

# Whitchurch Town Council

Civic Centre  
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## HERITAGE COMMITTEE

MINUTES OF

THE

### HERITAGE COMMITTEE MEETING HELD ON TUESDAY 10<sup>th</sup> MARCH 2020

#### PRESENT

Cllrs: J Martin, T Neville, Dr J Hoyle, Mrs D Alcock

#### IN ATTENDANCE

Nicola Young – Town Clerk

Morris Clive – Facilities Manager

#### 1. Apologies

Cllr O'Neill

Mr T Fry

#### 2. Declarations of interest

None received.

#### 3. Minutes

After a proposal from Cllr Martin, seconded by Dr Hoyle, it was **HC/24/1920 RESOLVED** and noted the Agenda should have read to confirm and sign minutes of the meeting on 14<sup>th</sup> January 2020.

After a proposal by Cllr Martin, seconded by Cllr Neville, it was **HC/25/1920 RESOLVED** that the minutes of the meeting held on 14<sup>th</sup> January 2020 be accepted as an accurate record. The Chairman duly signed the minutes.

#### 4. Public Participation

No members of the public were present.

#### 5. Heritage Accounts

After a proposal from Cllr Martin, seconded by Cllr Neville, it was **HC/26/1920 RESOLVED** to agree and check the following items on the accounts:

- a. 4014 electricity
- b. 4074 intruder alarm, vire £250 from Heritage Units
- c. 4718 tourism

and to sign Month 10 accounts, noting funds available as £11,197.

#### 6. Heritage Resolution Record

After a proposal from Cllr Martin, seconded by Cllr Neville, it was **HC/27/1920 RESOLVED** to agree and sign off the unnumbered item on the Resolution Record.

#### 7. Heritage Centre Maintenance

##### a. To receive an update from the monthly maintenance meetings

i. **Ceiling Cracks** – it was agreed to wait for the cupola to be installed before undertaking any work on the cracks to the ceilings.

ii. **AA Plumber** – the Museum & Archives Trust had had to cancel one Family History course because the plumber did not show up. After a proposal from Cllr

Neville, seconded by Dry Hoyle, it was **HC/28/1920 RESOLVED** that the Mr Plummer be asked to complete the work by Thursday or he will be informed that the Council will seek further quotes from alternate sources to undertake the work in the Heritage Centre upstairs kitchen due to the length of time taken so far.

**iii. Boiler Servicing** – the current contractor who installed and services the Heritage Centre boiler has broken his ankle but will attend site in April to complete the service. This will not invalidate the warranty.

**b. To resolve who the emergency call-out contacts are**

After a proposal by Cllr Martin, seconded by Cllr Neville, it was **HC/29/1920 RESOLVED** that the Dr Hoyle, Town Clerk and the Facilities Manager would be the emergency call-out contacts and that the Town Clerk, Facilities Manager and Museum Curator will jointly review and agree a procedure for the call-out process, and that Dr Hoyle will get a second set of keys cut.

**8. Heritage Centre Annual Contractors**

The annual contracts were discussed and the table below states which organisation will incur costs for contracts:

Cost Centre	Annual Contract	Responsible Organisation
	a. Telephone & Broadband	WH Museum & Archives Trust
	b. CCTV servicing & maintenance	WH Museum & Archives Trust
206/4026	c. Boiler maintenance	WH Town Council
206/4015	d. Purchase of fuel for boiler	WH Town Council
206/4036	e. Window cleaning	WH Town Council
206/4073	f. Fire alarm servicing	WH Town Council
206/4073	g. Fire extinguisher servicing	WH Town Council
206/4074 & 206/4075	h. Intruder alarm monitoring & servicing	WH Town Council
206/4036 & 206/4026	i. Air conditioning maintenance & servicing	WH Town Council

**9. Blinds**

After a proposal from Cllr Martin, seconded by Cllr Neville, it was **HC/30/1920 RESOLVED** to accept the quote from Mirage at £727.50 to replace the internal blinds in the Heritage Centre, using cost centre 206/4036. Whitchurch Museum & Archive Trust will organise the purchase and installation, making sure the invoice is addressed to Whitchurch Town Council.

**10. Budget 2020-2021 – Earmarked Reserves (EMR)**

As at Month 10 there are £6,972.00 funds remaining in the cost centre 206/4036 Property Maintenance. After a proposal from Cllr Martin, seconded by Cllr Neville, it was **HC/31/1920 RESOLVED** that this cost centre be allocated as an earmarked reserve within 2020-2021 budget.

**11. Museum & Archives Update**

Dr Hoyle requested the following:

- a. More oil be purchased for the boiler.
- b. Thermal boarding be installed in the downstairs toilet.

**12. Confidential Business**

There was no confidential business.

**There being no further business the meeting closed at 11.40am**

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

DRAFT