Terms of Leases.** After a proposal from Cllr Neville, seconded by Cllr Martin, it was **HC/09/1718 RESOLVED** that the Town Clerk write to tenants reminding them of the conditions of their lease.

## 11. Discuss Way Forward with Cellar

- a. **To receive asbestos report from Shield** – see para 9d. above.
- b. **To agree a way forward regarding clearing out and storage** – see para 9d. above.

c. **Boiler Servicing.** After a proposal from Cllr O'Neill, seconded by Cllr Neville, it was **HC/10/1718 RESOLVED** that once the typed report had been received from Shield, the Clerk to contact a company to service the boilers.

## 12. Heritage Accounts

The allocation of funding has been split: 10% to accreditations and 10% to acquisitions.

## 13. Security of Heritage Centre

It was reported that the security of the Heritage Centre was fine, other than the gate being left open by a Heritage unit tenant.

## 14. Electric Meters

The Facilities Team read the meters on a monthly basis and there are no issues to report since the last meeting. After a proposal from Cllr Duffy, seconded by Cllr O'Neill, it was **HC/11/1718 RESOLVED** that the cost of electricity would be examined at the next Committee meeting.

## 15. Lease Transfer to Whitchurch Museum & Archives Volunteers

The Clerk to have a meeting with Whitchurch Museum volunteers to discuss the potential of setting up a Charitable Incorporated Organisation.

## 16. Future Running of Whitchurch Town Council website

A vote of appreciation was given to Ian Garner for all the work he had carried out setting up, updating and running the Town Council website.

## 17. Windows

- a. **Draught Exclusion.** There is £700 in ear-marked reserves for draught-proofing the Crittal windows in the Heritage Centre. After a proposal from Cllr O'Neill, seconded by Cllr Martin, it was **HC/12/1718 RESOLVED** to order the draught-proofing materials as measured by the Heritage Centre.
- b. **Quotes to Refurbish Heritage Centre Sash Windows.** Two quotes were received by the meeting to replace all the upstairs sash windows in the Heritage Centre, one from Ventrolla, a national company and one from Conservation Joinery Ltd in Nantwich. After a proposal by Cllr Neville, seconded by Cllr Duffy, it was **HC/13/1718 RESOLVED** to accept both quotes and recommend to Finance Committee that the quote from Conservation Joinery Ltd, Nantwich, be accepted, requesting that all windows are refurbished at the same time.

## 18. Museum & Archive Activities

- Deep clean took place w/c 23<sup>rd</sup> January 2017.
- w/c 23<sup>rd</sup> January 2017, the following training sessions took place:
  - Morse Code
  - Oral history interviewing
  - Oral history recording
  - Scanner & image enhancement
  - Using Great War History Hub website
  - Searching WW1 military records
- New display now in place – WW1 communication wagon
- 1<sup>st</sup> March 2017 – special opening for Chester U3A – talk and guided tour around the town
- 16<sup>th</sup> & 17<sup>th</sup> March 2017 – David B attended Ironbridge Museum Conference
- 3<sup>rd</sup> June 2017 – Worldwide Whitchurch Weekend museum opened and St Alkmund tower tours organised

- 9<sup>th</sup> June 2017 – organised archaeological dig for Meres & Mosses on Prees Heath, 10 volunteers attended, interview by Radio Shropshire and articles in Shropshire Star, Whitchurch Herald and Whitchurch Gossip.
- 22<sup>nd</sup> June 2017 hosted a presentation for Media Active re Prees Heath / Meres & Mosses Landscape Partnership – 16 attended.
- 18<sup>th</sup> June 2017 visit by Thomas Adams 6<sup>th</sup> Form students to interview and film items re WW1
- International interest has been received by the Museum.

**19. Visitor Figures**

- Visitor numbers completed til end of June 2017, continue to increase.
- Volunteer numbers equate to 3.5 full-time people

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

There was none.

**There being no further business the meeting closed at 12.05am**

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