

**FAREHAM BOROUGH COUNCIL / HAMPSHIRE  
COUNTY COUNCIL**

**AGENDA  
FAREHAM MUSEUM JOINT MANAGEMENT  
COMMITTEE**

PLEASE NOTE THAT THE MEETING WILL BE HELD AT WESTBURY  
MANOR MUSEUM AND NOT AT THE CIVIC OFFICES, FAREHAM

**Date:** Monday, 9 June 2014

**Time:** 10.00 am

**Venue:** Westbury Manor Museum - Westbury Manor

**Members:** Councillors: Fareham Borough Council Members to be  
appointed at the Executive on 2 June 2014

Councillors: G W Ringrow , Hampshire County Council  
P K Latham, Hampshire County Council

Other Representatives: Mrs A Baxandall, Friends of Fareham Museum  
Mrs B Clapperton, Friends of Fareham Museum  
Mr J Gregory (Westbury Manor Museum  
Volunteers)

**For further information please contact:  
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Tel: 01329 236100  
democraticservices@fareham.gov.uk**

**1. Confirmation of Chairman and Vice-Chairman**

Following the appointment of Fareham Borough Council representatives at the Executive meeting on 2 June 2014, the Joint Committee is invited to confirm the arrangements for the appointment of the Chairman and Vice-Chairman for the municipal year 2014/15, with reference to the Joint Management Committee meeting held on 8 October 2013.

**2. Apologies for Absence**

**3. Minutes** (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Joint Management Committee held on 4 February 2014.

**4. Westbury Manor Museum - Curator's Report** (Pages 5 - 16)

To consider a report of the Museum Curator regarding activities at or relating to Westbury Manor Museum over the period January to May 2014.

**5. Westbury Manor Museum Joint Management Committee - Budget 2013/14 and 2014/15** (Pages 17 - 18)

To consider a report on the budget for 2013/14 and 2014/15.

**6. Hampshire Solent Cultural Trust - Update** (Pages 19 - 20)

To consider a report which provides an update on the Hampshire Solent Cultural Trust and reviews the Implementation Stage 2 consultation.

**7. Annual Small Bodies Return 2013/14** (Pages 21 - 28)

To consider a report which presents the annual small bodies return 2013/14 for approval by the Joint Management committee and submission to external audit.

**8. Date of Next Meeting**

P GRIMWOOD  
Chief Executive Officer

Civic Offices  
Civic Way  
Fareham  
PO16 7AZ  
[www.fareham.gov.uk](http://www.fareham.gov.uk)

30 May 2014

**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)

**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).

<b>Committee:</b>	WESTBURY MANOR MUSEUM, FAREHAM JOINT MANAGEMENT COMMITTEE
<b>Date of Meeting:</b>	9 <sup>th</sup> JUNE 2014
<b>Title of Report:</b>	CURATOR'S REPORT
<b>Author:</b>	Annabel Cook

**Purpose:**

Report on activities at or relating to Westbury Manor Museum  
Covering period January to May 2014

**1 Providing a Welcoming and Well Maintained Museum**

**1.1 Museum Service Delivery**

During the past five months, Westbury Manor has played host to stuffed birds, farm animals, school children, and Hell's Angels!

Following discussions at previous JMC meetings and feedback from the public, the museum re-opened its doors on Monday 24<sup>th</sup> February with a Market Day activity morning. The museum is working with Patricia Gray, Town Centre Manager to further develop the offer on a Monday and to tie into more of the Town Centre events like Music Month which saw a Punk Opera performed complete with an invasion of Hell's Angels on bikes. The Spring Fair event on Monday 7<sup>th</sup> April proved to be particularly popular with over 200 people attended the event despite unseasonably bad weather.

The change of day is being monitored to evaluate the impact on the museum in terms of visitor numbers. Since 1<sup>st</sup> March, visitor figures are slightly lower with 200 less visitors on a Monday compared the equivalent Wednesday in 2013 taken as a total for two months. However, these figures are being slightly inflated because of the popularity of Lego Mania which fell in April last year. The impact of Monday opening will be continued to be monitored over the coming months.

The Museum also ran a farm animals event in February which saw 907 people come into the museum within the day. The "farm" consisted of dogs, donkeys, ducks, chickens, rabbits and a goat and enabled visitors to stroke and learn more about a variety of different animals and the role they play in farm life.

The Area Team has also been working on a major HLF Young Roots project with two groups in the Fareham area, one from Crofton School and one based at the Ashcroft Arts Centre. The project which gained £49,500 funding has seen the young people learning skills around curating an exhibition, researching and oral history. They have then used these skills to investigate life during WW1 as they work towards creating the local content for the 1914 Hampshire Big Theme exhibition A Soldiers Journey, which is due to open at Westbury Manor Museum on 11<sup>th</sup> October 2014. They are currently involved in developing films to represent some of the stories they have uncovered and the whole project will be

celebrated at the Ashcroft Arts Centre in December 2014. Soldiers Journey is part of the 1914 Hampshire Big Theme programme.



## 1.2 Visitor Figures

The visitor figures show an increase in 13/14 over 12/13 of 16%

Year	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals
2009 – 2010	3118	2138	2615	3065	3781	2206	3514	2496	1808	1762	2367	3347	32,217
2010 – 2011	3367	2687	2696	2935	3333	2124	2471	2530	1563	1870	1799	1872	29,247
2011 – 2012	2605	1971	1797	2175	2266	1648	1950	1951	1813	1870	1799	1872	23,717
2012 – 2013	1816	449	1852	4992	2449	1414	2416	1566	1070	1300	2046	1555	22,925
2013 – 2014	4463	3235	2281	1545	1823	1472	2600	1569	1547	1463	2775	1743	26,516
2014 – 2015	1904												



## 2 Hosting Special Temporary Exhibitions and Related Events

### 2.1 Stuffed and Mounted



Stuffed and MOUNTed looked at the history of The Mount and the people who have lived here since 1844. These include Lt. Col. Edward Walter (who served with the East India Company), Richard Gilman (one of the founders of the Hong Kong Stock Exchange and HSBC Bank whose tea-cargoes were raced in the Great Tea Clipper race of 1866) and Captain Thomas Hargreaves (local benefactor who paid for many community endowments including The Bishopstoke Reading Rooms – the first school in Bishopstoke).

Perhaps the best known locally is Thomas Atkinson Cotton, who with his wife Charlotte undertook important work in the fields of zoology and botany, who set up a natural history museum at the Mount. This collection later passed to The Natural History Museum in London, and returned to Hampshire for this exhibition for the first time in almost 100 years.

This collection was also the basis for the 1895 book “Birds, Beasts and Fishes of the Norfolk Broadland” by P.H. Emmerson, an important work classifying local variations between species. The exhibition was supported financially by Anchor Homes

Excerpt from The News, 22 March:

**PUPILS from a Portchester primary school came up close to nature of a historic kind.**

Children from Red Barn Primary School were at the official opening of the Stuffed and Mounted exhibition at Westbury Manor Museum, in Fareham.

The taxidermy collection has come from Bishopstoke Park, Eastleigh, which has been turned into a retirement village.

Scores of dusty taxidermy pieces, from crows to widgeons, were saved during the restoration. The collection was owned by Thomas Atkinson Cotton and wife Charlotte and passed through the people who lived there since 1844, including Richard Gilman, a founder of the Hong Kong Stock Exchange and HSBC Bank.

Curator Tom de Wit said: 'It's wonderful this great building has been saved. I've been astonished at the influence of the people who lived in this house. The work of Thomas and Charlotte Cotton laid the foundations for future discoveries, from DNA to modern genetics. The fact they had a passion to spread this knowledge is truly inspiring.'

## **2.2 The Games We Played**

The Games We Played exhibition which is in the gallery until Saturday 21<sup>st</sup> June is a nostalgic exhibition exploring some of the most popular, as well as a number of lesser known, board and card games from the 1920s through to the 1970s. Visitors can investigate the different games on display, then grab one from the shelf to play with their family. This has been especially popular at Westbury Manor with our older visitors as well as with grandparents, as it has given them the chance to pass on their knowledge and share the games they played when they were children with their own grandchildren. The exhibition is in the gallery until Sat 21<sup>st</sup> June.

