



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

29 March 2022

To: All Members of the Wareham Town Museum Committee

YOU ARE HEREBY SUMMONED TO ATTEND the meeting of the **WAREHAM TOWN MUSEUM COMMITTEE** to be held on **TUESDAY 5 April 2022** in the Council Chamber, Town Hall, East Street, Wareham at **7.00pm** for the purpose of transacting the business set out in the agenda.

All Members of the Public are welcome to attend.

Katherine Noble
Acting Town Clerk

Please contact the Town Council office on 01929 553006 if you need any further information on this agenda.

Members of the Museum Committee

Councillor D Cleaton (Chairman)
Councillor K Green (Mayor)
B Buxton
A Dominy
J Hall (Manager)

Councillor B Dean (Vice Chairman)
G Hennell
V De Wit (Curatorial Adviser)
N Dominy
H Scharnhorst (Curator)



**WAREHAM TOWN
MUSEUM COMMITTEE
AGENDA**

5 April 2022

1. Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

2. Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

3. Public participation time

An opportunity for members of the public to raise issues of concern or interest, ask a question, make a statement, present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's 'Policy for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

4. Confirmation of minutes of previous meeting held on 3 November 2021

To confirm, as a correct record, the minutes of the previous meeting of the Committee (LGA1972 sch12).

5. Matters arising from the minutes of the last meeting held on 3 November 2021

To consider any matters arising from the previous minutes of the Committee.

6. Reports by Committee members

To receive reports of Committee members and those who represent the Museum on outside bodies:

Report of the Curator

Report of the Manager

Report of the Webmaster

7. Health and Safety Risk Assessment

8. Accreditation

9. **Museum opening day and event details**
10. **Santa's Grotto**
11. **Purchasing of equipment**
12. **Training**
13. **Wi-Fi**
14. **Notification of events in the Town Hall**
15. **Budget**

To receive budget update.
16. **Town Hall Locking Up Protocol**

To note the approved protocol.
17. **Any other items the Chairman deems urgent**

For report, information or for the agenda at the next meeting of the Museum Committee.
18. **Date of next meeting**

To note the date of the next meeting scheduled for **29 June 2022 at 7.00pm in the Council Chamber.**

Curator report for 6th April 2022
Heather Scharnhorst

- We have had a very successful winter, working on new displays and performing a complete clean of the museum storeroom.
- We have welcomed a new volunteer to our Monday night sessions and now have 5 regular volunteers attending every week.
- Over the winter we have been working with some local researchers – looking at the history of clay mining and the impact on Wareham and its residents. We are hoping to continue this work over the coming year and plan to have a new display and exhibition in 2023.
- During the clear of the storeroom we identified a number of objects that were in need of treatment. The taxidermy has now been rehomed at Bournemouth Natural History Society and items with woodworm or mould have been treated in house. We will continue to monitor our items and act as need to protect them.

We are now ready to go for the new season and I would like to thank everyone, especially Ben, Gill, Lisa, Janet and Nigel for all their work.

Facebook update

319 page likes

359 followers

Page insights 1/03 – 28/03

Post reach 866

Post engagements (likes, shares etc) 25

New page likes 1

Museum Manager's Report 5th April 2022

By the time this is read at the Committee meeting, all our volunteers will have been trained, and we have more volunteers than shifts available, which is heartening, but a logistical nightmare to keep everyone happy.

We will be opening as usual on 16th April, and the Mayor will do the honours at 10am. There will be an event in the Corn Exchange to celebrate the occasion from 10am to noon.

There are still various problems to be ironed out, but I hope they will be resolved with the help of the Council staff.

It has been a long winter, but we can see light at the end of the tunnel, and all of a sudden, the Museum season is upon us. Let's hope it's a good one

Financial Budget Comparison

for Museum

Comparison between 01/04/21 and 28/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/2022	Reserve	Actual Net	Balance
INCOME					
Museum					
600	Donations	£1,000.00	£0.00	£1,034.85	£34.85
610	Events	£0.00	£0.00	£243.65	£243.65
620	Sales Income	£1,000.00	£0.00	£880.11	-£119.89
630	Sundry income	£0.00	£0.00	£0.00	£0.00
Total Museum		<u>£2,000.00</u>	<u>£0.00</u>	<u>£2,158.61</u>	<u>£158.61</u>

Financial Budget Comparison

for Museum

Comparison between 01/04/21 and 28/03/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

		2021/2022	Reserve	Actual Net	Balance
EXPENDITURE					
Museum					
6000	Museum Rates	£2,000.00	£0.00	£1,497.00	£503.00
6100	Museum Events	£300.00	£0.00	£135.00	£165.00
6110	Museum Telephone	£200.00	£0.00	£107.57	£92.43
6120	Museum Stationery	£100.00	£0.00	£42.31	£57.69
6130	Museum Security Alarm	£500.00	£0.00	£0.00	£500.00
6140	Museum Stock for Resale				
6140/1		£500.00	£0.00	£270.05	£229.95
6140	Total	£500.00	£0.00	£270.05	£229.95
6150	Museum Subscriptions	£250.00	£0.00	£87.39	£162.61
6160	Museum Equipment New				
6160/1	Display Cabinet Reserve	£250.00	£0.00	£0.00	£250.00
6160/2	Museum New Equipment General	£500.00	£0.00	£127.61	£372.39
6160	Total	£750.00	£0.00	£127.61	£622.39
6170	Museum Equipment Maintenance	£250.00	£0.00	£0.00	£250.00
6175	Museum Cleaning/Maint/Improvements	£175.00	£0.00	£0.00	£175.00
6180	Museum Training	£180.00	£0.00	£0.00	£180.00
6185	Museum Signage	£200.00	£0.00	£0.00	£200.00
6190	Museum Mileage	£50.00	£0.00	£15.90	£34.10
6195	Museum Sundries	£25.00	£0.00	£0.00	£25.00
6200	Covid Requirements	£500.00	£0.00	£190.83	£309.17
Total Museum		£5,980.00	£0.00	£2,473.66	£3,506.34

Town Hall Locking Up Protocol for Museum Volunteers

- Check Ladies, Gents and Disabled toilets to ensure they are vacant and that taps, and lights are turned off. Check windows are secure.
- Ensure all ground floor lights are turned off.
- Ensure all fire doors are secure.
- Check in the servery to ensure lights and switches are turned off, including the water heater.
- Ensure East Street door is locked.

All of the above is in addition to the usual checks that are carried out when shutting the museum.