

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 Friday, 22 July 2016
in the Westbury Manor Museum - Westbury Manor*

PRESENT:

Councillor Miss S Bell (Chairman)

Councillors: C Matthews (Hampshire County Council) and Mrs K Mandry

**Other
Representatives** Mrs Anne Baxandall (Friends of Fareham Museum)

1. CONFIRMATION OF CHAIRMAN AND VICE-CHAIRMAN

The Joint Committee was invited to confirm appointments of the Chairman and Vice-Chairman for the municipal year 2016/17.

Councillor Miss S Bell was nominated as Chairman by Councillor Mrs K Mandry and seconded by Councillor C Matthews.

Councillor P Latham was nominated by Councillor Miss S Bell and seconded as Vice Chairman.

RESOLVED that the Committee appointed Councillor Miss S Bell as Chairman and Councillor P Latham as Vice-Chairman for 2016/17.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor P Latham and Mrs B Clapperton.

3. MINUTES

RESOLVED that the minutes of the meeting of the Joint Management Committee held on 01 February 2016 be confirmed and signed as a correct record.

4. WESTBURY MANOR RE-MODELLING - PRESENTATION

The Joint Committee received a presentation from the Leisure & Community Manager on the proposed re-modelling of Westbury Manor.

Copies of the initial plans were tabled by the Leisure and Community Manager so that discussions around the proposed changes for the internal and external space could be illustrated. It was stressed that these plans were produced in the early stages of the planned re-modelling and are currently being updated to incorporate feedback and comments received as part of the consultation process. Revised plans will be provided at the next meeting.

The key points raised in the discussion of the plans were:

- The ground floor will be re-modelled at both the front and the back of the museum to provide increased floor space for the café whilst allowing continued use of the community resource room.
- The railings will be removed from the front of the building to make the museum more accessible to the public. Tables and chairs will be provided to make use of the space.
- The upstairs space will use objects and digital information to “Tell the Story of Fareham” through temporary and permanent exhibitions. Office and rest room space will also be provided along with provision for space to be rented out to local artists.

Work is currently being undertaken by Hampshire County Council Architects to finalise a design that will protect the Grade II listing building status. It is planned that the museum will close in January for remodelling (subject to planning permission being approved). The refurbishment is expected to take around four months to complete with the re-opening of the museum estimated to be in May 2017.

Mrs Baxandall asked that the committee note the strongly held views of the Friends of Fareham Museum that provision must be made within the building for the curator of the museum to have office space so that confidential matters can be dealt with. Councillor Miss Bell confirmed that she has raised the views of the Friends of Fareham Museum with Members of the Fareham Borough Council Executive Committee and the revised plans should accommodate this.

Councillor Miss Bell informed the Committee that the Hampshire County Council Architects have been asked to ensure that the revised plans also make provision to recognise the very generous bequest that the Museum received from the estate of the late Miss Winifred Nellie Cocks as the bequest is making a significant contribution to the remodelling of the museum.

The Leisure and Community Manager was thanked for her update to the proposed re-modelling and timescales.

5. FINANCIAL REPORT AND REVENUE BUDGET REPORT 2016/17

The Curator of the Museum presented a report on the Museum's budget for 2016/17. The report asks the Committee to note the content of the update, approve the 2016/17 budget and respond to a letter from BDO LLP advertising financial review services. The following points were highlighted by the Curator:

- Salary costs are slightly lower than forecast due to the cross over period between curators when there was a short time when there was no curator in post.
- Venue Management costs are lower than expected due to work being done by Hampshire County Council as part of the re-modelling project.
- Income figures have improved for May and June due to seasonal increases in visitor numbers. Income was £1,647 for May and £1,500 for June.
- As a Charitable Trust, there is no longer a requirement for the Museum's accounts to be audited. A letter received from BDO LLP offering a Limited Assurance Review for the year ending 31 March 2016 and 31 March 2017 requires the committee consideration.

It was RESOLVED that the committee:-

- a) notes the 2016/17 budget update;
- b) does not wish to take up the offer of financial review services from BDO LLP;
and
- c) approves the 2016/17 budget

6. WESTBURY MANOR MUSEUM JMC CURATOR'S REPORT

The Joint Committee received a report by Cerian Trevan, who is the curator for the museum, on activities at or relating to Westbury Manor Museum covering the period February 2016 to May 2016. It was noted that the report was prepared by the interim curator prior to Ms Trevan's appointment in mid-June.

The Curator was thanked for presenting the report.

7. DATE OF NEXT MEETING

It was noted that the next meeting needs to take place in September so that the Committee can consider and discuss the revised plans on the re-modelling of the museum.

RESOLVED that the Committee Officer will liaise with Members and agree a suitable date in due course.

(The meeting started at 2.30 am
and ended at 3.05 pm).