

Whitchurch Town Council

Civic Centre
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HERITAGE COMMITTEE

MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON THURSDAY 21st SEPTEMBER 2017

PRESENT

Cllrs: T. Neville, J. Martin, B. Duffy

IN ATTENDANCE

Nicola Young - Town Clerk, Judith Hoyle (Heritage Centre),

1. Apologies

M. Clive, Facilities Team – annual leave

I. Garner, Heritage Centre

Cllr T. O'Neill – hospital appointment

2. Declarations of interest

None

3. Minutes

After a proposal by Cllr Neville, seconded by Cllr Martin it was **HC/14/1718 RESOLVED** to accept the minutes from the meeting held on 20th July 2017, which the chair duly signed.

4. Matters arising

- **Refurbishment of Heritage Sash Windows** After a proposal by Cllr Martin, seconded by Cllr Duffy, it was **HC/15/1718 RESOLVED** that the Clerk would contact the Nantwich company and ask if they can use Accoya Acetylated Wood, which does not expand/contract.

5. Public Participation

No members of the public present

6. Outstanding items:

a. Installation of the railway pillars.

Cllr Duffy has received no response from Network Rail to view the pillars. After a proposal by Cllr Duffy, seconded by Cllr Martin, it was **HC/16/1718 RESOLVED** to ask the Parks & Public Realm Committee if they would like the railway columns for Jubilee Park. After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **HC/17/1718 RESOLVED** that the Heritage Committee draw a line and agreed that the installation of the railway pillars at the rear of the Civic Centre is not a viable project.

b. Rubber Gate Roller

It was reported that the Facilities Manager had found it hard to find a new gate roller the same size. Judith Hoyle agreed to find details of the original manufacturer.

c. Cellar Cleaning

It was reported that Shield had deciphered the handwriting and provided a typed version of the report. After a proposal from Cllr Duffy, seconded by Cllr Martin, it was **HC/18/1718 RESOLVED** that the Council Facilities Team complete the work.

d. Windows – discussed under Item 4 above.

e. Electricity Costs

Electricity costs were high, showing 51.2% of annual budget in Month 5.

7. Update on Installation of Draught Proofing

The installation of draught proofing for the Heritage Centre upstairs windows had been completed by the Facilities Team. Currently Heritage Centre volunteers were waiting for the blinds to be re-installed, on a baton outside the current window frame and secondary glazing. The Whitchurch Town Council Facilities Team will complete the job.

8. Heritage Courtyard Retail Units - Leases

- Unit 2 – Mr Dakin has vacated.
- Unit 3 – still empty
- After a proposal by Cllr Neville, seconded by Cllr Martin, it was **HC/19/1718 RESOLVED** that Unit 2 could be utilised as a pop-up shop for Blackberry Fair.

9. Heritage Accounts

After a proposal from Cllr Neville, seconded by Cllr Martin, it was **HC/20/1718 RESOLVED** to accept the Heritage Centre Accounts.

10. Boiler Servicing

Whitchurch Town Council Facilities Team will undertake finding a local boiler service engineer.

11. Lease Transfer to Whitchurch Museum & Archives Volunteers

After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **HC/21/1718 RESOLVED** that the Museum Volunteers would find out what their Constitution states and discuss the possibility of becoming a Charitable Incorporated Organisation in order to take on a lease for the Heritage Centre.

12. Museum & Archive Activities

After a proposal by Cllr Duffy, seconded by Cllr Neville, it was **HC/22/1718 RESOLVED** to accept the report on Museum & Archive Activities as stated below:

- Volunteers – Two new volunteers – one to steward, one to digitise photographs.
- Collection – New donations since July include:
 - Box of paperwork relating to Dodington URC – late 20th Century.
 - Collection of photographs & programmes relating to F W Williams – mid 20th Centure
 - Collection of items belonging to Peter Murden – 1920s, 30s & 40s
- Purchases
 - WW1 Widow's penny for Alfred Prodger – Whitchurch man commemorated on war memorial
- Activities
 - Visit by 15 members of Wem U3A for afternoon visit & talk (1st Aug 2017)
 - Evening talk given to Higher Heath Tuesday Club (8th Aug 2017)
 - Volunteers had a stall at Whitchurch Boat Rally (2nd Sep 2017)
 - Heritage Open Days (8th & 9th Sep 2017) – 8 volunteers escorted over 70 people up the church tower
 - Registered & coordinated Masonic Hall & St John's Church visits for HOD

- WW1 book now complete (part of HLF grant). Complimentary copies will be handed out at special event next month to local schools, organisations, etc.
- Successfully applied to take part in Tesco 'Bags of Help' fund and await payment of grant which will be used alongside Town Council grant to raise the profile of Whitchurch Museum & Archives.
- Maintenance – draught-proofing started 14th Sep 2017 on two first floor Crittall windows by Town Council Facilities Team
- Courses
 - First Aid Course attended by J Leyland – 7th Sep 2017
 - Fire Training attended by A Williams – 11th Sep 2017

13. Visitor Figures

- Visitor numbers continue on an upward trend, increase by 8%.
- August visitor numbers 306 without any special events.
- Volunteer numbers equate to 3.5 full-time people

14. Confidential Business (if any)

There was none.

There being no further business the meeting closed at 11.45am

Signed: Date: