

WESTON-SUPER-MARE TOWN COUNCIL

NOTES OF THE MUSEUM AND HERITAGE

SUB-COMMITTEE MEETING

HELD AT GROVE HOUSE ON 16th August 2018

Meeting Commenced: 10.10am

Meeting Concluded: 11.19am

PRESENT: Councillors John Crockford-Hawley, James Davis, Peter Crew, Robert Cleland; Malcolm Nicholson (Town Clerk), Sarah Pearse (Deputy Town Clerk and RFO), Matt Hardy (Visitor Services Manager), Molly Maher (Development Officer), Tricia Brabham (Communications Officer), Amal Khreisheh – SWHT and Heather Morrissey (Friends Group).

100	<p>Apologies for absence and notification of substitutes</p> <p>Apologies were received from Councillor Jan Holloway, Peter Johnson, Cara McMahon and Tom Mayberry.</p>
101	<p>Declarations of interest</p> <p>There were no declarations of interest received.</p>
102	<p>To approve the accuracy of the Minutes of the last meeting held on 21st June 2018</p> <p>The minutes of the meeting had been previously circulated with the agenda.</p> <p>In item 3 of the minutes, it was written that there had been a ‘Chairman’ elected, which should have read ‘Vice-Chairman’.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor James Davis</p> <p>RESOLVED: That with the above amendment that the minutes be approved and signed by the Chairman</p>
103	<p>Members to receive HLF project reports on:- SWHT progress</p> <p>A Report by Amal Khreisheh had been previously been circulated with the agenda.</p> <p>103.1 Accreditation Amal Khreisheh informed the members that Weston Museum had gained full accreditation from the Arts Council. It was noted that there were minor areas of improvement, however these were standard and will be looked into at the next review scheduled as there would be no need prior to this.</p> <p>RESOLVED:- That the report be noted.</p> <p>103.2 Punch and Judy The temporary exhibition Punch and Judy was discussed, with agreement that it had been a success so far. Conversation ensued.</p> <p>RESOLVED:- That the report be noted.</p> <p>103.3 Alfred Leete</p>

	<p>It was noted that plans for the Alfred Leete Exhibition were underway. A press release had been drafted for the exhibition. Military personnel attendance to the opening of the exhibition was discussed.</p> <p>The Committee suggested wider press coverage as Leete had a national significance.</p> <p>RESOLVED:- That the report be noted.</p> <p>103.4 Changes to Temporary Exhibition Programme</p> <p>It was noted that changes needed to be made to 2 areas of the Temporary Exhibition Programme due to delays with currently planned exhibitions.</p> <p>The 'Beauty and the Beach' touring exhibition would be replaced by 'From Spinning Tops to Space Hoppers: Growing up in Somerset' for the slot Saturday 26th January to Sunday 5th May 2019.</p> <p>The 'Wild Hares and Hummingbirds: The Natural History of an English Village' which was originally supposed to run Saturday 18th May to Sunday 15th September 2019 was delayed until Summer 2020. An alternative exhibition, to be agreed, would replace it.</p> <p>In answer to a query it was reported that there were no issues with filling the temporary exhibition gallery.</p> <p>PROPOSED BY:- Councillor Peter Crew SECONDED BY:- Councillor John Crockford-Hawley</p> <p>RESOLVED:- That changes to the temporary exhibition programme be approved as above.</p> <p>103.5 Small Grant Big Improvement</p> <p>Amal Khreisheh informed members of funding opportunity which would partner three Somerset museums, including Weston Museum. This would allow the evaluation of the temporary exhibition programmes at the three sites using a consultant, and footfall technology.</p> <p>It was noted that an application has been put in, with a decision to be given the first week of September</p> <p>RESOLVED:- That the report be noted.</p>
104	<p>Renewal of Agreement for SWHT Curatorial Services</p> <p>A verbal report was given by the Town Clerk, who reported that the five year agreement with the SWHT would expire in March 2019.</p> <p>A meeting with representatives from SWHT would be set for September, with the hope that a new agreement would be reached.</p> <p>The committee felt that no major changes were envisaged.</p> <p>RESOLVED:- That the report be noted.</p>
105	<p>Business Plan and Activity Plan development as approved</p>

105.1 Volunteer Engagement

The report of the Volunteer Coordinator had previously been circulated with the agenda.

Members were happy with the report. It was noted that the quality of volunteers was critical to the running of Weston Museum.

RESOLVED:- That the report be noted.

105.2 Learning and Events

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

It was noted that this was the last report from the current Learning and Events Coordinator before maternity leave.

Two new Learning and Events Coordinators would be starting on a job share agreement.

The committee requested that their best wishes and thanks for work achieved be given to Katherine Bell.

RESOLVED:- That the report be noted.

105.3 Museum Operations

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

It was noted that visitor numbers for June and July stand at 5150, with the Punch and Judy exhibition, and weekly Punch and Judy shows in August had helped numbers.

It was noted that new Visitor Services Supervisor would be starting on 20th August.

