

## BARNSTAPLE TOWN COUNCIL

### Minutes of Heritage, Culture & Community Committee

Thursday 9<sup>th</sup> September 2021 at 7.00pm in the Guildhall Butchers Row, Barnstaple

Present: Councillors:

M Lovering (Chair), V Elkins, J Carter (Vice-Chair) & J Coates.

In attendance:

Mr Robert Ward (Town Clerk),

M Sanders (Heritage & Culture Manager)

Members of the Public:0

#### 1. **Appointment of Chairman**

Cllr M Lovering was nominated and duly elected as Chairman (NC)

#### 2. **Appointment of Vice-Chairman**

Cllr J Carter was nominated and duly elected as Vice-Chairman (NC)

#### 3. **Apologies for absence**

Apologies received from Cllrs J Hunt, L York & J Orange reasons were considered and approved by councillors (NC).

#### 4. **Dispensations and Disclosable Pecuniary Interests**

Cllr M Lovering as a member of North Devon District Council, have a dispensation under SO66 to discuss and vote on any item on the agenda unless the item refers to a financial or legal agreement or dispute between the two authorities.

#### 5. **Minutes of the last meeting**

**RESOLVED:** That the minutes of the meeting held on 18<sup>th</sup> March 2021, are approved as a correct record and signed by the Chairman. (NC)

#### 6. **Budget Monitoring Report**

**RESOLVED:** To note the budget monitoring report (NC).

#### 7. **Report from the Heritage team on the volunteers and the re-opening of the Guildhall.**

The Heritage & Culture Manager reported:

- A new Volunteer handbook and new volunteer roles have been produced.
- One to ones with volunteers are now being held.
- Training is being planned before they come back to the Guildhall, including Covid safety, Risk Assessment and Health & Safety.
- Most activities will be scaled back and pre-booked rather than drop in.
- Will be easier for covid but also volunteers may not be comfortable so still can be managed with me and Tammy if necessary.

- Looking to make the entrance area more engaging and welcoming.

Cllrs expressed their gratitude and said how impressed they are with the documentation provided

**RESOLVED:** To approve and note the report (NC).

**8. A request from the Museum of Barnstaple and North Devon to have on loan some of our artefacts for an exhibition**

The museum has approached us and asked if we would loan them some items for a large exhibition they are doing from May 2022 – Jan 2023:

- Items include – Steeple Cup, Medallion, Chain, Shields.
- We are meeting with them next week to discuss it further and how it can be managed.
- The Heritage team are looking at running a programme in house alongside the exhibition while the items are out on loan and looking to include schools.

**RESOLVED:** To approve and note the request (NC)

**9. A verbal report from the Heritage Team to update the committee on the progress of the Heritage Programme.**

- Volunteer work is to build a strong foundation to work from.
- Program for the exhibition as a pre-cursor and initial contact to start relationships with the schools so that we can start the initial work for our learning programme.
- It is an initial engagement activity, to gauge interest and what works.
- An accessibility audit of the Guildhall is being undertaken soon which will inform the heritage programme from the start to. It is intended that this will help us develop and adapt to suit our building and programme to a variety of audiences.
- All small steps to Museum, engagement, volunteers but as Tammy says “Start Small – Build Strong”

**RESOLVED:** To note the report (NC)

**10. A proposal for an alternative plan for managing weddings at the Guildhall.**

- Capped weddings – 5 next year.
- Cllr Roome mentioned looking into alternative management of the weddings at the last meeting.
- We have been exploring that as an option
- Have met with some potential businesses and are exploring those options, will report back when we have more information.

**RESOLVED:** To note the report (NC)

**11. Considerations for the budget for the year 2022 – 23**

The meeting made the following suggestions:

- IT equipment for access by volunteers and the public to enable research and the production of resources onsite in the Guildhall.
- Moving the resource library from Barum House to the Guildhall.
- Learning packs for school curriculum programmes.
- Replacement of the current tables with new portable foldable tables and a facility to enable them, to be stored.
- Monthly coffee / open sessions for councillors and the public.
- Opportunities for Councillors to get more involved in volunteering and directly supporting the Heritage programme.
- Having a volunteer representative on the committee.

**RESOLVED:** To approve and note the request (NC)

Meeting closed at 8.22pm.

Chairman.

Signed: .....

Dated: .....