



Minutes of a meeting of the Museum Committee held on 22 September 2021 in the Council Chamber, Town Hall, East St, Wareham at 7.00pm.

Committee Members Present: Councillor D Cleaton (Chairman), Councillor B Dean (Vice Chairman), Councillor K Green (Mayor), B Buxton, V De Wit, N Dominy, J Hall (Manager), H Scharnhorst (Curator)

Officers Present: K Noble, Deputy Town Clerk

148. Election of Chairman

Resolved that Councillor D Cleaton be re-elected to the office of Committee Chairman for the 2021/2022 municipal year.

149. Election of Vice-Chairman

Resolved that Councillor B Dean be re-elected to the office of Committee Vice-Chairman for the 2021/2022 municipal year.

(V De Wit joined the meeting at this juncture)

150. Apologies for absence

Apologies for absence were received from A Dominy and J Hale.

151. Declarations of interest

There were no declarations of interest.

152. Public participation time

There were no members of the public present at the meeting and no submissions from members of the public had been received prior to the meeting.

153. Confirmation of minutes of previous meeting

Resolved that the minutes of the meeting held on 24 March 2021 be confirmed as a correct record and approved for signing by the Chairman.

154. Matters arising from the minutes of the previous meeting

Clarification was requested if the job descriptions had been approved by Council.

155. Reports by Committee Members

The Chairman thanked everyone for all their hard work, especially the Museum Manager and Curator.

The following reports of committee members and those who represent the Museum on outside bodies were received:

- a) Report of the Curator (as appended to these minutes).

- b) Report of the Manager (as appended to these minutes). Over 1,000 visitors had attended the Museum since it reopened in July.
- c) Report of the Webmaster – in the absence of the Webmaster, the Museum Manager reported that numerous updates had been made to the website and thanks were recorded for all his work.

156. Accreditation

It was agreed to change the Forward Plan to 2021-2024, as work was unable to be undertaken in 2020 due to the pandemic.

There is now a dedicated assessor for the South West.

157. Health and Safety

It was reported that the risk assessment had been updated several times to reflect changes in the government rules during the pandemic.

It was reported that the gas alarm went off on Friday and the contact number on the emergency poster did not connect. The Committee requested that this is checked.

A query was raised regarding the electrics. New sockets were due to be fitted, to reduce the use of extension leads. The Committee requested confirmation if this work would be undertaken. Some storage items need moving due to the fire risk.

158. Card Machine

Several volunteers had reported that visitors were unable to give a donation or purchase any items, as they did not have any cash.

Dorset Museum Association has produced guidelines regarding contactless donations which includes costings for the service, which will be sent to the Museum Manager and the Town Clerk.

Resolved the Committee request that Policy, Resources & Finance Committee consider purchasing a card machine for the Museum. Details of costings etc to be supplied to the Town Clerk.

159. Telephone/answerphone

The Museum office has been without a phone for some time. A voip telephone is now going to be installed and will have an answerphone. The cost is £2.50 per month plus the connection fee.

160. Report re Tourist Information within the Museum

It was noted that the Draft Minutes from the Policy, Resources & Finance Committee held on 7th September stated that the Museum Committee had not been in agreement to host a tourist information centre, this is incorrect as it was the COG who had submitted a report stating that it would not be able to provide a service in the present form. COG felt that their report had been ignored. It was confirmed this was not the case and another option was being considered by the Council.

161. Any other items the Chairman deems urgent

Intruder alarm works are ongoing.

Some more grants are available, although Council's are not eligible to apply for all of them.

The Dorset Museums Associations AGM is taking place on 8th December and a presentation will be given by the National Lottery.

162. Date of next meeting

It was noted that the next meeting of the Museum Committee was scheduled to be held at 7.00pm on 3 November 2021.

Chairman.....

Date.....

Report of the Curator

- Weekly checks have continued over the summer period. With the addition to weekly deep cleaning on Saturday afternoon once the museum as closed.
- Monday night volunteer sessions have restarted and after a break over the summer, will resume in September.
- Accreditation submission has now reopened and myself and COG will be submitting the application shortly.
- Several new displays were ready for our reopening in July including a new display of the shops in Wareham.
- We have started to accept donations again and catching up on those offered to us during lockdown.

Facebook update

312 page likes

351 followers

Page insights 20/08-16/09

Post reach 2768

Post engagements (likes, shares etc) 159

New page likes 45

Museum Manager's report 22nd September 2021

Firstly, I would like to thank the Council staff for painting the Museum before we could open.

I am so happy to report that the Museum is fully open again with volunteers so pleased to be able to work a shift again.

Heather's short videos on YouTube helped to recruit new volunteers, who are now working in the Museum, and we will be rewarding them with tea and cake on 22nd September, and maybe a Christmas tea later.

We will close on Saturday 30th October 2021 with a 'closing event' in the Corn Exchange based around fossils, and object handling maybe. We also will consider the provision of a raffle, tea and coffee.

I feel that, despite the late start we will achieve a successful 'year'