

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE MUSEUM AND HERITAGE
SUB-COMMITTEE MEETING
HELD AT GROVE HOUSE ON 11th April 2019**

Meeting Commenced: 10.05am

Meeting Concluded: 11:34am

PRESENT: Councillors John Crockford-Hawley (Chairman), Peter Crew (Vice-Chairman), Catherine Gibbons, Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk and RFO), Matt Hardy (Visitor Services Manager), Molly Maher (Development Officer), Amal Khreisheh – South West Heritage Trust, Heather Morrissey (Friends Group) and Peter Johnson (Volunteer Archivist).

400	Apologies for absence and notification of substitutes Apologies were received from Councillors Jan Holloway, James Davis and Cara MacMahon.
401	Declarations of interest There were no declarations of interest received.
402	To approve the accuracy of the Minutes of the last meeting held on 20th February 2019 The minutes of the meeting had been previously circulated with the agenda. PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Peter Crew RESOLVED: That the minutes be approved and signed by the Chairman
403	Members to receive HLF project reports on: - South West Heritage Trust (SWHT) progress It was agreed that this item be deferred until later in the meeting to accommodate the presence of the SWHT member.
404	Museum Operations/Business Plan and Activity Plan Reports 404.1 Update from the Learning and Events Officer(s) The report of the Learning and Events Officer(s) had previously been circulated with the agenda. A member asked how serious it would be if teachers were not prompt in returning required information for school bookings. It was explained that it could be difficult to organise school sessions if the information was not returned promptly. RESOLVED: - That the report be noted.

404.2 Museum operations from the Visitor Services Manager

The report of the Visitor Services Manager had previously been circulated with the agenda.

The chairman apologised for not attending the recent Jazz event and asked if there would be repeat events. It was advised that there would be Jazz events in May and November, and that members would be informed of the specific dates at a later date.

In answer to a question it was clarified that a monthly 'what's on' email about events in the Museum was circulated to everyone, including councillors, as well as listed on the website and social media.

Amal Khreisheh entered the meeting at 10:11am

Debate ensued on the inability to invigilate. The Visitor Services Manager reported that there had been improvements in the numbers of volunteers able to invigilate but that when there were no volunteers available members of staff were called upon to invigilate. Members were concerned that staff from Grove House and Grove Lodge were being called upon to invigilate. It was explained that they were still able to work from a laptop and Wi-Fi.

A member suggested approaching NVQ students from Weston College. It was advised that this was already being explored by the Visitor Services Manager and the Volunteer Coordinator.

RESOLVED: That the report be noted.

404.3 Community Engagement report

The report of the Community Liaison Officer had previously been circulated with the agenda.

Following a talk to the Weston Stroke Club by the Community Liaison Office, a donation of £60 was given to Weston Museum. Weston Museum was now part of the Asda Green Token Scheme.

RESOLVED: - That the report be noted.

404.4 Retail, Marketing & External Bookings

The report of the Visitor Services Supervisor had previously been circulated with the agenda.

It was clarified that the Museum Café would be catering for the two wedding reception bookings.

It was praised that the museum bookings were now at saturation point. This required the team to be more organised and to look at the museum offer. In order to accommodate these events they were linking back to the Town Council Strategy and the original National Lottery Heritage Fund aims for the museum to ensure that the objectives were being met through the bookings. Events such as community engagement and learning were to be favoured over events such as yoga which could be accommodated elsewhere.

	<p>RESOLVED: - That the report be noted.</p> <p>404.5 Café Report The report of the Acting Café Supervisor had previously been circulated with the agenda.</p> <p>It was noted that the consistency and standard in the café was improving. The Acting Café Supervisor was working well with both staff and volunteers as well as engaging with members of the public. He was demonstrating good business sense and was interested in learning more.</p> <p>The Chairman requested that the Acting Café Supervisor be informed that the committee were very pleased with his work.</p> <p>RESOLVED: - That the report be noted.</p> <p>404.6 Volunteer Engagement Report The report of the Volunteer Coordinator had previously been circulated with the agenda.</p> <p>A member asked how often the first floor of the museum had been closed due to lack of invigilation, to which it was clarified that it had never been closed.</p> <p>RESOLVED: - That the report be noted.</p>
<p>405</p>	<p>At this point in the meeting, the South West Heritage Trust (SWHT) report was given</p> <p>A report from Amal Khreisheh was previously circulated with the agenda.</p> <p>Temporary exhibitions It was noted that the South West Heritage Trust were beginning to plan the future temporary exhibition timetable. Given the success of the Historic England book 'Weston-super-Mare: The Town and its Seaside Heritage', the SWHT were considering an exhibition on Weston-super-Mare's built heritage in 2020.</p> <p>Museums in Somerset Harwell Priority Plus Scheme It was noted that the subscription for the Harwell Priority Plus Scheme was now due. There were currently 18 museums' in the group subscription. The price for the year would be £43+VAT for Weston Museum.</p> <p>PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Peter Crew</p> <p>RESOLVED: That the changes to the temporary exhibition programme be noted and the subscription to the Harwell Priority Plus Scheme be approved.</p>
<p>406</p>	<p>Museum Grant Development</p> <p>A verbal report was given by the Development Officer.</p>