Visitor Comments

***"Delightful. What a fantastic Idea"***

***"Very good. Saw some of my games as a child"***

***"The games remind me of my childhood"***

***"Excellent"***

## **3 Caring for Collections, Promoting Access, and Providing Specialist Knowledge and Advice**

### **3.1 Caring for collections**

We were delighted to have the opportunity to show the Mayor of Fareham and the Mayor's Consort around the collections centre at Chilcomb House in Winchester in April as part of the Civic Day hosted by Councillor Thornber as Chairman of Hampshire County Council. They were able to see 'behind-the-scenes' in both stores and conservation workshops where objects from Fareham are cared for and kept so that they can be enjoyed by future

generations. A child's dish from Fareham was being conserved in one of the studios and a 1930s dressing case featured amongst a selection of objects on display from the arts collection.

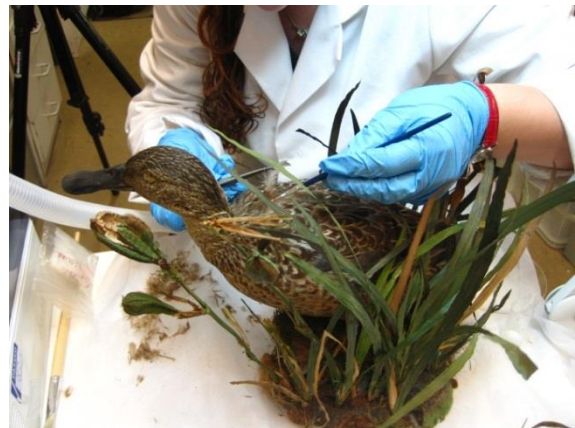
The environmental conditions in which objects relating to the Borough of Fareham are kept in both the Winchester stores and those at the museum have been monitored regularly throughout this period. Records were checked thoroughly and found to be satisfactory in February.

### 3.2 Promoting access to collections

The research, text writing and extensive conservation work for the 'Stuffed and MOUNTed' exhibition was completed by the Collections Team in October in time for the 14 cases of taxidermy from the Thomas Atkinson Cotton Collection to be put on display at the Museum in January following exhibition at Eastleigh Museum. This is the first time they have been on display to the public for 60 years, having been tracked down in Norfolk and brought back to Hampshire by the Arts and Museums Service.



Each case was cleaned inside and out



Each bird benefited from remedial conservation

As well as featuring this collection of British birds created by the Cotton family, the exhibition also drew on the County's ceramics collection. Commemorative mugs were displayed that Thomas Cotton presented to local school children during his time as mayor.

The exhibition led to some interesting activities and events, including an illustrated talk by Christine Taylor, the Arts and Museums Service's Keeper of Natural Sciences, that explored the Victorians' fascination for stuffed animals that led to taxidermists setting up in most towns in Hampshire.

The museum's half-term holiday activities were enhanced by a session called 'Rock around Fareham' in February that made great use of resources developed by the HLF funded 'Rockband' project, which brought together five museums in south east England with geology collections that they wanted to make more accessible and interactive. In May, a session on Owls in conjunction with Fareham Borough Council will be using more specimens from the collections, as well as specialist equipment.

The Collections Team has also continued to find interesting objects from the collections stored at Chilcomb House to feature in the Hampshire Hidden Treasure's case. The first one to feature during this period was the very popular 'grotesque' scene 'Baby rabbits playing cards' that was created by Winchester taxidermist William Chalkley. This type of

display was used by taxidermists to demonstrate their skill in the preparation of small and delicate animals. Chalkley was a self taught taxidermist, who opened his first premises at 11 Sussex Street, Winchester from c1875. In 1880 he moved to The Square and the firm remained there until long after his death in 1922.



The 'Baby Rabbits playing cards' are actually Brown Rats!



Hampshire 'grave goods'

This was replaced by an archaeology-based display featuring two distinctive types of Roman pottery, glossy red samian from Gaul and grey-black wares made near Farnham, which ended up in a series of cremation burials found at Neatham, near Alton. A comparatively local tradition saw many vessels placed in single grave (63 in one instance!). Some were family heirlooms, mended with lead rivets, others were low-grade 'kitchen rejects' probably made for the funeral market. The burials date from around AD 150. Hampshire's Hidden Treasures are designed to illustrate the diversity of the collections cared for by Hampshire County Council and that are available for exhibition at Westbury Manor Museum.

### 3.3 Providing specialist knowledge and advice

Other work undertaken by the collections team has been driven by the '1914' Big Theme project. A great deal of effort has gone in to researching and supplying text and images for the website and for the exhibition which will feature online and in all the community museums, including Westbury Manor, in October. Objects are being selected from all of our historic collections and conservation work has started, which will continue throughout the summer. The objects include historic costume and textiles from the decorative art collection because all the venues for 'Soldiers' Journey' will feature a case of costume.

