



# WAREHAM

Town Council

Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

22 June 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 **WEDNESDAY 29 June 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  
Councillor M Russell (Mayor)  
J Hall (Manager)  
V De Wit (Curatorial Adviser)

Councillor B Dean  
H Scharnhorst (Curator)



**WAREHAM TOWN  
MUSEUM COMMITTEE  
AGENDA**

**29 June 2022**

**1. Election of Chairman**

To elect by resolution the Committee Chairman for the 2022-2023 civic year.

**2. Election of Vice-Chairman**

To elect by resolution the Committee Vice-Chairman for the 2022-2023 civic year.

**3. Election of Committee Members**

Election of volunteers to serve on the Committee for the 2022-2023 civic year.

**4. Adoption of the Curatorial Advisor**

To appoint the Curatorial Advisor for the 2022-2023 civic year.

**5. Apologies for absence**

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

**6. 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).

**7. 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).

**8. Confirmation of minutes of previous meeting held on 5 April 2022**

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

**9. Matters arising from the minutes of the last meeting held on 5 April 2022**

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

**10. 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*

**11. Health and Safety**

To receive Health and Safety update.

**12. Annual Budget review**

To receive the budget comparison report for 2021/22.

**13. Budget**

To receive budget update including breakdown of cash/card income payments.

**14. Events**

Update on what the Museum will be doing during the year.

**15. Lighting Survey**

To receive verbal report.

**16. Any other items the Chairman deems urgent**

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

**17. Date of next meeting**

To note the date of the next meeting scheduled for **Wednesday 21 September 2022 at 7.00pm in the Council Chamber.**



**Minutes of a meeting of the Museum Committee held on 5 April 2022 in the Council Chamber, Town Hall, East St, Wareham at 7.00pm.**

**Committee Members Present:** Councillor B Dean (Vice Chairman), B Buxton, V de Wit, A Dominy, N Dominy, J Hall (Manager), G Hennell, H Scharnhorst (Curator)

**Officers Present:** K Noble, Acting Town Clerk

**464. Apologies for absence**

Apologies were received from Councillors D Cleaton and K Green.

**465. Declarations of interest**

There were no declarations of interest.

**466. Public participation time**

There were no members of the public present.

**467. Confirmation of the minutes of the meeting held on 3 November 2021**

**Resolved** that the minutes of the meeting held on 3 November 2021 be confirmed as a correct record and approved and signed by the Chairman.

**468. Matters arising**

Item 257 – the Museum Manager requested a copy of the priced stock check.

**469. Reports by Committee members**

- a) Report of the Curator (as appended to these minutes).
- b) Report of the Manager (as appended to these minutes).
- c) Report of the Webmaster (as appended to these minutes).

**470. Health and Safety Risk Assessment**

Volunteers have attended training. The paperwork was still to be completed. No specific covid measures were in place as it would be up to the individual volunteers, although hand sanitiser was available and the screen was still in place.

**471. Accreditation**

The application was submitted at the end of March and a response had been received and a copy of the signed minutes and budgets were required. A decision should be made in a couple of months.

**472. Museum opening day and event details**

The opening would be on 16 April and the Mayor would cut the ribbon. The event in the Corn Exchange would be held between 10 am-Midday and would include colouring for children, raffle, artefacts that could be touched, refreshments and a crown competition.

There was a new display of Jubilee Celebrations and a few tweaks had been made around the Museum.

#### **473. Santa's Grotto**

This was a very successful event and approximately 150 children attended. Everyone was very respectful of the Museum and there were no issues. The Father Christmas Committee have asked if the Santa's Grotto could be held in the Museum again this year. If it is agreed a donation would be requested.

**Resolved** that a recommendation was made to Council to agree to the request to hold the Santa's Grotto in the Museum this year.

#### **474. Purchasing of equipment**

Instead of purchasing a touch screen, a tablet in a stand had been purchased for the Jurassic Coast display. A media unit had been purchased as well as an external drive and guillotine.

It was hoped the card machine would also arrive before the opening.

#### **475. Training**

27 volunteers had been trained, with 4 more volunteers to undertake the training.

#### **476. Wi-Fi**

The Wi-Fi needs improving in the Museum for the new equipment to work well. Unfortunately, the cost would be approximately £150 for a booster and at this stage it is not known if this would be sufficient or if a second would be needed. V De Wit confirmed that a small grant of £300 from Dorset Council could be made to cover this cost.

**Resolved** that the Museum Manager would make an application for a small grant once a confirmed quotation is received.

#### **477. Notification of events in the Town Hall**

When events take place in the Corn Exchange, it often increases the footfall in the Museum and sometimes more volunteers were required. It was requested that the Museum Manager be notified of any public events, if possible, so rotas can be altered if necessary.

