



WAREHAM  
Town Council

Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

9 March 2023

To: All Members of the Wareham Town Museum Committee

**YOU ARE HEREBY SUMMONED TO ATTEND** the meeting of the **WAREHAM TOWN MUSEUM COMMITTEE** to be held on **WEDNESDAY 15 MARCH 2023** in the Council Chamber, Town Hall, East Street, Wareham at **7.00pm** for the purpose of transacting the business set out in the agenda.

All Members of the Public are welcome to attend.

Nicola Gray  
Town Clerk

***Please contact the Town Council office on 01929 553006 if you need any further information on this agenda.***

**Members of the Museum Committee**

Councillor B Dean (Chairman)  
Councillor M Russell (Mayor)  
B Buxton  
N Dominy  
D Kingman  
Gill Hennell

Councillor D Cleaton (Vice Chairman)  
  
V De Wit (Curatorial Adviser)  
J Hall (Manager)  
H Scharnhorst (Curator)



**WAREHAM TOWN  
MUSEUM COMMITTEE  
AGENDA**

**15 March 2023**

**1. Apologies for absence**

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

**2. Declarations of interest**

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

**3. Public participation time**

An opportunity for members of the public to raise issues of concern or interest, ask a question, make a statement, present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's 'Policy for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

**4. Confirmation of minutes of previous meeting held on 9 November 2022**

To confirm, as a correct record, the minutes of the previous meeting of the Committee (LGA1972 sch12).

**5. Matters arising from the minutes of the last meeting held on 9 November 2022**

To consider any matters arising from the previous minutes of the Committee.

**6. Reports by Committee members**

To receive reports of Committee members and those who represent the Museum on outside bodies:

*Report of the Curator*

*Report of the Manager*

*Report of the Webmaster*

**7. Museum Re-opening**

To consider the arrangements for re-opening the museum for the 2023 season.

**8. Any other items the Chairman deems urgent**

For report, information or for the agenda at the next meeting of the Museum Committee.

**9. Date of next meeting**

To note the date of the next meeting scheduled for **Wednesday 21 June 2023 at 7.00pm in the Council Chamber.**



**Minutes of a meeting of the Museum Committee held on 9 November 2022 in the Council Chamber, Town Hall, East St, Wareham at 7.00pm.**

**Committee Members Present:** Councillor B Dean (Chairman), Councillor D Cleaton (Vice Chairman), N Dominy, J Hall (Manager), H Scharnhorst (Curator), D Kingman, V de Wit

**Officers Present:** N Gray, Town Clerk and RFO

**415. Apologies for absence**

Apologies were received from B Buxton and Councillor M Russell (Mayor).

**416. Declarations of interest**

There were no declarations of interest.

**417. Public participation time**

There were no members of the public present.

**418. Confirmation of minutes of previous meeting held on 29 September 2022**

It was **RESOLVED** that the minutes of the meeting held on 29 September 2022 were approved as a correct record and signed by the Chairman.

**419. Matters arising from the minutes of the meeting held on 29 September 2022**

324 – COG had discussed the lone worker policy with a procedure being set up which would be checked by the Manager and Curator. In addition, a Safeguarding Policy would be established.

325 – The card donations stands were still under consideration and would return to a meeting at a later date.

326 – The lighting would need to be updated and funding was available within the budget.

**420. Reports by Committee members**

The reports appended to the agenda from the Curator and Manager were considered and noted with a tabled report from the Webmaster being received.

Mrs Hall noted there had been 25 volunteers at the desk all year, with an additional 5 volunteers behind the scenes and another 12 wanting to get involved, which was extremely positive. A total of 6,985 visitors had been received throughout the year.

Ms de Wit advised that there were a number of grants available but they needed to be for 80% of the project in total, and it was felt there were no projects immediately on the horizon.

Ms de Wit also noted Dorset Museum would be hosting an event for International Museum Day on Thursday 18 May 2023, for which everyone at the Museum would be invited.

**421. Co-option of Gill Hennell**

The co-option of Gill Hennell was considered, and it was **RESOLVED** that Gill be duly co-opted to the Committee.

**422. Health and Safety Matters**

Members discussed the various Health and Safety matters, in particular the need to review the emergency plan, which would be done in February by COG with a recommendation to the Museum Committee in March. The Buddy Policy would also be referred to COG.

**423. 2023/2024 Budget**

Members considered the draft budget for the Museum and agreed proposed figures for the 2023/24 financial year to be submitted to Council.

It was **RESOLVED** to propose the draft museum budget to Council for consideration as part of the budget setting process for 2023/24 financial year.

**424. Christmas Grotto Arrangements**

The arrangement for hosting Father Christmas in his grotto would be the same as the previous year as it has worked so well, and a donation of a minimum £100 would be requested.

**425. Dehumidifier**

Mrs Scharnhorst advised that there had been a humidity issues identified over lockdown, and this could result in damage to collections if not rectified. The current dehumidifier was no longer working and a new one had been identified, although Ms de Wit noted there were alternative dehumidifiers that may be worth considering before committing to a purchase.

