



QUALITY  
TOWN  
COUNCIL

# Whitchurch Town Council

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## HERITAGE COMMITTEE

### MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON THURSDAY 15<sup>TH</sup> SEPTEMBER 2016

#### PRESENT

Cllrs: Duffy, T Harris, T O'Neill and G Stockton.

#### IN ATTENDANCE

Zoë Dean – Town Centre Manager/Assistant Town Clerk, Ian Garner.

#### 1. Apologies

Dr Judith Hoyle – another commitment  
Tim Jenkins – another commitment

#### 2. Declarations of interest

None

#### 3. Minutes

After a proposal by Cllr Stockton, seconded by Cllr O'Neill,  
It was **HC/11/1617 RESOLVED** to accept the minutes from the meeting held on 21<sup>st</sup> July 2016, which the chairman duly signed.

#### 4. Matters arising

None

#### 5. Public Participation

No members of the public present

#### 6. Outstanding items:

##### Maintenance on the courtyard shops

It was reported that the courtyard shops had been painted and now looked much better.

##### Removal of Craft Units Sign

The sign has yet to be removed but quotes had been received in order to produce a new sign, either 6 x 2 or 8 x 2 in aluminium or Foamex.

After a proposal from Cllr Stockton, seconded by Cllr O'Neill.

It was **HC/12/1617 RESOLVED** to order the larger sign 8 x 2 in aluminium, which would fit in the same space as the existing sign.

##### Heritage Courtyard “Retail units to let” signage

The Town Centre Manager noted that she had advert had been placed in the Whitchurch Gossip Magazine (September issue) and had spoken to the Whitchurch Herald who have agreed to run a feature on the units if the Town Centre Manager writes the complete article. The committee noted that signage was needed at the entrance to Bluegates and at Walkers Bakery.

### **Internal Alterations**

Ian Garner reported that room one was almost finished, just decoration remaining and the floor to be painted. All artefacts have now been moved to the Manager's Office.

### **Fire alarm training**

The Facilities staff had tested the alarm last week. Two break glass boxes still require keys. Chubb needed to check feasibility of linking Heritage Centre alarm to Civic Centre alarm. The committee noted that Facilities staff received Fire Warden Training in December 2015.

### **Electricity Meter readings**

The committee received the updated spreadsheet appertaining to meter readings. The Town Council is approximately £3,000 in credit.

After a proposal from Cllr Duffy, seconded by Cllr Harris,

It was **HC/13/1617 RESOLVED** that the Town Council office attempts to claim the money back.

### **Installation of railway pillars at the rear of the Heritage Centre**

This item is ongoing. Cllr Duffy to chase, along with accompanying signage.

## **7. Terms of reference**

The committee received the updated Terms of Reference for the Heritage Committee.

After a proposal from Cllr Duffy, seconded by Cllr Stockton,

It was **HC/14/1617 RESOLVED** to accept the Terms of Reference.

## **8. Fire Inspection**

A letter had been received from Shropshire Fire & Rescue Service after the audit visit. A follow up audit is to take place on **27<sup>th</sup> October 2016 at 15:45**.

The following progress was outlined:

- New fire exit signage ready to be installed
- Door closers has been purchased
- The area at the top of the stairs is to be used as a sign-in post for upstairs and instructions available to visitors
- Ladders for use out of the windows in the case of an emergency had been purchased

### **To be completed:**

- Identify responsible person to check fire alarms (Facilities Manager already does this), as well as volunteer from the Museum & Archives.
- Informal training for volunteers needed
- Relocate orange folder on hub for reporting faults
- When the weekly test is done complete an emergency lighting check at the same time
- Record arrangements where necessary

## **9. Leases for Heritage Courtyard**

Hibberts LLP had sent through the riders. Checks need to be carried out to include annual rent review, no parking in the courtyard, rear access to the Heritage Centre must not be blocked and trading should take place on 5 days per week.

## **10. Courtyard Signage**

This item was covered under agenda item 6.

**11. Heritage Accounts**

The accounts were received. £13.19 still remaining from the Town Council grant; however the Council is still holding money for the Museum. Some items are purchased through the Town Council office. The committee requested copies of the budget for the next Heritage Committee meeting.

**12. Room 1**

This item was covered under agenda item 6.

