

FAREHAM BOROUGH COUNCIL / HAMPSHIRE COUNTY COUNCIL

Minutes of the Fareham Museum Joint Management Committee

*Minutes of a meeting held on 30 January 2012
at Westbury Manor Museum, Fareham*

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

Councillors: B Bayford (Fareham)

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

1. APOLOGIES FOR ABSENCE

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

2. MINUTES

RESOLVED that the minutes of the meeting of the Fareham Museum Joint Management Committee held on 20 October 2011 be confirmed and signed as a correct record ([fm-111020-m](#)).

3. WESTBURY MANOR MUSEUM CURATOR'S REPORT

The Joint Management Committee considered a report by the Area Community Curator regarding general progress and performance from October to December 2011 (copy of report [fm-120130-curator's report](#) circulated with agenda and appended to signed minutes).

The report provided details of various events and exhibitions which had been held between October and December 2011. In particular it was noted that the Museum was the venue for the Olympic Torch Route Announcement Event on 7 November 2011. The event had been organised by the Council's Leisure and Community Team, in conjunction with local schoolchildren and teachers, and was attended by the Mayor and Executive Leader who announced that the 2012 Olympic torch would be coming through Fareham. Loan of the 1948 Olympic Torch had been secured for this event which also contributed to its success.

Details were also provided of visitor number, formal education provision and on-going promotional work. The Committee noted that unfortunately there had been a drop in the total number of visitors for 2011 as compared to the previous year, but it was hoped that figures would increase in 2012 in response to the programme of events/activities linked to the Olympic and Jubilee themes.

RESOLVED that the Area Curator be thanked for his informative report.

4. WESTBURY MANOR MUSEUM - OUTLINE DRAFT SERVICE PLAN (2012/13)

The Joint Management Committee considered a report by the Community Curator concerning Westbury Manor Museum outline draft Service Plan for 2012/13 (copy of report [fm-120130-draft service plan](#) circulated with agenda and appended to signed minutes).

RESOLVED that the information contained in the Outline Draft Service Plan 2012/13 be noted.

(At the request of the Chairman, the following item was brought forward for consideration)

5. PHASE 2 - ARTS AND MUSEUMS UPDATE

The Joint Committee received a verbal presentation from Dr Janet Owen, Head of Museums and Arts, which provided an update on Phase 2 of the Arts and Museums Strategic Review. The Committee was referred to the document entitled "A Creative Plan for Hampshire County Council Arts and Museum Service, 2012-15 (Final Draft)" (copy of [fm-1201310-post strategic plan](#) circulated with the agenda and appended to the signed minutes).

The Committee was informed that, following the end of the consultation period in December 2011, the draft Strategic Plan had been considered by Hampshire County Council (HCC) Select Committee on 12 January 2012 and subsequently approved by the HCC Executive Member for Culture and Recreation on 20 January 2012. It was intended that Phase 2 of the Strategic Review would be implemented on 1 May 2012.

Dr Owen also reported that a second report considered by the Select Committee concerned the proposal for a Fully Integrated Merger of Museum Services. This would involve the proposed development (subject to the approval of each local authority) of a charitable trust, limited by guarantee, to deliver arts, museums and heritage services for Hampshire, Southampton and Winchester local authorities. It was expected that consultation on this proposal would take place up until July 2012. Concern was expressed about how such a proposal might affect smaller community museums, such as Westbury Manor Museum, if the merger of the 3 local authorities went ahead. Dr Owen was of the view that a change in governance arrangements would not necessarily have an adverse impact on the provision of service or the experience of local residents.

The Chairman made reference to the future changes in the management structure for Westbury Manor Museum and Ashcroft Art Centre and enquired about future proposals regarding the Ashcroft building. In response, Dr Owen stated that as part

of the Strategic Plan a review of all assets would be undertaken, what services are delivered and the venues used etc. and part of this process would include a review in conjunction with HCC Property Services.

RESOLVED that Dr Owen be thanked for her presentation and the information provided.

6. DEVELOPING THE VOLUNTEER FRAMEWORK FOR MUSEUMS

The Joint Management Committee received a presentation from Stephen Lowy, Community Museums Manager, on developing the volunteer framework for Community Museums. Members were reminded that at the JMC meeting on 20 October 2011 reference had been made to the proposal that Community museums would deliver their service through the development of a Professional/Volunteer model. It was emphasised that at a local level, the professional team remained as the Curator, Visitor Services Assistants and Community Engagement and Learning team as did the Central Professional Services team involved with Collections, Exhibitions and Marketing/Management.

Mr Lowy circulated a pack of information containing details of the purpose of the volunteer role, typical tasks/duties involved, the level of commitment required, the recruitment and selection process and training programme. It was noted that the emphasis was for volunteers to undertake "front of house" duties such as welcoming visitors to the site, assisting with retail and cafe sales assisting with setting up and maintenance of events, exhibitions and activities etc. It was hoped that ideally around 15 volunteers would come forward to assist at the Museum. Recruitment was to start in February 2012 with the interview and selection process expected to be completed by the end of May 2012. To facilitate volunteer training, there would be a limited period of closure of the Museum during May 2012.

Members of the Joint Committee were asked if they had any suggestions/ideas to support the process of attracting volunteers. Ideas put forwarded included:-

- The Area Curator contact Community Action Fareham Volunteer Bureau;
- An offer by Mrs Clapperton offer to distribute volunteer packs to members of The Fareham Society;
- A proposal that members of local history groups be contacted to see if they would be interested in receiving information; and
- Arrangements be made for information about the volunteering campaign to be posted on Fareham Borough Council's website.

RESOLVED that:-

- (a) Mr Lowy be thanked for the detail information provided; and
- (b) Copies of the volunteer information packs circulated at the meeting be sent to Councillor J V Bryant, Vice-Chairman and Councillor R H Price, JP who had been unable to attend.

7. FINANCE REPORT AND BUDGET PROPOSAL FOR 2012/13

The Joint Management Committee considered a report by the Community Museums Manager concerning the finance and budget proposal for 2012/13 (copy of report [fm-120130-finance and budget report](#) circulated with agenda and appended to signed minutes).

In response to an enquiry about possible future reductions in the Hampshire Museums Service budget, the Committee was informed that currently it is not anticipated there will be any significant reduction. It was noted that Appendix 1 to the report regarding the Westbury Manor Museum 2011/12 budget, covered the Phase 1 period of the Arts and Museums Strategic Review. Members then considered the proposed 2012/13 Revenue budget shown in Appendix 2, which had been prepared within the framework of the Arts and Museums Phase 2 Strategic Review and Version 2 of the Arts and Museums Draft Strategic Plan 2012-16 and reflected the impact of the Phase 2 proposals.

RESOLVED that the draft budget proposals for 2012/13 as shown in Appendix 2 attached to the report be approved and the contribution from Fareham Borough Council in the sum of £85,365 be agreed.

8. DATE OF NEXT MEETING

The next meeting will take place, on Monday 14 May 2012 commencing at 10.00am in Westbury Manor Museum.

(The meeting started at 2.00pm and ended at 3.15pm).