One of the most significant tasks undertaken so far has been the restoration to running order of the Thornycroft 'J' type military general service lorry, which recently featured on BBC South Today and on Radio Berkshire. The lorry was one of 5,000 built in Basingstoke for the War Office. It was delivered in March 1916 and is one of very few survivors still in military livery. It will be touring the county throughout the summer and will be in Fareham on the 4 August to mark the centenary of the outbreak of war. The lorry will be outside the Museum whilst the commemorative events take place until 2pm when it departs for Winchester to perform a similar function at the Great Hall.



At Chilcomb before being put through its paces for the BBC South team



Collections Officer and engineer, Nigel Spender, rebuilt the engine

Not all the objects that will go on display are drawn from our collections. Local people have been most generous in their support for the commemorative events and have loaned items that tell a strong local story. This engagement with the museum has been particularly successful in Fareham, where Westbury Manor will have a distinctive 'offer' for the commemoration.

## 4 Inspiring Learning and Community Engagement

### 4.1 Formal Education Provision

Over the 3 month quarter January to March 2014, the CEL Team worked with **12** school groups in the museum and **3** as outreach, a total of **237 pupils** in school groups. This brought the annual financial year 2013-14 total of school pupil visits to 1104, exceeding the target of 900. Three further school sessions have been run so far in April/May, to be reported on when the April to June quarter is complete.

Date	School	Key Stage & Year Group	No. of children	Type of workshop
9 Jan	Orchard Lea Junior	KS2, Yr 6	28	Into the Workhouse
10 Jan	Orchard Lea Junior	KS2, Yr 6	27	Into the Workhouse
16 Jan	Wicor Primary	KS2, Yr 4&6	10	Mini Museum Curators
17 Jan	Crofton Secondary	KS3, Yr 9	6	Entrenched Project
28 Jan	Wickham House	EY, Yr R	9	Self-led general visit
31 Jan	Crofton Secondary	KS3, Yr 9	5	Outreach, Entrenched Project
14 Feb	Red Barn Primary	KS2, Yr 6	19	Exhibition Opening
24 Feb	Red Barn Primary	KS2, Yr 5	30	Outreach, Questioning Skills
3 Mar	Meon Cross School	KS2, Yr 3	16	Our Town in the Past
7 Mar	Crofton Secondary	KS3, Yr 9	7	Outreach, entrenched Project
10 Mar	Uplands Primary	EY, Yr R	33	Self-led general visit
10 Mar	Harrison Primary	KS1, Yr 1	5	Self-led general visit
11 Mar	Harrison Primary	KS1, Yr 1	5	Self-led general visit
11 Mar	Red Barn Primary	KS2, Yr 5	30	Mini Museum Curators
28 Mar	Crofton School	KS3, Yr 9	7	Entrenched Project

It is worth noting that self-led sessions are still booked in with and prepared by the Assistant Community & Engagement Officer, who welcomes the groups and sets them off working with the resources she has produced.

Impact evidence and general feedback is collected from all school sessions, to aid evaluation and service planning. All feedback was very positive. Examples received January to March (some relating to earlier workshops):

*“The session inspired children to record and share what they had learnt on return to school”*

KS2 Teacher, Into the Workhouse (Meet the Victorians linked session).

*“Thank you for another fantastic visit. The children spoke excitedly about all the things they did on their trip, especially about the old-fashioned objects.”* KS2 teacher, Our Town in the Past.

*“Excellent selection of activities. The children loved the old photographs and maps.”* KS2 teacher, Our Town in the Past.

*“Examples of where learning impact has been shown by the children - in our recount writing the children confidently discussed local industries (strawberry picking and bricks) and the artefacts they held in the museum”.* KS2 teacher, Our Town in the Past.

One highlight of the schools programme has been the on-going work with history pupils from Crofton School on the “Entrenched” (HLF Young Roots funded) WW1 project. In the Spring Term the CEL Team worked with this group on interpreting a newly donated artefact which is going to form part of the Soldiers’ Journey exhibition at Westbury Manor. It is the autograph book of a WW1 nurse who was based at Fareham House Hospital (now Wickham House School), and it records the recuperating soldiers’ thoughts on the hospital and on “pretty Fareham”. The young people have some great ideas about how to display and interpret this wonderful item in the exhibition, and these are being worked on currently.

Crofton students at work with WW1 collections



Another very successful school activity was the Mini Museum project with Red Barn Primary School. The ACELO helped Year 5 pupils to set up a museum at school and a mini exhibition in the Resource Room at Westbury Manor. The project involved the children evaluating the displays at Westbury, becoming curators, and gaining the skills to create their own display and associated activities for visitors. They chose World War II as their subject, undertook research and borrowed objects from the school community to display. They produced information panels, object labels, games and activities. They even had their own private view event for their families! Over 400 visitors saw their exhibition in the museum in April.

Red Barn also helped to open the Stuffed & Mounted exhibition in February, bringing the children who had worked with us on Operation Portchester last year back as VIP's at a private view event.

The CEL Team have reviewed the school sessions to align them to the new National Curriculum and have written and produced a new primary schools' brochure to promote the service, which has been sent to every primary phase school in the borough.



Red Barn Primary School  
Year 6 children  
at the opening of  
Stuffed and MOUNTed

## 4.2 Community Engagement and Learning

In line with the Service Plan aim of widening participation, a programme of activities for a range of audiences was offered over the 3 month Jan-March quarter and the start of the new quarter. **447** people took part in the **led activities** Jan-April. The CEL Team also provided **self-led drop-in activities** for children for the school holidays. The figures below are for led activities and do not include participants in the self-led offer. Further activity has taken place in May, to be included in the next report.

Activity/Event	Target Audience	Date	No. of participants
Stuck on Victorians decoupage workshop	Families	3 Jan	20
Rock Around Fareham geology workshop	Families	19 Feb	79
'Preserved in Time' expert talk	Adults	27 Feb	6
Jewellery making workshop	Museum Volunteers	14 Jan	7
Birds @ Westbury workshop for NSEW	Families	15 Mar	65
Exhibition Private View for families of Red Barn School	Families	4 April	15
Market Day Spring Fair	Community	7 April	235
Race Around Fareham game making workshop	Families	14 April	3

*Easter Egg Decorating workshop	Families	17 April	17
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\*This activity was prepared and run by the front of house team rather than the CEL team.

The highlight of the programme was the family offer for the school holidays and the Saturday of National Science & Engineering Week. Having these led activities increases visitor numbers on those days. The CELO talked to several visitors on 15 March who had come to the museum specifically for the Birds activity and had then discovered that it was a family friendly place that they could come back to. The ACELO helped the front of house team deliver the Spring Fair and provided hands-on activities for the event. Activities for May half term will be reported on next time.

## **5 Marketing and Management**

### **5.1 Publicity and Promotion**

In May 2014 a south-east area What's On leaflet, with an increased print run of 12,500 was produced. This covers the period from June to September and features Westbury Manor Museum, Eastleigh Museum, Bursledon Windmill, Gosport Discovery Centre and Gosport Gallery. It is being professionally distributed throughout the region.

#### **The Games We Played exhibition:**

The Games We Played exhibition is currently on display at Westbury Manor Museum from 5 April and runs until 21 June. It is being supported by printed marketing materials in the form of full colour A4 posters and larger A2 ones for the A boards. The touring exhibition is being promoted as a featured exhibition on the Museums Service popular What's On page <http://www3.hants.gov.uk/museum/whatson-museum.htm> . Social media support was provided on both Facebook and Twitter by the Exhibitions Team.

### **5.2 Online Marketing**

Events at Westbury Manor were promoted on a monthly basis via the Hampshire County Council cultural e-newsletter, Showcase. With new people signing up regularly, Showcase is now reaching over 30,000 subscribers. It regularly features both an exhibition and an object of the month as well as signposting recipients to events in their local area. In addition, the monthly e-newsletter Museums Monthly is sent to nearly 12,000 subscribers who have asked to receive museums specific information.

### **5.3 Research**

Postcodes are now routinely collected from visitors at key sites over two 3 monthly periods - January to March and June to August. Postcodes are profiled using Mosaic software and provide ongoing information on which groups of people are using and not using our services and how individual visitor profiles compare to the local area. This feeds into the service and marketing planning processes. Profiles are currently being created for the most recent postcodes, collected between January and March 2014.



