

# 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 Monday, 20 October 2014  
in the Westbury Manor Museum - Westbury Manor*

### PRESENT:

Councillor Connie Hockley (Fareham)  
(Chairman)

County Councillor George Ringrow (Hampshire County Council)  
(Vice-Chairman)

### Other

### Representatives

Mark Bowler (Fareham Borough Council)  
Annabel Cook (Hampshire County Council)  
Tim Kelly (Hampshire County Council)  
Erica Munro (Hampshire County Council)  
Mrs Anne Baxandall (Friends of Fareham Museum)

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Brian Bayford, County Councillor Peter Latham and Mr John Gregory (Westbury Manor Museum Volunteers).

### 2. MINUTES

RESOLVED that the minutes of the meeting of the Joint Management Committee held on 9 June 2014 be confirmed and signed as a correct record.

### 3. CURATOR'S REPORT

The Committee welcomed Erica Munro to the position of Museum Curator. Erica will be based within the Museum.

The Committee received a report from Annabel Cook, acting as Interim Curator, informing them of activities held between June – September at, or relating to Westbury Manor Museum. The following key features were noted:

The Museum has participated in many joint events with Fareham Borough Council which have been positively received. Over 600 people attended the 100 Years Ago event in August which included a Vintage Fair, Bygone Fareham and Tea in the Town.

Some events have also taken place, which have links to the shopping centre; including the Poppy Fields artist and the wicker artist. Joint working has generated great momentum and is something the Museum would like to continue.

The Museum has been trying to improve the retail and café side of things; there is a board outside advertising cakes each day, a new coffee machine, and a new cake supplier. These changes have resulted in reduced costs and positive customer feedback.

After discussions with Friends of Westbury Museum, it has been decided that a Friends Corner will be created in the Museum; this will hopefully promote membership to a wider audience. Next year will be the 25<sup>th</sup> anniversary of the Museum. Discussions are being held to decide on how to celebrate this occasion.

Visitor figures have decreased in comparison to last year, however last year there was an unprecedented attendance at the Lego exhibition which skewed the figures. Another Lego exhibition is coming up, Lost World View.

The Villages of Fareham art exhibition proved very successful, with £1,000 of sales being generated.

The WW1 Recruitment Office held on 4 August was also very popular, with almost 600 people attending on the day, and many more throughout the 2 week period it was open.

A Soldier's Journey was launched throughout Hampshire in October; a First World War nurse based at Fareham House Hospital donated an autograph book to the Museum.

The Tourist Information Centre is moving out of the Museum at the end of March 2015.

#### **4. BUDGET REPORT**

Tim Kelly presented a report on the Westbury Manor JMC Budget 2014/15.

The Museum will be transferring to Hampshire Cultural Trust in October. There will be no change in cash terms; however the figures will be presented differently.

The actual figures on the report are representative to August 2015.

A query was raised regarding the budget and actuals figures for Front of House Staff; this will be investigated and the Committee will be advised of the outcome. All other figures on the report are satisfactory.

All expenditure is currently on target and there are no great risks.

## **5. HAMPSHIRE CULTURAL TRUST UPDATE**

The Committee considered a report by Dr Janet Owen, on the Hampshire Solent Cultural Trust Update.

At their September meeting, the Board of the new Trust accepted the transfer of staff and services from Hampshire County Council and Winchester City Council.

The Board will be meeting with core partners and stakeholders in the New Year, to look at the development of its strategic plan and long term vision.

## **6. ANY OTHER BUSINESS**

The Friends of Fareham Museum wished to express their thanks to Annabel Cook for her helpful, positive approach.

## **7. DATE OF NEXT MEETING**

RESOLVED that the next meeting of Fareham Museum Joint Management Committee will take place on Monday 23 February at 10am.

(The meeting started at 10am  
and ended at 10.50am).