

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, 23 February 2015
in the Westbury Manor Museum - Westbury Manor*

PRESENT:

Councillor Connie Hockley (Fareham)
(Chairman)

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

Councillors: B Bayford (Fareham) and P Latham (Hampshire County Council)

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

1. APOLOGIES FOR ABSENCE

There were no apologies of absence.

2. MINUTES

RESOLVED that the minutes of the meeting of the Joint Management Committee held on 9 20 October 2014 be confirmed and signed as a correct record.

3. WESTBURY MANOR MUSEUM JMC (CURATOR'S) REPORT FOR OCT TO DEC 2014

The Committee received a report by Erica Munro who is the curator for the Museum.

It was reported that the Soldier's Journey exhibition that ran from October 2014-Jan 2015, was a big success, as was the Edwardian Christmas Festival that was held alongside the Town Centre Christmas Light Switch On Event.

The Museum is working much closer with the Council for their future programming to incorporate exhibitions with events that are being held in the town.

The School visits to the museum have produced healthy figures and the new Dinosaur Lego display has been proving to be extremely popular, especially during the February half term break.

With the Tourist Information Centre moving out of the Museum in March there has been some internal layout changes, which has improved the tea room, and reception area.

4. DRAFT WESTBURY MANOR MUSEUM VENUE PLAN 2015-16

Annabel Cook presented a report on the draft Westbury Manor Museum Venue Plan 2015-16.

The plan whilst full and varied is flexible enough that it can be adapted to fit around any topics that may come up throughout the year.

RESOLVED that the draft Westbury Manor Museum Venue Plan 2015-16 be accepted.

5. WESTBURY MANOR BUDGET REPORT 2015-16

Annabel Cook presented a report on the Westbury Manor JMC Budget for 2015/16.

The Committee were informed that there have been no budget reductions but that there has been a re-apportioning of costs, the most significant one being the increase in the marketing budget. It was explained that this is very important as it the one thing that is currently not successful, and as such a new role of Head of Communication and Marketing has been created.

RESOLVED that the budget is accepted and agreed.

6. RISK REGISTER WESTBURY MANOR MUSEUM FEB 2015

Annabel Cook presented a report on the Risk Register for Westbury Manor Museum.

RESOLVED that the Committee accept the revised Risk Register until its next review in April 2016.

7. WESTBURY MANOR MUSEUM PARTNERSHIP AGREEMENT

The Committee considered a report by Annabel Cook on the Heads of Terms for Partnership Funding Agreement.

Councillor Latham stated that he found the document hard to comment on as it lacked any substance and there were big gaps within the document.

Annabel Cook addressed the Committee to explain that the heads of terms are merely relating to the management of the Committee and that there will be further terms to be agreed at a later date.

Councillor Mrs Hockley proposed that the terms be provisionally approved until full details are brought to the Committee.

RESOLVED that the Committee provisionally approves the Heads of Terms for Partnership Funding Agreement, subject to further details being provided within the next 6 months.

8. CULTURE CONVERSATION

The Committee received a verbal update from Annabel Cook on Culture Conversations.

She informed the Committee that every Borough will be having a culture conversation, and that Fareham's will be in April 2015. Local people and local businesses will be invited to attend the meeting to have a conversation in ideas and concerns for culture in Fareham for a 10 year plan.

Councillor Mrs Hockley informed the Committee that PUSH (Partnership for Urban South Hampshire) are going to be looking at closer working with Ferneham Hall, Ashcroft Arts Centre and Westbury Manor Museum.

Annabel Cook also informed the Committee that she will be leaving her position in the South East patch shortly as her job has changed. They are currently advertising for her vacancy.

RESOLVED that Annabel Cook be thanked for her verbal update and they wished her well for the future in her new role.

9. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Fareham Museum Joint Management Committee will take place on Monday 1 June 2015 at 10am.

(The meeting started at 10.00 am
and ended at 10.53 am).