## **5.4 Social Media**

The Facebook page and Twitter feed set up by the exhibitions team at Chilcomb House to promote exhibitions and events at Museums Service sites are now well established. Facebook now has 1300 “likes” and Twitter over 2100 followers. Recent posts by the Exhibitions team have promoted Rock around Fareham in February as well as The Games We Played.

Annabel Cook, May 2014



# Agenda Item 5

## Westbury Manor Museum JMC - Budget 2013/14 and 2014/15

	<b>Budget</b>	<b>Actuals</b>	<b>Budget**</b>	<b>Actuals</b>
	<b>2013/14</b>	<b>2013/14</b>	<b>2014/15</b>	<b>end Apr 2014</b>
	<b>2014/15</b>		<b>2014/15</b>	<b>2014/15</b>
	<b>£</b>			
Venue Management	<b>7,138</b>	7,138	<b>7,138</b>	595
Area Community Curator (33%)	<b>14,200</b>	13,493	<b>14,200</b>	441
Front of House Staff	<b>27,388</b>	24,205	<b>27,388</b>	3,422
Essential Maintenance and Venue Costs*	<b>32,100</b>	41,915	<b>32,100</b>	2,516
Exhibitions	<b>28,699</b>	28,699	<b>28,699</b>	2,392
Collections	<b>42,991</b>	42,991	<b>42,991</b>	3,583
Learning & Community Engagement	<b>34,475</b>	34,475	<b>34,475</b>	2,873
Management & Marketing	<b>11,050</b>	11,050	<b>11,050</b>	921
<b>Total Expenditure</b>	<b>198,041</b>	<b>203,966</b>	<b>198,041</b>	<b>16,741</b>
Income	<b>15,200</b>	17,681	<b>15,200</b>	660
<b>Net Expenditure</b>	<b>182,841</b>	<b>186,285</b>	<b>182,841</b>	<b>16,081</b>
Fareham BC contribution	71,700	71,700	64,530	0
HCC Contribution	111,141	114,585	118,311	16,081
<b>Total Income</b>	<b>182,841</b>	<b>186,285</b>	<b>182,841</b>	<b>16,081</b>

\* Due to annual fluctuations in property and maintenance costs, some years this line will be overspent as works need to be carried out and in other years the burden will be lighter. HCC will pick up any such overspend in years when more work needs to be done.

\*\* A revised presentation of the 14/15 budget will be tabled at the next JMC to reflect Q1 and Q2 as HCC budget and Q3 and Q4 as Trust budget.

In addition to the above, it is recognised that Fareham BC makes the following additional contributions:

Employees	6,200
Premises (maintenance of grounds)	5,000
Commercial rent value of Westbury Manor Mu	40,000
Central Costs (including Committee Section)	7,800
<b>Total</b>	<b>59,000</b>

When added to FBC's contribution the figures are as follows:

FBC	130,700
HCC***	111,141
<b>Total</b>	<b>241,841</b>

\*\*\* Excludes all HCC Central Costs such as Finance, HR, IT, Administration and Legal Services which are £36,431



# Agenda Item 6

<b>Committee:</b>	Westbury Manor Museum (Fareham) Joint Management Committee	
<b>Date of Meeting:</b>	9 <sup>th</sup> June 2014	
<b>Title of Report:</b>	Hampshire Solent Cultural Trust (working title) Update	
<b>Author:</b>	Janet Owen	
<b>Purpose:</b>	Provide an update on the Hampshire Solent Cultural Trust (working title) and recap on the Implementation Stage 2 consultation	

## 1. Introduction

On 25<sup>th</sup> September, 2013, the Executive Member for Culture, Recreation and Countryside at Hampshire County Council (HCC) made a decision to establish the Trust in partnership with Winchester City Council (WCC), and in principle to transfer the operation of arts and museums services to the Trust. Winchester City Council's Portfolio Holder for Economic Development has approved the same recommendations at their Council's full meeting on 6<sup>th</sup> November 2013. Final decisions regarding the details of transfer will be made during the summer of 2014.

## 2. Implementation phase

The decisions by both Executive Members allowed activity to move into the implementation phase. Since November 2013, the main focus of Officers has been on:

- Consultation with district and borough council funding partners regarding detailed proposals and with partners who support the operation of venues, including volunteer teams
- Formal consultation with staff and Unions regarding TUPE arrangements, and entering into dialogue on organisational proposals
- Undertaking work to establish the Trust, including the appointment of a 'founding board'
- Preparation of legal agreements associated with the transfer of arts and museums services
- Preparation of detailed budgets and cash flow forecasts

## 3. Progress to-date

Work on each of the strands of activity has progressed to plan since the verbal update at the last meeting.

