MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON TUESDAY 13th NOVEMBER 2018

PRESENT

IN ATTENDANCE
Nicola Young – Town Clerk
Zoe Dean – Town Centre Manager/Assistant Town Clerk
Morris Clive – Facilities Manager
Cllr S. Radford
Dr Judith Hoyle – Heritage Centre
Terry Fry – Heritage Centre

1. Apologies
None received.

2. Declarations of interest
Cllr Duffy declared that she is a trustee of the Heritage Centre.

3. Minutes
After a proposal by Cllr O’Neill, seconded by Cllr Neville, it was HC/25/1819 RESOLVED that the minutes from the meeting held on 9th October 2018, be accepted and duly signed.

4. Matters arising
No further action had taken place regarding item 6, the old computer tower. The Facilities Manager had located it and would take it to Galaxy, only one computer tower needed the data wiping. The annual allocation of £1,500 had no yet been received as balancing the accounts had taken precedence. With regards to painting the contractor had noted that a good finish would not be obtained if the work was done in winter, the wood was safe with its current base coat and the work would be completed in February.

5. Public Participation
No members of the public present.

6. Heritage Accounts
It was noted that the oil tank had been filled with 800L which should last until next winter and no oil was purchased last year. £3,000 will not need to be allocated for oil in next year’s budget, it can be reduced to £2,000.

After a proposal from Cllr Duffy, seconded by Cllr O’Neill, it was HC/26/1819 RESOLVED to accept the accounts
7. Whitchurch Heritage Centre
Maintenance List
- It was noted that the heating had been done but the radiators might need bleeding. The Facilities Team is to revisit on a weekly basis.
- The back splash is making the building look tired, therefore external painting is required.
- An external fire exit sign from the downstairs kitchen area is required with external signs in the courtyard to avoid the fire door being blocked from the courtyard.
- The security of the park storage shed needs to be re-evaluated as this contains the Middlewich clock and access is now via the skatepark. A better-quality padlock is also required.
- The broken picnic bench will be removed and repaired during the winter months
- The side door access at the bottom of the steps needs to be kept clear of buckets and rubbish.
- The Town Clerk is to complete/amend the maintenance form which is to be used by all.

8. Heritage Centre Lease
The Town Clerk reported that the form had been completed and all parts sent to Hibberts, the Town Council’s solicitor, but feedback had not yet been received. The committee concurred that this issue needed to be resolved by the end of December in order to complete the transfer by the end of the Financial Year and therefore save on business rates.
After a proposal from Cllr Duffy, seconded by Cllr Martin, It was HC/27/1819 RESOLVED to request a response from Hibberts by the end of November.

9. Museum & Archives Activities
The Museum and Archive Volunteers noted that they had been very active. The activities are contained within the attached report (Appendix 1).

It was noted that it would not be possible to plug in Christmas lights through a window of the Heritage Centre this year and a different location would be sought.

After a proposal from Cllr Duffy, seconded by Cllr O’Neill, it was as HC/28/1819 RESOLVED to accept the report.

Cllr Duffy thanked the Museum and Archive team on behalf of the committee for all of their hard work.

10. Heritage Business Plan
There is a necessity for short, medium and long terms goals specifically for the Heritage Centre, details of which are contained within the revised Heritage Centre Business Plan Priorities list (below):

