



# WAREHAM

Town Council

Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

23 September 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 **Thursday 29 September 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 K Green  
B Buxton  
N Dominy  
D Kingman

Councillor D Cleaton (Vice Chairman)  
V De Wit (Curatorial Adviser)  
J Hall (Manager)  
H Scharnhorst (Curator)



**WAREHAM TOWN  
MUSEUM COMMITTEE  
AGENDA**

**29 September 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 June 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 on 29 June 2022**

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. Accreditation**

To receive an update on the Accreditation application and outcome.

**8. Health and Safety**

To consider reviewing Covid measures and the need for a Lone Worker Policy.

**9. Card Donations Stands**

To consider Card Donation Stands in the Museum.

**10. Lighting Survey Report**

To consider the Lighting Survey Report which had been agreed at the previous meeting.

**11. Museum Closing Event 2022**

To consider the end of season Museum closure.

**12. Future Projects and Events**

To consider any future projects and events for the Museum.

**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 **9 November 2022 at 7.00pm.**



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

**Committee Members Present:** Councillor D Cleaton, Councillor B Dean, B Buxton, N Dominy, J Hall (Manager), H Scharnhorst (Curator)

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

**131. Election of Chairman**

**Resolved** that Councillor B Dean be elected to the office of Committee Chairman for the 2022/2023 civic year.

**132. Election of Vice-Chairman**

**Resolved** that Councillor D Cleaton be elected to the office of Committee Vice-Chairman for the 2022-2023 civic year.

**133. Election of Committee Members**

**Resolved** that B Buxton, N Dominy and D Kingman are elected to serve on the Committee for the 2022-2023 civic year.

**134. Adoption of the Curatorial Advisor**

**Resolved** that V De Wit is appointed as Curatorial Advisor for the 2022/2023 civic year.

**135. Apologies for absence**

Apologies were received from Councillor Russell, D Kingman, V de Wit and A Dominy.

**136. Declarations of interest**

There were no declarations of interest.

**137. Public participation time**

There was one member of the public in attendance.

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

**Resolved** that the minutes of the meeting held on 5 April 2022 be confirmed as a correct record and approved and signed by the Chairman.

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

471 – The accreditation application had gone to the formal committee for consideration and the response was awaited.

472 – The open day event was very successful with over 120 visitors attending.

473 – Council had granted permission for Santa's Grotto to be held in the Museum again this year.

474 – The card machine had been purchased and was being used.

476 – The grant had been received and the wi-fi upgraded. There was still an issue, which was being monitored.

#### 140. Reports by Committee members

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

Report of the Curator (as appended to these minutes). Walks were being offered and some school visits were taking place. COG would review the risk assessments.

Report of the Manager (as appended to these minutes).

Report of the Webmaster (as appended to these minutes).

#### 141. Health and Safety

There had been no incidents or accidents.

A discussion took place regarding the increase in Covid cases and if some measures should be reinstated to protect the volunteers.

**Resolved** the screen was to be reinstated on the desk and notices erected advising the public to use the hand sanitiser. The Committee would review this at the next meeting. The Museum Manager would inform the volunteers of the decision.

#### 142. Annual Budget review

The budget comparison report for 2021/22 was received and noted.

#### 143. Budget

The budget update was reviewed. It was agreed that further signage regarding donations would be erected.

**Resolved** that an additional income line titled 'activity donations' be included for donations from walks, talks and school visits.

Card donation stands would be considered at the next meeting.

#### 144. Events

The following events would be taking place:

Volunteers participating in the Carnival procession, Santa's Grotto, walks and a closing event

The possibility of producing gift vouchers for the walking tours was also being considered.

#### 145. Lighting Survey

This matter had been discussed for several years and needed to be addressed. Some of the lights were flickering and were not suitable for conservation purposes. A lengthy discussion took place.

