

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 6 July 2012
at Westbury Manor Museum, Fareham*

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

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

Councillors: B Bayford (Fareham) and R H Price, JP (Hampshire).

1. APPOINTMENT OF CHAIRMAN

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

It was further proposed that in future, the appointment of the Joint Management Committee (JMC) Chairman and Vice-Chairman be made at the first meeting of the Joint Management Committee to take place after the May Executive meeting, when the appointment of Fareham Borough Councillor representatives to the JMC had been confirmed.

RESOLVED that:-

- (a) Councillor Mrs C L A Hockley be appointed Chairman of the Joint Management Committee for the coming year; and
- (b) the appointment of the Joint Management Committee Chairman and Vice-Chairman be made at the first meeting of the Joint Management Committee to take place after the May Executive meeting, when the appointment of Fareham Borough Councillor representatives to the JMC had been confirmed.

(Voting: unanimous).

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Mrs B M Clapperton and Mr M F Godrich (both representatives of the Friends of Fareham Museum).

3. APPOINTMENT OF VICE-CHAIRMAN

A motion was proposed and seconded that Councillor J V Bryant continue as Vice-Chairman of the Joint Management Committee for the coming year.

RESOLVED that Councillor J V Bryant be appointed Vice-Chairman of the Joint Management Committee for the coming year.

(Voting: unanimous)

4. MINUTES

RESOLVED that the minutes of the meeting of the Fareham Museum Joint Management Committee held on 30 January 2012, be confirmed and signed as a correct record ([fm-120130-m](#)).

5. WESTBURY MANOR MUSEUM - CURATOR'S REPORT

The Joint Management Committee considered a report by the Area Curator, South East Hampshire, which provided an update on the performance of the Museum, including details of the events and activities over the period May to July 2012 (copy of report [fm-120706](#)-circulated with agenda).

Members were informed that the preceding two months had been a period of significant change for the Museum both in terms of its operation and changes in management structure. The Museum had re-opened on 2 June 2012, following closure of the premises in May for the recruitment and training of volunteers. Currently 15 volunteers had been recruited and were working well in partnership with museum staff. Reference was made to recent successful events/activities linked to the Queen's Diamond Jubilee celebrations and activities connected to the new "Inspire" exhibition relating to the Olympics. Members were informed that the Museum will play a leading role in events on 15 July 2012 when the Olympic torch passes through Fareham. A number of events and activities had been planned working in conjunction with officers from Fareham's Leisure and Community team.

It was noted that under the new Phase 2 management structure, the Area Curator is now managed by the Area Arts and Museums Manager, Annabel Cook, who is based at Ashcroft Arts Centre, Fareham. This has enabled more integration between the two facilities, greater potential for providing links with the local community, as well as allowing access to a wider range of skills of benefit to the museum service. The Committee agreed that it would welcome Annabel's attendance at a future Committee meeting so that she could explain to members both her role and the work of the Arts Centre.

The Committee discussed the visitor figures which had been affected by the reduction in opening hours from July 2011 and the temporary closure for most of May 2012 to prepare the volunteer team. In response to an enquiry it was confirmed that visitor figures in other museums had also shown a decrease. The Area Curator stated that efforts were being taken to work proactively with other colleagues to increase visitor figures for the remainder of this year and into the future.

Members suggested the following two possible topics for future exhibitions:-

- an exhibition exploring local links with Payne's fireworks, a Hampshire based company who had made the original prototype Olympic Torch for the 1948 London Olympics which will be on display in Westbury Manor Museum on 15 July 2012; and
- an exhibition centred on pioneers of aviation in and around Fareham, linking in with the proposed future development of aviation and aeronautical engineering at Daedalus.

Members noted the information provided in the report relating to formal education provision; community engagement and learning and marketing. It was suggested that in addition to collecting postcodes from visitors to the museum, consideration could also be given to ascertaining from visitors how they had found out about a particular event in order to assess the impact of the various marketing methods used.

It was AGREED that :-

(a) on behalf of the Joint Management Committee, Tim Kelly, (Strategic Manager Visitor Services, Arts and Museums Services), be requested to invite Annabel Cook, (Area Arts and Museums Manager) to attend a future meeting of the JMC; and

(b) the Area Curator be thanked for his informative report.

6. UPDATED SERVICE PLAN FOR 2012/13

The Committee received a report regarding the updated Service Plan for 2012/13 (copy of report [fm-120706-service plan report](#) circulated with agenda). The Head of Leisure and Community requested the document be updated to reflect the Corporate Vision, Values and Objectives applicable to Fareham Borough Council.

RESOLVED that the information contained in the draft Service Plan for 2012/13 be noted.

7. PHASE 2 OF THE ARTS AND MUSEUMS SERVICE REVIEW

The Committee received a verbal update from Tim Kelly, regarding the Phase 2 restructure.

It was reported that from May 2012, Phase 2 of the Arts and Museums Service Review had been implemented and the new management structure was now in place. Members were informed that 120* volunteers had been recruited across all the museums in the county, 15 of which had been taken on at Westbury Manor Museum.

fm-120706-m * amended to correct figure of 120 at meeting on 25 October 2012

A further element of Phase 2, was the proposal for a Fully Integrated Merger (FIM) of Museum Services. Public consultation on the proposal was currently underway and would continue until mid August 2012. Mr Kelly advised the Committee that any decision on the proposal was not expected to be made until later in the year, and the earliest that any changes would come into effect would be in 2014. It was noted that a meeting between Tim Kelly, Dr Janet Owen, (Head of Arts and Museums Service,) and Mark Bowler, (Head of Leisure and Community, Fareham Borough Council) was intended to take place in late August to discuss this matter.

RESOLVED that Tim Kelly be thanked for his update on Phase 2 of the Service Review.

8. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Fareham Museum Joint Committee will take place on Thursday 25 October 2012 commencing at 10.00am in Westbury Manor Museum.

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