

FAREHAM BOROUGH COUNCIL / HAMPSHIRE COUNTY COUNCIL

AGENDA FAREHAM MUSEUM JOINT MANAGEMENT COMMITTEE

PLEASE NOTE THAT THE MEETING WILL BE HELD AT WESTBURY
MANOR MUSEUM AND NOT AT THE CIVIC OFFICES, FAREHAM

Date: Monday, 20 October 2014

Time: 10.00 am

Venue: Westbury Manor Museum - Westbury Manor

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

Councillor Ringrow
(Vice-Chairman)

Councillors B Bayford, Fareham
Latham, Hampshire County Council

Other Representatives Mrs A Baxandall, Friends of Fareham Museum
Mrs B Clapperton, Friends of Fareham Museum

For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel: 01329 236100
democraticservices@fareham.gov.uk

1. Apologies for Absence

2. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Joint Management Committee held on 9 June 2014.

3. Curator's Report (Pages 5 - 14)

4. Budget Report (Pages 15 - 16)

5. Hampshire Cultural Trust update (Pages 17 - 18)

6. Date of Next Meeting

P GRIMWOOD
Chief Executive Officer

Civic Offices
Civic Way
Fareham
PO16 7AZ
www.fareham.gov.uk
10 October 2014

**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, 9 June 2014
in the Westbury Manor Museum - Westbury Manor*

PRESENT:

Councillor Connie Hockley
(Chairman)

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

Councillors:

Other Brenda Clapperton MBE (Friends of Fareham Museum) and
Representatives Mrs Anne Baxandall (Friends of Fareham Museum)

1. CONFIRMATION OF CHAIRMAN AND VICE-CHAIRMAN

The Joint Committee was invited to confirm the appointments of the Chairman and Vice-Chairman for the municipal year 2014/15. Members were reminded that at the Committee meeting on 8 October 2013, it had been agreed that Councillor Mrs C L A Hockley be appointed Chairman of the Fareham Museum Joint Management Committee and County Councillor G Ringrow be appointed Vice-Chairman.

A motion was proposed and seconded that that the above appointments be confirmed.

RESOLVED that Councillor Mrs C L A Hockley be appointed Chairman of Fareham Museum Joint Management Committee and County Councillor G Ringrow be appointed Vice-Chairman of Fareham Museum Joint Management Committee for 2014/15.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor B Bayford and County Councillor P K Latham.

3. MINUTES

RESOLVED that the minutes of the meeting of the Joint Management Committee held on 4 February 2014 be confirmed and signed as a correct record.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chairman informed the Committee that Tom de Wit had now left his post as South East Area Curator, to take up a new post as Curator at the Tolpuddle Martyr Museum in Dorset. Members expressed their thanks to Tom for all his hard work and enthusiasm as curator of Westbury Manor Museum over a number of years and requested that this be recorded in the minutes.

It was reported that the newly appointed Curator, Erica Munro was expected to take up her post in Autumn 2014. In the interim, Annabel Cook, Area Manager, Arts and Museums South East, would be managing on a day to day basis.

5. WESTBURY MANOR MUSEUM - CURATOR'S REPORT

The Joint Management Committee considered a report prepared by Annabel Cook, (Area Arts and Museums Manager, South East) concerning activities at or relating to Westbury Manor Museum during the period January to May 2014. The following key features of the report were noted:-

- (i) There had been an on-going improvement to visitor figures from October 2013 onwards. this improvement was considered to be a testament to the hard work of volunteers and staff in encouraging more public involvement and the additional work undertaken with schools;
- (ii) Successful exhibitions included the Stuffed and Mounted and the current exhibition called The Games We Played.
- (iii) Reference was made to the work currently being undertaken as part of the "1914" Big Theme project and commemorative events to take place on 4 August 2014 to mark the centenary of the outbreak of WW1.
- (iv) Details were provided regarding the formal education provision provided to school groups by the Community Engagement and Learning Team, one of the highlights being the on-going work with history pupils from Crofton School on the "Entrenched" WW! Project and a Mini Museum project with Red Barn Primary School.
- (v) It was noted that the Museum had re-opened on Mondays as from 24 February 2014 with a Market Day activity morning. Working with Fareham's Town Centre Manager it was hoped that the museum could tie into more of the Town Centre events. The impact of Monday opening would continue to be monitored over the coming months; and

- (vi) The Joint Committee noted the information in the report relating to current marketing and publicity activity specifically the successful online marketing.

