



Minutes of a meeting of the Museum Committee held on 3 November 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, A Dominy, N Dominy, J Hall (Manager), G Hennell, H Scharnhorst (Curator)

Officers Present: V Ricketts, Town Clerk; K Noble, Deputy Town Clerk

248. Apologies for absence

No apologies for absence were received.

249. Election of volunteers to serve on the committee

Resolved B Buxton, A Dominy, N Dominy and G Hennell were appointed.

250. Declarations of interest

There were no declarations of interest.

251. Public participation time

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

252. Confirmation of minutes of previous meeting held on 22 September 2021

Resolved that the minutes of the meeting held on 22 September 2021 be confirmed as a correct record and approved for signing by the Chairman, subject to the word Association being inserted after Dorset Museum under minute 158.

253. Matters arising from the minutes of the previous meeting

Clarification was requested if the job descriptions had been approved by Council and the Town Clerk confirmed they had been.

Item 157 – Have the numbers on the emergency posters been checked. It was confirmed the Operations Manager was dealing with this.

Item 159 – The telephone had now been installed.

Item 161 – There are two further grants that will be available, and Councils are eligible to apply for the funding.

254. Reports by committee members

a) Report of the Curator (as appended to these minutes). Just over £200 had been raised at the end of season sale. The Chairman thanked the volunteers for organising the event.

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

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

255. Accreditation

Nothing further to report. The deadline for re-submission of the application is March 2022.

256. Health and Safety

There had been no accidents or incidents to report.

All risk assessments will be reviewed before the Museum reopened next year.

257. Stock Check

Resolved the Council's Finance Officer will undertake a full priced stock check of resale items on 19th November 2021.

258. Locking up of Town Hall

Council staff were thanked for opening the Museum during weekdays.

Clarification was sought as to the locking up procedure, as it was felt that volunteers were being expected to do too much and some emails relating to this matter had caused concern. The Town Clerk apologised for any confusion or upset caused.

Resolved that an item be added to the next Amenities Committee agenda for a protocol to be agreed.

259. Santa's Grotto on 12 December 2021

This item was considered at Council in advance of the Museum Committee due to the timeframe. Unfortunately, the Method Statement and Risk Assessment were not available for the Committee to consider.

Resolved that the Curator and Manager were delegated to produce the Method Statement and Risk Assessment for the Town Clerk to agree.

260. Enhancing visitors experience in Museum

The Manager explained that it was hoped to introduce QR codes to enhance the interaction with visitors. For this to happen the wi-fi would need to be boosted as there are large areas of the Museum where wi-fi was not available. The Town Clerk agreed to look into the costings.

261. Budget

Resolved that a virement of £150.00 be made from the Museum Subscriptions budget (6150) to the Museum New Equipment General budget (6160/2) and the following items be purchased in March (due to warranty): touch screen monitor - £250.00, TV with inbuilt DVD player - £200.00, external DVD drive for the PC - £30.00. A guillotine will also be purchased at a cost of £50.00 taken from the Museum Stationery budget (6120).

Resolved Members agreed a budget for 2022/2023 at £5,380.00 for recommendation to the Policy, Resources and finance Committee.

A query was raised if a budget line for the collection should be included, but it was agreed the earmarked reserves would be used for this purpose.

262. Any other items the Chairman deems urgent

There were no matters of urgency.

263. Date of next meeting

It was noted that the next meeting of the Museum Committee was scheduled to be held at 7.00pm on 23 March 2022.

Chairman.....

Date.....

Draft

Curator report for 03 November 2021

Heather Scharnhorst

- We had a very successful visit from 1st Sandford Cubs, 18 children attended with 5 leaders to complete their local knowledge badge. It was lovely to have a group back in the museum and we hope more will follow soon.
- Monday night volunteer sessions have been meeting and have started to work through the objects that have been donated this year.
They are currently putting together a plan for the winter sessions, which will include a full emptying and cleaning of the store room following the work carried out for the intruder alarm.
- With the museum closing on 30th October, plans will start to be put together for new displays and exhibitions for next year.
- Wareham St Marys school have asked for the museum to provide resources for their history lessons, I will be working with them over the winter, with the possibility of visiting the school with objects from the museum for the children to see.