#### **478. Budgets**

A query was raised regarding the security alarm budget, this would be checked with the Finance Officer.

It was noted that the income was very good, considering the Museum had only opened for half the year.

#### **479. Town Hall locking up protocol**

The approved protocol was accepted with the words 'check of areas used' to be included. It was requested that key holders are shown how to secure the windows and fire doors.

Concerns were raised that hall users don't follow the same procedures and it was confirmed the booking procedures are going to be reviewed.

**480. Any other items the Chairman deems urgent**

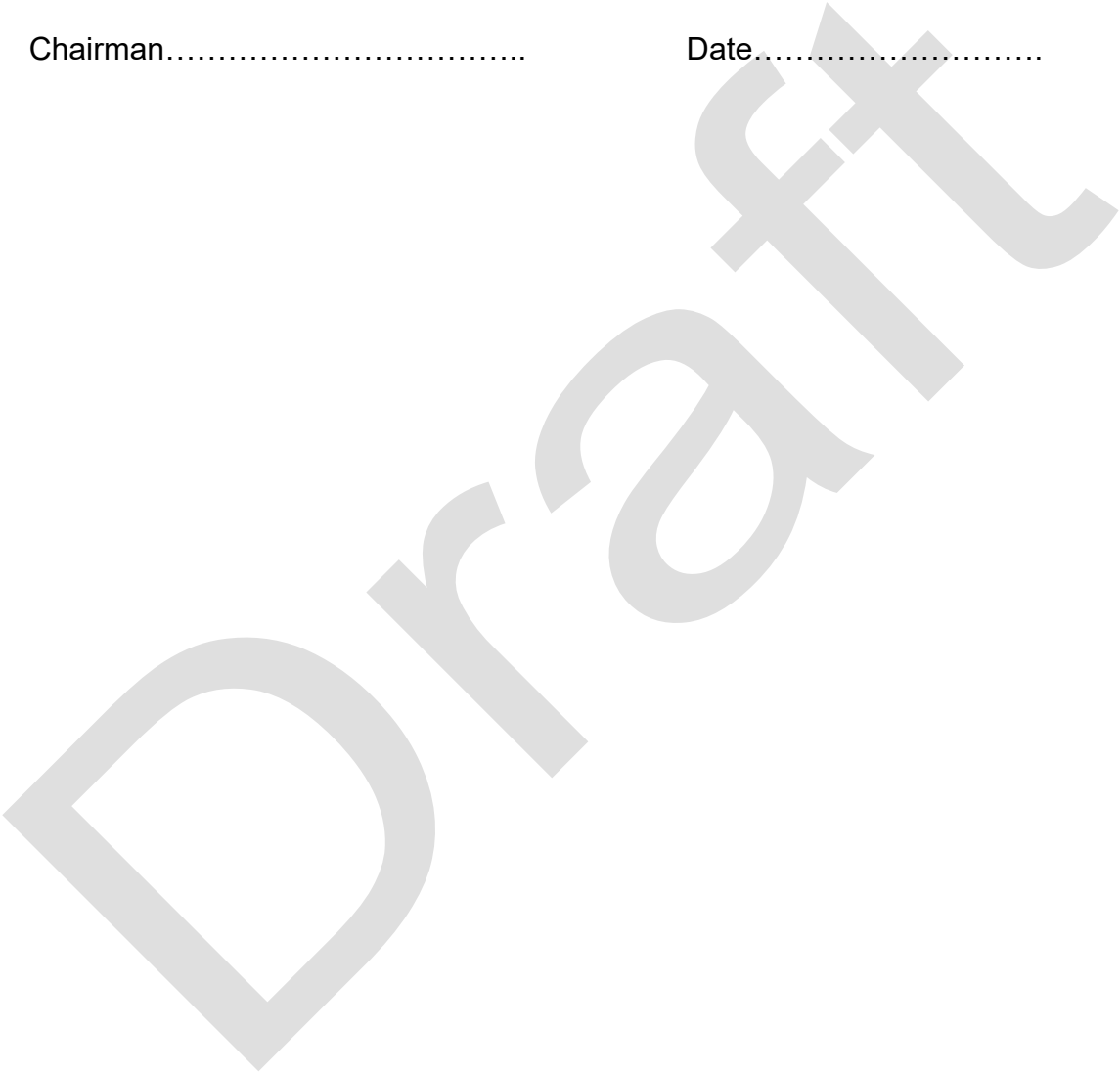
There were no matters of urgency.

**481. Date of next meeting**

The next meeting is scheduled for 29 June 2022 at 7pm.

Chairman.....

Date.....