RESOLVED that Annabel Cook be thanked for her informative report.

6. WESTBURY MANOR MUSEUM JOINT MANAGEMENT COMMITTEE - BUDGET 2013/14 AND 2014/15

The Joint Committee considered a report regarding Westbury Manor Museum budget for 2013/14 and 2014/15. It was reported that the 2013/14 actuals figure for essential maintenance and venue costs (shown as £41,915) includes the sum of £6,585 for new lighting installed in the museum. The revised figure is therefore £35,331.

Members were asked to note that the actual income for 2013/14 was higher than the budgeted figure. The Vice-Chairman remarked on the increase in income for 2013/14 and whether this could be attributed to any particular event. Members were advised that ways to increase income on secondary spend ie. sales in the café and shop would be reviewed and information gathered as to whether any particular popular events/exhibitions contributed to raising income levels.

RESOLVED that the budget figures for 2013/14 and 2014/15 contained in the report be noted.

7. ANNUAL SMALL BODIES RETURN 2013/14

The Joint Committee considered a report which presented the annual small bodies return for 2013/14 for members' approval and subsequent submission to external audit.

RESOLVED that:-

- (a) The Annual governance statement 2013/14 be agreed by the Joint Committee and signed by the Chairman, Councillor Mrs C L A Hockley and the Committee Clerk;
- (b) The accounting statement for 2013/14 be approved by the Joint Committee and signed by the Chairman, Councillor Mrs C L A Hockley; and
- (c) The internal audit report be noted.

8. HAMPSHIRE SOLENT CULTURAL TRUST - UPDATE

The Joint Committee considered a report prepared by Dr Janet Owen, (Head of Museums and Arts) which provided members with an update on the Hampshire Solent Cultural Trust and the implementation Stage 2 consultation.

Members were informed that two additional persons, Rachael Bebb and Helen Jackson had been appointed to the Founding Board of Trustees which now brought the total number of Board members up to 6. The relationship between Fareham Borough Council and the Hampshire Cultural Trust and a summary of the agreed position was set out in Paragraph 5 of the report. In addition, it was noted that

Hampshire Cultural Trust would work with the Head of Leisure and Community at Fareham Borough council over the next municipal year to develop an options appraisal for a strategic vision for the integration of cultural facilities in the Borough of Fareham.

RESOLVED that the information contained in the report be noted.

9. DATE OF NEXT MEETING

RESOLVED that the next meeting of Fareham Museum Joint management committee will take place on Monday 6 October 2014 commencing at 10.00am in Westbury Manor Museum.

(The meeting started at 10.00 am
and ended at 10.45 am).

Committee:	WESTBURY MANOR MUSEUM, FAREHAM JOINT MANAGEMENT COMMITTEE
Date of Meeting:	20 October 2014
Title of Report:	CURATOR'S REPORT
Author:	Annabel Cook

Purpose:

Report on activities at or relating to Westbury Manor Museum
Covering period June to September

1 Providing a Welcoming and Well Maintained Museum

1.1 Museum Service Delivery

The summer has been a busy period for the museum with the 100 Years Ago event on 4th August, a Vintage Fair, Bygone Fareham and Tea in the Town. Many of the events have been joint-promotions between the museum and Fareham Borough Council and we have found that this approach creates the most successful days in terms of visitor numbers so we are keen to continue this type of event.