<table>
<thead>
<tr>
<th>No</th>
<th>Project Name</th>
<th>Details</th>
<th>Projected Cost for Budget</th>
<th>Short / Medium / Long-term Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>H1</td>
<td>Replace boiler</td>
<td>Look into alternative sustainable heating system for the Heritage</td>
<td>This is not budgeted for, but funding will be made</td>
<td>Short/Medium</td>
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<td></td>
</tr>
<tr>
<td>H2</td>
<td>Exterior walls</td>
<td>To repaint the exterior walls</td>
<td>£8,000.00</td>
<td>Short</td>
</tr>
<tr>
<td>H3</td>
<td>Exterior window sills</td>
<td>To replace rotting window sills and repair where possible</td>
<td>£1,500.00</td>
<td>Short</td>
</tr>
<tr>
<td>H4</td>
<td>New fire door</td>
<td>To provide a new fire door from the downstairs kitchen area into the heritage courtyard</td>
<td>£250.00</td>
<td>Short</td>
</tr>
<tr>
<td>H5</td>
<td>Decking at front entrance</td>
<td>To provide a maintenance schedule and include keeping the decking clean and free of mould</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>H6</td>
<td>Courtyard Gate</td>
<td>To include service of this gate on the maintenance schedule</td>
<td>On-going</td>
<td></td>
</tr>
<tr>
<td>H7</td>
<td>Replacement of sink &amp; taps</td>
<td>To replace old and worn out sinks and taps in the upstairs kitchen and downstairs toilet</td>
<td>£500.00</td>
<td>Short</td>
</tr>
<tr>
<td>H8</td>
<td>Replace leaking radiator</td>
<td>To replace the leaking radiator in the downstairs toilet</td>
<td>£250.00</td>
<td>Short</td>
</tr>
<tr>
<td>H9</td>
<td>Air Conditioning</td>
<td>To set up an annual maintenance contract with a contractor to service the AC and regularly change the filters</td>
<td>Included within budget 2019/20</td>
<td>On-going</td>
</tr>
<tr>
<td>H10</td>
<td>Water Heaters</td>
<td>To provide a full building report on all the water heaters and how hot water is provided, to assess age and phase replacement.</td>
<td>£400.00</td>
<td>Short</td>
</tr>
<tr>
<td>H11</td>
<td>Roof</td>
<td>To assess the roof when the scaffolding is up and see if any tiles are loose/need replacing</td>
<td>Assess repairs following inspection</td>
<td>S/M Replacement Long</td>
</tr>
<tr>
<td>H12</td>
<td>Guttering</td>
<td>To assess the guttering when the scaffolding is up and see if any pieces need cleaning out or need replacing</td>
<td>Assess repairs following inspection</td>
<td>S/M Replacement Long</td>
</tr>
<tr>
<td>H13</td>
<td>Replacement of blinds</td>
<td>To replace blinds in the ground floor museum and upstairs in the archivists offices and storage</td>
<td>£5,000.00</td>
<td>Short/Medium</td>
</tr>
<tr>
<td>H14</td>
<td>Glass roof</td>
<td>To install a glass roof in the Heritage Courtyard to enable storage of larger heritage artefacts</td>
<td>Long</td>
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<td>H15</td>
<td>Conversion of Heritage Studios or part of the Civic Centre</td>
<td>To house or display the constantly growing collection and larger exhibits/exhibitions</td>
<td>Long</td>
<td></td>
</tr>
</tbody>
</table>

11. **Confidential Business**  
There was no Confidential Business.

There being no further business the meeting closed at 11.30am

Signed: ...........................................................................  Date: .................................
Appendix 1: Heritage Committee Report 13/11/18

Whitchurch Museum & Archives Update

Volunteers
- Placement of Work experience volunteer from Crewe College postponed until Easter Holidays
- 2 new volunteers - Annabelle & Liz

Visitor numbers & Volunteer hours
- Volunteer hours were 502 for September & 556 for October - equivalent of 3.5 full-time staff
- Visitor numbers were 223 for September & 161 for October
- Visitors 2018 (Jan - Oct) 1,677

Collection
New acquisitions since October meeting include
- WW1 Prees Heath commemorative china
- Large framed picture of Whitchurch Model Laundry
- Hat brush advertising Eaton & Co

Activities
- Creating WW1 Armistice Display
- Distribution of WW1 posters to addresses in Whitchurch
- Assisting ‘Malpas 100 Years On’ group (Terry & David)
- Assisting Tushingham history group with WW1 Armistice Day research (Terry)
- Indexing Whitchurch Herald for WW1 years (Shropshire libraries project) - digital images received
- Nov 2nd - Planning application for new doors to be made by Shenton Owen Planning & Design. Cost to be covered by Ready to Borrow Grant
- Nov 7th - Interview with J Hoyle by Radio Shropshire re. Whitchurch’s Trafalgar connections
- Nov 8th - Installation of exhibition ‘Eyewitness - Champions of Flight’ by MediaActive. Will remain until Christmas
- Nov 8th - Attendance at Bishop Heber Armistice Assembly (David). Research for names for pupils to put on poppies (Barbara & Judith)
  - Nov 9-12th - Attendance & display at ‘Malpas 100 years On’ (Terry & David). Included 120 pupils from Alport Primary & 200+ from Bishop Heber
  - Nov 11th - Attendance & display at Whitchurch Armistice Commemoration at Civic Centre
  - Nov 11th - Attendance at Tushingham Beacon Service (Terry)
- Family History Group continues to meet on Fridays (led by Lynn Fowler)

Finance
- Awaiting 2018/2019 allocation from Town Council

Other
- Christmas lights - no connection possible this year upstairs in Heritage Centre

Maintenance/Security
Update
- Oct 15th - boiler attended to & new gauge fitted.
- Oct 18th - oil delivered - possibly tank overfilled
- Oct 23rd - Securesound Intruder Alarm Service
- Oct 26th - No heating - electric problem
- Nov 8th - smell of oil in Heritage Centre nearly gone

Outstanding from June meeting
- Painting of first floor sash windows - volunteers have started on interior
- Cleaning of exterior ground floor paintwork - walls, sills & windows

Outstanding from October meeting
- External Fire exit sign required on ground floor kitchen door
- Concern re. Security of park shed
- Larger & better quality padlock required for gate

New
- Broken picnic table in courtyard
- Cleaning of cellar required
- Access to side door needs clearing & cleaning