

Whitchurch Town Council

Civic Centre
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HERITAGE COMMITTEE

MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON THURSDAY 15th MARCH 2018

PRESENT

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

IN ATTENDANCE

Nicola – Town Clerk
Morris Clive – Facilities Manager
Dr Judith Hoyle – Heritage Centre
Terry Fry - Heritage Centre

1. Apologies

Tim Jenkins

2. Declarations of interest

None

3. Minutes

After a proposal by Cllr Neville, seconded by Cllr Martin it was **HC/43/1718 RESOLVED** that the minutes from the meeting held on 22nd February 2018, be accepted and duly signed.

4. Matters arising

After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **HC/44/1718 RESOLVED** that from May 2018 Heritage Committee meetings will take place on the second Tuesday of the month at 10am and that the first meeting will take place on 12th June 2018.

5. Public Participation

No members of the public present

6. Outstanding items:

- a. **Health & Safety.** The Town Clerk informed the meeting that an interim 6-month visit by Ellis Whittam to advise on Health & Safety matters will be taking place on Monday 16th April from 10am until 1.30pm. The Whitchurch Museum & Archive Group would like to make use of this visit.
- b. **Heritage Centre – Maintenance Repairs.** Dr Hoyle informed the Committee that the down pipe near the rear entrance was leaking. It had been previously patched. The Facilities Manager was requested to investigate further.
- c. **Council Tax.** After a proposal from Cllr Neville, seconded by Cllr Duffy, it was **HC/45/1718 RESOLVED** that Whitchurch Town Council will continue to pay the 2018/19 Council Tax, on a monthly basis, until the lease had been agreed between the Council and the CIO.

- d. **Heating Oil.** The Facilities Manager was requested to dip the oil tank and order 500 litres.

7. Heritage Accounts

After a proposal from Cllr Neville, seconded by Cllr Duffy, it was **HC/46/1718 RESOLVED** that the Heritage accounts be accepted and were duly signed. Dr Hoyle requested that the £73 left in cost code 206/4717 Annual Allocation be spent on hiring a carpet shampooer from Colour Supplies.

8. Whitchurch Museum Representatives

It was resolved at the last meeting that Mr Terry Fry would replace Mr Ian Garner as a Whitchurch Museum & Archives representative on the Committee.

9. Boiler

Further discussion took place regarding the type of heating and the Town Clerk was requested to get quotes to convert the heating in the Heritage Centre from oil to gas and to bring the supply to the building.

10. Visitor Numbers & Volunteer hours

Due to absence a report was not available.

11. Whitchurch Museum & Archives Volunteers CIO

It was reported that in line with the requests from the Charity Commission, changes had been made to the CIO Constitution and they are likely to approve registration. It is anticipated that this confirmed will be received by the end of March 2018.

- a. **Length of Lease.** It was agreed that a 50 year lease will be drafted, with the following termination clauses:
- i. Whitchurch Town Council give 12 months' notice
 - ii. Whitchurch Museum & Archives give 3 months' notice
- b. **Equipment Ownership & Inventory.** Dr Hoyle reported that Whitchurch Town Council own the following in the building:
- i. Upstairs – metal locker in toilets and metal cupboard in Room 6.
 - ii. All items listed and owned by Whitchurch Town Council will be listed as assets with the Council's insurance company.
 - iii. Whitchurch Town Council to ensure that the Roman Display Case within the Museum ground floor is listed as an asset with the value of £10,000.
- c. **Condition Report.** Dr Hoyle had forwarded a list of photographs to the Town Clerk detailing the condition of the Heritage Centre, which were presented to Committee. This list will be incorporated into the lease, but it was emphasised that Whitchurch Town Council will continue to have maintenance responsibilities for the Heritage Centre building.

After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **HC/47/1718 RESOLVED** to accept the above proposals in sub paragraphs a., b. and c. with regard to drawing up the lease.

12. Museum Advertising & Signage

- a. **Advertisement of the Museum on the Civic Centre LED screens.** The Clerk agreed to design an LED screen advertisement giving details when the Museum is open.

- b. Signage at Bluegates.** A sign will be erected, visible from the pavement end of Bluegates, to direct visitors to the Museum. Signage will also be re-installed in the two poster holders at the bottom of Bluegates, giving details when the Museum is open.

13. Confidential Business

There was no Confidential Business.

There being no further business the meeting closed at 11.45am

Signed: Date: