MINUTES OF THE HERITAGE COMMITTEE MEETING HELD ON THURSDAY 17th NOVEMBER 2016

PRESENT
Cllrs: Duffy and T O’Neill.

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

1. Apologies
Tim Jenkins – another commitment

2. Declarations of interest
None

3. Minutes
After a proposal by Cllr O’Neill, seconded by Cllr Duffy
It was HC/16/1617 RESOLVED to accept the minutes from the meeting held on 15th September 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
This item has now been completed and is to be removed from the list.

Courtyard Signage
The new sign is now in place. Since this item has been completed it is to be removed from the list.

Heritage Courtyard “Retail units to let” signage
Unit 4 is in the process of being let. Laminated signs “Available to let signs” to be placed in Bluegates Arcade containing the price.

Internal Alterations
Waiting for the paint to “off-gas” in order to ensure fumes have reduced before archives can be moved. A blind is to be purchased and shelving to be put up. Facilities staff will be required to help. It is hoped that Unit 3 will be empty by January 1st 2017.

Fire alarm training
To be dealt with under item 7.

Installation of the railways pillars
The Chairman had emailed Network Rail and was waiting for a response. Footings needed. Chairman to chase Network Rail.

7. Fire Inspection
Further correspondence was received from Shropshire Fire & Rescue post second fire inspection. The Heritage Centre had been upgraded to “Broadly Compliant”. Fire practise needed once key had been sought for tester box. Fire drill to be completed once a year. The assembly point is the rough ground Pound-Stretchers carpark at the rear of the building. Ian Garner asked about linking the Heritage fire alarm with the Civic Centre’s fire alarm in order to reduce costs to Redcare which is to be investigated.

8. Leases for Heritage Courtyard.
Dealt with under earlier item.

9. Heritage Accounts
The accounts are currently minus but the vatable stock is to be ordered via the Council offices.

10. Room One
This item was covered under agenda item 6.

11. Electric Meters
Regular meters readings are still being received which are entered onto the marked clipboard next to the meters. In January 2017 the Heritage Centre will be fitted with a smart meter.

12. Lease transfer to Whitchurch Museum and Archive Volunteers
Heads of Terms to be investigated which the Chairman is to locate.

13. 2017/2018 Budget
The committee enquired as to why rates had gone up from £5,550 and the committee asked whether the Heritage Centre is in a fixed term energy agreement.
A number of recommendations were received for the Heritage Budget moving forward:
4014 Electricity – to be increased from £1,500 to £1,750.
4021 Telephone & Fax – to be increased from £300 to £500.
4024 Subscriptions – to be reallocated as money had already been spent.
4036 Property Maintenance – to be increased from £1,500 to £3,000.
4038 Maintenance Contracts – to be decreased from £1,500 to £1,000.
4043 Furniture & Equipment – no budget yet £302 had been spent, to be investigated (£105 of that was for recent sound equipment which is to be offset with a cheque).
1050 Ticket Commission – to be removed from Heritage Centre budget and placed in Civic Centre income.

The committee asked whether the grant could be moved and called “Annual Allocation” to aid accreditation.

14. Museum & Archives Activities
Training
Two volunteers attended a course at Cosford ‘Workshops & Advisory Sessions’
One volunteer attended ‘Broadening Digital Horizons Training’ in order to produce a digital trail for the Heritage Centre, two free smart phones were awarded as part of the package.

**Current activities**
The Museum & Archives have gained two additional, very competent, volunteers. A Whitchurch made pocket watch had recently been donated from the 1840’s complete with its original paperwork, all on display in the Heritage Centre. WW1 wagon has been transported to a vacant craft unit from the park. A war memorial display is being created featuring local towns and villages to Whitchurch. Names of all of the soldiers who fought in the war are now listed online. A coffee morning is to be held at Tilstock in order to collect WW1 items and professionally scan photographs. A second coffee morning is to take place in Marbury on 30th November 2016. Late night opening on 24th November 2016 in support of ‘Explore your archive week (national event). The Heritage Centre will be closed on 25th November in preparation for a full day open on Saturday 26th November 2016 to celebrate the town’s Christmas lights switch on.

**Maintenance**
3 x fire doors now all have door closers fitted, Fire exit signs have been installed and the pipes have been lagged. The old front door has been painted.

**To be completed**
Area outside main entrance needs to be picked for litter. This area is also very green and slippery.

**15. Visitor Figures**
Visitor figures are continually going up, almost at 300 visitors per month through the door. These figures do not include website, phone or email enquiries (figures attached).

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

There being no further business the meeting closed at 11.25am

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**Opening Balance**

Whitchurch Museum and Archives Council Grant Spend for 2016-17