

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, 1 June 2015
in the Westbury Manor Museum - Westbury Manor*

PRESENT:

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

Councillor Susan Bell (Fareham Borough Council)
(Vice-Chairman)

Councillors: Mrs K Mandry (Fareham Borough Council)

**Other
Representatives** Mrs Anne Baxandall (Friends of Fareham Museum) and
Brenda Clapperton MBE (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 2015/16.

RESOLVED that the Committee appointed Councillor G Ringrow as Chairman and Councillor Miss S Bell as Vice-Chairman for 2015/16.

2. APOLOGIES FOR ABSENCE

An apology of absence was received from Councillor P K Latham.

3. MINUTES

RESOLVED that the minutes of the meeting of the Joint Management Committee held on 23 February 2015 be confirmed and signed as a correct record.

4. WESTBURY MANOR MUSEUM JMC (CURATOR'S) REPORT FOR JAN - MAR 2015

The Committee received a report by Erica Munro who is the curator for the Museum.

It was reported that the museum volunteers have provided a lot of help and support to the museum, and have been working extremely hard at the refurbishment works inside the museum which will provide a new reception and retail area. As recognition of their hard work and commitment the team have been put forward for a Fareham Volunteer Award.

The Committee noted the decrease in visitor figures, and the positive steps being taken to increase these figures over the coming months. It was explained to the Committee that a programme for 2015/16 is currently being put together, with the intention of better targeting shops for the right time of year, using previous visitor figure and statistics.

The Chairman enquired as to how the leaflet marketing is happening now that the Tourist Information Centre has vacated the building. Erica Munro explained that various other locations such as the Ashcroft Centre, Ferneham Hall and the Library are displaying the leaflets.

At this point Tim Kelly introduced Hannah Ashwell to the Committee. She explained that she is a marketing specialist and she is hoping that this will be a big benefit to the museum and the Cultural trust as a whole.

Erica Munro was thanked for her informative report.

5. WESTBURY MANOR BUDGET REPORT 2015/16

Tim Kelly presented the report on the Westbury Manor budget report for 2015/16.

He informed the Committee that there was no great variation to report on, and that the income looks reasonably strong.

The Chairman asked why the venue management costs were lower for 2015/16 than they were in 2014/15. Tim Kelly explained that since they have moved away from Hampshire County Council to Hampshire Solent Cultural Trust, they have changed the way in which budgets are distributed and that the change in the figures are just down to the re-apportioning of the costs and not an actual decrease in costs.

RESOLVED that the Committee note the budget update for 2015/16.

6. ANNUAL AUDIT RETURN

Tim Kelly presented the annual audit return. He explained to the Committee that Appendix A is split into two parts of the year, the first covering the period from 1 April 2014 to 31 October 2014 and the second covering the period 1 November 2014 to 31 March 2015. This is to reflect the change from Hampshire County Council (the first part of the year) to Hampshire Cultural Trust (the second part of the year).

RESOLVED that:

- (i). The annual governance statement for 2014/15 is agreed by the Committee and signed by the Chair and Clerk;
- (ii). The accounting statement for 2014/15 is approved by the Committee and signed by the Chair; and
- (iii). The internal audit report is noted.

7. STRATEGIC PLAN AND CULTURE CONVERSATION UPDATE

Erica Munro presented a report on an update regarding the culture conversation.

She informed the Committee that the Strategic Plan will be launched in July and will cover the next 5 years. Feedback received from the culture conversation roadshows will influence the development of the plan.

There are ambitious plans for the future which will include mini festivals with street performances, outdoor events and the Christmas lights switch on. They will also be looking at ways to better utilise the space within the Museum.

Mark Bowler, the Head of Leisure and Community addressed the Committee to explain that the Leisure and Community section have just taken over the management of the Town Centre Events, and that he feels this will be a good opportunity for Fareham Borough Council and the Museum to work together on events.

Erica Munro was thanked for her update.

8. CULTURAL FACILITIES TRANSFORMATION - 18 MAY EXECUTIVE REPORT

Mark Bowler, The Head of Leisure and Community provided a verbal update on the cultural facilities transformation report that went to Fareham Borough Council's Executive meeting on 18 May 2015.

He explained to the Committee that Hampshire Cultural Trust and Fareham Borough Council are putting together proposals for the amalgamation of Ferneham Hall and the Ashcroft Arts Centre, and changes to Westbury Manor Museum.

They are currently looking at the business planning process, which will involve a feasibility study which should be completed by the end of 2015.

Mrs B Clapperton raised concerns over the suitability of the building should the two venues merge. She sought assurance that when drafting proposals for the new building careful consideration is given to the suitability of the design and layout to properly address the needs of both venues.

Councillor Miss Bell addressed the Committee and explained that the project is in very early stages at present but as the project progresses the concerns raised by Mrs Clapperton would be addressed.

RESOLVED that Mark Bowler, Head of Leisure and Community be thanked for his verbal presentation.

9. FUTURE JMA/FUNDING AGREEMENT

Tim Kelly provided a verbal update on the changes from moving from Hampshire County Council to Hampshire Cultural Trust.

He explained that at the previous meeting the Committee reviewed the Heads of Terms, and following that the Partnership Agreement has now been drafted. This document will shortly be discussed by Hampshire County Council and Fareham Borough Council.

Tim Kelly was thanked for his update.

10. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Fareham Museum Joint Management Committee will take place on Monday 14 September 2015 at 9.30am.

(The meeting started at 9.30 am
and ended at 10.29 am).