



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

9 March 2023

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 15 MARCH 2023** 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
D Kingman
Gill Hennell

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



**WAREHAM TOWN
MUSEUM COMMITTEE
AGENDA**

15 March 2023

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 9 November 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 9 November 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. Museum Re-opening

To consider the arrangements for re-opening the museum for the 2023 season.

8. Any other items the Chairman deems urgent

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

9. Date of next meeting

To note the date of the next meeting scheduled for **Wednesday 21 June 2023 at 7.00pm in the Council Chamber.**



Minutes of a meeting of the Museum Committee held on 9 November 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), N Dominy, J Hall (Manager), H Scharnhorst (Curator), D Kingman, V de Wit

Officers Present: N Gray, Town Clerk and RFO

415. Apologies for absence

Apologies were received from B Buxton and Councillor M Russell (Mayor).

416. Declarations of interest

There were no declarations of interest.

417. Public participation time

There were no members of the public present.

418. Confirmation of minutes of previous meeting held on 29 September 2022

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

419. Matters arising from the minutes of the meeting held on 29 September 2022

324 – COG had discussed the lone worker policy with a procedure being set up which would be checked by the Manager and Curator. In addition, a Safeguarding Policy would be established.

325 – The card donations stands were still under consideration and would return to a meeting at a later date.

326 – The lighting would need to be updated and funding was available within the budget.

420. Reports by Committee members

The reports appended to the agenda from the Curator and Manager were considered and noted with a tabled report from the Webmaster being received.

Mrs Hall noted there had been 25 volunteers at the desk all year, with an additional 5 volunteers behind the scenes and another 12 wanting to get involved, which was extremely positive. A total of 6,985 visitors had been received throughout the year.

Ms de Wit advised that there were a number of grants available but they needed to be for 80% of the project in total, and it was felt there were no projects immediately on the horizon.

Ms de Wit also noted Dorset Museum would be hosting an event for International Museum Day on Thursday 18 May 2023, for which everyone at the Museum would be invited.

421. Co-option of Gill Hennell

The co-option of Gill Hennell was considered, and it was **RESOLVED** that Gill be duly co-opted to the Committee.

422. Health and Safety Matters

Members discussed the various Health and Safety matters, in particular the need to review the emergency plan, which would be done in February by COG with a recommendation to the Museum Committee in March. The Buddy Policy would also be referred to COG.

423. 2023/2024 Budget

Members considered the draft budget for the Museum and agreed proposed figures for the 2023/24 financial year to be submitted to Council.

It was **RESOLVED** to propose the draft museum budget to Council for consideration as part of the budget setting process for 2023/24 financial year.

424. Christmas Grotto Arrangements

The arrangement for hosting Father Christmas in his grotto would be the same as the previous year as it has worked so well, and a donation of a minimum £100 would be requested.

425. Dehumidifier

Mrs Scharnhorst advised that there had been a humidity issues identified over lockdown, and this could result in damage to collections if not rectified. The current dehumidifier was no longer working and a new one had been identified, although Ms de Wit noted there were alternative dehumidifiers that may be worth considering before committing to a purchase.

It was **RESOLVED** that Mrs Hall and Mrs Scharnhorst would notify the Clerk when a suitable and agreed alternative had been sourced and the Clerk would arrange the purchase.

426. Museum Storage

The current storage facilities were discussed, and it was noted that there was no more room to store collections and those that were in storage were at risk of being damaged due to the need to stack items.

The Clerk noted the Council were considering various options in respect of its own space, which was needed, and this could be factored in with these discussions. Ms de Wit advised that Bovington may be able to assist with some storage.

It was **RESOLVED** that Mrs Scharnhorst and Mrs Hall would put a list of items for storage together for Ms de Wit to approach Bovington Tank Museum for assistance in storing them.

427. Any other items the Chairman deems urgent

There were no items deemed urgent.

428. Date of the next meeting

To note the date of the next meeting scheduled for **15 March 2022 at 7.00pm**

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

Curator report for 13th March 2023
Heather Scharnhorst

- Over the winter months the Wednesday evening group has grown and we now see 8 volunteers regularly attending every week to work on displays and the collection. The team have taken part in MODES training and are eager to put it in to practice and start cataloguing the collection once the new displays are complete.
- We have several new displays that will be completed once we open, including the whole of the back area, that shows tools that were used in local trades, and a new children's activity area where the kiln once was.
- We have continued to receive various items as donations and look forward to starting to research more about the items and including them on display over the coming year.
- As we prepare for reopening the museum it will undergo a thorough clean and sort so it is ready for our visitors at Easter.

Many thanks to all our volunteers who have been working so hard whilst the museum is closed, especially our newer volunteers who have thrown themselves into the world of behind the scenes at the museum!

Report of Manager of Wareham Town Museum. March 2023

I mentioned at the last meeting, that 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.

The volunteers who man the Museum desk will be having their training during March, and are still enthusiastic and some can't wait.

New displays will be ready for the opening on 8th April. We will have various stalls, and hope to have a children's corner, object handling and a display of Wareham's royalty links.

We have been approached by schools and from U3A for visits round the Museum and Wareham, so we'll be busy during the year.

Jacquie Hall