Facebook update

314 page likes

352 followers

Page insights 29/09 – 26/10

Post reach 3757

Post engagements (likes, shares etc) 388

New page likes 3

Museum Manager's Report 3rd November 2021

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

We have new volunteers, who are now working in the Museum, and we rewarded all with tea and cake in the Corn Exchange on 22nd September and hope to provide a Christmas party for them in the Corn Exchange in December. (Apparently Council staff used to provide a meal for all volunteers in the olden days)

We closed on Saturday 30th October 2021 with a 'closing event' in the Corn Exchange based around fossils, and object handling. Dorset Family History Society and Sustainable Wareham were invited.

I feel that, despite the late start we achieved a successful 'year'. Obviously, numbers are down from the average of 7,000 for 7 months to approximately 2,400 for 14 weeks. The sales have been good, but as we only could take cash, I felt we could have done much more if we had taken card payments.

During the closed season there will be much discussion about how we move forward in the future

Wareham Town Museum Website Report: September 2021

Report by Website Manager: John Hale

Brief information & work done on the site since last Committee Meetings

Statistics:

Page Views since last meeting (2021-03-24 = 176 days ago): 1,335

Average Pages viewed per session: 1.78 Viewing Sessions: 748

Updates to the website from Committee Meetings shown (as no March report submitted):

2020-11-04: Committee Meeting _____

2020-11-04: Team page: Remove Committee meeting date 2020-11-04

2020-12-14: Cordite page: Replace link to YouTube Cordite video and Prime Video link

2021-01-23: Home page: Alter wording to reflect non-opening due to Covid

2021-01-23: Location page: Alter opening dates wording

2021-02-05: Extended Domain Name wtm.org.uk for five years – Cost: £32 *

2021-02-22: Home page: Add photo and link for Curator's Video Blog

2021-03-07: Home page: Reorganise and change wording on Video Blog panel

2021-03-22: Team page: Add June Museum Committee meeting date

2021-03-24: Committee Meeting _____

2021-03-24: Domain Name renewal £32 - Reimbursement received from WTC *

2021-03-25: Team page: Remove March Committee meeting date

2021-04-12: Home page: Insert paragraph & Link into top panel re Coronavirus Museum access

2021-04-12: Location page: Insert Coronavirus Risk Assessment panel re Museum access

2021-06-02: Volunteering page: Change wording to remove museum phone number

2021-06-08: Links page: Update Wareham TIC site to Dorset TIC site

2021-06-20: Home page: Change information panel from Closed to Open 26th June

2021-06-20: Home page: Insert new Opening Date into Open/Close panel

2021-06-20: Location page: Insert Opening & Closing dates & alter text in Risk Assessment panel

2021-06-22: Home page: Reword Opening Date paragraph to show later date etc plus date panel

2021-06-22: Location page: Date of opening changes in two panels

2021-06-24: Home page: Opening panel: change of wording plus insert link

2021-06-24: Location page: Wording change on bullet point

2021-06-24: Team page: Delete date of next meeting; various changes to Committee listing

2021-06-24: Links page: Change of descriptive wording re Dorset Council

2021-07-23: Home page: Alter wording in two panels to reflect reopening Sat 24 July

2021-07-23: Location page: Alter wording in two panels to reflect reopening days

2021-07-31: Home page: Alter wording on three panels to reflect current changed opening times

2021-09-15: Home page: Opening days changed; Season end date changed in two panels

2021-09-15: Location page: Opening days changed; Season end date changed

2021-09-15: Team page: Next Committee meeting date added

2021-09-16: Team page: Further Committee meeting date added

2021-09-22: Committee Meeting _____