



# WAREHAM

Town Council

Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

3 November 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 9 November 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.

Nicola Gray  
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 B Dean (Chairman)  
Councillor M Russell (Mayor)  
B Buxton  
N Dominy  
G Hennell  
H Scharnhorst (Curator)

Councillor D Cleaton (Vice Chairman)  
V De Wit (Curatorial Adviser)  
J Hall (Manager)  
D Kingman



**WAREHAM TOWN  
MUSEUM COMMITTEE  
AGENDA**

**9 November 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 29 September 2022**

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**

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. Co-option of Gill Hennell**

**8. Health and Safety Matters**

To consider any health and safety matters which may need addressing.

**9. 2023/2024 Budget**

To consider the 2023/24 budget items for the Museum and agree proposed budget to Council.

**10. Christmas Grotto arrangements**

To consider the arrangements for the Christmas Grotto.

**11. Dehumidifier**

To consider purchasing a replacement dehumidifier.

**12. Museum storage**

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

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

**14. Date of next meeting**

To note the date of the next meeting scheduled for **15 March 2023 at 7.00pm in the Council Chamber.**



**Minutes of a meeting of the Museum Committee held on 29 September 2022 in the Council Chamber, Town Hall, East St, Wareham at 7.00pm.**

**Committee Members Present:** Councillor B Dean (Chairman), Councillor D Cleaton (Vice Chairman), J Hall (Manager), H Scharnhorst (Curator), D Kingman

**Officers Present:** N Gray, Town Clerk and RFO

**317. Apologies for absence**

Apologies were received from B Buxton, N Dominy, V de Wit and Councillor M Russell (Mayor).

**318. Declarations of interest**

There were no declarations of interest.

**319. Public participation time**

There was 1 member of the public present.

**320. Confirmation of minutes of previous meeting held on 29 June 2022**

It was **RESOLVED** that the minutes of the meeting held on 29 June 2022 were approved as a correct record and signed by the Chairman.

**321. Matters arising from the minutes of the meeting held on 29 June 2022**

There were no matters arising from the meeting held on 29 June 2022.

**322. Reports by Committee members**

The reports appended to the agenda from the Curator and Manager were considered and noted. A tabled report from the Webmaster was received and the Manager noted the speed he was able to update the website, which was very much appreciated, and thanks from the committee should be passed to him.

**323. Accreditation**

The Curator noted the Accreditation application had been successful with the formal notification and certification being received two days before the meeting. The accreditation would last for 5 years and would stand the Museum on an excellent footing with the ability to use it for promotional purposes.

The Chairman congratulated the Manager, Curator and all the volunteers who work so tirelessly to achieve such a prestigious accolade.

**324. Health and Safety**

The Committee discussed the Covid 19 screen which had been removed but which was still available for volunteers to use should they wish to. All Covid measures would be reviewed before the Museum re-opens in the Spring.

The Lone Worker policy was discussed, and it was agreed this would be reviewed at COG and return to the next meeting.

The Manager asked if Museum volunteers were responsible for the hirers of the Corn Exchange at weekends should there be a fire alarm. The Clerk advised that the named responsible person who was the hirer should be present, and the Caretaker should have given them full Health and Safety and Fire instructions when seeing them into the building, so it is not for Museum volunteers to take on that level of responsibility.

The Committee discussed vulnerable volunteers and it was noted there was no policy to reflect their working in the Museum. The Clerk confirmed the Council had a Safeguarding Policy which the Manager could consider adopting, and it was advised that DBS checks were not necessary unless volunteers would be running workshops on their own with unattended children or vulnerable adults. The Curator noted there was a Safeguarding course running in Durweston, near Blandford which they may also be able to attend.

**325. Card donations stands**

It was **RESOLVED** to bring the item back to the next meeting as there was not enough information to consider and discuss the matter at this time.

**326. Lighting survey report**

The Manager noted the lighting in the Museum which required some consideration. There were still some Bakelite fittings and several extension cables in use which could be consider a fire hazard. The Curator noted that some old-style lighting in displays got very hot and there was a risk that this could degrade the items on display.

It was **RESOLVED** to consider having an updated survey carried out with quotes being obtained and the Clerk would check the budget available for this.

**327. Museum closing event 2022**

The Manager and Curator advised that they were both away on the date when the event would normally be held. Committee considered the option of holding a volunteer's party in the Corn Exchange in November.

It was **RESOLVED** to hold a volunteer's party on 27 November 2022 subject to the availability of the Corn exchange.

**328. Future projects and events**

Members discussed the following items:

- QR Codes – these provided a no cost option to receive donations.

- Digitising the photographs – this would require a grant to cover the costs of storing electronically.
- The updating of displays which would take a large amount of time.
- The Father Christmas grotto would see the Museum receiving a donation for the use of the space and the arrangements for visiting families was discussed.
- There were number of small grants to apply for which needed progressing.

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

The Chairman noted it was the time of year to start considering the Budget and the Clerk noted she would be liaising with the Manager, Curator and Chairman before the next meeting to consider the Museum budget before it went to Council.

The Chairman noted the Mayor had attended at the beginning of the meeting and had spoken with the Clerk and Chairman. The Chairman asked the Clerk to formally write to the Mayor to advise that his attendance was not mandatory given the number of commitments he already held, but there was a standing invitation for the Mayor to attend should they so wish.

The Manager noted she had requested an agenda item regarding co-option which the Clerk had inadvertently missed off and had subsequently apologised to the Manager for the omission. The Committee noted the attendance of Gill Hennell and agreed the formal co-option would be on the next agenda.

The Committee considered the possibility of the Museum being included on the Community Page in Tower Chimes and the Visit Wareham Website. The Manager and Curator would investigate to see if it would be possible.

The Clerk advised that she had spoken with the Operations Team about the gate at the side of the building being left open and suggested that some form of tape be put across the door when it was ajar for ventilation to stop members of the public exiting that way.

**330. Date of the next meeting**

To note the date of the next meeting scheduled for **9 November 2022 at 7.00pm**

Chairman..... Date.....

**Curator report for 9<sup>th</sup> November 2022**  
**Heather Scharnhorst**

- The last of our public walks were held during October and were well attended. We had around 50 people join us for walks this year and plan to continued them next summer
- We welcomed Wareham Rainbows to the museum on 4<sup>th</sup> October for an evening session. We were able to use the corn exchange to allow them to handle fossils and other objects from our handling collection and they took part in the children's quiz around the museum.
- Now that we are closed we are now putting into place our plans for the winter work, by starting on the back display area that has traditional shown tools and crafts from this area.
- As we approach December we will be transforming the museum ready for the grotto and Father Christmas's arrival.

Many thanks to all our volunteers who have been working so hard whilst the museum is open – I look forward to seeing what we can do together over the winter months.

**Facebook update**

386 followers

Page insights 5/10 – 1/11/22

Post reach: 1300 people

Post engagements (likes, shares etc): 73

New page followers: 10

Report of Manager of Wareham Town Museum. November 2022

I feel it has been a very successful year, and COG are hoping to continue to expand on that success.

We have a great team of volunteers, who are willing to help behind the scenes while we're closed, with cataloguing, photographing and generally tidying up. Not forgetting acting as elves in Santa's Grotto!

There are various projects which we hope to progress, and maybe even get funding for.

A very good year all in all

Jacque Hall