

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE MUSEUM AND HERITAGE
SUB-COMMITTEE MEETING
HELD AT GROVE HOUSE ON 12TH APRIL 2018**

Meeting Commenced: 10.00am

Meeting Concluded: 11.59am

PRESENT: Councillors John Crockford-Hawley, Peter Crew, Robert Cleland, Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk and RFO), Matt Hardy (Acting Visitor Services Manager- Museum), Lisa Clemons (Volunteer Coordinator), Amal Khreishah – SWHT, Peter Johnson (Volunteer), Steve Matthews (Surveyor) and Cara MacMahon (Heritage Action Zone Officer, North Somerset Council)

407	<p>Apologies for absence and notification of substitutes <i>The Chairman not having arrived, the Vice Chairman, Councillor Peter Crew, took the chair.</i></p> <p>Apologies were received from Catherine Gibbons, Jan Holloway, Tricia Brabham and Heather Morrissey</p>
408	<p>Declarations of interest There were no declarations of interest received.</p>
409	<p>Minutes of the last meeting The minutes of the meeting held on the 22nd February had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor Cleland SECONDED BY: Councillor Crew</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman</p>
410	<p>HLF update South West Heritage Trust progress report The report of Amal Khreishah had been previously circulated with the agenda.</p> <p>Amal Khreishah informed members that Liz Neathey was leaving the South West Federation of Museum as Museum Development Officer:-</p> <p>The Trust were changing the way they dealt with collection enquiries forwarded and received by the Museum to ensure a more consistent level of service. In future all enquiries would go to a central email address rather than to individual curators.</p> <p>The Trust was working on future temporary exhibitions relating to Punch and Judy and then Alfred Leete. Consideration was being given to the possibility of a future exhibition relating to Warren Storey, but that this would not be able to be considered fully for at least 6 months due to existing workloads and to allow for a level of settling with the new staff appointments at the trust..</p> <p>An order had been placed for the case to house the Clevedon Torque.</p>

411 Business Plan and Activity Plan updates

Volunteer Engagement

The report of the Volunteer Coordinator was previously circulated with the agenda.

The Chairman agreed to take item 6 Volunteer Recognition along with this item.

The Volunteer Coordinator reported that the volunteers had received a Certificate of Recognition for their work at the museum, after being nominated to a national recognition scheme. Whilst they did not come first, they were recognised within the awards which they were extremely proud of. Individual volunteers would in future receive physical 'milestones' to recognize when they had done 100 hours and 500 hours at the museum.

Since August a total of 3,200 hours had been clocked up the volunteers, which equaled a full time employed post in seven months. The museum was receiving more requests from children to volunteer, and this was being actively pursued to enable it to happen if possible.

Members discussed the age range of volunteers and asked if there was a minimum age. The Volunteer Coordinator advised that there was not a minimum age for volunteers but that safeguarding had to be ensured and if they wanted to work on their own volunteers had to be at least 14, below this age they would have to be accompanied by their parents at all times.

RESOLVED:- To send a letter from the sub-Committee to the volunteers thanking them for their good work.

Learning and Events

The report of the Learning and Events Coordinator had been previously circulated with the agenda.

(Councillor Crockford-Hawley arrived at 10.20 am and took the chair)

The Acting Visitor Services Manager advised that the Rusty Club is proving to be very popular and it had signed up to 22 places of the 30 available at its launch last week. The Body Art Festival planned to take place over the bank holiday weekend in May would now be concentrated to one day. The pub quizzes were proving 'slow' but the toddler group was very successful in partnership with the YMCA team.

Heritage Open days were being planned for both weekends in September 2018 and would include a Big Dig event and recognition of the achievements of the Suffragettes.

RESOLVED:- That the report be noted and .

Museum Operations

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

The Acting Visitor Services Manager advised that visitor numbers since opening had reached over 22,000, well above the target in the Business Plan. There were a higher proportion of adults than expected. The team would be focusing on the demographic information accumulated to help market the museum going forward.