**Curator report for 6<sup>th</sup> 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 5<sup>th</sup> 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 16<sup>th</sup> 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

# Wareham Town Museum Website Report: April 2022

Report by Website Manager: John Hale

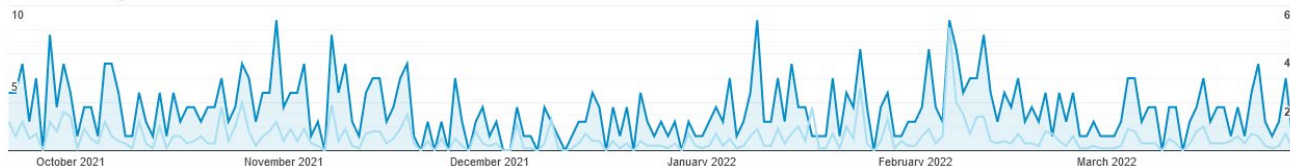
**Brief information & work done on the site since last Committee Meeting**

## Statistics:

Page Views since last meeting: 1,014 (189 days ago)

Average Pages viewed per session: 1.74 New Visitors: 467

## Website Users/Pageviews since last Committee Meeting:



## Demographics:

UK: 77.8%; China: 9.94%; US: 2.75%; Canada: 1.06%; Belgium: 0.85%; Germany: 0.85%

## System:

Desktop: 49%; Mobile: 44% (of which Android: 58%, iOS: 42%); Tablets: 7%

## Updates to the WTM website since last Committee Meeting:

### 2021-09-: Committee Meeting

2021-09-23: Team page: Remove Sept Committee meeting date

2021-10-26: Home page: Construct and insert End of Season celebration panel

2021-10-31: Home page: Remove End of Season celebration panel

2021-10-31: Home page: Replace 'Open' panel with reworded Closed for Winter panel

2021-10-31: Home page: Hours and Days of opening panel: Add 'Currently Closed'

2021-10-31: Location page: Amend wording to reflect museum closed until Easter 2022

2021-11-19: Team page: Delete old Committee meeting date and insert new one

2021-11-19: Team page: Insert new Committee member in table

2022-02-05: Edit and Remake WTM Video DVD to exclude penultimate sequence

2022-02-06: Upload and Link mp4 version of video from website; Remake new caption stream

2022-02-06: Home page: Link new video version and change its panel wording

2022-02-07: Home page: Further adjustments to embedded YouTube mp4 file

2022-02-08: Home page: Insert 2022 Opening and Closing dates to two panels

2022-02-08: Location page: Insert 2022 Opening and Closing dates plus alter wording in panel

2022-02-08: Team page: Insert future Committee meeting dates into panel

2022-02-11: Volunteering page: Amend phone number

2022-02-11: Home page: Design Museum News graphic, insert and link report to it

2022-03-21: Team page: Change next Committee meeting date

2022-04-05: **Committee Meeting** \_\_\_\_\_

J

John Hale 29th March 2022



**Curator report for 29<sup>th</sup> June 2022**  
**Heather Scharnhorst**

- We were approached to take part in the project Hardy's Wessex, which is running across several museums in Dorset, to put together a display showing the link between Thomas Hardy and Wareham.  
This is now in place and will be running until the end of October – many thanks to Ben Buxton for putting this together.
- A new children's colouring area has now been created at the back of the museum and is free for anyone to use – it also includes a fossil discovery box that we currently have on loan.
- The Monday night volunteers have been busy learning about how we document our new donations and making great progress on our backlog from lockdown.
- We have welcomed several groups to the museum as prearranged visits, thank you to all the volunteers who have supported these visits.
- Myself and Bob supported the 175 year anniversary of the opening of the railway between Southampton and Dorchester. Although we had no takers for our walks we are now ready to go with pre planned walks and will be holding some over the summer. We will also be offering gift vouchers for visitors to purchase for a led walk around the town.

**Facebook update**

326 page likes

367 followers

Page insights 25/05 – 22/06

Post reach 2656

Post engagements (likes, shares etc) 181

New page likes 2

## **Museum Manager's Report 29<sup>th</sup> June 2022**

We have had a very good start to our season, with over 1500 visitors so far. We have very keen volunteers, who are very willing to spare their time for the Museum, and I have had no problem in filling the shifts.

Various youth groups have already visited our Museum, and the Walls accompanied and well informed by the volunteers.

There is much discussion on how to raise the profile of the Museum, and volunteers wish to take part in various events like the Carnival this year.

I feel it will be a successful year this year

# Financial Budget Comparison

## for Museum

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

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

		<b>2022/2023</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>
<b>INCOME</b>					
<b>Museum</b>					
600	Donations	£1,000.00	£0.00	£1,059.85	£59.85
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
<b>Total Museum</b>		<u>£2,000.00</u>	<u>£0.00</u>	<u>£2,183.61</u>	<u>£183.61</u>

# Financial Budget Comparison

## for Museum

Comparison between 01/04/21 and 31/03/22 inclusive. Includes due and unpaid transactions.

