

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, 8 October 2013
in the Westbury Manor Museum, Fareham*

PRESENT:

Councillor Connie Hockley (Fareham)
(Chairman)

Councillors: County Councillor G Ringrow (Hampshire County Council)

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

1. APPOINTMENT OF CHAIRMAN

A motion was proposed and seconded that Councillor Mrs C L A Hockley continue as Chairman of the Fareham Museum Joint Management Committee for the coming year.

RESOLVED that Councillor Mrs C L A Hockley be appointed Chairman of the Fareham Museum Joint Management Committee for the coming year.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillor P Latham (Hampshire County Council) and Councillor B Bayford (Fareham).

3. APPOINTMENT OF VICE-CHAIRMAN

A motion was proposed and seconded that County Councillor G Ringrow be appointed Vice-Chairman of Fareham Museum Joint Management Committee

RESOLVED that County Councillor G Ringrow be appointed Vice-Chairman of Fareham Museum Joint Management Committee.

4. MINUTES

RESOLVED that :-

- (a) subject to the deletion of Minute 6 (b) and 6 (c) which makes reference to a presentation being made to Committee members regarding the Museum Accreditation Scheme, the minutes of the meetings of Fareham Museum Joint Management Committee held on 4 February 2013 be confirmed and signed as a correct record; and
- (b) the minutes of 20 June 2013 be confirmed and signed as a correct record.

5. WESTBURY MANOR MUSEUM - CURATOR'S REPORT

The Joint Management Committee considered a report by the South East Area Curator, Tom de Wit, on activities relating to the Museum during the period May to September 2013.

Members welcomed Mr John Gregory, a representative of the Museum Volunteer Team to the meeting. Mr de Wit reported on the success of the Volunteer Team whose work and specialist skills and knowledge has developed beyond supporting basic operational service delivery to making a significant contribution to the delivery of projects and exhibitions at the Museum.

The report described the benefits of closer working with Ashcroft Arts Centre which it is hoped will inspire future engagement with the arts. Also, the museum has continued to support the work of the Council's town centre and parks and open spaces teams in the delivery of outdoor events and activities, in particular in relation to Fareham in Bloom.

Reference was also made to the extremely contribution of the Friends of Fareham Museum in supporting the work of the museum in the community. It was reported that several members of the volunteer team had joined the Friends Group including the Chair of Cultural Journeys, a community organisation.

Visitor figures were reported as being higher than at the same time in the previous year, with a significant increase in visitors during April and May 2013 attributed to the Lego Mania programme. With regard to the work of the Community Engagement and Learning Team, members were informed that the team was currently working on the local elements of the forthcoming Meet the Victorians exhibition with Westbury Volunteers and local schools, as well as planning for the commemorations (in 2014) of the beginning of the First World War; which includes the "Entrenched WW1" project with local secondary schools.

Referring to minute 6 of 4 February 2013 regarding the Arts Council Museums Accreditation Scheme, the Strategic Manager for Visitor Services advised that feedback from the Arts Council indicated full accreditation would be recommended for Westbury Manor Museum.

Members, officers and representatives of Friends of Fareham Museum expressed their gratitude for the hard work undertaken by the Volunteer Team and their invaluable contribution to the services provided by the Museum.

6. PRESENTATION - BIG THEME 2014

The Curator provided the Committee with information about the Big Theme for 2014, an on-going project whose main focus is "to make stronger through partnerships in Hampshire". Members were advised that:-

- The aim is to tell the national and international story of Hampshire's unique role in World War 1 and to make this relevant to local people of all ages.
- Arts Council England have provided significant funding for partnership working between Hampshire County Council, Winchester City Council and Southampton City Council.
- Working in partnership enhances capability, provides an opportunity for better exhibitions and increased visitor numbers.

The proposed partnership activities include:-

- Soldiers Journey- intended to portray the contribution made by Hampshire to World War 1. It will be a multi venue exhibition whereby each venue will present the same themes but illustrated with local stories. The exhibition will be held between 11 October 2014 to 11 January 2015 with other events and activities leading up to this. The exhibition will be presented at 10 venues, including Westbury Manor Museum.
 - The Artists Rifles – a touring art exhibition.
 - Trenchcoat – a contemporary art exhibition.

RESOLVED that the Curator be thanked for the information provided in his presentation.

7. WESTBURY MANOR MUSEUM OPENING HOURS

The Committee considered a report by the Curator which reviewed the Museum's current opening hours and presented options for the Joint Management Committee to consider concerning the re-introduction of Monday opening.

Members discussed the advantages/disadvantages of the proposed options.

The options were:-

- Option 1 – Re-open on Mondays and close Wednesday or Thursday; or
- Option 2 - Earlier closing on all days to enable 6-day opening (Monday to Saturday)

The Curator advised members that following a further study of attendance figures, it was proposed that if Monday opening was approved the most suitable day for

closure was Wednesday. It was confirmed that the Tourist Information Centre had been made aware of the proposals.

Overall, members expressed their preference for Option 2. However it was acknowledged that this option needed to be analysed more fully taking into account the operational and financial issues involved. It was therefore proposed that initially Option 1 be adopted for a trial period of 12 months. This would allow sufficient time to assess the impact of the revised opening times and explore Option 2 proposals in more detail. The Joint Committee requested that the impact of adopting Option 1 be reviewed at the end of 6 months from the date introduced.

Mrs Clapperton suggested that in light of the forthcoming changes to the opening hours, it would be helpful if an answerphone message was installed to advise callers of the days and times the Museum is open.

RESOLVED that:-

- (a) Option 1 - the opening of the Museum on Mondays and closure on Wednesday for a trial period of 12 month (to be reviewed 6 months from the date of introduction) be approved; and
- (b) Option 2 – (opening Monday to Saturday with earlier closing by one hour on weekdays and two hours on Saturdays), be given further consideration once the impact of Option 1 has been established.

8. BUDGET 2013/14 UPDATE

The Committee considered a report on the budget for 2013/14 presented by Annabel Cook, (Area Arts and Museums Manager, South East).

RESOLVED that the budget for 2013/14 be agreed.

9. HAMPSHIRE SOLENT CULTURAL TRUST - UPDATE

Tim Kelly, (Strategic Manager Visitor Services), gave a verbal update to members on progress relating to the Hampshire Solent Cultural Trust Project.

It was reported that in September 2013, Hampshire County Council had made the decision to establish the Trust and, in principle, to transfer services and staff during 2014/15, in partnership with Winchester City Council. The final decision on transfer arrangements would be made in Spring 2014. It was anticipated that it would take 2-3 years for the trust to become established. During the interim period it was hoped that the existing Westbury Manor Museum leasing and funding arrangements between the County Council and Fareham Borough Council might continue.

Members were informed that the period of consultation with district authorities had now begun and the consultation documents containing the detailed proposals would be sent to FBC officers very shortly.

In light of the above, the Chairman requested that an item concerning a review of the Deed of Variation for Westbury Manor Museum be put on the agenda for the next Joint Committee meeting.

RESOLVED that:-

- (a) the information regarding progress on the Hampshire Solent Cultural Trust project be noted; and
- (b) an item regarding the review of the Deed of Variation for Westbury Manor Museum be added to the agenda for the next meeting.

10. DATE OF NEXT MEETING

RESOLVED that the next meeting of Fareham Museum Joint Committee will take place on Tuesday, 4 February 2014 commencing at 10.00am in Westbury Manor Museum.

(The meeting started at 10.00 am
and ended at 11.00 am).