

AMMENDED
WESTON-SUPER-MARE TOWN COUNCIL
MUSEUM AND HERITAGE SUB-COMMITTEE
AGENDA

Date: Thursday 6th December 2018 **Time:** 10.00am **Venue:** Grove House

Members of the Museum and Heritage Sub Committee are hereby summoned to this meeting and reminded that they have a duty to state a Declaration of Interest prior to the appropriate agenda item and to consider the Crime and Disorder Act s.17 when reaching a decision. Members who wish to comment on matters within their ward may attend and address the Committee.

Committee Members: Councillors Peter Crew, John Crockford-Hawley, Robert Cleland, James Davis, Jan Holloway and Catherine Gibbons, Non-voting co-opted members: Malcolm Nicholson – Town Clerk, Sarah Pearse – Deputy Town Clerk, Matthew Hardy – Acting Museum VSM, Liz Niven / Sherry Coles – Learning and Events Officers, Steve Matthews – SJ Surveyors, Tom Mayberry & Amal Khreishah – South west Heritage Trust, Cara MacMahon – North Somerset Council, Peter Johnson – Volunteer Archivist, Heather Morrissey – Chairperson of the Friends of the Museum

Note: Quorum of the Committee shall be 3 of its members.

- 1. Apologies for Absence**
- 2. Declarations of Interest**
- 3. To agree the accuracy of the minutes of the 18th October 2018** (attached)
- 4. South West Heritage Trust update reports**
 - 4.1 To receive an update from Amal Khreishah
- 5. Museum Operation/Business plan and Activity Plan reports**
 - 5.1 Update from the Learning and Events Officer (attached)
 - 5.2 Museum operations from the Visitor Services Manager (attached)
 - 5.3 Community Engagement report (attached)
 - 5.4 Retail, Marketing & External Bookings (attached)
 - 5.5 Café Report (attached)
 - 5.6 Volunteer Engagement Report from the Volunteer Coordinator (attached)
 - 5.7 Volunteer engagement including Wikipedia work undertaken (verbal report)
- 6. Clara's Café Review**
 - 6.1 To note the recommendations of the Expenditure and Governance Working Party on the 5th November 2018 (minute extract attached) and the report of the Deputy Town Clerk (attached)
- 7. Museum refurbishment Phase 2 and building considerations**
 - 7.1 Update report on HLF application process from the Development Officer (verbal report)
 - 7.2 Update report on Building and conservation regarding phase 2 works and Museum roof from the Surveyor and the Deputy Town Clerk (attached)
- 8. Other Museum fundraising/grant applications**
 - 8.1 Grants for the Arts Project – Courtyard Sculpture (verbal report)
 - 8.2 Know Your Place (verbal report)

9. Renewal of Agreement for SWHT Curatorial Services

To receive a verbal report from the Town Clerk

10. To receive a verbal report from the Friends of Weston Museum

11. Update on the Blue Plaques Scheme

To receive the report of the Communications Officer (attached)

12. Heritage Action Zone update

To receive the report of the Heritage Action Zone Officer (attached)

13. Alfred Leete – Milton Road Cemetery Grave

To receive a verbal update on a proposed restoration of the grave

pp. *Dean*

Malcolm Nicholson
Town Clerk
30th November 2018

Weston-super-Mare Town Council
Grove House, Grove Park
Weston-super-Mare
BS23 2QJ