On 7<sup>th</sup> March 2014, the Founding Board of Trustees held their first meeting as a Shadow Board. At the time of writing, the Board is composed of four members; Alan Lovell, Yinnon Ezra, Cllr Roy Perry, Leader of Hampshire County Council and Cllr Mike Southgate from Winchester City Council. The Board is chaired by Alan Lovell. In addition to agreeing the Articles of Association and Memorandum of Understanding, the Board have now registered the Trust at Companies House and submitted an application to the Charity Commission.

One of the Board's early decisions has been to formally name the Trust, the Hampshire Cultural Trust. Work is currently underway to develop a brand identity and website for the new organisation. In addition to developing a Five Year plan, which will form part of the Management Funding Agreement with the Founding Local Authorities, the Board is also undertaking work to begin developing their long term vision for the new organisation. The Board will engage District and

Borough Councils as its Core Partners and/or key stakeholders in the coming months to develop this strategic planning.

#### **4. Forthcoming milestones**

Over the summer, the Board and Founding Local Authorities will finalise the necessary legal agreements and the Executive Member/Portfolio Holder for the Founding Local Authorities will make their final decisions to transfer staff and services into the new Trust organisation. In addition, the Trust will undertake its own decision making process to accept the transfer of staff and services.

Once the final decision has been made, the two Local Authorities and the Trust will work with staff and Unions to put in place the final arrangements necessary for staff to TUPE across to the Trust in the autumn. Alongside the formal HR processes, a programme of business change activity is underway to support staff in both organisations with impending cultural change.

In addition to the mechanics of establishment of and transfer to Trust, work will take place over the summer in key areas already identified within the Implementation Plan. These areas of work include setting up a Gift Aid scheme and training staff at venues and establishing a Trading Arm.

#### **5. Fareham Borough and the Hampshire Cultural Trust**

Formal feedback was received in February from Fareham Borough Council on the detailed proposals of the Hampshire Cultural Trust. In summary, this confirmed the position to be as set out below:

- An agreement by Fareham Borough Council to fund Westbury Manor Museum at the level of £64,530 (10% less than 2013/14) for three years starting in 2014/15, with an 18 month notice period
- An understanding that the implication of a 10% reduction in funding will be a small reduction in service delivery locally
- An agreement by Fareham Borough Council to enter into a 10 year Joint Management Agreement
- Confirmation that Fareham Borough Council will become a core partner to the Trust
- Grant Payments will be made in April of each year

In addition, the Hampshire Cultural Trust will work with Head of Leisure and Community at Fareham Borough Council during 2014/15 to develop an options appraisal for a strategic vision for the integration of cultural facilities in the Borough of Fareham.

1.1.

<b>Committee</b>	Fareham Museum JMC
<b>Date of meeting</b>	9 June 2014
<b>Title of report</b>	Annual small bodies return 2013/14
<b>Author</b>	Rob Sarfas
<b>Purpose of report:</b> To present the annual small bodies return for 2013/14 for approval by the JMC and submission to external audit	

## 2. Introduction

2.1. Fareham Museum JMC is required to submit an annual return by 30 June 2014 summarising its financial activities for the financial year 1 April 2013 to 31 March 2014. This return comprises four sections:

- accounting statements
- annual governance statement
- external auditor's certificate and opinion
- internal auditor's report

## 3. Annual governance statement

3.1. Members of the JMC are asked to confirm, to the best of their knowledge and belief, whether they agree with eight statements in respect of the accounting statements for the year ended 31 March 2014.

3.2. A copy of the annual governance statement for 2013/14 is attached at Appendix B. Committee is requested to consider and approve the annual governance statement, so it can be signed by the Chair and the Committee Clerk and submitted for audit.

3.3. Appendix A contains some notes to aid discussion of the annual governance statement.

## 4. Accounting statements 2013/14

4.1. The accounting statements provide a high level summary of the 2013/14 financial activity of Fareham Museum JMC and are attached at Appendix C.

4.2. The Committee is requested to approve the accounting statements, so they can be signed by the Chair and submitted for audit.

