



QUALITY  
TOWN  
COUNCIL

# Whitchurch Town Council

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## HERITAGE COMMITTEE

### MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON THURSDAY 19<sup>th</sup> JANUARY 2017

#### PRESENT

Cllrs: B. Duffy, T. Harris T O'Neill.

#### IN ATTENDANCE

Zoë Dean – Acting Town Clerk, Judith Hoyle and Ian Garner.

#### 1. Apologies

Tim Jenkins – another commitment  
Cllr R. Hewson – funeral

#### 2. Declarations of interest

None

#### 3. Minutes

After a proposal by Cllr O'Neill, seconded by Cllr Harris  
It was **HC/17/1617 RESOLVED** to accept the minutes from the meeting held on 17<sup>th</sup>  
November 2016, which the chairman duly signed.

#### 4. Matters arising

None.

#### 5. Public Participation

No members of the public present

#### 6. Outstanding items:

##### Heritage Courtyard “Retail units to let” signage

Retail “To Let” signs have been laminated and positioned in various locations throughout the town, including Bluegates arcade and the railings outside the courtyard.

##### Internal Alterations

This work has been completed.

##### Fire alarm training

The Facilities Officer has completed a fire drill at the Heritage Centre and the log book was filled in at the time of the test. It was suggested that several more unannounced drills were required to ensure that all museum and archive volunteers experience at least one drill. The linkage of the fire alarm system was still ongoing.

##### Installation of the railway pillars

The Chairman had been in contact with Network Rail and this issue was still ongoing.

## **7. Leases for Heritage Courtyard.**

No more interest had been received in any of the other vacant units. It was agreed to ascertain prices to list units with local estate agents as passed at the Extraordinary Finance meeting held on 13<sup>th</sup> October 2016.

## **8. Heritage Accounts**

I. Garner updated the committee that all of the larger purchases had now been made, including a more efficient printer and a new hoover for the museum. The accounts currently show a minus figure but some items are purchased through the Town Council offices through project money.

## **9. Room One**

This room is now in use as a store room and work room which had been set up by the volunteers, complete with an oil filled radiator and dehumidifier. There are now three rooms storing artefacts and archives.

## **10. Electric Meters**

The smart meter could not be fitted due to the three phase arrangement. It is impossible to ascertain which meter corresponds to which area of the Heritage Centre. It was agreed to look into grants in the future for rewiring the building.

## **11. Asbestos**

Two quotations had been received from Shield On-Site Services; the Acting Town Clerk was to seek clarification as to which is required.

After a proposal from Cllr O'Neill, seconded by Cllr Harris,

It was **HC/18/1617 RESOLVED** that Shield undertake the necessary work in order to update the safety arrangements.

## **12. Boiler Servicing**

This item is dependent on the asbestos report.

## **13. Windows**

There is £750 remaining in the maintenance budget. Dr Judith Hoyle received a quotation to double glaze the two rear office windows. It was agreed that a price would be obtained for refurbishing the sash windows and that work should commence on the non-listed windows first.

Cllr Hewson arrived at the meeting at 11.05am.

## **14. Lease transfer to Whitchurch Museum and Archive Volunteers**

Cllr Duffy read out the draft Heads of Terms.

After a proposal from Cllr O'Neill, seconded by Cllr Harris,

It was **HC/19/1617 RESOLVED** to defer the lease transfer to allow the volunteers to confer and seek further information.

## **15. Museum & Archives Activities**

24/11/16 – Late night opening which formed part of national “Explore Your Archive Week” from 4pm – 8pm.

26/11/16 – Saturday opening for the Christmas lights switch on day, 11am – 4pm.

12/01/17 – Museum hosted WHAG afternoon talk, over thirty people in attendance.

Currently hosting Family History Group every Friday.

**Maintenance**

Week commencing 23/1/17 the Museum & Archives closed for the annual deep clean and a change of displays.

Full fire test and evacuation took place on 17/1/17 and the fire log book is now on the front desk.

**To be completed**

New rubber cover for gate roller is urgently required.

Regular cleaning of yard and exterior of Heritage Centre is required, litter picking, bin emptying as well as keeping entrances safe and not slippery.

**16. Visitor Figures**

Visitor numbers are slower over the winter months.

Blackberry Fair (caused by a stall layout issue) and Christmas lights switch on visitor numbers were disappointing. It was noted that proper signage is needed and further advertisement.

**17. Confidential Business (if any)**

There was none.