**13. Blackberry Fair use of units**

A request had been received from the Blackberry Fair to open the units on 1<sup>st</sup> October to serve tea and coffee from if the weather is poor and also to show that the units are to rent. The Craft Village is once again due to be set up outside the rear entrance to the Heritage Centre as per last year.

After a proposal from Cllr O’Neill, seconded by Cllr Stockton, It was **HC/15/1617 RESOLVED** to offer every support for this event and open the units, if they are still available, on 1<sup>st</sup> October.

**14. Museum & Archives Activities**

The volunteers had been busy preparing for the Heritage Open Days which went well (10<sup>th</sup> – 11<sup>th</sup> September). Unit 3 had been emptied of artefacts, as well as preparing room one for alternation work.

**15. Visitor Figures**

The Museum is attracting steadily rising numbers of visitors, as well as local groups and lots of enquiries from abroad. A number of good reviews had been received on Trip Advisor. The figures submitted for this meeting do not include Heritage Open Days.

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

There was none.

**There being no further business the meeting closed at 11.25am**

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

## Whitchurch Museum and Archives Council Grant Spend for 2016-17

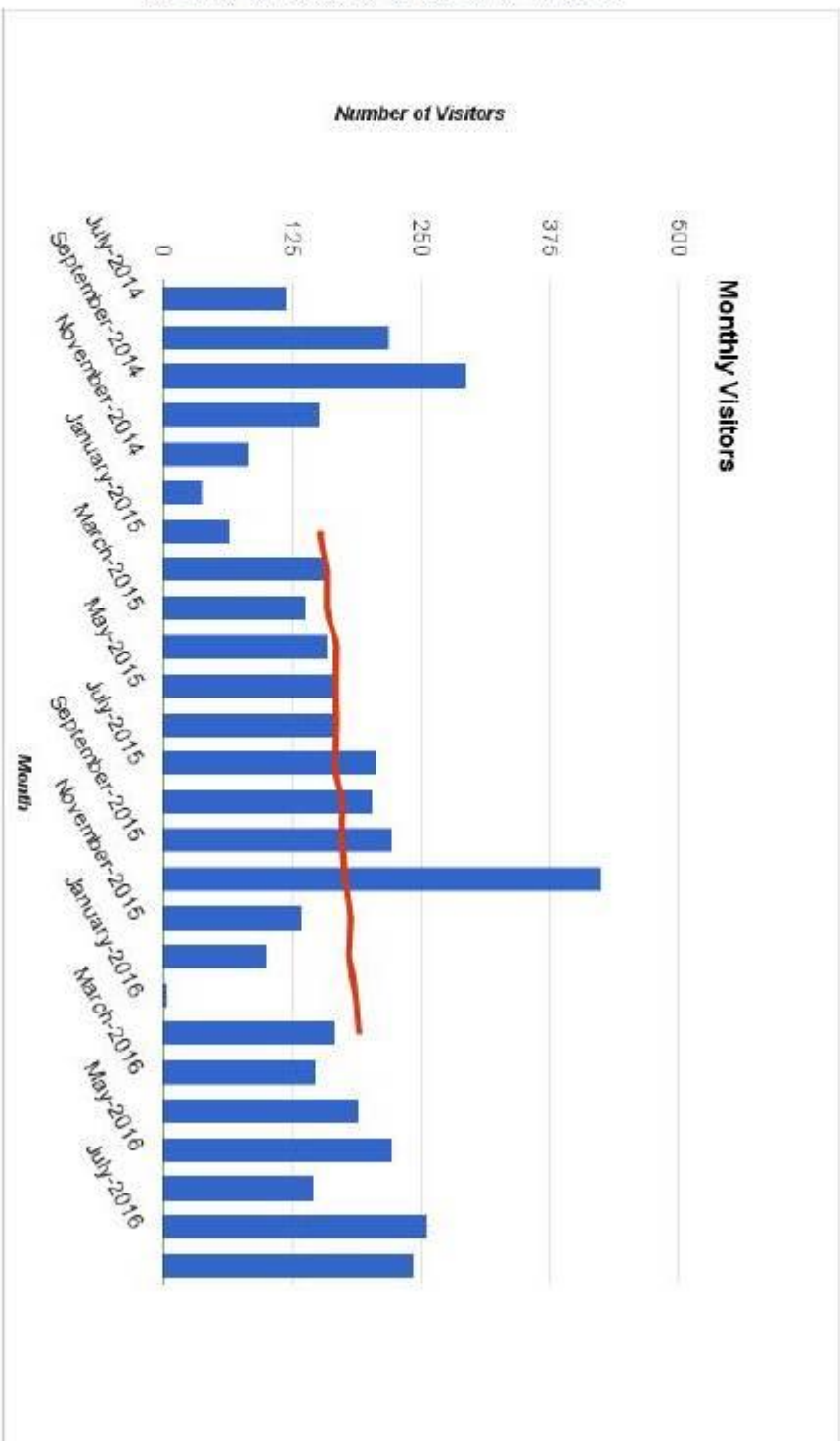
Opening Balance  
Balance as at 13/09/2016

