

FAREHAM BOROUGH COUNCIL/HAMPSHIRE COUNTY COUNCIL

Minutes of the Fareham Museum Joint Management Committee

*Minutes of a meeting held on 22 January 2010
at Westbury Manor, Fareham*

PRESENT: Councillor Mrs C L A Hockley (Fareham)
(Chairman)

Councillors: Councillor D C S Swanbrow (Fareham)

**Other
representatives:** Mrs B Clapperton (Friends of Fareham Museum)

1. APPOINTMENT OF CHAIRMAN

RESOLVED that Councillor J V Bryant (Hampshire) be appointed Chairman of the Joint Management Committee for the coming year.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor R H Price, JP (Hampshire), J V Bryant (Hampshire), and Councillor M F Godrich (Friends of Fareham Museum).

3. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED that Councillor Mrs C L A Hockley (Fareham), be appointed Vice-Chairman of the Joint Management Committee for the coming year.

4. MINUTES

RESOLVED that, the minutes of the meeting of the Fareham Museum Joint Management Committee held on 14 September 2009, be confirmed and signed as a correct record ([fm-090914-m](#)).

5. WESTBURY MANOR MUSEUM - PROGRESS AND DEVELOPMENT REPORT AND EDUCATION UPDATE

The Joint Management Committee considered a report by Thomas de Wit, Community Curator providing an update on the general progress and performance of the Museum and an additional report by Emma Hart, Education Officer which

provided a summary of Schools Education to date (copy of report [fm-100122-progress report](#) and [fm-100122-education update](#) appended to signed minutes).

(a) Recent Developments:

Retail

It was reported that significant effort had been made to improve retail available within the shop. It was felt that this could contribute in the generation of visitors to the Museum as well as income and could improve the experience had by all. It was noted that shop income was currently up to 71% on the previous year.

Additional uses for the Museum - Ghost Hunts!

It was reported that in November the Museum held its first paranormal investigation with was held between 10pm and 3am. The event secured various colour features in the News and The Echo and included interviews on local radio stations and a filmed interview for the Echo.

Income was generated for the Museum and similar events are scheduled for the New Year with the aim of the Museum engaging with the public in an alternative way.

(b) Media Coverage

The Museum had secured newspaper coverage on numerous different stories including the Ghost Hunt (referred to in (a) above) and local stories such as toys from WW2 PoW camp at East Cams. Examples of recent media coverage were circulated to members at the meeting.

(c) Events Programme:

Events since the last meeting held in September 2009:

It was reported that since the last meeting of the Committee the Museum had held numerous events, as listed below:-

- Fareham Family History Day
- Children's Woodcarving Workshop
- Bus Trip along Portsdown Hill and ASWE
- Arrrrgh! Halloween!
- Christmas Crackers

The majority of the events listed above occurred during October and contributed towards an extremely successful month with attendance up by 20% on the previous year at over 3,500 visitors.

(d) Forthcoming Events

Forthcoming events at Westbury Manor Museum over the coming months included:-

- A Textile Adventure
- Fossilised Fashions - Half Tern Craft Activity
- Hunter Gatherers at Hill Head

- Wood You Believe it

(e) Exhibitions Programme

Exhibitions since the last meeting held in September 2009:

- **Discover ASWE, Discover your family History**

Very successful and well attended, including apprentices. This exhibition led to a donation being made to the Museum of the MoD publication entitled "History of ASWE" - which was the first ASWE item in the Museum's collection.

- **Fareham Woodcarvers**
- **Ladybird Make and Do**

Great exhibition attended by young and old alike.

(f) Forthcoming Exhibitions

Forthcoming exhibitions over the coming months included:-

- 09 and Beyond;
- Wild about Fareham - Countryside and Culture in and around Fareham;
- Alex Jones Wood Sculpture.

(g) Pride of Place

The Pride of Place was currently showcasing a display of Ladybird books to coincide with the Ladybird Make and Do exhibit.

(h) Visitor Figures

It was reported that the visitor figures for the calendar year from January 2009 showed a 5% increase to that in 2008 and indicated the highest number of visitors since before 2003. A steady increase since the Museum re-opened after the refurbishment of 2005-2006.