	<p>Sue Goodridge, the new Café Supervisor, had arrived to take over operation of Clara’s Café and is already adding to the menu offer.</p> <p>The number of hires had increased so much that it was proving difficult to manage and the Acting Visitor Services Manager was looking at ways to reduce the number of bookings. In answer to a question from a member, he advised that each individual booking does make a modest profit.</p> <p>It was agreed that a review of the prices and offer in the café with the Chairman and Vice Chairman would take place after the meeting.</p> <p>The Acting Visitor Services Manager advised that BBC Radio 4 Question Time would be taking place in the museum on Friday May 18th. Publicity for the programme could be given from Monday 16th April but the event had to be marketed in a way aimed at getting a balanced audience. This was a coup for the museum.</p> <p>RESOLVED:- That the report be received and noted</p> <p>Community Engagement</p> <p>The report of the Community Liaison Officer had been previously circulated with the agenda.</p> <p>The Acting Visitor Services Manager advised that reminiscence events were going well, with this particular area almost 100% volunteer led. The sub committee asked for there to be a specific link to the World War One centenary this year. The recently launched Nostalgia Café was going well.</p> <p>More work was needed to develop the volunteer team to support all areas of community work being promoted. The Chairman offered to give historical talks to volunteers and to share some existing PowerPoint presentations for volunteers to use.</p> <p>Retail, Marketing and External Bookings</p> <p>The Acting Visitor Services Manager reported that retail sales were increasing, and greater use is being made of ‘sale or return’ stock. Sales in History Week were over £1,600 and the marketing plan had been drafted.</p> <p>Debate ensued. The Acting Visitor Services Manager was asked to do more videos, linking up with the work of the Love Weston team.</p> <p>RESOLVED:- That the report be received and noted</p>
<p>412</p>	<p>Museum fundraising/grant application</p> <p>ACE Resilience funding</p> <p>The Deputy Town Clerk and Responsible Financial Officer advised that officers were reporting progress to the ACE Resilience Fund.</p> <p>Sharing Heritage</p> <p>The Deputy Town Clerk and Responsible Financial Officer further reported that new</p>

	<p>exhibitions were being planned for the Courtyard and Community Gallery. A ‘walling’ system had been purchased to enable the exhibitions. Careful planning needed to be mindful of fire evacuation and the system was likely to be up and running by September.</p> <p>RESOLVED:- That the verbal report be noted</p>
<p>413</p>	<p>ACE – Grants for the Arts</p> <p>The Deputy Town Clerk and Responsible Financial Officer advised that following the withdrawal of the original plans for the sculpture (following indication by the planning officers that listed building consent would be refused) she had met with the artist. She is working on a new project to come up with a floor standing sculpture that did not require listed building consent to be placed in the Courtyard, near the east bridge. This would be bought back to the committee for its approval in due course.</p> <p>A new Development Officer had been appointed and would start work in late May.</p> <p>RESOLVED:- That the verbal report be noted.</p>
<p>414</p>	<p>Grove Park and Worle War Memorials</p> <p>The Deputy Town Clerk and Responsible Financial Officer advised that following the grant of permission for the work to be done, a contract had been let for the repair of the Grove Park war memorial as previously reported. Work would commence in late May.</p> <p>The Town Clerk recorded his thanks to the Civic Society and North Somerset Council for their contributions towards the match funding, as well as to the War Memorials Trust for the grant awarded.</p> <p>Quotations for the ‘necessary’ repairs of the Worle High Street war memorial along with the surveyor’s report had been circulated. These were defined as repairs considered necessary to avoid further deterioration, loss or strain on the memorial and included treatment of the metal gates and screens; stone and mortar repairs; and repairs of broken and tiles. A quotation for the repairs had been received from the council’s approved measured term contractor in the sum of £5,635 + VAT.</p> <p>Debate ensued. The sub-committee felt that the ‘necessary’ repairs ought to be carried out as soon as possible. It was thought that the Worle war memorial was owned by North Somerset Council and their permission would therefore be needed for any repairs.</p> <p>Steve Matthews advised that repairs to a listed building could be without listed building consent, however he would have to check with the planning department as to whether the proposed repairs would need consent given that the railings would have to be temporarily removed from the site.</p> <p>The Deputy Town Clerk and Responsible Financial Officer advised that there was no budget identified for this work and consideration would need to be given to how the repairs would be funded. The Heritage Action Zone Project Officer suggested use of North Somerset Council’s crowdfunding platform. The Volunteer Archivist said he would talk to local groups in Worle about local fundraising.</p> <p>PROPOSED BY: Councillor John Crockford-Hawley</p>

