

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 14 April 2011
at Westbury Manor Museum, Fareham*

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

Councillor J V Bryant (Hampshire)
(Vice-Chairman)

Councillors: D C S Swanbrow (Fareham) and R H Price, JP (Hampshire).

Other representatives: Mrs B M Clapperton and Mr M F Godrich (Friends of
Fareham Museum)

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

RESOLVED that the minutes of the meeting of the Fareham Museum Joint Management Committee held on 17 January 2010 be confirmed and signed as a correct record ([fm-110117- m](#)).

Arising from consideration of the minutes, the Chairman enquired as to whether there had been progress in respect of the matters referred to in Minute 6 (c) and Minute 7 (b). It was agreed that officers would provide the Chairman with an update on progress as soon as possible.

3. STAFF REORGANISATION

As agreed at the last meeting, the Curator informed the Committee of the postholders to the new team, as from 1 July 2011, following recent internal reorganisation. The team comprised

Kathryn Jehan	Visitor Services Assistant
Julie Carter	Visitor Services Assistant
Garry Freeman	Museum Assistant
Janet Wildman	Community Engagement and Learning Officer for SE Hants (comprising Fareham, Gosport and Eastleigh)

Emma Hart Assistant Community Engagement and Learning Officer for
SE Hants (comprising Fareham, Gosport and Eastleigh)

Reference was also made to those members of staff who would be leaving the Museum service at the end of June, namely, Tony Rye, Christine Mondey and Carole Ball and it was proposed that a letter be sent to these members of staff on behalf of the Joint Management Committee thanking them for their contribution to the work of the Museum over a number of years.

RESOLVED that the Chairman, on behalf of the Joint Management Committee, write to the above staff members to thank them for their contribution to the work of Westbury Manor Museum.

4. WESTBURY MANOR MUSEUM - CURATOR'S REPORT

The Joint Management Committee considered a report by the Community Curator which provided an update on the performance of the Museum, for the period January to March 2011, including details of the Education Service (copy of report [fm-110414-curator's report](#) circulated with agenda and appended to signed minutes).

(a) Events /Activities/Community Exhibitions

- The Fareham and Gosport Local Heroes Project - the Committee was informed that this project had provided a platform for a range of family activities particularly over the February half-term. The Local Heroes Exhibition, which ran from 15 January to 26 February 2011, was developed in partnership with Gosport Gallery and paid for by external funding secured by the Museums Service. It was noted that there had been a significant level of community interest and participation in this project. Copies of various articles about the exhibition which had appeared in The News were circulated at the meeting and it was reported that there had been coverage on both local TV and radio. Members were informed that as a result of the Exhibition the new Bus Rapid Transit route between Gosport and Fareham is to be named after Henry Cort in acknowledgement of his connection to both towns.
- Children's Woodcarving Workshop - this provided a rare opportunity to provide an intensive training session for 8 local children.
- Royal Wedding Street Party (21 April 2011) - members were informed that the Museum would host this event which had been organised working in partnership with Fareham Council officers, particularly the Fareham Play Rangers Service, Parks Team and Football Development Manager. The event would be held between 2pm and 4pm and it was hoped that attendance would be high.
- Music Month (April 2011) - working in partnership with the Town Centre Manager, the Museum was taking part in this event.
- Other Community Exhibitions included the Pride of Place display which featured a display of carved miniature and full size figureheads and also secured an item in the News. The exhibition provided by the Museum Service

exhibition team and currently on show until 9 July 2011 is "The Forgotten Emperor". Members were advised that the exhibition features a number of Roman artefacts from various museums, one item being the only existing copy of a casting taken directly from the original Silchester Eagle.

(b) Visitor Figures

The Committee considered the details of the total number of visitor figures for the financial year from April 2010 to 31 March 2011(30,752), which it was reported was down 5% on the figure for 09/10. Members were reminded that, as reported at the last meeting, severe winter weather conditions particularly in December 2010 had impacted on numbers and a changeover of exhibitions in March 2011 had also led to a reduction in visitor numbers for that month. It was hoped that the Royal Wedding Street Party event on 21 April 2011 would boost visitor numbers.

