

**WESTON-SUPER-MARE TOWN COUNCIL  
NOTES OF THE MUSEUM AND HERITAGE  
SUB-COMMITTEE MEETING  
HELD AT GROVE HOUSE ON 20<sup>th</sup> JULY 2017**

**Meeting Commenced: 11.00am**

**Meeting Concluded: 12.50pm**

**PRESENT:** Councillors John Crockford-Hawley, Peter Crew, Robert Cleland, Jan Holloway, Catherine Gibbons and James Davis  
Malcolm Nicholson (Town Clerk), Sarah Pearse (RFO), Zoe Clements (Development Officer), Nick Melling (VSM- Museum), Tricia Brabham (Communications Officer), Amal Khreisheh – SWHT, Steve Matthews – SJ Surveyors, Peter Johnson (Volunteer), Heather Morrissey (Chair of Friends of Weston Museum)

**IN ATTENDANCE:** Mary Flower

<b>98</b>	<p><b>Apologies for absence and notification of substitutes</b> Apologies were received from Elizabeth Neathey and Andy Brisley (this was not reported at the meeting as the Development officer was late to attend)</p>
<b>99</b>	<p><b>Declarations of interest</b> There were no declarations of interest received.</p>
<b>100</b>	<p><b>Minutes of the last meeting</b> The minutes of the meeting held on the 22<sup>nd</sup> June had been previously circulated with the agenda.</p> <p><b>PROPOSED BY:</b> Councillor Crockford-Hawley <b>SECONDED BY:</b> Councillor Crew</p> <p><b>RESOLVED:</b> That the minutes be approved and signed by the Chairman</p>
<b>101</b>	<p><b>Members to receive HLF update</b> The Development Officer arrived 10.05am</p> <p>1 – PPM – Steve ran through his brief report which had been circulated with the agenda Practical completion has now been given and staff will start to move back to the Museum.</p> <p>Plans for bike stands outside the museum will be looked into.</p> <p>Glazed doors – there was a possibility that these could be fitted in time for the opening but it would leave no room for error. Suggestion was to leave the fixing of the glass doors for the January shut down.</p> <p><b>RESOLVED:-</b> All members agreed to leave the fixing of the glazed doors to January 2018.</p> <p>Art work installation – The information provided by Mann Williams, structural engineers, explained the fixtures required to the Artist Mary Flower to install her installation. This would mean quite invasive fixtures either going through the pillars or holes with a resin fixture which would damage the historic structure of the museum. Building and conservation consent would need to be sought.</p>

	<p>There is an H&amp;S issue when it comes to folding back the art work at the end of each evening as to not obscure the line of the CCTV cameras. Discussion took place</p> <p><b>RESOLVED:</b> That due to the practicalities of the design and the possible damage to the historical fabric of the building that permission is not given for the installation.</p> <p>The RFO and Development Officer will meet with Mary to discuss alternative ideas.</p> <p>2 – SWHT’s report was circulated by email prior to the meeting. Amal ran through her report.</p> <p>There had been progress with money towards the conservation of the paintings and all painting and costumes are due back next week.</p> <p>The temporary exhibition will be installed the first two week in August</p> <p><b>RESOLVED:-</b> That the report be received and noted</p>
<p><b>102</b></p>	<p><b>Business Plan and Activity Plan updates</b></p> <p>1 – Volunteer Engagement – the report was circulated with the agenda. Volunteers were actively helping with the mover back to the museum</p> <p>Viking Day is taking part on Saturday for those who wish to attend.</p> <p><b>RESOLVED:-</b> That the report be received and noted</p> <p>2 – Learning and Events – the report was circulated with the agenda. No further comments were made</p> <p><b>RESOLVED:-</b> That the report be received and noted</p> <p>3 – Museum Operations - the report was circulated with the agenda. Recruitment is ongoing with a couple of roles now appointed. Currently shortlisting the apprentice roles. Premises license is out with the police wanting an outline where the alcohol will be sold.</p> <p>Café – Furniture has arrived and Nick is working with local suppliers including local breweries.</p> <p>Retail fit is next week with the H Gondola for ‘made in North Somerset’. This is will also be brought in more at Christmas for a ‘Made in North Somerset’ Christmas market.</p> <p>Soft opening will start 11<sup>th</sup> August with the press, then 19<sup>th</sup> August for BAB customer, Contractors, funders etc.</p> <p><b>RESOLVED:-</b> That the report be received and noted</p>
<p><b>103</b></p>	<p><b>Museum fundraising/grant application</b></p> <p>1 - ACE Resilience fund – Café. The furniture has been delivered. Waiting on the</p>

