MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON TUESDAY 8th JANUARY 2019

PRESENT
Cllrs: B. Duffy, T. Neville, T. O’Neill and Dr. J Hoyle and Mr T Fry

IN ATTENDANCE
Nicola Young – Town Clerk
Morris Clive – Facilities Manager

1. Apologies
None received.

2. Declarations of interest
Cllr Duffy declared that she is a trustee of the Whitchurch Museum & Archives CIO.

3. Minutes
After a proposal by Cllr Neville, seconded by Cllr O’Neill, it was HC/29/1819 RESOLVED that the minutes from the meeting held on 13th November 2018, be accepted and signed following one amendment which was duly initialled:
   a. Paragraph 2: change words ‘Heritage Centre’ to read ‘Whitchurch Museum & Archive CIO’.

4. Matters arising
There were no matters arising.

5. Public Participation
No members of the public present.

6. Heritage Accounts
After a proposal from Cllr Duffy, seconded by Cllr Neville, it was HC/30/1819 RESOLVED to accept the Month 9 accounts, noting a balance of £872 Funds Available.

7. Whitchurch Heritage Maintenance
After a proposal from Cllr Duffy, seconded by Dr Hoyle, it was HC/31/1819 RESOLVED to agree the Service Level Agreement and Maintenance Request form, with the inclusion of Priority High/Medium/Low in Detail of Job column, and be signed by Chairman of the Heritage Committee and WMA Curator.

8. Heritage Business Plan
After a proposal from Cllr Duffy, seconded by Cllr O’Neill, it was HC/32/1819 RESOLVED to accept the amendments suggested by Dr Hoyle and amend the business plan accordingly, noting that “Cleaning of external access to the Heritage Centre building” should be added to the general maintenance of the building and not the business plan.
9. Heritage Centre Lease
Mr Fry reported that it was good news, the lease was ready to sign. The Town Clerk was requested to put this as information on the full Council agenda in January 2019, that the lease will be signed by the Chairman and also to chase Mr Gibbons from Hibberts LLP.

10. Museum & Archives Activities
After a proposal from Cllr Duffy, seconded by Cllr Neville, it was HC/33/1819 RESOLVED to accept the overview from WMA CIO Museum & Activities Update dated 8th January 2019 as listed below:

Volunteers
- Currently 20 active volunteers

Visitor numbers & Volunteer hours
- Volunteer hours were 556 for October - equivalent of 3.5 full-time staff. Nov not yet calculated
- Visitor numbers were 161 for October, 186 for November & 68 for December
- Visitors 2018 (Jan - December) 1931

Collection
New acquisitions since November meeting include
- Whitchurch Town Football programme 1984/85
- Pen & ink drawing of Almshouses by Jessie Furber
- 1950s OS map of Whitchurch
- Postcard of Prees Heath WW1
- Pair of WW1 ceramic dolls

Activities
- Nov 28th - article in Whitchurch Herald exhibition “Eyewitness - Champions of Flight”
- Nov 30th - Family History Group sessions x 8 finished
- Dec 5th - photo & article in Whitchurch Herald re. “Eyewitness - Champion of Flight” exhibition
- Dec 6th - Gallery cleared and covered by Facilities team & Volunteers
- Dec 7th - Gallery wall painted by volunteers
- Dec 13th - display cases delivered & erected. Missing shelf delivered & installed Dec 20th
- Christmas closure - Thursday 20th Dec 4pm until Friday 4th Jan 11am

Finance
- Nov 21st - 2018/2019 allocation from Town Council received £1500

Other
- 9th Dec - TF & DB attended Malpas supper event as thankyou for help with WW1 event
- 18th Dec - Museum closed afternoon for volunteers Christmas event - 17 attended
- 4th Jan - Planning application notice in HC window
- 10th Jan - hosting a talk for WHAG upstairs in meeting room

Maintenance/Security
- 6th Dec - Air conditioning unit serviced by Cooper Poole
- External Fire exit sign placed on ground floor kitchen door

Outstanding from June meeting
- Cleaning of exterior ground floor paintwork - walls, sills & windows
Outstanding from October meeting
● Concern re. Security of park shed
● Larger & better-quality padlock required for gate

Outstanding from November meeting
● Cleaning of cellar required
● Access to side door needs cleaning (clearing done)

11. Confidential Business
There was no Confidential Business.

There being no further business the meeting closed at 11.15am

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