

WESTON-SUPER-MARE TOWN COUNCIL

NOTES OF THE MUSEUM AND HERITAGE

SUB-COMMITTEE MEETING

HELD AT GROVE HOUSE ON 22nd JUNE 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

67	<p>Apologies for absence and notification of substitutes Apologies were received from Tom Mayberry</p>
68	<p>Declarations of interest There were no declarations of interest received.</p>
69	<p>Minutes of the last meeting The minutes of the meeting held on the 25th May 2017 had been previously circulated with the agenda.</p> <p>PROPOSED BY: Councillor Crockford-Hawley SECONDED BY: Councillor Davis</p> <p>RESOLVED: That the minutes be approved and signed by the Chairman</p>
70	<p>Arts Council England – Grants for the Arts Presentation by Mary Flower</p> <p>Mural Project – The mural has not been installed yet as there has been a delay in accessing the building. Each of the mural pieces has been coated with varnish with a second coat to be done once the mural is in place.</p> <p>The background behind the mural will be painted with a subtle colour that takes into account the colour of the museum brickwork and the colours in the mural. The pieces will be fixed in place by an adhesive which will allow a certain amount of movement/expansion due to the murals location in the atrium.</p> <p>Date for installation will be confirmed in a couple of weeks.</p> <p>Installation – Mary ran through her proposal. Calculations had been made by the structural engineer (Mann Williams) Mary will meet with Steve to go through the report. The installation will be made from the old floor joists which are to be hung through the courtyard space. Due to time constraints and the need for Building Regs. for installation the finished pieces will not be installed until the weeks closure in January 2018 and will have its own build up, publicity and launch. Consideration will be needed to the location of the security cameras installed to meet the GIS standard with the positioning of the</p>

	structures.
71	<p>Members to receive HLF update</p> <p>1 – PPM –Steve ran through his brief report which had been circulated with the agenda Due to problems with the front glass doors and with approval from the P&F Committee, money has been vieraed from the phase 2 budgets to replace the doors in time for the opening and for staff to be able to move back to the museum. New glass doors may or may not be ready for the re-opening, if not then these will be fitted in the January closure.</p> <p>All actions in the doors have been approved by the HLF</p> <p>RESOLVED:- That the report be received and noted</p> <p>2 – SWHT’s report was circulated by email prior to the meeting. Amal ran through her report. There has been no further progress with the loan agreements, Cllr Crockford-Hawley requested this be chased.</p> <p>The AIM grant was for £5,000 and not £2,500 as first thought. The other £2,500 would be given on completion of the project.</p> <p>The press release in the Mercury for the painting conservation generated some interest, Amal will be following this up with targeted letters to try to increase the money needed for conservation.</p> <p>Councillor Gibbons enquired how peoples expectation would be managed, Nick Melling and Sarah Pearse explained processes already in place, especially where Clara’s Cottage in concerned.</p> <p>RESOLVED:- That the report be received and noted</p>
72	<p>Business Plan and Activity Plan updates</p> <p>1 – Volunteer Engagement – the report was circulated with the agenda. Sarah Pearse explained that the work with the volunteers had exceeded expectations</p> <p>RESOLVED:- 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>RESOLVED:- That the report be received and noted</p> <p>3 – Museum Operations - the report was circulated with the agenda. All job roles are now being advertised with shortlisting dates booked in and closing dates staggered.</p> <p>Nick ran through his report explain that the café will be supporting local suppliers and producers. The museum now has 6 confirmed bookings.</p> <p>Discussion took place about the Grand opening. There needs to be a build up to the William Mable Character so visitors understand the reference to him on the opening day.</p> <p>Councillor Crockford-Hawley requested that Jane Evans be invited to the opening as she was the first curator of the museum in 1974.</p> <p>RESOLVED:- That the report be received and noted</p>

73	<p>Museum fundraising/grant application</p> <p>1 - ACE Resilience fund – Café. The RFO expressed her concern over the café highlighting the fact that this was a new venture and only in its first year of trading. It may not make a profit and could not be properly assessed until 12 – 18 months of trading.</p> <p>The Development office has been working with a café designer to help with the layout and look of the café seating area. Three designs had been put forward.</p> <p>RESOLVED:- Members like design three but asked for the 2 different colour chairs and to look in to the option of having slightly larger tables</p> <p>2 - ACE Resilience Fund – Retail. The Development Officer informed the committee that all shop stock orders had now been sent off and work with Graham Bancroft (retail consultant) was now on the 'Made in North Somerset' brand with over 20 local suppliers interested in placing stock in the museum shop.</p> <p>RESOLVED:- That the verbal report be noted</p> <p>3 – ACE Resilience Fund – Audience Development- Nick Melling was developing work started with Shaun Romain (Audience Development Consultant) looking at post code gathering, back of office reporting systems and visitor surveys to gain a picture of the museums audiences. Events programming is taking place that can be reactive.</p> <p>RESOLVED:- That the verbal report be noted.</p> <p>4 – Sharing Heritage Application – the Development Officer confirmed the application was ready to go on receipt of a letter from the Greek community</p> <p>RESOLVED:- That the verbal report be noted</p>
74	<p>Grove Park War Memorial</p> <p>The condition report for the Grove Park War Memorial had been circulated with the agenda.</p> <p>Malcolm has been in contact with NCS who have asked that the WWII memorials be looked added into the project. NSC paid half of the cost for the condition report and will look at covering 50% of the partnership funding required for both memorials to be conserved and repaired.</p> <p>Peter Johnson requested the Worle War memorial be brought in to the project at the same time.</p> <p>The Development Officer highlighted an approx. extra cost for a second condition report</p> <p>RESOLVED:- Members agreed to:-</p> <ul style="list-style-type: none"> • To continue with the repair of the Grove Park War Memorial • To look at the WWII Memorial • To look at the Worle War Memorial

	<ul style="list-style-type: none"> • To request 50% towards the cost of the report and partnership funding • Will look at putting in an application to the War Memorial Trust for 75% of the conservation/repair costs
75	<p>Way Finding Signage</p> <p>The Development Officer informed the committee that the first order to cover existing finger post signs had now been submitted to NSC.</p> <p>Existing fingerposts had now been identified which could be re-used but costs were still outstanding on the movement of those fingerposts so the order could not be placed.</p> <p>RESOLVED:- That the verbal report be noted</p>
76	<p>Blue Plaque scheme</p> <p>The second Blue Plaque being developed is that of Henry Butt. Contact with the director of Butt House has not been made as yet.</p> <p>The Civic Society has agreed to put £1,000 towards the plaques. The next ones up for Blue plaques are:- Dr Edward Fox Roald Dahl Hans Fowler Price Emmeline Pethwick Lawrence</p> <p>Amal asked if Alfred Leete could be added to the list to marry up with the Temporary exhibition on Leete's work Nov 2018.</p> <p>Brian Austin had sent a list in which was tabled in the meeting.</p> <p>Peter Johnson requested the Thythe Barn in Worle be considered.</p> <p>RESOLVED:- Members noted the list supplied by Brian Austin Members are in favor of the Alfred Leete plaque</p>
77	<p>Friends of Weston Museum</p> <p>Heather will be meeting with Nick Melling next week to discuss events and how the Friends can help in the near future.</p> <p>The sewing group have been helping with the bunting for the grand opening</p> <p>Worle Archaeology Society would be conducting a walk on 15th July at Worlebury Hill fort if any of the members would like to attend.</p>
	<p>There being no further business the meeting concluded at 12.50.</p> <p>The next meeting will be Thursday 20th July 2017 at 10am at Grove House, Grove Park</p>

Signed.....
 Chairman

Dated.....