MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON THURSDAY 15TH SEPTEMBER 2016

PRESENT
Cllrs: Duffy, T Harris, T O’Neill and G Stockton.

IN ATTENDANCE
Zoë Dean – Town Centre Manager/Assistant Town Clerk, Ian Garner.

1. Apologies
   Dr Judith Hoyle – another commitment
   Tim Jenkins – another commitment

2. Declarations of interest
   None

3. Minutes
   After a proposal by Cllr Stockton, seconded by Cllr O’Neill,
   It was HC/11/1617 RESOLVED to accept the minutes from the meeting held on 21st July 2016, which the chairman duly signed.

4. Matters arising
   None

5. Public Participation
   No members of the public present

6. Outstanding items:
   Maintenance on the courtyard shops
   It was reported that the courtyard shops had been painted and now looked much better.

   Removal of Craft Units Sign
   The sign has yet to be removed but quotes had been received in order to produce a new sign, either 6 x 2 or 8 x 2 in aluminium or Foamex.
   After a proposal from Cllr Stockton, seconded by Cllr O’Neill.
   It was HC/12/1617 RESOLVED to order the larger sign 8 x 2 in aluminium, which would fit in the same space as the existing sign.

   Heritage Courtyard “Retail units to let” signage
   The Town Centre Manager noted that she had advert had been placed in the Whitchurch Gossip Magazine (September issue) and had spoken to the Whitchurch Herald who have agreed to run a feature on the units if the Town Centre Manager writes the complete article. The committee noted that signage was needed at the entrance to Bluegates and at Walkers Bakery.
Internal Alterations
Ian Garner reported that room one was almost finished, just decoration remaining and the floor to be painted. All artefacts have now been moved to the Manager’s Office.

Fire alarm training
The Facilities staff had tested the alarm last week. Two break glass boxes still require keys. Chubb needed to check feasibility of linking Heritage Centre alarm to Civic Centre alarm. The committee noted that Facilities staff received Fire Warden Training in December 2015.

Electricity Meter readings
The committee received the updated spreadsheet appertaining to meter readings. The Town Council is approximately £3,000 in credit.

After a proposal from Cllr Duffy, seconded by Cllr Harris, it was HC/13/1617 RESOLVED that the Town Council office attempts to claim the money back.

Installation of railway pillars at the rear of the Heritage Centre
This item is ongoing. Cllr Duffy to chase, along with accompanying signage.

7. Terms of reference
The committee received the updated Terms of Reference for the Heritage Committee. After a proposal from Cllr Duffy, seconded by Cllr Stockton, it was HC/14/1617 RESOLVED to accept the Terms of Reference.

8. Fire Inspection
A letter had been received from Shropshire Fire & Rescue Service after the audit visit. A follow up audit is to take place on 27th October 2016 at 15:45. The following progress was outlined:

- New fire exit signage ready to be installed
- Door closers has been purchased
- The area at the top of the stairs is to be used as a sign-in post for upstairs and instructions available to visitors
- Ladders for use out of the windows in the case of an emergency had been purchased

To be completed:

- Identify responsible person to check fire alarms (Facilities Manager already does this), as well as volunteer from the Museum & Archives.
- Informal training for volunteers needed
- Relocate orange folder on hub for reporting faults
- When the weekly test is done complete an emergency lighting check at the same time
- Record arrangements where necessary

9. Leases for Heritage Courtyard
Hibberts LLP had sent through the riders. Checks need to be carried out to include annual rent review, no parking in the courtyard, rear access to the Heritage Centre must not be blocked and trading should take place on 5 days per week.

10. Courtyard Signage
This item was covered under agenda item 6.
11. Heritage Accounts
The accounts were received. £13.19 still remaining from the Town Council grant; however the Council is still holding money for the Museum. Some items are purchased through the Town Council office. The committee requested copies of the budget for the next Heritage Committee meeting.

12. Room 1
This item was covered under agenda item 6.

13. Blackberry Fair use of units
A request had been received from the Blackberry Fair to open the units on 1st October to serve tea and coffee from if the weather is poor and also to show that the units are to rent. The Craft Village is once again due to be set up outside the rear entrance to the Heritage Centre as per last year.
After a proposal from Cllr O’Neill, seconded by Cllr Stockton, It was HC/15/1617 RESOLVED to offer every support for this event and open the units, if they are still available, on 1st October.

14. Museum & Archives Activities
The volunteers had been busy preparing for the Heritage Open Days which went well (10th – 11th September). Unit 3 had been emptied of artefacts, as well as preparing room one for alternation work.

15. Visitor Figures
The Museum is attracting steadily rising numbers of visitors, as well as local groups and lots of enquiries from abroad. A number of good reviews had been received on Trip Advisor. The figures submitted for this meeting do not include Heritage Open Days.

16. Confidential Business (if any)
There was none.

There being no further business the meeting closed at 11.25am

Signed: .................................................................................................. Date: ............................................................................................
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**Balance as at 1/3/09/2016**

Opening Balance 13,916

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**Witchurch Museum and Archives Council Grant Spend for 2016-17**
Notes:

1) September 2014 ended Heritage Open Day visits to the museum.

2) December 2015: The museum was closed for 2 weeks over Christmas/New Year.

3) October 2015 includes opening for Batikerry & Art and History of the Lime 6 Chapters plaque.

4) November 2015 includes opening for the Christmas Fair.

5) December 2015 includes opening for the Christmas Fair.

6) January 2016 - museum closed for building modifications.

7) May 2016 includes opening for the Walking & Food and Drink Fair.