£1.62  
£13.19

Date	Reference	Description	Catgory		
05/05/2016	#05052016/1	Paypal Ref 0JL14957KE1750203 to Ebuyer for printer ink	General	-£150.72	
17/05/2016	#17052016/1	Cheque 000098 to Lockdales Auctioneers for the purchase of medal	Acquisition	-£75.47	
26/05/2016	#26/05/2016/1	Cheque paid in from Whitchurch Town Council for grant	Accreditation	£100.00	
			Acquisition	£100.00	
			General	£800.00	
	#26/05/2016/2	Paypal Ref 5TK2740413260581X for ethernet switch for main room	General	-£9.45	
31/05/2016	#31/05/2016/1	Paypal Ref 18D61998DJ267744K via Ebay for Goodwins Milk Carton	Acquisition	-£7.34	
	#31/05/2016/2	Paypal Ref 88T534867V7791210 via Ebay for LED transformer for display cabinet	General	-£6.99	
02/06/2016	#02062016/1	Cheque 000100 to Ian Garner for shed shelves	General	-£67.20	
03/06/2016	#03062016/1	Paypal Ref 0CC3843874S3699049 for computer cables	General	-£12.48	
07/06/2016	#07062016/2	Cheque 000101 to Ian Garner for 4 packs punch pockets (also see #07/062016/1)	General	-£3.56	
28/06/2016	#28062016/1	Cheque 000104 to Judith Hoyle for Preservation Equipment Ltd order	Accreditation	-£425.36	
11/07/2016	#11072016/1	Paypal Ref 8EY54149U5142473Y for ink cartridges from Euroffice	General	-£164.82	
15/07/2016	#15072016/1	Paypal Ref 11D52432F15666616 ID badge holders from Ebay	General	-£9.50	
	#15072016/2	Paypal Ref 7AH03896G3456872N ID laminating pouches from Ebay	General	-£3.48	
	#15072016/3	Cheque 000106 to Judith Hoyle for museum advertising boards	General	-£20.00	
19/07/2016	#19072016/1	Cheque 000107 to Ian Garner for craft yard weedkiller (see also #15072016/4)	General	-£13.00	
11/08/2016	#11082016/1	Cheque 000110 to Judith Hoyle for furniture transporter wheel	General	-£6.99	
	#11082016/2	Cheque 000111 to Ian Garner for labels and computer screen cables	General	-£4.00	
23/08/2016	#23082016/2	Paypal Ref 9HC58404XX8290945 Ebay for Filling clip paper fasteners	General	-£8.07	

## Visitor Numbers

Month	Month Total	13 Month Moving Average
July-2014	120	152
August-2014	220	158
September-2014	294	159
October-2014	153	169
November-2014	84	167
December-2014	39	169
January-2015	66	174
February-2015	157	173
March-2015	138	177
April-2015	160	182
May-2015	171	180
June-2015	167	187
July-2015	208	190
August-2015	202	174
September-2015	223	173
October-2015	425	177
November-2015	136	182
December-2015	101	180
January-2016	5	187
February-2016	167	190
March-2016	148	
April-2016	190	
May-2016	222	
June-2016	147	
July-2016	256	
August-2016	244	



**Notes:**

- 1) September 2014 includes Heritage Open Days visitors to the museum.
- 2) December 2014/January 2015: The museum was closed for 3 weeks over Christmas/New Year
- 3) October 2015 includes opening for Blackberry Fair and the unveiling of the Inns & Chapels plaque.
- 4) November 2015 includes opening for the Christmas Fair
- 5) December 2015 includes unveiling of Hooked T ags
- 6) January 2016 - museum closed for building alterations
- 7) May 2016 includes opening for the Walking & Food and Drink Fares