A table of visitor Figures is shown below:-

Visitor Figures Table:

	2005	2006	2007	2008	2009	2010	2011
January	1729	CLOSE D	2858	2374	2964	1762	1946
February	2936	1990	2557	3499	3182	2367	2402
March	2342	1850	2511	1943	3368	3347	2659
April	2423	2396	2173	3222	3118	3367	Total 1/4/2010 To 31/03/2011 30,752
May	2153	2690	2546	2782	2138	2687	
June	2448	2470	2887	2671	2615	2696	
July	3126	2576	2574	2654	3065	2935	
August	3090	3632	3171	3437	3781	3333	
Sept.	1601	3174	2553	2813	2206	2124	
October	949	3219	3019	2921	3514	2471	
Novembe r	CLOSE D	2459	2546	2491	2496	2530	
Decembe r	CLOSE D	2079	2134	2162	1808	1563	
Total Calendar Year	22,797	28,535	29,269	32969	34,255	31,221	

(c) Caring for collections and providing specialist knowledge and advice

The Committee was informed of the type of work undertaken by the conservation and collection teams particularly in relation to the current The Forgotten Emperor exhibition and it was noted that the Silchester Eagle cast had been made at Chilcomb House, Winchester by a member of the service Collections team. It was reported that the museum had received objects either in the form of donations or as items submitted for identification from visitors. Regarding donated items, it was

suggested that it might be useful to have a centrally available database listing the donated artefacts which, with the consent of the donor, could then be shared and exhibited by other museums who were interested in that item. The Curator agreed to investigate this proposal further.

(d) Inspiring learning and community engagement/school visits and outreach work

Members were informed of the work undertaken by Emma Hart, (Assistant Community Engagement and Learning Officer), with local schools, during the period January to March 2011 which included information about input into the Young Roots Project (in partnership with the Ashcroft Arts Centre) part of the Heritage Film Project. The total number of pupil visits amounted to 362 pupils with 79 accompanying adults and included visits by students from Eastleigh and Itchen colleges. Details were provided of the various outreach activities involving local schools including the Education Officer's participation in the EBP Science Fair at Portsmouth Historic Dockyard, whose aim was to bring museum science activities and promote local museum schools workshops to local schools. The total outreach figures to school aged children for the period January to March 2011 amounted to 350 pupils and 30 accompanying adults. Information was also provided regarding other areas of work also undertaken. The Committee acknowledged the work undertaken by Emma and the impact it had made on the Education Service.

(e) Marketing and Management

- Marketing:- it was noted that the Marketing Manager, Wendy Newton would be assisting in the development of future marketing activity.
- Other promotional activity: - reference was made to the "What's On" brochure covering April to September which has a wide distribution to local museums, libraries and visitor attractions. Copies of the latest brochure were circulated at the meeting for members' information. In addition, it was reported that the "Enjoy Hampshire's Museums" leaflet is similarly distributed county-wide. As well as making information available through the website, press releases were also sent to local media for each exhibition and major event.
- Shop sales:- it was noted that shop sales have continued to grow month on month and in particular the Roman exhibition had provided inspiration for a range of souvenirs/objects for sale.

(f) Maintenance and Health and Safety

The Committee was informed that the team will be undertaking an extensive programme of Facilities Management Health & Safety based training and Fire safety training providing an update to all team members. The training will be extended to include members of the Learning and Community Engagement team and senior managers.

RESOLVED that:-

- (a) the report be received and noted;

- (b) the Community Curator be thanked for his interesting and informative report and requested to relay the Committee's best wishes to the new team for July 2011.

5. GIFTS PRESENTED BY THE FRIENDS OF FAREHAM MUSEUM

The Joint Management Committee considered a report by Mrs B M Clapperton, (Friends of Fareham Museum) which, as requested by the Committee, identified the gifts presented over the years by the Friends to Westbury Manor Museum (copy of report [fm-110414-bmc](#) circulated with agenda and appended to signed minutes)

In response to an enquiry about the Portchester Castle Archive, members were informed that the archive was privately held and since the Museum was not able to meet the purchase price the archive had not been acquired. The Curator expressed the view that this was a very interesting archive which the Museum would like to acquire if possible.

RESOLVED that Mrs Clapperton be thanked for the information provided in her report.

6. DATE OF NEXT MEETING

The next meeting will take place on Monday 23 May commencing at 10.00 am in Westbury Manor Museum.

(The meeting started at 11.00 am and ended at 12.10 pm)