The success of recent Chocolate Houses exhibition by Boomsatsuma was discussed, which included screening of film at the Curzon Cinema. Members suggested a screening of the film at the Museum in the future should be considered.

The Museum First Birthday on 26th August was noted, with events taking place at the Museum.

RESOLVED:- That the report be noted.

105.4 Community Engagement

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

The report was noted by members.

RESOLVED:- That the report be noted.

105.5 Retail, Marketing & External Bookings

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

It was noted that when the new Visitor Services Supervisor joined the team, Christmas stock

	<p>would be explored ready for the Christmas period, in particular with sale or return items.</p> <p>RESOLVED:- That the report be noted.</p> <p>105.6 Café Report The Visitor Services Manager reported that the new menu was going well, with fresh cake selection having a positive impact on sales.</p> <p>It was noted that sales were improving, with the café being busy over the summer holidays.</p> <p>Function catering was discussed, proving successful so far in particular working with Grove House. It was essential that Museum events link with the catering service.</p> <p>It was noted that Quiz Nights were proving successful.</p> <p>The Café would be reviewed on a month to month basis and would be discussed at Expenditure and Governance Working Party on 3rd September.</p> <p>RESOLVED:- That the verbal report be noted.</p>
106	<p>Museum fundraising/grant status</p> <p>ACE Resilience funding The Development Officer reported that the work had been completed on the ACE Resilience Funding, and that the final payment had been given by the Arts Council.</p> <p>Sharing Heritage The Development Officer reported that work was still ongoing with the HLF Funding. Plans for Museum appearance in local publication Some Such to publicize the work of the grant were discussed.</p> <p>It was noted that community engagement and outreach as a result of the grant had been successful.</p> <p>It was noted that the spending of the grant must be completed by the end of September.</p> <p>RESOLVED:- That the verbal report be noted</p>
107	<p>Grants for the Arts Project</p> <p>Installation update The Deputy Town Clerk reported that the work of artist Mary Flower was on schedule. A proposal would be given by the artist at the next meeting.</p> <p>RESOLVED:- That the verbal report be noted</p>
108	<p>The Blue Plaque Scheme</p> <p>Update on the Blue Plaques The Communications Officer reported that as a result of the Alfred Leete plaque unveiling being brought forward for armed forces day in June, the plaque was now in place at Addington Court.</p>

	<p>The Edward Long Fox and Worle Village School plaques had been delivered, with an unveiling date yet to be decided.</p> <p>Listed building consent had been received for the placement of the Hans Price Plaque on the desired building. A member suggested an unveiling date of the 15th September, the day of Graduation, potentially as part of a procession.</p> <p>It was reported that to date it had not been possible to reach the building owners concerning the placement of the Emmeline Pethick-Lawrence plaque, with further attempts to be made. The Chairman offered assistance with communication if required.</p> <p>It was queried by the Deputy Town Clerk that no invoices had been received for the blue plaques. It was suggested that this was checked.</p> <p>RESOLVED:- That the report be noted.</p>
109	<p>Worle War Memorial</p> <p>The report of the Development Officer had previously been circulated with the agenda.</p> <p>It was noted that the lock on the iron gates needed replacement. A quote of £138.00 had been received from John West Contractors who were undertaking the current works.</p> <p>PROPOSED BY:- Councillor Peter Crew SECONDED BY:- Councillor John Crockford-Hawley</p> <p>RESOLVED:- That the committee approve the cost of £138.00 for replacement of the lock on the gates and that it be done within the contracted works.</p>
110	<p>Heritage Action Zone update</p> <p>Heritage Action Zone</p> <p>The Town Clerk reported that Historic Open Days would be taking place throughout North Somerset including Weston-super-Mare, with places of historic significance open to the public including Grove House, the Blakehay Theatre, the Weston Museum and the old Chapel at Milton Road Cemetery.</p> <p>It was noted that this event needed to be publicised on social media and the website.</p> <p>RESOLVED:- That the verbal report be noted</p>
111	<p>Friends of Weston Museum</p> <p>Heather Morrissey from the Friends of Weston Museum Group reported that the recent members garden party had been well attended.</p> <p>It was noted that a walk to Worlebury Hillfort went well.</p> <p>The Friends AGM would be taking place on the 12th September. After this had taken place the new treasurer would be able to apply for AIM (Association of Independent Museums) funding.</p> <p>The Friends were waiting for delivery of a tree from Thatchers and confirmed that they had joined Easy Funding.</p>

	<p>It was noted that the Friends would like to apply for more grants, with the suggestion made that they liaise with the Development Officer and a meeting be set up to plan this as the council had already started work on grant areas including the Asda Foundation Green Token Giving.</p> <p>RESOLVED:- That the verbal report be noted</p>
112	<p>Accreditation update</p> <p>This item had already been dealt with in the SWHT report.</p>
	<p>There being no further business the meeting concluded at 11:19am</p> <p>The next meeting will be on Thursday 18th October at 10am at the Weston Museum.</p>

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