A table of visitor numbers is shown below:-

Visitor Figures Table:

	2003	2004	2005	2006	2007	2008	2009
January	2192	2183	1729	CLOSED	2858	2374	2964
February	3291	2848	2936	1990	2557	3499	3182
March	2182	2164	2342	1850	2511	1943	3368
April	2551	2268	2423	2396	2173	3222	3118
May	2833	2926	2153	2690	2546	2782	2138
June	4015	3523	2448	2470	2887	2671	2615
July	2992	2926	3126	2576	2574	2654	3065 (+15%)
August	2612	3534	3090	3632	3171	3437	3781 (+10%)

Sept.	2351	3549	1601	3174	2553	2813	2206
October	3132	3537	949	3219	3019	2921	3514
November	2765	2851	CLOSED	2459	2546	2491	2496
Total Calendar Year to November	30,916	32,289	22,797	26,456	27,135	30,807	32,447 (5% up on 2008)
December	2144	2017	CLOSED	2079	2134	2162	

(i) Education Report

The Community Curator provided the Committee with an update on the provision of the Education Service from July 2009 until the beginning of January 2010.

Current work in progress and/or completed included:-

- Myth and Legend Exhibition during July/August - two groups completed Key Stage 2 led sessions in July, including a Home Education Group.
- Storyteller Sessions on Myths and Legends over the summer holidays and two days of workshops for families.
- Summer programme of activities was very successful with linked themes to Myth and Legend including Knights and Princesses and daily free drop in make and take sessions.
- Halloween and Christmas activities proved very popular with a Halloween trail developed by the Education Officer with over 90 entrants and free Christmas themed activities for children and families.
- Local History sessions re-written to incorporate changes to teaching styles. Three classes at a local school received sessions with the Education Officer with 100% positive feedback.
- The continuation of the training of Wicor School Museum Curators.
- Continued building of contacts with headteachers and teachers at various schools across the Borough.

RESOLVED that:-

- (a) the reports be received and noted; and
- (b) the Community Curator and the Education Officer be thanked for their work undertaken.

6. REVENUE BUDGET FOR 2010/11

The Joint Management Committee considered a draft report by the Head of Hampshire Museums and Archives Service on the 2010/11 revenue budget (copy of report [fm-100122-budget report](#) circulated with agenda and appended to signed minutes). The report was presented by Ian Douth, Operations Manager (Hampshire Museums and Archives Services).

Members considered the report at length and expressed regret that the current pressure on local authority finances meant that efficiency savings have to be made across all service areas including funding for the Museum.

It was hoped that affects to services resulting from the 10% reduction in funding from Fareham Borough Council would be minimal. The Community Curator and representatives from Hampshire County Museum and Archives Service advised that further work would need to be undertaken to consider the impact that the reduction in funding would have on the operation of Westbury Manor Museum. Members of the Committee would be advised of this in due course.

RESOLVED:-

- (a) that the 10% reduction in the funding contribution by Fareham Borough Council for 2010/11 to £85,365 be noted;
- (b) that in light of the 10% reduction in funding from Fareham Borough Council, Hampshire County Council will need to evaluate the impact on service delivery at Westbury Manor Museum, including the position of Hampshire County Council regarding its funding contribution to the service; and
- (c) that the constituent authorities be notified of the contributions outlined in the report and of the reduction of 10% to the Fareham Borough Council's contribution for 2010/11.

7. SERVICE PLAN FOR 2010/11

The Committee considered a report by the Community Curator which provided a draft of the Westbury Manor Museum Service Plan for 2010/11 (copy of the report – [fm-100122-service plan](#) circulated with agenda and appended to signed minutes). It was noted that the themes for development in 2010/11 are as follows:-

- Audience Development and Consultation
- Interpretation
- Retail and Income Generation
- Learning and Community Resources
- Access and Outreach
- Collections
- Temporary Exhibitions
- Workforce

RESOLVED that the draft Service Plan for 2010/11 be received and noted.

8. DATE OF NEXT MEETING

RESOLVED that the date of the next meeting of the Fareham Museum Joint Management Committee will be held on Monday, 29 March 2010 at 10am in Westbury Manor Museum.

*(The meeting started at 10.00am
and ended at 11.26am)*