406.1 Know Your Place

A meeting had taken place the previous week with members of Weston Museum, Weston-super-Mare Town Council and North Somerset Council to discuss the project logistics. The funding and administration for the project had been transferred to Weston-super-Mare Town Council. The project would be carried out by Weston Museum's Volunteer Coordinator and Community Liaison Officer, and North Somerset Council's Archaeologist and Conservation and Heritage Officer.

Heritage At Risk

A meeting had been arranged with Historic England to discuss the eligibility for funding for the repair of Weston Museum's roof.

Resilient Heritage

Unfortunately, Weston-super-Mare Town Council had been unsuccessful in their application to the National Lottery Heritage Fund's resilient heritage programme due to a substantial amount of more suitable applications being submitted.

RESOLVED: - That the verbal report be noted

406.2 Grants for the Arts

Three design proposals had been previously circulated to members.

It was noted that design number 1 was not on wheels which may have caused an issue with Museum operations. Members noted that design number 2 included a mixture of materials, and was fully costed and on wheels.

Councillor Catherine Gibbons left the meeting at 10:40am

A member queried whether the blocks within the design would be fixed to one another. The placement of the sculpture was discussed, with members suggesting that the first floor balcony could be an acceptable place for it should the sculpture be an appropriate weight.

Councillor Catherine Gibbons reentered the meeting at 10:43am

Members particularly liked design number 3 and felt that the concept was very imaginative. The Deputy Town Clerk noted that a decision needed to be made to ensure that the 31st July deadline was met. The Chairman suggested that the designs be prioritised in order of preference. It was agreed that design number 1 was the least suitable and therefore no longer in consideration. Design number 3 was considered the favourite, with design number 2 in second place.

PROPOSED BY: Councillor John Crockford-Hawley

SECONDED BY: Councillor Peter Crew

RESOLVED:

1. That design numbers 2 and 3 be developed further with the artist.

	<p>2. That design number 1 be informed that they had been unsuccessful.</p> <p>3. That the first floor balcony be considered as another potential location for the sculpture, and that developed designs be brought back to members at the next meeting on 30th May 2019.</p>
<p>407</p>	<p>Renewal of Agreement for SWHT Curatorial Services.</p> <p>The Town Clerk reported that the new 5-year agreement with South West Heritage Trust concerning curatorial services had been completed, and would continue up to the end of the agreement with North Somerset Council.</p> <p>Discussion ensued concerning the use of Weston Museum as the place in Weston-super-Mare for local studies and research, with volunteers and staff better versed in local history to accommodate this. It was reiterated that this had been decided against in the original discussions for the business plan. It was noted that a contact list of local historians could be created to signpost members of the public to someone who could answer their enquiry.</p> <p>RESOLVED: That the verbal report be noted.</p>
<p>408</p>	<p>To receive a verbal report from the Friends of Weston Museum</p> <p>In answer to a question it was advised that the replica of the Clevedon Torc had not yet been ordered, as there needed to be consideration as to storage and usage. The Visitor Services Manager would work with Amal Khreisheh in deciding on how to accommodate the replica, and whether it be available for handling purposes or for display only.</p> <p>It was reported that the Torc was not often noticed by members of the public. The sub-committee agreed that the Clevedon Torc required further interpretation.</p> <p>It was suggested that the Museum could engage with local artists and commission interpretation of the Torc in order to publicise it. It was also suggested that pieces could be created for sale in the Museum shop.</p> <p>The Friends were awaiting information on any suitable funding opportunities. The Friends currently had £1,000 which could go towards a small project. The Chairman suggested that this could go towards interpretation for the Clevedon Torc.</p> <p>The apple tree outside Clara's Cottage had buds on it.</p> <p>RESOLVED: - That the verbal report be noted</p>
<p>409</p>	<p>Heritage Action Zone update</p> <p>A report from Cara MacMahon was previously circulated with the agenda.</p> <p>It was reported that the Historic England book was so popular that it had sold</p>

	out at Weston Museum. Further stocks had been ordered. RESOLVED: - That the report be noted
	There being no further business the meeting concluded at 11:34am The next meeting will be 30 th May 2019 at 10am at the Weston Museum.

Signed..... Dated.....
Chairman