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

		2022/2023	Reserve	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Museum</b>					
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	£-330.00	£830.00
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
6145	Commission on credit card sales	£0.00	£0.00	£0.00	£0.00
6150	Museum Subscriptions	£150.00	£0.00	£87.39	£62.61
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	£329.93	£170.07
6160	Total	£750.00	£0.00	£329.93	£420.07
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	£0.00	£0.00	£190.83	£-190.83
<b>Total Museum</b>		<b>£5,380.00</b>	<b>£0.00</b>	<b>£2,345.98</b>	<b>£3,034.02</b>

# Financial Budget Comparison

## for Museum

Comparison between 01/04/22 and 22/06/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		<b>2022/2023</b>	<b>Reserve</b>	<b>Actual Net</b>	<b>Balance</b>
<b>INCOME</b>					
<b>Museum</b>					
600	Donations	£1,000.00	£0.00	£227.31	-£772.69
610	Events	£0.00	£0.00	£152.06	£152.06
620	Sales Income	£1,000.00	£0.00	£302.21	-£697.79
630	Sundry income	£0.00	£0.00	£300.00	£300.00
<b>Total Museum</b>		<u>£2,000.00</u>	<u>£0.00</u>	<u>£981.58</u>	<u>-£1,018.42</u>

# Financial Budget Comparison

## for Museum

Comparison between 01/04/22 and 22/06/22 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve	Actual Net	Balance
<b>EXPENDITURE</b>					
<b>Museum</b>					
6000	Museum Rates	£2,000.00	£0.00	£447.00	£1,553.00
6100	Museum Events	£300.00	£0.00	£0.00	£300.00
6110	Museum Telephone	£200.00	£0.00	£0.00	£200.00
6120	Museum Stationery	£100.00	£0.00	£114.48	-£14.48
6130	Museum Security Alarm	£500.00	£0.00	£0.00	£500.00
6140	Museum Stock for Resale				
6140/1		£500.00	£0.00	£109.30	£390.70
6140	Total	£500.00	£0.00	£109.30	£390.70
6145	Commission on credit card sales	£0.00	£0.00	£2.38	-£2.38
6150	Museum Subscriptions	£150.00	£0.00	£104.17	£45.83
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	£406.30	£93.70
6160	Total	£750.00	£0.00	£406.30	£343.70
6170	Museum Equipment Maintenance	£250.00	£0.00	£20.35	£229.65
6175	Museum Cleaning/Maint/Improvements	£175.00	£0.00	£61.08	£113.92
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	£0.00	£50.00
6195	Museum Sundries	£25.00	£0.00	£25.00	£0.00
6200	Covid Requirements	£0.00	£0.00	£0.00	£0.00
<b>Total Museum</b>		<b>£5,380.00</b>	<b>£0.00</b>	<b>£1,290.06</b>	<b>£4,089.94</b>

Museum Income Summary of Income						
		No of transactions	Credit Card Takings	Commission	Total Card Receipts	Cash
19.04.22	16.04.22 to 18.04.22		44.98	0.76	44.22	
21.04.22	20.04.22		8.60	0.15	8.45	
22.04.22	21.04.22		4.00	0.07	3.93	
27.04.22	22.04.22		6.00	0.10	5.90	
28.04.22	27.04.22		18.43	0.31	18.12	
29.04.22	28.04.22		12.99	0.22	12.77	
<b>April 2022 Totals</b>			<b>95.00</b>	<b>1.61</b>	<b>93.39</b>	
03.05.22	29.04.22 to 02.05.22	4	8.50	0.15	8.35	
Cash receipts to 05.05.22						53.27
09.05.22	07.05.22	1	3.00	0.05	2.95	
12.05.22	11.05.22	1	4.00	0.07	3.93	
	13.05.22	2	8.80	0.15	8.65	
17.05.22	16.05.22	1	6.20	0.10	6.10	
Cash receipts to 17.05.22						50.00
23.05.22	21.05.22	1	12.99	0.22	12.77	
Cash receipts to 27.05.22						50.00
<b>May 2022 Totals</b>			<b>43.49</b>	<b>0.74</b>	<b>42.75</b>	<b>153.27</b>
15.06.22		1	10.60	0.18	10.42	
18.06.22		1	11.95	0.20	11.75	
Cash receipts to 16.06.22						50.00
20.06.22		2	10.48	0.17	10.31	
<b>June 2022 Totals</b>			<b>33.03</b>	<b>0.55</b>	<b>32.48</b>	<b>50.00</b>
			<b>171.52</b>	<b>2.90</b>	<b>168.62</b>	<b>203.27</b>
<b>Total Income to date</b>						<b>371.89</b>