**Resolved** that a specialist museum lighting survey was undertaken at maximum cost of £500, to be taken from the Museum reserves. V De Wit to advise of a suitable contractor and the Operations Manager to be kept informed. The survey report would be considered at the next meeting.

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

Councillor Cleaton thanked everyone for all their help during her time as Chairman.

It was agreed that a thank you letter be sent to A Dominy for her many years of service on the Committee.

**147. 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.**

Draft

**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

[www.wtm.org.uk](http://www.wtm.org.uk)

## Wareham Town Museum Website Report: June 2022

Report by Website Manager: John Hale

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

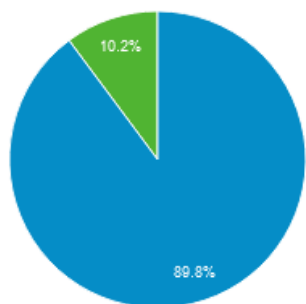
**Statistics:**

Page Views since last meeting: 568 (80 days ago)  
 Average Pages viewed per session: 1.95 New Visitors: 511

**Website Users/Pageviews since last Committee Meeting:**



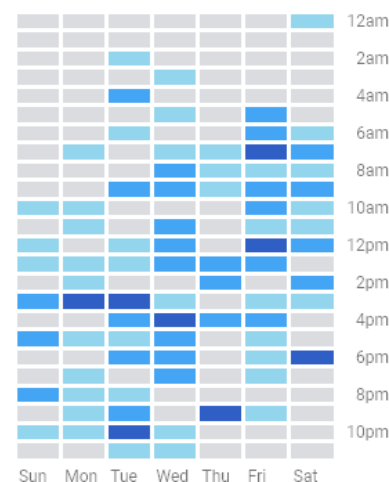
■ New Visitor ■ Returning Visitor



**Page popularity:**

- Home
- TE Lawrence
- Saxon Sword
- History Pottery
- Cordite
- Factory
- Location

Users by time of day



**Demographics:**

UK: 81.4%; US: 6.72%; China: 4.74%; Canada: 1.58%; Australia: 1.58%

**System:**

Mobile: 48% (of which Android: 68%, iOS: 32%); Desktop: 44%; Tablets: 7%

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

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

2022-04-06: Team page: Remove April Committee meeting date

2022-04-06: Team page: Update header date; Add name; Replace name  
 2022-04-13: Home page: Remove Closed for Winter panel

2022-04-13: Home page: Design Grand Opening panel and insert  
 2022-04-17: Home page: Remove Grand Opening panel

2022-04-17: Home page: Insert 'Open for the 2022 Summer Season' panel

2022-06-29: **Committee Meeting** \_\_\_\_\_



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

- We have conducted a few public walks around the town over the summer and have 3 more planned during October. These are becoming popular with mostly local residents attending.
- We welcomed Wareham cubs to the museum on 14<sup>th</sup> September and took them for a walk around the town.
- In respect of the death of Her Majesty Queen Elizabeth II we have updated the Jubilee display within the museum and have included some memories from locals from when they met her.
- On Friday 16<sup>th</sup> September we were invited to attend the opening event for Planet Purbeck and were able to talk to visitors about the museum.
- We are now starting to make plans for our winter work schedule and setting up the grotto for December.

**Facebook update**

376 followers

Page insights 23/08 – 19/09

Post reach 731

Post engagements (likes, shares etc) 125

New page likes: 3

Report of Manager of Wareham Town Museum. 12<sup>th</sup> September 2022

The Museum continues to be visited regularly, and the numbers are about the same as they were pre-Covid.

The Queen's Jubilee display is very popular and has been updated since the death of the Monarch. In deference to the Queen's funeral, the Museum will be closed on Monday 19<sup>th</sup> September.

We have a solid core of volunteers who keep the Museum open every week and are always willing to step in to cover shifts.

Ben and Heather have now organised a calendar of history walks, and are looking to expand this across the year, even by offering gift vouchers for walks.

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