

# 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 4 February 2013  
at Westbury Manor Museum, Fareham*

**PRESENT:** Councillor Mrs C L A Hockley (Fareham)  
(Chairman)

**Councillors:** J V Bryant (Hampshire) (Vice-Chairman)

**Friends of Fareham  
Museum:** Mrs B Clapperton and Mrs A Baxandall

### 1. APOLOGY FOR ABSENCE

An apology for absence was received from Councillors B Bayford (Fareham) and R H Price, JP (Hampshire).

### 2. MINUTES

RESOLVED that, the minutes of the meeting of the Fareham Museum Joint Management Committee held on 25 October 2012, be confirmed and signed as a correct record

### 3. WESTBURY MANOR MUSEUM - CURATOR'S REPORT

The Joint Management Committee considered a report by the Community Curator, Tom de Wit, which provided an update on general progress and performance of the Museum, over the period October to December 2012 (copy of report fm-130204-curator's report -curator's report circulated with agenda).

Members commented that volunteers play a large part in the delivery of the service but are not represented on the Committee. It was suggested that a volunteer could be co-opted to the Committee so no update would be required to the Constitution.

It was RESOLVED that:-

- (a) Tom be thanked for his informative report;
- (b) The Committee extend their thanks to Tom and his team for all their hard work in putting on the events and activities detailed in the report; and
- (c) Tom to arrange for a Westbury Manor Museum volunteer to attend future meetings of the Museum Joint Management Committee.

#### **4. FINANCIAL REPORT AND PROPOSED REVENUE BUDGET 2013-14**

The Joint Management Committee considered a report by the Strategic Manager Visitor Services which outlined progress with the current year's budget and proposed revenue budget 2013/14 (copy of report fm-130204-budget report circulated with agenda).

Members were informed the report had been updated from the previous meeting to include in the budget figures a breakdown of additional contributions made by Fareham Borough Council as requested at the previous meeting (minute 7 of 25 October 2012 refers).

It was RESOLVED that the budget is acceptable and agreed

#### **5. ANNUAL AUDIT RETURNS**

The Joint Management Committee considered a report by the Strategic Manager Visitor Services regarding annual audit returns (copy of report fm-130204-annual audit return-budget report circulated with agenda).

It was RESOLVED that:-

- (a) the information in this report be noted; and
- (b) the date of the next Committee meeting be arranged for June 2013 to allow the Joint Management Committee to approve the accounting statements and the governance statement before the statutory deadline.

#### **6. MUSEUMS ACCREDITATION 2013**

The Joint Management Committee considered a report by the Strategic Manager Visitor Services regarding the Arts Council Museums Accreditation Scheme (copy of report fm-130204-museums accreditation circulated with agenda).

Members were informed that Jo Bailey, Project Sponsor and Collections Team Manager would be available to make a presentation about the accreditation scheme to Committee members at a future meeting. It was suggested and agreed that volunteers should be invited to attend the presentation.

It was RESOLVED that:-

- (a) the information provided in the report on the Arts Council Museums Accreditation Scheme, the aims and benefits of the Scheme, progress made against the preparing the Accreditation Return and the implications for the JMC be noted;
- (b) a presentation regarding the Museums Accreditation Scheme be given at the next Committee meeting; and
- (c) museum volunteers be invited to attend the above presentation.

## **7. PROPOSAL FOR A NEW TRUST - UPDATE**

The Joint Management Committee considered the updated information regarding the proposal for a Hampshire Solent cultural trust (FIM project) (copy of report fm-130204-new trust proposal circulated with the agenda). It was noted that a further report from Hampshire County Council would be available at the end of March 2013.

It was RESOLVED that:-

- (a) the contents of the report be noted; and
- (b) the Head of Leisure & Community, in consultation with the Chairman of the Committee (Cllr Mrs Hockley) would provide a written response to the proposals following publication of the March report.

## **8. SERVICE PLAN 2013-2014**

The Joint Management Committee considered a report by the Community Curator regarding the outline draft Service Plan for 2013-2014 (copy of report fm-130204-service plan circulated with agenda). He highlighted a number of areas which had been updated, in particular:-

- Focus on training of volunteers and volunteer rota (1.1)
- Detailed commitment of holiday activities (1.2)
- Encouraging links between volunteer groups to bring to strands together and increase income generation. (1.3)
- Details of school projects, in particular, working with Ashcroft Arts Centre

It was noted that this work was possible because of the new structure now in place.

RESOLVED that the report be noted.

## **9. INVENTION AND DISCOVERY EVENING**

Members of the Joint Committee were invited to attend a private viewing at Westbury Manor Museum to take place on 15 February 2012 between 6pm to 8pm. The event has been arranged to mark the opening of Invention and Discovery, an installation by children from Cams Hill School. This was developed as a creative response to the

National Science Week topic, "Invention and Discovery". The pupils were assisted by local artist Alex Hoare and the installation will be on show until 30 March 2013.

RESOLVED that the above information be noted.

#### **10. DATE OF NEXT MEETING**

RESOLVED that the next meeting of Fareham Museum Joint Committee will take place on Monday 10 June 2013 commencing at 10.00am in Westbury Manor Museum.

Members were asked to note that at the next meeting, the Joint Committee would be required to consider and approve the accounting statements and the governance statement in advance of the statutory deadline (minute 5 above refers).

*(The meeting started at 10.00am and ended at 11.10am)*