



Minutes of a meeting of the Museum Committee held on 4 November 2020 via Zoom at 7.00pm.

Committee Members Present: Councillor D Cleaton (Chairman), Councillor B Dean (Vice Chairman), B Buxton, V de Wit, J Hall (Manager), H Scharnhorst (Curator), J Hale.

Officers Present: Town Clerk V Ricketts

283. Apologies for absence

Resolved that apologies for absence from Mr and Mrs Dominy Be approved.

284. Declarations of interest

There were no declarations of interest.

285. Public participation time

There were no members of the public present.

286. Confirmation of minutes of the Committee meeting held on 4 March 2020

Minute 43 to read: It was noted that the Emergency Plan had been reviewed.

With this amendment it was –

Resolved that the minutes of the meeting of 4 March be approved for signing.

287. Matters arising from the minutes of the Committee meeting held on 4 March 2020

With regard to minute 46 – it was noted that the Education Officer post was now vacant.

With regard to minute 47 – the Town Clerk was asked to confirm the location of the banner. *(After the meeting this was confirmed as being in the Caretaker's cupboard)*

288. Reports by Committee members

Reports were received from the Curator, Manager and Webmaster and are appended to these minutes.

289. Accreditation

The documents needed to complete the accreditation process were considered and were approved.

290. Forward Plan

Members considered the updated forward plan including succession procedures, which was unanimously approved.

291. Health and Safety

It was agreed that the Operations Manager and Museum Manager should meet to go through the Safety and Security Programme.

292. Museum Maintenance

There were no maintenance issues to consider.

293. Job descriptions and responsibilities

The job descriptions for the Curator and Museum Manager were reviewed. It was agreed that the incumbents would be best placed to review their own job descriptions for approval by Council.

294. Budget

Members noted expenditure against the 2020 budget and agreed a budget for 2021/2022 as per the current year with the addition of a £500 additional budget for Covid19 mitigation measures.

Members discussed the possibility of applying for grants to assist with project work and it was agreed that this should be investigated further.

295. Any other items the Chairman deems urgent

The Chairman expressed thanks to the team of volunteers and Committee Members for their resilience and support through this difficult year.

296. Date of next meeting

To note the date of the next meeting scheduled for **24 March 2021 at 7.00pm.**

Over the summer I have continued to monitor the temperature, humidity and pest risk on a weekly basis. I'm pleased to report that the dehumidifier that was loaned from Westport house is working well and the humidity in the museum has now stabilised. I will continue to monitor this every week over the winter months and report back to the committee if this situation changes.

The pest monitoring has highlighted no issues.

Work has been started on refreshing some of the displays, including the wagon works. These projects are now on hold until after the latest lockdown has been lifted.

We plan to refresh several of the displays however this is now dependant on lockdown restrictions etc later in the year.

Our evening group had started back up on a Wednesday evening, due to restricting numbers it was just myself and Ben, but we have been able to update the Collections Development Policy (attached as an item to approve at this meeting) so that we are one step closer to submitting our accreditation paperwork. Thank you to Ben and Jacquie for all their work on getting the relevant documents together for accreditation.

Facebook has been fairly busy over the past couple of months with queries coming in from users and several items being offered for donation.

At present we are still not accepting items face to face and this will continue to be the practise until the current lockdown has eased.

Heather Scharnhorst
Hon. Curator

Museum Manager's report 4th November 2020

Obviously, we have been closed since the last meeting, due to the pandemic, and hope to see the Museum opened on Good Friday 2021.

I have kept in touch with the volunteers, and they are eager to get back to opening the Museum, and to helping during the closed season with maintenance, cleaning and painting. Hopefully we may be able to continue Monday night meetings for accession work to be done.

Heather and I have been checking the Museum almost daily, having to use a dehumidifier to keep the Museum dry and checking for infestation.

Various servicing has taken place to keep the fire and security alarms up and running. As the office was emptied and a different desk installed much still needs to be sorted and put away.

Report by Website Manager: John Hale

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

Statistics:

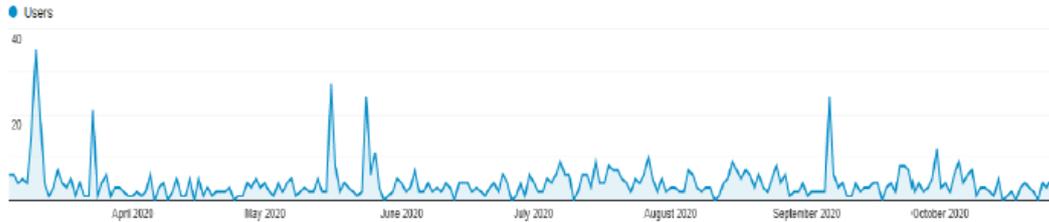
Page Views since last meeting: 1,976 (238 days ago)
Average Pages viewed per session: 1.96 New Visitors: 862

Referrals to the WTM website from:

Google(48%)/Direct (36%)/Wareham TC (3%)/Bing/Duckduckgo/Facebook/

Mobile Devices: Android (52%) iOS (47%)

Page hits per day since 2020-03-04 Committee Meeting



Top Pages in order of popularity:

Home page
History
Cordite Factory
Saxon Sword

Top Visitors' Countries in order of total hits:

United Kingdom (78%)
United States (6%)
Germany
Spain

Updates to the WTM website since last Committee Meeting:

- 2020-03-04: **Committee Meeting**
- 2020-03-25: Home page: Design and produce graphics and text for new Coronavirus panel
- 2020-03-25: Home page: Alter wording on Opening Times panel
- 2020-03-25: Location page: Overprint "opening Delayed" over Opening date
- 2020-07-03: Team page: Overtyp e Committee meetings: "Hall meetings currently suspended"
- 2020-08-15: Cordite page: Insert panel: Full Cordite DVD now on Amazon Prime Video
- 2020-10-28: Team page: Delete Overtyp e: "Hall meetings currently suspended"
- 2020-10-28: Team page: Delete two Committee meeting dates and add another (March 2021)
- 2020-10-28: Home page: Top panel: Remove: "next year"; Insert: "2021"
- 2020-11-04: **Committee Meeting**

John Hale 2020-10-29