



Minutes of a meeting of the Museum Committee held on 5 April 2022 in the Council Chamber, Town Hall, East St, Wareham at 7.00pm.

Committee Members Present: Councillor B Dean (Vice Chairman), B Buxton, V de Wit, A Dominy, N Dominy, J Hall (Manager), G Hennell, H Scharnhorst (Curator)

Officers Present: K Noble, Acting Town Clerk

464. Apologies for absence

Apologies were received from Councillors D Cleaton and K Green.

465. Declarations of interest

There were no declarations of interest.

466. Public participation time

There were no members of the public present.

467. Confirmation of the minutes of the meeting held on 3 November 2021

Resolved that the minutes of the meeting held on 3 November 2021 be confirmed as a correct record and approved and signed by the Chairman.

468. Matters arising

Item 257 – the Museum Manager requested a copy of the priced stock check.

469. Reports by Committee members

- a) Report of the Curator (as appended to these minutes).
- b) Report of the Manager (as appended to these minutes).
- c) Report of the Webmaster (as appended to these minutes).

470. Health and Safety Risk Assessment

Volunteers have attended training. The paperwork was still to be completed. No specific covid measures were in place as it would be up to the individual volunteers, although hand sanitiser was available and the screen was still in place.

471. Accreditation

The application was submitted at the end of March and a response had been received and a copy of the signed minutes and budgets were required. A decision should be made in a couple of months.

472. Museum opening day and event details

The opening would be on 16 April and the Mayor would cut the ribbon. The event in the Corn Exchange would be held between 10 am-Midday and would include colouring for children, raffle, artefacts that could be touched, refreshments and a crown competition.

There was a new display of Jubilee Celebrations and a few tweaks had been made around the Museum.

473. Santa's Grotto

This was a very successful event and approximately 150 children attended. Everyone was very respectful of the Museum and there were no issues. The Father Christmas Committee have asked if the Santa's Grotto could be held in the Museum again this year. If it is agreed a donation would be requested.

Resolved that a recommendation was made to Council to agree to the request to hold the Santa's Grotto in the Museum this year.

474. Purchasing of equipment

Instead of purchasing a touch screen, a tablet in a stand had been purchased for the Jurassic Coast display. A media unit had been purchased as well as an external drive and guillotine.

It was hoped the card machine would also arrive before the opening.

475. Training

27 volunteers had been trained, with 4 more volunteers to undertake the training.

476. Wi-Fi

The Wi-Fi needs improving in the Museum for the new equipment to work well. Unfortunately, the cost would be approximately £150 for a booster and at this stage it is not known if this would be sufficient or if a second would be needed. V De Wit confirmed that a small grant of £300 from Dorset Council could be made to cover this cost.

Resolved that the Museum Manager would make an application for a small grant once a confirmed quotation is received.

477. Notification of events in the Town Hall

When events take place in the Corn Exchange, it often increases the footfall in the Museum and sometimes more volunteers were required. It was requested that the Museum Manager be notified of any public events, if possible, so rotas can be altered if necessary.

478. Budgets

A query was raised regarding the security alarm budget, this would be checked with the Finance Officer.

It was noted that the income was very good, considering the Museum had only opened for half the year.

479. Town Hall locking up protocol

The approved protocol was accepted with the words 'check of areas used' to be included. It was requested that key holders are shown how to secure the windows and fire doors.

Concerns were raised that hall users don't follow the same procedures and it was confirmed the booking procedures are going to be reviewed.

480. Any other items the Chairman deems urgent

There were no matters of urgency.

481. Date of next meeting

The next meeting is scheduled for 29 June 2022 at 7pm.

Chairman.....

Date.....

Curator report for 6th April 2022

Heather Scharnhorst

- We have had a very successful winter, working on new displays and performing a complete clean of the museum storeroom.
- We have welcomed a new volunteer to our Monday night sessions and now have 5 regular volunteers attending every week.
- Over the winter we have been working with some local researchers – looking at the history of clay mining and the impact on Wareham and its residents. We are hoping to continue this work over the coming year and plan to have a new display and exhibition in 2023.
- During the clear of the storeroom we identified a number of objects that were in need of treatment. The taxidermy has now been rehomed at Bournemouth Natural History Society and items with woodworm or mould have been treated in house.
We will continue to monitor our items and act as need to protect them.

We are now ready to go for the new season and I would like to thank everyone, especially Ben, Gill, Lisa, Janet and Nigel for all their work.

Facebook update

319 page likes

359 followers

Page insights 1/03 – 28/03

Post reach 866

Post engagements (likes, shares etc) 25

New page likes 1

Museum Manager's Report 5th April 2022

By the time this is read at the Committee meeting, all our volunteers will have been trained, and we have more volunteers than shifts available, which is heartening, but a logistical nightmare to keep everyone happy.

We will be opening as usual on 16th April, and the Mayor will do the honours at 10am. There will be an event in the Corn Exchange to celebrate the occasion from 10am to noon.

There are still various problems to be ironed out, but I hope they will be resolved with the help of the Council staff.

It has been a long winter, but we can see light at the end of the tunnel, and all of a sudden, the Museum season is upon us. Let's hope it's a good one

Wareham Town Museum Website Report: April 2022

Report by Website Manager: John Hale

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

Statistics:

Page Views since last meeting: 1,014 (189 days ago)

Average Pages viewed per session: 1.74 New Visitors: 467

Website Users/Pageviews since last Committee Meeting:



Demographics:

UK: 77.8%; China: 9.94%; US: 2.75%; Canada: 1.06%; Belgium: 0.85%; Germany: 0.85%

System:

Desktop: 49%; Mobile: 44% (of which Android: 58%, iOS: 42%); Tablets: 7%

Updates to the WTM website since last Committee Meeting:

2021-09-: **Committee Meeting**

2021-09-23: Team page: Remove Sept Committee meeting date

2021-10-26: Home page: Construct and insert End of Season celebration panel

2021-10-31: Home page: Remove End of Season celebration panel

2021-10-31: Home page: Replace 'Open' panel with reworded Closed for Winter panel

2021-10-31: Home page: Hours and Days of opening panel: Add 'Currently Closed'

2021-10-31: Location page: Amend wording to reflect museum closed until Easter 2022

2021-11-19: Team page: Delete old Committee meeting date and insert new one

2021-11-19: Team page: Insert new Committee member in table

2022-02-05: Edit and Remake WTM Video DVD to exclude penultimate sequence

2022-02-06: Upload and Link mp4 version of video from website; Remake new caption stream

2022-02-06: Home page: Link new video version and change its panel wording

2022-02-07: Home page: Further adjustments to embedded YouTube mp4 file

2022-02-08: Home page: Insert 2022 Opening and Closing dates to two panels

2022-02-08: Location page: Insert 2022 Opening and Closing dates plus alter wording in panel

2022-02-08: Team page: Insert future Committee meeting dates into panel

2022-02-11: Volunteering page: Amend phone number

2022-02-11: Home page: Design Museum News graphic, insert and link report to it

2022-03-21: Team page: Change next Committee meeting date

2022-04-05: **Committee Meeting** _____

J

John Hale 29th March 2022