

FAREHAM BOROUGH COUNCIL/HAMPSHIRE COUNTY COUNCIL

Minutes of the Fareham Museum Joint Management Committee

*Minutes of a meeting held on 23 September 2010
at Westbury Manor, Fareham
(to be confirmed at the next meeting)*

PRESENT: Councillor J V Bryant (Hampshire)
(Chairman)

Councillor Mrs C L A Hockley (Fareham)
(Vice-Chairman - in the Chair)

Councillors: R H Price, JP (Hampshire)

**Other
representatives:** Mr M F Godrich (Friends of Fareham Museum)

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D C S Swanbrow (Fareham) and Mrs B Clapperton (Friends of Fareham Museum)

2. MINUTES

RESOLVED that, the minutes of the meeting of the Fareham Museum Joint Management Committee held on 1 July 2010, be confirmed and signed as a correct record ([fm-100701-m](#)).

3. 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-100923-progress report](#) and [fm-100923-education update](#) appended to signed minutes).

(a) Events Programme:

Events since the last meeting held in July 2010:

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

- 'Summer of Love' Activities
- Crafty Tuesdays in August

(b) Forthcoming Events

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

- Bad Hair Day - Inspired by the 'Cutting Edge' exhibition (Half Term)
- Westbury Manor Traditional Christmas 2010 - Christmas activities and traditional craft stalls
- Christmas at Westbury Manor 2011 - In partnership with Fareham Lions Club

(c) Exhibitions Programme

Exhibitions since the last meeting held in July 2010:

- Six Days that Rocked the World

(d) Current Exhibition

The current exhibit taking place is Treasures from the Archives which was a locally developed exhibition in partnership with the Hampshire Record Office and Wessex Film and Sound Archive in Winchester.

(e) Forthcoming Exhibitions

Forthcoming exhibitions over the coming months included:-

- Cutting Edge - A History of Human Hair
- Local Heroes
- Fareham Woodcarvers
- The Forgotten Emperor - Battles, Betrayal and Murder in Roman Britain

(f) External Funding, Income and Efficiency

(i) Renaissance South East

During the financial year, Westbury Manor Museum had delivered services to the local community supported by over £30,000 of external funding from Renaissance South East

(ii) Exhibition Sales

During the IoW Festival exhibition, £200 was made in commission on exhibition-related sales. This was against total exhibition sales of £800.

(iii) Museum Shop

Performance by the Museum Shop had continued to improve following an impressive year last year. Shops sale had increased by 31% for the first four months of the year over the previous year despite the challenging economic environment.

(iv) Coffee Shop

It was reported that the coffee shop continued to remain popular and that sales for the first four months had increased by 1.15% on last year's figures.

(v) Efficiency and Financial Sustainability

It was noted that there had been considerable efficiencies made in providing this year's Exhibition Programme through use of facilities from the Renaissance funded Local Heroes project and the services of Hampshire Records Office and Wessex Film and Sound Archive (both Hampshire County Council Services).

(g) Marketing

It was reported that the Marketing Officer for Hampshire County Council's Museum Services had conducted an in depth visitor surveys and analysis of visitors this year. The work funded by Renaissance had proved valuable to enable improvement to the way the Museum meets its visitor's needs and attracts a new audience.

The Committee discussed the signage to direct visitors to the Museum and suggested that this may be an area for improvement.

(h) Local Hampshire County Council and Fareham Borough Council Partnership Projects

Forthcoming partnership projects included:-

- **A Game of Two Halves** - It was noted that partnership working was being carried out with Fareham Borough Council's Leisure Development Manager and the Community Football Development Manager on the football exhibition project looking at the relationship between Portsmouth and Southampton Football Clubs. A meeting to discuss this further had been scheduled to take place on 20 September 2010 to develop the project.
- **The 1948 London Olympic Torch** - It was reported that work was currently being progressed on this project between Martina Heath, Community Football Development Officer, Lloyds TSB and Local Heroes.

(i) Visitor Figures

A table of visitor numbers is shown below:-

Visitor Figures Table:

	2003	2004	2005	2006	2007	2008	2009	2010
January	2192	2183	1729	CLOSED	2858	2374	2964	1762
February	3291	2848	2936	1990	2557	3499	3182	2367
March	2182	2164	2342	1850	2511	1943	3368	3347
April	2551	2268	2423	2396	2173	3222	3118	3367
May	2833	2926	2153	2690	2546	2782	2138	2687
June	4015	3523	2448	2470	2887	2671	2615	2696
July	2992	2926	3126	2576	2574	2654	3065	2935
August	2612	3534	3090	3632	3171	3437	3781	3342
Total, year-to-date: (2010 showing recovery after poor start due to bad weather)				17,604	21,277	22,582	24,231	22,503
Sept.	2351	3549	1601	3174	2553	2813	2206	
October	3132	3537	949	3219	3019	2921	3514	
November	2765	2851	CLOSED	2459	2546	2491	2496	
December	2144	2017	CLOSED	2079	2134	2162	1808	
Total Calendar Year	33,060	34,306	22,797	28,535	29,269	32969	34,255 (4% up on 2008)	

(j) Education Report

The Community Curator provided the Committee with an update on the provision of the Education Service from July to September 2010.

It was reported that the school summer holidays meant that there had been no school bookings during this quarter. This had allowed the Education Officer to catch up with paperwork, sort through and develop the permanent sessions on offer, as well as take part in the summer family activities programme.

Current work in progress and/or completed included among others:-

- The Summer of Love family activity programme - this involved a self-led trail, self-led activities and 4 drop in family activity days, designed and resourced by Emma, Education Officer. The activities were linked with local exhibitions and the 1970's IOW Festival.
- Plans for the next 3 months period included investigating the feasibility of running a 'Campaign: Make an Impact' project with a local school using the local warehouse story also the possible development of a murder mystery session with schools.

RESOLVED that:-

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

4. MUSEUM AND ARTS STRATEGIC REVIEW

The Committee received a verbal update from Dr Janet Owen, Head of Museums, Arts and South East Hub regarding the Museums and Arts Strategic Review.

Members received an update regarding the future of Renaissance and future funding and were advised that the future was currently unclear due to the expected outcome following the forthcoming Comprehensive Spending Review.

RESOLVED that a further update be provided to the Committee regarding funding streams following the outcome of the Comprehensive Spending Review on 20 October 2010.

5. SERVICE PLAN 2010/11

The Committee received a report by the Hampshire County Council Museums and Archives Service, in partnership with Fareham Borough Council regarding the final Service Plan for 2010/11 (copy of report [fm-100923- service plan final 2010-11](#) circulated with agenda and appended to minutes.)

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

6. FINANCE REPORT 2010/2011

The Committee received a report by the Community Museums Team Manager regarding the Finance Report for 2010/2011 (copy of report [fm-100923-finance report 2010/2011](#) circulated with agenda and appended to signed minutes).

RESOLVED that the Finance Report for 2010/2011 be received and noted.

7. DATE OF NEXT MEETING

RESOLVED that the date of the next meeting of the Fareham Museum Joint Management Committee will be held on Monday, 17 January 2011 at 10am in Westbury Manor Museum.

*(The meeting started at 10.00am
and ended at 11.02am)*