

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 February 2016
in the Westbury Manor Museum - Westbury Manor*

PRESENT:

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

Councillor Susan Bell
(Vice-Chairman)

Councillors: Latham (Hampshire County Council) and Mrs K Mandry

**Other
Representatives** Brenda Clapperton MBE (Friends of Fareham Museum)

1. APOLOGIES FOR ABSENCE

Apologies of absence were received from Mrs Anne Baxandall.

2. MINUTES

RESOLVED that the minutes of the meeting of the Joint Management Committee held on the 14 September 2015 be confirmed and signed as a correct record.

3. WESTBURY MANOR MUSEUM JMC (CURATOR'S) REPORT FOR SEPTEMBER 2015 TO JANUARY 2016

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

Erica asked members to note that there had been a more coordinated way of working between Hampshire Cultural Trust, the museum's collections and

exhibition teams who have all been working closer together. This has contributed to the success of events and exhibitions over the past few months.

The report highlighted areas for the Committee to note including the incredible success of the Christmas lights switch on in December and the window illuminations which had received some great feedback from the public. The newly refurbished shop also continues to do well.

Looking forward, Erica confirmed she would be working closely with Fareham Borough Council's Leisure Events Manager to help find effective ways to promote events over the coming year.

4. WESTBURY MUSEUM BUDGET REPORT 2015/16

Tim Kelly presented an update report on the Museum budget for 2015/16. Tim went through the figures in Appendix 1 of the report to give a forecast to members. Tim asked members to note that actual figures at end of year may differ due to variables and a change in financial systems during the current financial year.

Members were also informed that now the Museum is a Charitable Trust they were not required to undergo an external audit which had been a burden on resources and funds in the past. Tim confirmed that an internal audit by the Hampshire Cultural Trust would still be carried out.

The Chairman asked Officers to confirm the amount of money currently held in the Winifred Cox bequest and if there are any plans for using the fund in the near future.

RESOLVED that;

- a) at the request of the Chairman, Officers confirm details with regards to the Winifred Cox bequest at the next meeting; and
- b) that the budget is noted and agreed.

5. VERBAL UPDATE FROM ASHCROFT ARTS CENTRE

Hannah Ashwell Assistant Head of Venues and Learning addressed the Committee, with a verbal update about successful events and activities over the past few months. She advised how they had worked with the museum to develop activities and thanked the Fareham Borough Council Leisure Events Manager on the excellent support with the Christmas lights switch on.

The Committee was also provided with samples of leaflets and the new Ashcroft Arts Centre brochure which had been very successful. A great deal of time had been put into making sure the literature, once produced, was distributed to major visitor attractions to maximise circulation, as this had been a concern to members in the past. Hannah also confirmed that work was continuing on digital media.

The Chairman thanked Hannah for her informative update.

6. DATE OF NEXT MEETING

RESOLVED that the next meeting of the Fareham Museum Joint Committee will take place on 06 June 2016 at 09:30am.

(The meeting started at 9.30 am
and ended at 10.20 am).