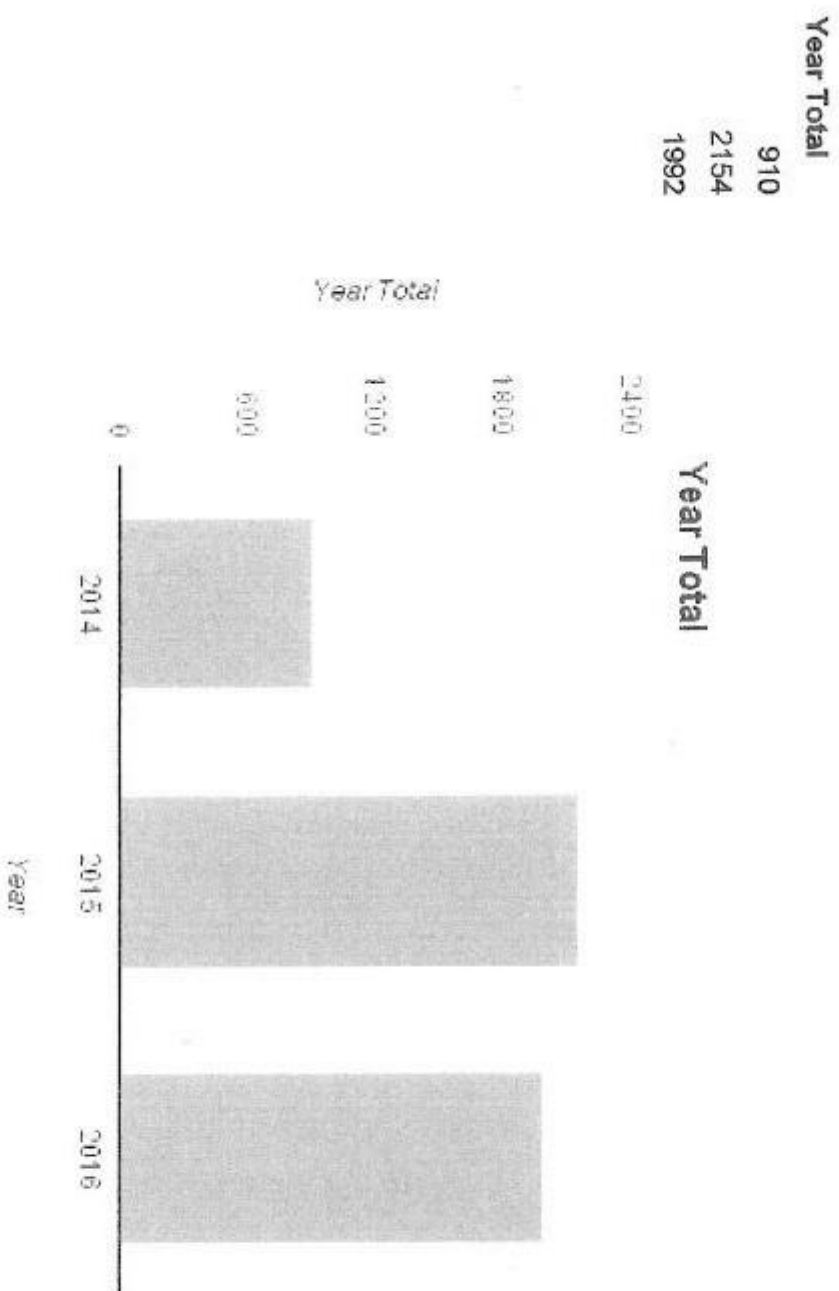
**There being no further business the meeting closed at 11.25am**

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

**Council Grant Spend for 2016-17**

Date	Reference	Description	Category		
				Opening Balance	£1,62
				Balance as at 20/01/2017	-£289.51
05/05/2016	#05052016/1	Paypal Ref 0JL14957KE1750203 to Ebuyer for printer ink	General	-£150.72	
17/05/2016	#17052016/1	Cheque 000098 to Lockdales Auctioneers for the purchase of medal	Acquisition	-£75.47	
26/05/2016	#26/05/2016/1	Cheque paid in from Whitchurch Town Council for grant	Accreditation	£100.00	
			Acquisition	£100.00	
			General	£800.00	
			General	-£9.45	
31/05/2016	#31/05/2016/1	Paypal Ref 18D61998DJ267744K via Ebay for Goodwins Milk Carton	Acquisition	-£7.34	
	#31/05/2016/2	Paypal Ref 88T534867V7791210 via Ebay for LED transformer for display cabinet	General	-£6.99	
02/06/2016	#02062016/1	Cheque 000100 to Ian Garner for shed shelves	General	-£67.20	
03/06/2016	#03062016/1	Paypal Ref 0C3843874S3699049 for computer cables	General	-£12.48	
07/06/2016	#07062016/2	Cheque 000101 to Ian Garner for 4 packs punch pockets (also see #07062016/1)	General	-£3.56	
28/06/2016	#28062016/1	Cheque 000104 to Judith Hoyle for Preservation Equipment Ltd order	Accreditation	-£425.36	
11/07/2016	#11072016/1	Paypal Ref 8EY54149U5142473Y for ink cartridges from Euroffice	General	-£164.82	
15/07/2016	#15072016/1	Paypal Ref 11D52432F15666616 ID badge holders from Ebay	General	-£9.50	
	#15072016/2	Paypal Ref 7AH03896G3456872N ID laminating pouches from Ebay	General	-£3.48	
	#15072016/3	Cheque 000106 to Judith Hoyle for museum advertising boards	General	-£20.00	
19/07/2016	#19072016/1	Cheque 000107 to Ian Garner for craft yard weedkiller (see also #15072016/4)	General	-£13.00	
11/08/2016	#11082016/1	Cheque 000110 to Judith Hoyle for furniture transporter wheel	General	-£6.99	
	#11082016/2	Cheque 000111 to Ian Garner for labels and computer screen cables	General	-£4.00	
23/08/2016	#23082016/2	Paypal Ref 9HC58404XX8290945 Ebay for Filling clip paper fasteners	General	-£8.07	
27/09/2016	#27092016/1	Paypal Ref 88764718SP0065845 to ESE direct for kick stools	Accreditation	-£60.11	
01/11/2016	#01112016/3	Paypal Ref 39T4294308284691L to Ryan Air Conditioning (pipe lagging)	General	-£104.83	
11/11/2016	#11112016/1	Paypal Ref 9K06084442211705D to Euroffice for stationery	General	-£48.97	
18/11/2016	#18112016/2	Cheque 000129 to Judith Hoyle for purchases see #2212016/1	Accreditation	-£16.99	
06/12/2016	#06122016/1	Cheque 000146 to Collection Trust for Object Entry Forms	Accreditation	-£71.80	

## Visitor Numbers (January - December)



### Notes:

- 1) Total for 2014 is for period from when the museum opened in July
- 2) 2016 is YTD (January-December).