MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON
THURSDAY 22nd FEBRUARY 2018

PRESENT
Cllrs: B. Duffy, T. Neville, T. O’Neill, J. Martin

IN ATTENDANCE
Zoë Dean – Town Centre Manager/Assistant Town Clerk
Terry Fry (Heritage Centre)

1. Apologies
N. Young – Town Clerk
J. Hoyle, Curator
Tim Jenkins

2. Declarations of interest
None

3. Minutes
After a proposal by Cllr O’Neill, seconded by Cllr Neville it was HC/34/1718 RESOLVED that the minutes from the meeting held on 16th November 2017, be accepted and duly signed.

4. Matters arising
There were no matters arising.

5. Public Participation
No members of the public present

6. Outstanding items:
   a. Windows
      The windows had now been completed. They look great, there are now no draughts. The company who fitted them were reported to be exemplary. The windows need painting. The volunteers are to paint inside and a specialist would be required to paint the inside. The window fitters only primed them as the putty needed to harden after fitting. Scaffolding would be required.
      After a proposal by Cllr Duffy, seconded by Cllr Martin, it was HC/35/1718 RESOLVED to obtain quotations for professional window painting.

7. Heritage Accounts
   After a proposal by Cllr Duffy, seconded by Cllr Neville, it was HC/36/1718 RESOLVED that the Heritage’s record of spending was accepted.
8. **Whitchurch Museum Representatives**  
It was noted that Ian Garner is due to relinquish his role as treasurer at the end of March. Terry Fry is to step in with Dr J. Hoyle.  
After a proposal from Cllr Duffy, seconded by Cllr Neville, it was **HC/37/1718 RESOLVED** that Terry Fry join the committee as an official representative of the Heritage Centre.

9. **Boiler**  
A discussion was held surrounding the old boiler and the possibly of repairing it, against the merits of purchasing a new boiler.  
The committee requested that Terry Fry report to the clerk regarding the Heritage Centre’s optimum operating temperature.  
Questions were also asked if the Heritage Centre requires such a large oil tank or whether a smaller oil tank would be more efficient.  
The committee asked for a quotation to be sought for brining gas into the building.  
After a proposal from Cllr Duffy, seconded by Cllr O’Neill, it was **HC/38/1718 RESOLVED** that clerk investigate the questions above and bring all quotations to the next meeting.

10. **Visitor Numbers & Volunteer hours**  
Copies of the documentation are attached to these minutes.  
It was noted that the numbers were reduced as they include the Christmas break and January closures. Two new volunteers had joined the group and volunteer hours equate to three full time staff members. Visitor numbers are steady.  
The annual deep clean has take place which is a requirement of the accreditation process and the displays had been refreshed. The cellar had been cleaned and painted. The timer failed but had been replaced.  
The Heritage Centre requests that the Facilities Manager check the rust on the gutters as some appear to be leaking.  
The volunteers are reaching the point of needing to refill the oil tank, it was noted that the 2017/2018 budget allocation for oil is not yet spent. A smaller amount would be ordered.

11. **Whitchurch Museum & Archives Volunteers CIO**  
An appeal had been made in November where further questions were raised by the Charities Commission include:  
➢ Who owns the exhibits?  
➢ Is the museum registered with accreditation?  
➢ What time is the museum open and why? Does this meet the needs of the public?  
➢ Who is the governing body?  
➢ Museum shop – are trading activities putting other financial needs at risk?