It was **RESOLVED** that Mrs Hall and Mrs Scharnhorst would notify the Clerk when a suitable and agreed alternative had been sourced and the Clerk would arrange the purchase.

**426. Museum Storage**

The current storage facilities were discussed, and it was noted that there was no more room to store collections and those that were in storage were at risk of being damaged due to the need to stack items.

The Clerk noted the Council were considering various options in respect of its own space, which was needed, and this could be factored in with these discussions. Ms de Wit advised that Bovington may be able to assist with some storage.

It was **RESOLVED** that Mrs Scharnhorst and Mrs Hall would put a list of items for storage together for Ms de Wit to approach Bovington Tank Museum for assistance in storing them.

**427. Any other items the Chairman deems urgent**

There were no items deemed urgent.

**428. Date of the next meeting**

To note the date of the next meeting scheduled for **15 March 2022 at 7.00pm**

Chairman..... Date.....

**Curator report for 13<sup>th</sup> March 2023**  
**Heather Scharnhorst**

- Over the winter months the Wednesday evening group has grown and we now see 8 volunteers regularly attending every week to work on displays and the collection. The team have taken part in MODES training and are eager to put it in to practice and start cataloguing the collection once the new displays are complete.
- We have several new displays that will be completed once we open, including the whole of the back area, that shows tools that were used in local trades, and a new children's activity area where the kiln once was.
- We have continued to receive various items as donations and look forward to starting to research more about the items and including them on display over the coming year.
- As we prepare for reopening the museum it will undergo a thorough clean and sort so it is ready for our visitors at Easter.

Many thanks to all our volunteers who have been working so hard whilst the museum is closed, especially our newer volunteers who have thrown themselves into the world of behind the scenes at the museum!

Report of Manager of Wareham Town Museum. March 2023

I mentioned at the last meeting, that we have a great team of volunteers, who are willing to help behind the scenes while we're closed, with cataloguing, photographing and generally tidying up.

The volunteers who man the Museum desk will be having their training during March, and are still enthusiastic and some can't wait.

New displays will be ready for the opening on 8<sup>th</sup> April. We will have various stalls, and hope to have a children's corner, object handling and a display of Wareham's royalty links.

We have been approached by schools and from U3A for visits round the Museum and Wareham, so we'll be busy during the year.

Jacquie Hall

[www.wtm.org.uk](http://www.wtm.org.uk)

## Wareham Town Museum Website Report: March 2023

Report by Website Manager: John Hale

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

**Most Museum Committee members** will know that, back in 2006 with the help of the then Curator Michael O'Hara and volunteer Hugh Elmes, on behalf of the Museum I made an hour long documentary entitled *TE Lawrence – His Final Years in Dorset*. This was sold on DVD with the proceeds financing significant improvements to the Museum's *TE Lawrence* display. For music copyright reasons DVD sales were restricted and eventually had to cease.

**Moving on 16 years**, at the end of last year I completely updated the video to modern widescreen standards and replaced some of the music in order to upload it to YouTube where it has been seen by many Lawrence enthusiasts – and is good publicity for Wareham Town Museum, with prominent links now placed on the website (see January dates below). It should be noted that, for music copyright reasons, the video cannot now be 'monetized' in any way. The YouTube upload took place on 11th January and viewings now stand at a staggering **40,797** to date! The video may be accessed from the Museum website or directly from: <https://youtu.be/0DYEUnN-tTk>

**Website Statistics:** Visits since last meeting: 508 (122 days ago)

### **Updates to the WTM website since last Committee Meeting:**

2022-11-09: **Committee Meeting** \_\_\_\_\_

2022-11-10: Team page: Remove November Committee meeting date

2022-11-10: Team page: Add Committee member

2022-11-23: History page: Complete redesign: Insert Wareham history text

2022-11-23: History page: Complete redesign: Insert images (+ Alt text) into above history

2022-11-23: History page: Complete redesign: Move and reorder Museum history text and pics

2022-11-23: History page: Insert new text for *Pubs of Wareham Past & Present* video

2022-11-23: History page: Insert *Pubs of Wareham, Dorset, UK - Past & Present* complete video

2023-01-11: TE Lawrence page: Upload updated version of *TE Lawrence Final Years in Dorset*

2023-01-12: TE Lawrence page: Insert new text to video panel

2023-01-21: Home page: Add display wording and direct link to new *TE Lawrence* video

2023-01-21: TE Lawrence page: Add New flash panel

2023-02-14: Location page: Remove references to Covid precautions

2023-02-14: Family History: Retitled and updated headings

2023-02-14: Family History: Re-coded the Family History video which now works

2023-02-14: Contact info: Removed Admin line and phone number

2023-02-14: Team page: Remove previous Admin Officer and replace

2023-02-14: Team page: Insert Museum Committee meeting dates for 2023

2023-02-22: Home page: Replace News sheet 2022 for 2023

2023-02-22: Home page: Insert Opening date

2023-02-22: Location page: Insert Opening date

2023-02-22: Links page: Insert link to <https://warehamtowerchimes.co.uk/>

**2023-03-15: Committee Meeting** \_\_\_\_\_

John Hale     2023-03-10