



# Whitchurch Town Council

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## HERITAGE COMMITTEE

### MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON THURSDAY 5<sup>th</sup> FEBRUARY 2015

#### PRESENT

Councillors: B. Duffy (Chairman), T. O'Neill (Vice Chairman), J. Ebbs and L. Stones

#### IN ATTENDANCE

Z. Dean (Town Centre Manager/Assistant Town Clerk) and I. Garner

#### 1. APOLOGIES

Cllr R. Hewson – Family commitment  
Cllr T. Neville – Hospital Appointment  
Dr J. Hoyle – Family commitment  
Tim Jenkins – Other engagement

#### 2. Declarations of Interest

None.

#### 3. Minutes

After a proposal by Cllr Stones and seconded by Cllr O'Neill:  
**HC/9/1415 RESOLVED:** That the minutes of the meeting of the Heritage Committee held on 11<sup>th</sup> December 2014 be approved and signed as a true record.

#### 4. Matters arising

Items from the library (under item 11).

#### 5. Public Participation

None.

#### 6. Outstanding Items

##### Signage for the Heritage Centre

The Heritage Centre now has a painted sign above the front door "Whitchurch Museum and Archives". It was noted that there is no signage to point visitors to the museum from the Civic Centre or Market Hall area.

After a proposal from Cllr O'Neill and seconded by Cllr Stones:

**HC/10/1415b RESOLVED:** Seek funding from the Finance Committee to increase museum signage.

#### 7. Lease

No further information on the lease to date.

#### 8. Accreditation application of the Museum status

Cllr Ebbs asked for clarification on the Collections Development Policy in terms of items on loan to the museum, biological and geographical material, the radius of items held by the museum and the future need to update the policy.

After a proposal from Cllr Duffy and seconded by Cllr O'Neill:

**HC/11/1415 RESOLVED:** that further information regarding the Collections Development Policy be obtained from Dr J. Hoyle and the following four policies be agreed in the meantime:

- Documentation Policy
- Collections Care & Conservative Policy
- Access Policy Statement
- Forward Plan

**9. Delegation of Powers**

The item is still ongoing.

**10. Delegation of running of Whitchurch Museum and Archives at the Heritage Centre**

The Whitchurch Museum and Archives volunteers had been running the Heritage Centre since June 2014.

After a proposal from Cllr Duffy, seconded by Cllr O'Neill

**HC/12/1415 RESOLVED:** that the committee accepts that Whitchurch Heritage Centre is continues to be operated in this manner by Whitchurch Museum and Archive Group.

**11. Uncatalogued items of Whitchurch Collection**

Cllr Duffy updated the committee that Ludlow Museum is looking to reduce the number of curation staff and many items that are held there have not been properly catalogued for many years. Since the Heritage Centre is now capable of storing those items, Cllr Duffy had been in contact with representatives of Ludlow Museum to request an update on the items that once belonged to Whitchurch.

The correspondence is ongoing.

**12. Annual Report from Whitchurch Museum and Archives at the Heritage Centre**

Cllr Duffy noted that there had been many visitors to both the Heritage Centre and the website and much had been achieved since the volunteers took over in June 2014. Young people had continued to volunteer at the Heritage Centre throughout the summer. A condensed version of the report would be sent to the local newspapers.

It was agreed to note the Chair of the Museum and Archives Group's Report.

**13. Items of Historical Interest**

Cllr Duffy had recently met with Louise Cross of Shropshire Archives to discuss items that were held by the library service belonging to Whitchurch. Cllr Duffy informed the committee that a very detailed Whitchurch scrapbook and original Town Council minutes from the 1900s, which had now been digitised, would be returned to Whitchurch Museum and Archives.

The committee noted the updates.

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

None

Meeting closed at 11:55 am

Signed Chairman  ..... Date 26-3-15 .....