Staff and Volunteers have been working hard to improve café income. This work has involved a re-branding to become Westbury Tearoom with new menus, a new display fridge and a blackboard outside to advertise the cakes on offer each day. The coffee machine has also been replaced with a newer model which has saved £400 per year in rental and the cake supplier has also been changed which has reduced ullage and been met with very positive customer feedback.

Discussions have been had with Friends of Westbury Museum, and it has been agreed to create a Friends Corner in the museum to allow customers to see the work of the Friends

and hopefully promote membership to a wider audience. The Friends also ran a stall promoting the museum and their work over the summer and this resulted in a number of new members. Discussions are also beginning around how we celebrate 25 years of the museum in 2015 and initial thoughts are around an Awards for All application to support an exhibition about how the museum came into being and the changes over the years.

Monday opening is still being monitored. Currently, numbers show an increase of 24% when compared to Wednesday visitor figures over the same period in 2013. This increase is more significant if you take into account the three Bank Holiday Mondays which fall into this period.

1.2 Visitor Figures

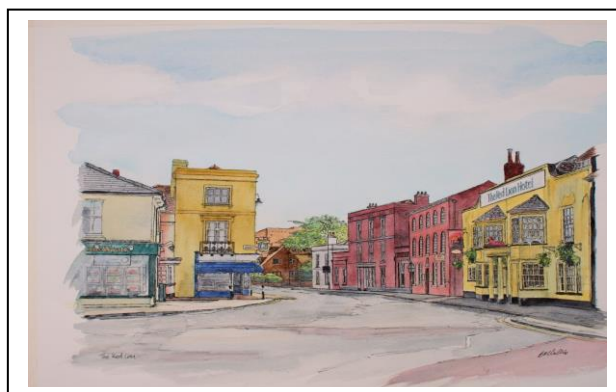
The visitor figures show a decrease over the period April – June compared to 13/14 figures. This is due to the popularity of Lego. However, visitor figures rose for August. We are working to ensure visitor figures for the remainder of the year continue to rise.

Year	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Totals
2009 – 2010	3118	2138	2615	3065	3781	2206	3514	2496	1808	1762	2367	3347	32,217
2010 – 2011	3367	2687	2696	2935	3333	2124	2471	2530	1563	1870	1799	1872	29,247
2011 – 2012	2605	1971	1797	2175	2266	1648	1950	1951	1813	1870	1799	1872	23,717
2012 – 2013	1816	449	1852	4992	2449	1414	2416	1566	1070	1300	2046	1555	22,925
2013 – 2014	4463	3235	2281	1545	1823	1472	2600	1569	1547	1463	2775	1743	26,516
2014 – 2015	1904	1391	1105	1554	2605								

2 Hosting Special Temporary Exhibitions and Related Events

2.1 The Villages of Fareham

This exhibition, by local artist Brian Mullins, featured original images of the local area. The exhibition proved popular with both visitors and local collectors generating £1000 of sales of which 25% goes to Westbury Manor Museum.





WW1 Recruitment Office

During August, the temporary gallery played host to a recruitment office which was the centre piece for Westbury Manor Museum's contribution to the WW1 commemorative day on 4th August. The day saw nearly 600 people come into the museum and visitors continued to enjoy the recruitment office for a two week period of August.

Fareham Woodcarvers Exhibition

This exhibition again proved popular with many visitors fascinated with the range and delicacy of the carvings. Having the woodcarvers on site to talk to visitors is an added bonus which helps to bring such an exhibition alive.

3 Caring for Collections, Promoting Access, and Providing Specialist Knowledge and Advice

3.1 Caring for collections

A great number of objects were conserved in the conservation labs at Chilcomb House in preparation for the '1914' Hampshire Big Theme programme exhibition, 'Soldiers' Journey', during this period. The exhibition being prepared for Westbury takes hospitals, medical treatment and knitting as themes so the objects receiving attention included a First World War syringe, stethoscope, bandages, a knitting machine, knitting patterns and woollen garments, as well as 'Princess Mary tins, medals and 'Death Pennies' that will be included in most of the 'Soldiers' Journey' exhibitions being launched simultaneously in the nine other county venues in October.