It was noted that Terry Fry had drafted a response to these questions and distributed it to the trustees and expected the museum was expected to reply by 6th March 2018.  
After a proposal from Cllr Duffy, seconded by Cllr Martin, it was **HC/39/1718 RESOLVED** to send the responses back.

a) **Length of the Lease**  
25 year lease with possibility for renewal for a further 25 years, totalling 50 years.  
Waiting for CIO accreditation so it was agreed to place this on hold.  
It was noted that the Town Council did not want Hibberts to conduct any further work CIO gained. An extraordinary meeting can be called, if required.

b) **Equipment ownership, inventory**  
The volunteers were requested to begin work on an inventory list.

c) **Condition report**  
Postpone/defer. Terry Fry to work with the clerk on this item.
12. Museum Advertising & Signage

a) Advertisement of the Museum on the Civic Centre LED screens.
   Museum to send through special events information for inclusion on the screens.
   Terry Fry to liaise with Dr J. Hoyle.

b) Signage at Bluegates
   Ownership had not yet been established for patch of land at Bluegates.
   A tall sign with two poles and an arrow is required, approximately 4ft high.
   After a proposal from Cllr Duffy, seconded by Cllr O’Neill, it was HC/40/1718 RESOLVED to apply to Land Registry to find out who owns the land in question.
   In the meantime other (removable) signage is to be installed at in Bluegates arcade. Terry Fry to liaise with Men in Sheds for assistance.

13. Confidential Business
   After a proposal from Cllr Duffy, seconded by Cllr O’Neill, it was HC/41/1718 RESOLVED to exclude the public and press for the remainder of the meeting (Public Bodies Admissions to Meetings Act 1960) because of the likely disclosure of private, commercially sensitive and confidential information or staff matters.

14. Museum
   An application had been made to West Midlands Museum Development to upgrade two display cabinets and to make the two access doors more user friendly. A sum of money had been awarded for these projects.
   After a proposal from Cllr Duffy, seconded by Cllr O’Neill, it was HC/42/1718 RESOLVED to send a letter of congratulation to Dr J. Hoyle and the volunteers for all of their hard work and dedication.

   There being no further business the meeting closed at 11.30am

Signed: .................................................................................. Date: ..................................................................................
## Appendix Item 7

### Council Allocation Spend for 2017-18

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<th>Date</th>
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<th>Description</th>
<th>Category</th>
<th>Amount</th>
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<td>Paypal Ref 0NF87898B388704S camera battery</td>
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Appendix item 10

Whitchurch Museum & Archives Update
Christmas closure 19/12/2017 - 09/01/2018

Volunteers
● 2 new volunteers commenced this month - Emily & Robyn

Visitor numbers & Volunteer hours
● Volunteer hours were 474 for November, this equates to more than 3 full time employees
● Volunteer hours were 274 for December (only open until 19th)
● November visitor numbers 274
● December visitor numbers 59 (only open until 19th)

Collection
New acquisitions since November meeting include
● Printers proofs - 13 Caldecott pictures
● 1820s framed Silhouette by Whitchurch-born artist
● 1960s Wagstaffe shoe horn
● John Jarvis Watchpaper dating from c.1850
● 16 x 18th century brass memorial plaques from Dodington URC (£500 cost divided between WHAG & money bequeathed to volunteers by Friends of Whitchurch Heritage)

Activities
● Hosted WHAG talk on Morse 11/01/2018
● Annual Deep Clean 30/01/2018 - 02/02/2018
  Included carpet shampooing
● Archaeology Pit - old sand & disintegrating brushes removed
● “Ready to Borrow” Art Council grant - application submitted
● Two new leaflets produced - “Roman Whitchurch” & “William James Hubard”

Maintenance/Security
● First floor window restoration completed w/e 13/01/2018
● Cellar cleaned & painted - job completed w/e 22/01/2018
● Central heating system now working satisfactorily
● Gutter & downpipe inspection required - leaks observed

Future Events
● Creation of Oral History ‘display’. This will include audioframe with 2 handsets for visitors to listen to information recorded by local residents. (Tesco Groundwork grant)
● Awaiting delivery of free personalised paper carrier bags from Art Fund

Finance
● See attached printout for Allocation money transferred to our WM&A account
  Remaining monies will be spent on stationery, picture frames & sandpit
● Money still in Town Council bank account
● Subscriptions - now all spent
● Allocation - £73 left - minus cost of carpet shampooer hire and £8.74 spent 20/02/2018). Remaining amount will be spent at Housemakers on Council account (as agreed with Finance Officer)
● Oil - will be ordered in March