

FAREHAM BOROUGH COUNCIL / HAMPSHIRE COUNTY COUNCIL

Minutes of the Fareham Museum Joint Management Committee

(to be confirmed at the next meeting)

*Minutes of a meeting held on Tuesday, 4 February 2014
in the Westbury Manor Museum, Fareham*

PRESENT:

Councillor Connie Hockley (Fareham)
(Chairman)

County Councillor George Ringrow (Hampshire County Council)
(Vice-Chairman)

Councillors: County Councillor P K Latham (Hampshire County Council)

**Other
Representatives** Mrs B Clapperton, MBE, (Friends of Fareham Museum)
Mrs Anne Baxandall (Friends of Fareham Museum) and
Brenda Clapperton MBE (Friends of Fareham Museum)

1. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor B Bayford.

2. MINUTES

RESOLVED that the minutes of the meeting of Fareham Museum Joint Management Committee on 8 October 2013 be confirmed and signed as a correct record.

In response to an enquiry relating to Minute 7 – Westbury Manor Museum Opening Hours – it was confirmed that an answerphone machine providing details of the opening hours had now been installed.

3. REVIEW OF DEED OF VARIATION FOR WESTBURY MANOR MUSEUM

The Head of Leisure and Community (Fareham Borough Council) provided a verbal update. Members were reminded that the Joint Management Agreement between Fareham Borough Council and Hampshire County Council for the building to be used for the provision of a museum had expired in November 2012. It was reported that a Deed of Variation had now been agreed to maintain the existing Westbury Manor Museum leasing and funding arrangements (between the County Council and Fareham Borough Council) for a future period. Reference was made to a report to Fareham Borough Council's Executive in March 2014 which provided in more detail the proposed arrangements and implications for the provision and management of the museum service at Westbury Manor Museum under the newly formed Hampshire Solent Cultural Trust.

RESOLVED that the above information be noted.

IT WAS PROPOSED AND AGREED BY THE JOINT COMMITTEE THAT ITEM 6 ON THE AGENDA - HAMPSHIRE SOLENT CULTURAL TRUST - UPDATE, BE CONSIDERED NEXT

4. HAMPSHIRE SOLENT CULTURAL TRUST - UPDATE

The Chairman welcomed to the meeting John Tickle, Assistant Director of Culture and Heritage and Dr Janet Owen who, it was reported, had been seconded as interim Executive Officer of the Trust. It was stated that officers were attending a number of local authority Joint Management Committee meetings in order to hear members' views and answer any questions raised regarding proposals for Hampshire Solent Cultural Trust

It was noted that currently the development of the Trust was at the implementation stage. It was anticipated that the transfer of services and staff and loan of property and collections would take place between May and October 2014. Work is being undertaken on the establishment of a Board of Trustees, the preparation of legal agreements and other associated work, including consultation with partner borough councils. It was anticipated that the Trust would be firmly established by January 2016.

Members of the Joint Committee were specifically requested to consider the proposal to enter into a three year funding agreement at the current level of £71,7000 per annum . The proposal includes a minimum of 18 months' notice of any intention to terminate funding or reduce it significantly. Under the proposals Fareham Borough Council would become a Core Partner of the Trust and have the opportunity to send a nominated Elected member (ordinarily the JMC Chair or Vice-Chair) to advisory meetings with Trust members.

The Joint Committee was informed that the proposed arrangements as presented for the transfer of the museum service to the newly formed charitable trust have financial consequences for the Fareham Borough Council. Consequently a counter proposal had been made that there be a 10% reduction in the current level of funding. This would result in an annual contribution of £64,530 from the Council to Hampshire Solent Cultural Trust. It was stated that the 10% reduction in funding

could be accommodated by reducing the museum's opening hours by 7 hours per week.

During the course of discussion the Chairman expressed the view that a long term vision for the integration of cultural facilities in the Borough, namely Ferneham Hall, Ashcroft Arts Centre and Westbury Manor Museum into one cultural hub would be welcomed

RESOLVED:-

- (a) That the proposed arrangements for the transfer of the management of Westbury Manor Museum to the Hampshire Solent Cultural Trust be approved;
- (b) That the proposal for Fareham Borough Council to enter into a 3 year funding agreement at a reduced level of funding, (to be achieved by reducing the museum opening hours by 7 hours per week), was approved;
- (c) That Fareham Borough Council agree to enter into a 3 year lease arrangement with Hampshire County Council for Westbury Manor to be used for the provision of a museum; and
- (d) That under the terms of the lease on Westbury Manor Museum Hampshire County Council will continue to undertake repairs and maintenance responsibilities.

5. WESTBURY MANOR MUSEUM - CURATOR'S REPORT

The Joint Management Committee considered a report by the South East Area Curator, Tom de Wit, concerning activities at or relating to Westbury manor Museum during the period 9 October 2013 to 4 February 2014.

It was reported that the Museum Volunteer Team had, in connection with the "Meet the Victorians" exhibition launched on 26 October 2013, undertaken to research the Kelsall family of Westbury Manor Museum. As a result, Mr John Gregory a representative of the Volunteer Team has been invited to give a talk on the Kelsall family in the Civic Centre during 2014 as part of the mayor's programme of events. The exhibition itself involved close working with the town centre management team and received good media coverage.

Members were informed of the project to install new gallery lighting, received information about visitor figures and details about the exhibitions and related events undertaken over the last few months. Reference was made in particular to section 3 of the report confirming that the Museum had been awarded "Full Accreditation." It was noted that an additional benefit of being an "Accredited Museum" includes access to a greater range of funding opportunities.

As well as formal educational provision, a programme of activities aimed at a wider audience in the community was offered over the period October to December 2013. Events included an Older Person's Day (a drop-in reminiscence workshop) and a "Torchlight" opening, a project which involved partnership working with the Youth Theatre Group.

The joint Committee was provided with a summary of current marketing and publicity activity with specific reference to online marketing. It was reported that events at Westbury Manor Museum were promoted on a monthly basis via the Hampshire County Council cultural e-newsletter, "Showcase". which currently has over 30,000 subscribers. In addition the monthly e-newsletter "Museums Monthly" is sent to nearly 12,000 subscribers who have requested museums specific information. Overall online marketing was considered to be very successful as a direct and immediate form of communication.

With regard to Risk Management, it was noted that the Joint Management Committee auditors, BDO are satisfied that risks are assessed and considered by the Joint Committee. Members' attention was drawn to the Risk Register attached to the report at Appendix 1.

RESOLVED that:-

- (a) the Curator be thanked for the detailed information provided in his report; and
- (b) it be noted that the Committee has considered and noted the Risk Register attached as Appendix 1 to the report.

6. WESTBURY MANOR MUSEUM JOINT MANAGEMENT COMMITTEE - BUDGET 2013/14 - UPDATE

The Joint Committee considered a report presented by Tim Kelly (Strategic Manager Visitor Services) on the budget for 2013/14.

RESOLVED that the budget for 2013/14 be noted and agreed.

7. DATE OF NEXT MEETING

RESOLVED that the next meeting of Fareham Museum Joint Management Committee will take place on Monday 9 June 2014 commencing at 10.00am in Westbury Manor Museum.

(The meeting started at 10.00 am
and ended at 10.55 am).