Syringe after conservation



'Death pennies' undergoing conservation

Further information about 'Death pennies' or First World War bronze memorial plaques has been written by our Keeper of Arts for the 1914 [Big Theme website](#).

Objects relating to the Borough of Fareham that are kept in the Winchester stores, as well as those on display in the museum, have been monitored regularly during this period. Temperature and humidity readings for the previous six months were downloaded and checked in August to confirm that a stable environment had been maintained to ensure the long term preservation of the objects.

3.2 Promoting access to collections

The County Council's First World War Thornycroft lorry built in Basingstoke in 1916, which was returned to full working order by staff and volunteers based at Chilcomb House last winter, was transported to Fareham on 4 August to take part in the commemorations to mark the outbreak of war. The Mayor of Fareham rode from the museum to the memorial service in Trinity Church in the cab of the 'J-Type' lorry before it departed for Winchester to perform a similar function for Hampshire County Council at the Great Hall on this significant date.



The Mayor prepares to board outside museum



The Thornycroft lorry arrives at Trinity Church for the memorial service

3.3 Providing specialist knowledge and advice

Other work undertaken by the Keepers and Collections Officers for Westbury Manor Museum was also largely driven by the '1914' Big Theme project. A great deal of time and expertise has gone in to researching information about the objects and images for the website and for the 'Soldiers' Journey' exhibition.

For example the autograph book that was donated to the museum earlier this year, which belonged to a First World War nurse based at Fareham House Hospital, has been digitised by our Collections Officer who specialises in this type of work. The scans have been used by the Community Engagement Team in their work with local people, as well as the exhibition, making it possible for lots of people to have access to the contents of the diary without causing it any wear and tear. An original First World War nurse's uniform has also

been discovered in the historic costume and textiles collection that will also be included in the exhibition at Westbury Manor.

Amongst a number of interesting objects and specimens brought into the museum by members of the public for identification during this period, our Keeper of Natural Sciences was able to tell one person, what was thought to be a flint tool that they found in their garden was in fact a flattened fossilised sea urchin dating back to a time when southern England was covered in a warm shallow sea between 83 and 74 million years ago.

4 Inspiring Learning and Community Engagement

4.1 Formal Education Provision

The summer term saw no class visits to do the regular workshops (outdoor venues being more popular in summer), but the CEL Team continued to work on the ENTrenchedED project with the Crofton students, and also worked with a project group from Red Barn Primary on a mini exhibition. The total number of pupil visits for academic year September 2013 to July 2014 was 732. In terms of learning hours it would be a much higher figure as much of the work was in-depth project work.

The biggest piece of schools related CEL work has been to revise and rebrand the school workshops at the museum to try to make a relevant offer for the New Primary National Curriculum. Old favourites such as Victorians (which Westbury Manor did well for because of the Workhouse displays) are no longer in the curriculum. Subject matter is now pre-1066. The CEL Team are in the process of promoting the local history offer (as a local study still features in the curriculum) and liaising with schools about using some of the museum's themes for their post-1066 study. There are some Our Town in the Past sessions booked for October and it is hoped that Soldiers' Journey will attract some school visits, although WW1 is not in the primary history curriculum and secondary schools find single-class visits problematic to timetabling.

However, a drop in the number of regular off-the-peg workshops would free up CELOs to use their expertise to work on more bespoke projects with schools which always have more impact and more exciting outcomes.

4.2 Community Engagement and Learning

The last report covered CEL activity up to the end of April. From May to mid September there has been a great deal of activity for a range of audiences. The programme has been enhanced by closer working between the CELO and Fareham's Town Centre Manager to ensure we maximise resources and add value to events already planned. 899 people took part in the activities and events, with many more enjoying the self-led games and trails provided by the CEL Team in school holidays.