## **5. External auditor's certificate and opinion**

- 5.1. BDO LLP are the appointed external auditors for Fareham Museum JMC and will complete this section of the return following the conclusion of their audit.

## **6. Internal auditor's report**

- 6.1. An internal audit of Fareham Museum JMC is carried out once every three years as part of a risk assessed cyclical programme. Under this programme, the last audit was carried out in 2011/12, with the next one therefore due in 2014/15.
- 6.2. Where appropriate, reliance is placed on assurance work carried out on HCC corporate systems used by the museum to avoid duplication and additional cost to the body.
- 6.3. The internal auditor's report is attached to the hard copy of the annual return.

## **7. Recommendations**

- 7.1. That the annual governance statement for 2013/14 is agreed by the Committee and signed by the Chair and Clerk.
- 7.2. That the accounting statement for 2013/14 is approved by the Committee and signed by the Chair.
- 7.3. That the internal audit report is noted.



## Appendix A

### Fareham Museum JMC – Annual Governance Statement

1. The Fareham Museum JMC budgets are governed by the financial standing orders and procedures of Hampshire County Council (HCC), with accounts prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom.

2. HCC's financial systems and procedures ensure segregation of duties, including financial limits of responsibility.

Fraud and irregularity prevention, detection and investigation is covered by HCC's internal auditors, including the assessment of the effectiveness of controls and detection processes.

3. The accounts are prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom.

4. A "Notice of Public Rights" is displayed at the museum each year, inviting anyone to arrange a time to inspect the accounts between specific dates (20 working days).

5. The museum is not owned by the Joint Management Committee and therefore all associated risks and liabilities arising from the land and built assets remain with the owners. The JMC is therefore only responsible for the financial risks associated with the running of Fareham Museum JMC.

Funding is provided to cover all costs on an annual basis by Fareham Borough Council, HCC and income generation. The museum does not therefore carry deficits or accrue reserves.

Risk is covered through reporting to the JMC, including the regular reports of the Curator.

The Fareham Museum staff are currently employed by Hampshire County Council. The staff work under the operational procedures, including financial and health and safety, of Hampshire County Council.

Budgets and updates are produced for the Joint Management Committee by officers from HCC's Arts & Museums Service. Financial support is provided by Hampshire County Council, as is the internal audit service.

6. Fareham Museum uses HCC's financial systems and procedures.

Internal audit of Fareham Museum is carried out on a cyclical basis (currently once every three years) with reliance placed on assurance work carried out on HCC's corporate systems to avoid duplication and additional costs for the JMC. This is considered an appropriate, proportionate and risk based approach to the internal audit requirements of the museum.

7. Officers have responded to matters brought to their attention via internal and external audits.
8. The annual financial accounts take into account everything relating to each financial year regardless of when the activity took place.

## Section 2 – Annual governance statement 2013/14

We acknowledge as the members of  our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

	Agreed –		'Yes' means that the body:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.			prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3 We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the body to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.
4 We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year has given all persons interested the opportunity to inspect and ask questions about the body's accounts.
5 We carried out an assessment of the risks facing the body and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6 We maintained throughout the year an adequate and effective system of internal audit of the body's accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of the body.
7 We took appropriate action on all matters raised in reports from internal and external audit.			responded to matters brought to its attention by internal and external audit.
8 We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the body and where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.

This annual governance statement is approved by the body and recorded as minute reference

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the body will address the weaknesses identified.



# Section 1 – Accounting statements 2013/14 for:

Enter name of reporting body here:

FAREHAM MUSEUM JMC

	Year ending		Notes and guidance
	31 March 2013 £	31 March 2014 £	
1 Balances brought forward	0	0	Total balances and reserves at the beginning of the year as recorded in the body's financial records. Value must agree to Box 7 of previous year.
2 (+) Income from local taxation and/or levy	0	0	Total amount of local tax and/or levy received or receivable in the year including funding from a sponsoring body.
3 (+) Total other receipts	200,848	197,380	Total income or receipts as recorded in the cashbook less the taxation and/or levy (line 2). Include any grants received here.
4 (-) Staff costs	47,880	44,836	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the body's borrowings (if any).
6 (-) All other payments	152,968	152,545	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	0	0	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	0	0	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	0	0	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the body as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the body and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these accounting statements were approved by the body on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chair of meeting approving these accounting statements:

SIGNATURE REQUIRED

Date DD/MM/YYYY