	<p>condiments unit and shelves that will sit in the cafe area to support the sell of local artist work including wall space to hang paintings</p> <p><b>RESOLVED:-</b> That the verbal report be noted</p> <p>2 - ACE Resilience Fund – Retail. The Development Officer informed the committee that all shop stock orders were now in the process of being delivered with the shop being stocked second week in August</p> <p><b>RESOLVED:-</b> That the verbal report be noted</p> <p>3 – ACE Resilience Fund – Audience Development- No further work had taken place. Nick was developing marketing, surveys and evaluations from previous meetings.</p> <p><b>RESOLVED:-</b> That the verbal report be noted.</p> <p>4 – Sharing Heritage Application – the Development Officer confirmed the application had been submitted with an 8 week turn around</p> <p><b>RESOLVED:-</b> That the verbal report be noted</p> <p>5- Grants for the Arts – Mural project. The mural has now been completed. The Development Officer will send round images provided by Mary</p> <p><b>RESOLVED:-</b> That the verbal report be noted</p>
<p><b>104</b></p>	<p><b>Grove Park War Memorial</b></p> <p>The Town Clerk had spoken to the War memorial Trust and their recommendation were to put in an applications for each of the War Memorials so each one is judge on their own need and merit.</p> <p>The Civic Society might be interested in supporting the project.</p> <p><b>RESOLVED:-</b> Members agreed to put in three separate applications to the War Memorial Trust starting with the WWI War Memorial in Grove Park.</p>
<p><b>105</b></p>	<p><b>Way Finding Signage</b></p> <p>Finger post signage orders have been submitted but there is an issue with some of the old posts not being able to be changed through the age of the posts and lack of equipment to be able to move fingers to point in the correct direction.</p> <p>A meeting had taken place with NSC to discuss the stenciling on the street to help with directions. NSC have agreed to stenciling on Meadow Street, Orchard Street and the Boulevard.</p> <p>Building conservation is being chased for the signage to be placed on the external elevation of the museum building. Councilors were asked to apply a bit of pressure where needed to get this through.</p> <p>Banners would be produced to start advertising the opening</p> <p><b>RESOLVED:-</b> That the verbal report be noted</p>

<b>106</b>	<p><b>Blue Plaque scheme</b> Malcolm reported in Trish’s absence</p> <p>Investigations were taking place on the locations for the next 5 Blue Plaques. A letter has been sent to the Trustees of Henry Butt house in they are, in principle, happy to have the plaque. Location still to be decided upon</p> <p>Apologies to Worle History Society for putting the wrong name on the agenda.</p> <p>Worle History Society have put forward the Tythe Barn in Worle and offered to put £300 towards the cost. Councillor Crockford-Hawley will work with the Worle History Society on appropriate wording</p> <p><b>RESOLVED:-</b> To support the installation of the Blue Plaque on the Tythe barn.</p>
<b>107</b>	<p><b>Friends of Weston Museum</b></p> <p>Heather reported on the Friends – A stall has been booked for the Viking day and there is a garden party on 29<sup>th</sup> July – All welcome.</p> <p>On 9<sup>th</sup> August there is a trip to Axbridge Museum with John page.</p> <p>Heather and Vivien are working on the Autumn/Winter lecture programme</p>
	<p>There being no further business the meeting concluded at 12.00.</p> <p>The next meeting will be Thursday 17<sup>th</sup> August 2017 at 10am at Grove House, Grove Park</p>

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