Activity/Event	Target Audience	Date	No. of participants
Museum Detectives Workshop	Local home educating families	15 May	13
Games in the Garden (linked to the Games we Played exhibition in the museum)	Families	29 May	71
Owl Lab (CELO provided resources for FBC Rangers event in the museum)	Families	29 May	26
Strawberry Kings talk and tea	Adults	13 June	18
Great Night Out vintage evening	Adults	11 July	39

Handbags and Gladrags vintage handling display to complement vintage fair	Adults	12 July	58
Family Friendly Fridays – 3 X crafty kit activity days linked to museum displays	Families	1, 15 & 29 August	45
Family Friendly Fridays – 2 X led workshops (Pots of Fun and Butterfly Friday)	Families	8 & 22 August	58
5 X No Man’s Land plays about women in WW1	Adults	2, 4 & 5 August	34
100 Years Ago Today – Activities in the museum’s recruitment office	Community	4 August	283
100 Years Ago Today – Poppy Quiz Trail	Community	4 August	165
Bygone Fareham – hands-on activities	Community	13 Sept	89

The afternoon talk on the strawberry heritage was very well received and we plan to offer more ‘tea and talk’ afternoons on week days in term time, especially for older adults. Another new venture was the Great Night Out which linked to the town centre Vintage Fair the following day. With staff in vintage costume, displays of vintage era museum collections, food and wine, it was a booked and ticketed event for adults which proved popular with local ladies. The handling collection of clothing and accessories put together by the CELO also attracted nearly 60 people in from the Vintage Fair on the Saturday.



Great Night Out at Westbury Manor



This year for the summer holiday the museum joined in with the town centre’s Family Friendly Fridays to ensure an activity linked to the museum collections on every Friday in August.

The biggest event at the museum this summer was the 100 Years Ago Today event on 4 August. The CELO provided a wealth of activities in the recreated recruitment office – flag and bunting making, mock-ups of attestation and medical forms, info to read, costumes to try on. She also produced the Fareham Poppy Trail Quiz which started at the museum and took participants up and down West Street to discover what the area was like in 1914 and find fascinating facts about the town’s War Memorial, church and WW1 history. Many of the activities stayed on as self-led activities for families for the rest of the holiday.



100 Years Ago event 4 August





Bygone
Fareham
Event
13 Sept



5 Marketing and Management

5.1 Publicity and Promotion



An exciting season of culture lies in store for Fareham

The town's arts chief Annabel Cook prepares for a busy autumn ahead

Annabel promises to be an exciting time for culture in Fareham. Westbury Manor Museum will be opening *A Soldier's Journey* on October 11.

This is major exhibition which is part of Hampshire's Big Theme.

The exhibition will look at the role of women and how they supported the war effort in the First World War and will feature local women who worked for the exhibition by young people who have been working with us over the last year.

On October 11, there will be the opportunity to have a photo taken which will be added to the collection of the museum.

Around the exhibition, there are also talks including a book-reading, which will be held in the museum which will be held in the museum which will be held in the museum.

At the Ashcroft Arts Centre, we have an art exhibition including *Remember: Right Steps to Peace and Progress* by Charles who was the artist's exhibition. The show, by Hampshire Theatre, tells the story of a woman who discovers the story of her grandfather when she attends school where he attended school. The show uses poetry and I think some people might disagree think it is for children.

The project is a project to the place which is



WHAT'S ON

- October 6 and 7 - Stephen King at Ashcroft Arts Centre
- October 8 - Festival Circus
- October 11 - A Soldier's Journey at Westbury Manor Museum
- November 4 - A November Day at Ashcroft Arts Centre
- November 11 - Battle of Britain at Westbury Manor Museum

All the more details on the autumn season at the Ashcroft Arts Centre and other events visit ashcroft.org.uk or call the box office on 01329 23100.

Monthly Newspaper column

Marketing Communication:

In May 2014 a south east area What's On leaflet, with a print run of 12,500 was produced. This covered the period from June to September 2014 and featured Eastleigh Museum, Bursledon Windmill Westbury Manor Museum and Gosport Discovery Centre. It was professionally distributed throughout the region to TICs, libraries, museums, accommodation providers, educational establishments, attractions, arts centres, theatres, etc. A new edition covering the period October to January is currently being designed. This will be the branded as Hampshire Cultural Trust.

