

# 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, 31 October 2016  
in the Vannes Room - Civic Offices*

### PRESENT:

Councillor Susan Bell  
(Chairman)

**Councillors:** C Matthews (Hampshire County Council) and Mrs K Mandry

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

### 1. APOLOGIES FOR ABSENCE

An apology of absence was received from Councillor P Latham.

### 2. MINUTES

RESOLVED that the minutes of the meeting of the Joint Management Committee held on the 22 July 2016 be confirmed and signed as a correct record.

### 3. WESTBURY MANOR RE-MODELLING - PRESENTATION

The Joint Committee received a presentation from the Leisure and Community Manager updating them on the progress of the proposed re-modelling of Westbury Manor Museum. Key points highlighted were as follows:-

The planning application for the proposed building works has now been submitted. There are no major changes to the plans that have been outlined at

previous Joint Committee meetings. The Conservation Officer has been consulted on the use of outside materials and is supportive of the proposals. A copy of the application is available to view via the online Planning Portal.

Hampshire Cultural Trust has submitted a bid for £100,000 of Heritage Lottery funding and expects to hear before Christmas whether the bid has been successful.

Fareham Borough Council will be dealing with the tendering process for the construction works. Several expressions of interest have already been received. Results of tenders will be taken to the January meeting of the Executive to award the contract.

Hampshire Cultural Trust is working in conjunction with One Community to ensure that volunteers are well supported in their roles and also to identify potential new volunteers.

The Museum is likely to close in February for the building works to take place. This will be well communicated to the community to ensure there is clarity in what will be happening. The Museum is expected to re-open in late May/early June.

#### **4. WESTBURY MANOR MUSEUM JMC CURATORS REPORT**

The Joint Committee received a report by the Curator of the Museum on activities at or relating to Westbury Manor Museum, covering the period July 2016 – September 2016.

#### **5. WESTBURY MUSEUM FINANCE & REVENUE BUDGET REPORT 2016/17**

The new Head of Experience and Commercial Development from the Hampshire Cultural Trust introduced himself and confirmed that he will deliver the finance reports to the Joint Committee in the future.

In reviewing the budget position to date it was highlighted that expenditure under the Salaries budget was low compared to the forecast. It was explained that this was due to staff vacancies – in particular, the absence of a curator for two and a half months earlier in the year.

It was also highlighted that Venue Management expenditure is lower than forecasted so far this year, however the budget is likely to contain an element of contingency funding that it has not been necessary to use yet.

The Joint Committee was advised that whilst it has been a good year in terms of activities taking place, income is lower than forecasted. Given that the museum will be closed early next year whilst building works take place, it was acknowledged that the income target for the year had perhaps been too high. In working with the new Chief Operating Officer for Hampshire Cultural Trust, a clearer understanding of what drives Key Performance Indicators will be developed to help improve future budget setting and reporting.

RESOLVED that the Joint Committee note the 2016/17 budget update.

**6. DATE OF NEXT MEETING**

The Chairman advised that a new management agreement for the museum has been drafted and is being considered by Hampshire Cultural Trust.

RESOLVED that the date of the next meeting be set once the outcome of the new draft management agreement has been confirmed.

(The meeting started at 9.30 am  
and ended at 10.05 am).