

# Whitchurch Town Council

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## HERITAGE COMMITTEE

### MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON TUESDAY 8<sup>th</sup> 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 13<sup>th</sup> 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 8<sup>th</sup> 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: .....**