Soldiers' Journey:

The Soldiers' journey is an exhibition opening at a number of venues, including Westbury Manor Museum, in October 2014 and is part of Hampshire's Big Theme 2014. A digital platform has been created www.bigtheme.org.uk/1914 and marketing plans have been created and executed by RLA marketing agency in Bournemouth. Posters and leaflets are already in circulation in the local area.

The exhibition is also being publicised via social media on the Hampshire1914 Big Theme dedicated Facebook page, Hampshire1914, which now has 2,300 followers and by the associated Facebook app 'Time to Remember' which invites users to write a First World war postcard and share with their friends on Facebook.

5.2 Online Marketing

Events at Westbury Manor Museum were promoted on a monthly basis via the Hampshire County Council cultural e-newsletter, Showcase. Showcase is now reaching over 30,000 subscribers and regularly features both an exhibition and an object of the month as well as signposting recipients to events in their local area. In addition, the monthly e-newsletter Museums Monthly is sent to over 12,000 subscribers who have asked to receive museums specific information.

5.3 Research

Postcodes are now routinely collected from visitors at key sites over two 3-monthly periods - January to March and June to August. These are profiled using Mosaic software and provide ongoing information on which groups of people are using and not using our services and how individual visitor profiles compare to the local area. This feeds into the service and marketing planning processes. Postcodes collected from visitors between June and August 2014 will be profiled in September/October.

5.4 Social Media

The face book page and twitter feed set up by the exhibitions team at Chilcomb House to promote exhibitions and events at Museums Service sites are now well established. Facebook now has over 1,300 “likes” and twitter over 2,400 followers.

Annabel Cook, September 2014

Agenda Item 4

Westbury Manor JMC Budget Report 2014/15

EXPENDITURE	HCC Budget Apr - Sept		EXPENDITURE	Draft Presentation Hampshire Cultural Trust Oct - March 2015	
	Budget Apr - Sept 2014/15	Actuals to August 2014/15		Budget* Oct - Mar 2014/15	Budget (indicative) 2015/16
	£			£	£
Venue Management	3,569	2,974	Venue Management - salaries	23,315	47,430
Area Community Curator (33%)	7,100	3,955			
Front of House Staff	13,694	19,066			
Essential Maintenance and Venue Costs	16,050	16,431	Venue Management - costs*	9,237	18,474
Exhibitions	14,350	11,958	Public Programmes (exhibitions)	9,154	18,433
Collections	21,496	17,913	Collections	22,445	45,421
Learning & Community Engagement	17,238	14,365	Area Learning and Engagement	15,976	32,574
Management & Marketing	5,525	4,604	Business Development	11,080	22,577
Total Expenditure	99,021	91,266	Total Expenditure	91,207	184,909
Income	7,600	7,356	Income (charitable and Trading)	8,588	17,175
Net Expenditure	91,421	83,910	Net Expenditure	82,619	167,734

	Budget 2014/15	Actuals to August 2014/15
TOTAL NET EXPENDITURE 2014/15 (HCC & HCT)	174,040	83,910

INCOME	HCC / HCT combined income budgets		Hampshire Cultural Trust Budget (indicative) 2015/16
	Budget 2014/15	Actuals to August 2014/15	
Hampshire County Council / Hampshire Cultural Trust	109,510	19,380	103,204
Fareham Borough Council	64,530	64,530	64,530
TOTAL INCOME	174,040	83,910	167,734

In addition to the above, it is recognised that Fareham BC makes the following additional contributions:

Employees	6,200
Premises (maintenance of grounds)	5,000
Commercial rent value of Westbury Manor Museum	40,000
Central Costs (including Committee Section)	7,800
Total	59,000

When added to FBC's contribution the figures are as follows:

FBC	123,530
HCC**	109,510
Total	233,040

** Excludes all HCC Central Costs such as Finance, HR, IT, Administration and Legal Services which are £36,431

* This includes expenditure on rates, supplies and services and an estimated utilities and maintenance cost based on the average actual costs during 11/12, 12/13 and 13/14 (due to annual fluctuations in property and maintenance costs, some years the actual cost of maintenance will be higher as works need to be carried out and in other years the burden will be lighter. HCC will continue to pick up any such overspend in years when more work needs to be done).