	<p>SECONDED BY: Councillor Peter Crew</p> <p>RESOLVED: To refer the matter of Worle War memorial to the Policy and Finance Committee and request that consideration be given as to how the repairs would be funded</p>
<p>415</p>	<p>Blue Plaque scheme</p> <p>The Chairman advised that blue plaque for Roald Dahl had been unveiled in a short ceremony with the Mayor and members of the public present. The next plaque would be for Dr Long Fox and agreement had been made with the building owners for this blue plaque.</p> <p>The Volunteer Archivist reported that the Worle History Society was trying to get in touch with Worle Village School for permission to erect a blue plaque on the tithe barn. The Town Clerk said that he would pursue this with the school.</p> <p>It was noted that the next two blue plaques to be erected in 2018 would be for Alfred Leete (Addington Court). It was requested that this plaque installation be coordinated with the Alfred Leete temporary exhibition at the Museum and is also communicated to Cllr James Davis the council's Armed Forces Champion as previously requested. In addition the former house (Trewartha) of Emmeline Pethick Lawrence had been identified.</p> <p>RESOLVED:- That the verbal report be noted</p>
<p>416</p>	<p>Heritage Action Zone Update</p> <p>Heritage Action Zone</p> <p>The Heritage Action Zone Project Officer reported that she is working on a landscape character analysis of Weston-super-Mare, using photographic information. She is also commissioning a distinctive history of Weston-super-Mare including a gazeteer of every street in the town. Finally a workshop was taking place at the museum in the afternoon of 12th April to consider enhancements to the town's conservation areas.</p> <p>Heritage Open Weekends</p> <p>A report was circulated at the sub-committee meeting.</p> <p>The Heritage Action Zone Project Officer advised that the Heritage Open Weekends would take place on the 6th to 9th September and 13th to 16th September. Premises likely to be opened to the public included locations such as the Magistrates Court, Winter Gardens and churches. It would be good if Grove House, the Museum and the Blakehay Theatre could be included in the event.</p> <p>A meeting had been arranged on 2nd May to progress the event further.</p> <p>RESOLVED:- That the report be noted, and that the Town Clerk to formally nominate Grove House on the required website application advised by the Heritage Action Zone Project Officer.</p>
<p>417</p>	<p>Friends of Weston Museum</p> <p>This item was deferred in the absence of Heather Morrisey from the Friends group.</p> <p>The Chairman advised membership of the Friends group was increasing.</p>

418	Accreditation update A report had been previously circulated with the agenda. It was noted that the application for accreditation had been submitted. The forward plan had been circulated electronically for comment. RESOLVED:- <ol style="list-style-type: none">1. That the forward plan be approved subject to any comments from the electronic circulation.2. That a copy of the signed minutes be provided as required by the accreditation process to Amal.3. To programme timely reviews of the accreditation document and forward plan (internal at the Museum).
419	Collection Management Framework The Framework, which had been previously circulated, was noted. Amal Khreisheh advised that she would bring further updates to future meetings of the sub-committee.
	There being no further business the meeting concluded at 11.58am The next meeting will be Thursday 21 st June at 10am at the Weston Museum.

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