

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 Monday, 9 June 2014
in the Westbury Manor Museum - Westbury Manor*

PRESENT:

Councillor Connie Hockley
(Chairman)

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

Councillors:

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

1. CONFIRMATION OF CHAIRMAN AND VICE-CHAIRMAN

The Joint Committee was invited to confirm the appointments of the Chairman and Vice-Chairman for the municipal year 2014/15. Members were reminded that at the Committee meeting on 8 October 2013, it had been agreed that Councillor Mrs C L A Hockley be appointed Chairman of the Fareham Museum Joint Management Committee and County Councillor G Ringrow be appointed Vice-Chairman.

A motion was proposed and seconded that that the above appointments be confirmed.

RESOLVED that Councillor Mrs C L A Hockley be appointed Chairman of Fareham Museum Joint Management Committee and County Councillor G Ringrow be appointed Vice-Chairman of Fareham Museum Joint Management Committee for 2014/15.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor B Bayford and County Councillor P K Latham.

3. MINUTES

RESOLVED that the minutes of the meeting of the Joint Management Committee held on 4 February 2014 be confirmed and signed as a correct record.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed the Committee that Tom de Wit had now left his post as South East Area Curator, to take up a new post as Curator at the Tolpuddle Martyr Museum in Dorset. Members expressed their thanks to Tom for all his hard work and enthusiasm as curator of Westbury Manor Museum over a number of years and requested that this be recorded in the minutes.

It was reported that the newly appointed Curator, Erica Munro was expected to take up her post in Autumn 2014. In the interim, Annabel Cook, Area Manager, Arts and Museums South East, would be managing on a day to day basis.

5. WESTBURY MANOR MUSEUM - CURATOR'S REPORT

The Joint Management Committee considered a report prepared by Annabel Cook, (Area Arts and Museums Manager, South East) concerning activities at or relating to Westbury Manor Museum during the period January to May 2014. The following key features of the report were noted:-

- (i) There had been an on-going improvement to visitor figures from October 2013 onwards. this improvement was considered to be a testament to the hard work of volunteers and staff in encouraging more public involvement and the additional work undertaken with schools;
- (ii) Successful exhibitions included the Stuffed and Mounted and the current exhibition called The Games We Played.
- (iii) Reference was made to the work currently being undertaken as part of the "1914" Big Theme project and commemorative events to take place on 4 August 2014 to mark the centenary of the outbreak of WW1.
- (iv) Details were provided regarding the formal education provision provided to school groups by the Community Engagement and Learning Team, one of the highlights being the on-going work with history pupils from Crofton School on the "Entrenched" WW1 Project and a Mini Museum project with Red Barn Primary School.
- (v) It was noted that the Museum had re-opened on Mondays as from 24 February 2014 with a Market Day activity morning. Working with Fareham's Town Centre Manager it was hoped that the museum could tie into more of the Town Centre events. The impact of Monday opening would continue to be monitored over the coming months; and

- (vi) The Joint Committee noted the information in the report relating to current marketing and publicity activity specifically the successful online marketing.

RESOLVED that Annabel Cook be thanked for her informative report.

6. WESTBURY MANOR MUSEUM JOINT MANAGEMENT COMMITTEE - BUDGET 2013/14 AND 2014/15

The Joint Committee considered a report regarding Westbury Manor Museum budget for 2013/14 and 2014/15. It was reported that the 2013/14 actuals figure for essential maintenance and venue costs (shown as £41,915) includes the sum of £6,585 for new lighting installed in the museum. The revised figure is therefore £35,331.

Members were asked to note that the actual income for 2013/14 was higher than the budgeted figure. The Vice-Chairman remarked on the increase in income for 2013/14 and whether this could be attributed to any particular event. Members were advised that ways to increase income on secondary spend ie. sales in the café and shop would be reviewed and information gathered as to whether any particular popular events/exhibitions contributed to raising income levels.

RESOLVED that the budget figures for 2013/14 and 2014/15 contained in the report be noted.

7. ANNUAL SMALL BODIES RETURN 2013/14

The Joint Committee considered a report which presented the annual small bodies return for 2013/14 for members' approval and subsequent submission to external audit.

RESOLVED that:-

- (a) The Annual governance statement 2013/14 be agreed by the Joint Committee and signed by the Chairman, Councillor Mrs C L A Hockley and the Committee Clerk;
- (b) The accounting statement for 2013/14 be approved by the Joint Committee and signed by the Chairman, Councillor Mrs C L A Hockley; and
- (c) The internal audit report be noted.

8. HAMPSHIRE SOLENT CULTURAL TRUST - UPDATE

The Joint Committee considered a report prepared by Dr Janet Owen, (Head of Museums and Arts) which provided members with an update on the Hampshire Solent Cultural Trust and the implementation Stage 2 consultation.

Members were informed that two additional persons, Rachael Bebb and Helen Jackson had been appointed to the Founding Board of Trustees which now brought the total number of Board members up to 6. The relationship between Fareham Borough Council and the Hampshire Cultural Trust and a summary of the agreed position was set out in Paragraph 5 of the report. In addition, it was noted that

Hampshire Cultural Trust would work with the Head of Leisure and Community at Fareham Borough council over the next municipal year to develop an options appraisal for a strategic vision for the integration of cultural facilities in the Borough of Fareham.

RESOLVED that the information contained in the report be noted.

9. DATE OF NEXT MEETING

RESOLVED that the next meeting of Fareham Museum Joint management committee will take place on Monday 6 October 2014 commencing at 10.00am in Westbury Manor Museum.

(The meeting started at 10.00 am
and ended at 10.45 am).