Agenda Item 5

Committee:	Westbury Joint Management Committee	
Date of Meeting:	20 October 2014	
Title of Report:	Hampshire Cultural Trust update	
Author:	Janet Owen	
Purpose:	Provide an update on the Hampshire Cultural Trust	

1. Introduction

During the summer, the Executive Members for Culture, Recreation and Countryside and Property and Resources at Hampshire County Council (HCC) made their final decisions to transfer staff and services into the Hampshire Cultural Trust. Winchester City Council's Portfolio Holders made their final decisions during September.

At their September meeting, the Board of the new Trust made its final decision to accept the transfer of staff and services from Hampshire County Council and Winchester City Council.

2. Implementation phase

As referred to in the report at the previous meeting, since November 2013, the main focus of Officers has been on:

- Consultation with district and borough council funding partners regarding detailed proposals and with partners who support the operation of venues, including volunteer teams
- Formal consultation with staff and Unions regarding TUPE arrangements, and entering into dialogue on organisational proposals
- Undertaking work to establish the Trust, including the appointment of a 'founding board'
- Preparation of legal agreements associated with the transfer of arts and museums services
- Preparation of detailed budgets and cash flow forecasts

3. Progress to-date

Work on each of the strands of activity has progressed to plan since the verbal update at the last meeting.

In July, the founding Board of Trustees added two more members; Helen Jackson and Rachel Bebb. Alongside legally establishing the Trust and putting in place the necessary legal arrangements, work to establish the trading arm and implement a Gift Aid scheme is progressing to plan. Detailed work has taken place to ensure the smooth transition of staff and services into the new organisation.

Looking forward, the Board has undertaken work to begin articulating its vision, mission and agenda for change. These early thoughts will be refined and developed over the autumn in dialogue with the 'Trust team' of staff and volunteers. From early in the New Year, the Board and the team will be seeking to have conversations with its Core Partners, other key stakeholders and interested parties to inform the development of its strategic plan and long term vision.

4. Forthcoming milestones

Now that the final decision has been made, the two Local Authorities and the Trust are working with

staff and Unions to put in place the final arrangements necessary for staff to TUPE across to the Trust in November.

In the coming weeks, staff from Winchester Museum Service and Hampshire Arts and Museum Service will reside together on one site, at Chilcomb House. Also, the Board and Management Team will be championing a business change programme to help staff and volunteers achieve their potential in the new organisation.

Alongside longer term strategic planning referred to above, the new Trust team will begin drafting Venue Plans during the autumn period for discussion and consultation with Core Partners in January and February.

5. Fareham Borough Council and the Hampshire Cultural Trust

Following the consultation conversations that took place earlier in the year, below is summary of the position as we understand it:

- Agreement by Fareham Borough Council to fund Westbury Manor Museum at the level of £64,530 (10% less than 2013/14) for three years starting in 2014/15, with an 18 month notice period
- An understanding that the implication of a 10% reduction in funding may be a small change in service delivery locally
- Agreement to enter into a 10 year agreement, on the basis that the Council reserves the right to break this agreement after 3 years if agreement cannot be reached over funding arrangements beyond the agreed 3 year term.
- Agreement that Fareham Borough Council continues loaning the bier hand cart to Hampshire County Council from the formation date of the Trust for not less than 25 years duration so that Hampshire County Council may, in turn, loan this item to the Trust
- Hampshire Cultural Trust, Hampshire County Council and Fareham Borough Council develop a strategic vision for cultural facilities in the Borough of Fareham
- Fareham Borough Council will become a core partner to the Trust