



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

15 June 2023

To: All Members of the Wareham Town Museum Committee

The next meeting of the **WAREHAM TOWN MUSEUM COMMITTEE** is to be held on **WEDNESDAY 21 JUNE 2023** in the Council Chamber, Town Hall, East Street, Wareham at **7.00pm** for the purpose of transacting the business set out on the agenda.

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

Cllr B Dean (Chairman)
Cllr Carol Turner (Mayor)
B Buxton
N Dominy
D Kingman
G Hennell

Cllr D Cleaton (Vice Chairman)

V De Wit (Curatorial Adviser)
J Hall (Manager)
H Scharnhorst (Curator)



**WAREHAM TOWN
MUSEUM COMMITTEE
AGENDA**

21 June 2023

1. Election of Chair

To elect a Chair for the municipal year 2023/24.

2. Election of Vice Chair

To elect a Vice Chair for the municipal year 2023/24.

3. Election of Committee Members

Election of volunteers to serve on the Committee for the 2023-2024 civic year.

4. Adoption of the Curatorial Advisor

To appoint the Curatorial Advisor for the 2023-2024 civic year.

5. Apologies for absence

To receive, and consider for acceptance, apologies for absence.

2. Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk.

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 15 March 2023

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 15 March 2023

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:

- a) *Report of the Curator (to follow)*
- b) *Report of the Manager*
- c) *Report of the Webmaster (unavailable due to illness)*

7. Annual Budget review

To receive the budget comparison report for 2022/23.

8. Budget

To receive 2023/24 budget update.

9. Events (Verbal)

Update on what the Museum will be doing during the year.

10. Any other items the Chairman deems urgent

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

11. Date of next meeting

To note the date of the next meeting scheduled for **Wednesday 13 September 2023** at 7.00pm in the Council Chamber.



Minutes of a meeting of the Museum Committee held on 15 March 2023 in the Council Chamber, Town Hall, East St, Wareham at 7.00pm.

Committee Members Present: Councillor B Dean (Chairman), Councillor D Cleaton (Vice Chairman), J Hall (Manager), H Scharnhorst (Curator), Gill Hennell.

Also Present: J Hale (Webmaster)

Officers Present: G Pettifer, Deputy Town Clerk

641. Apologies for absence

Apologies were received from N Dominy, B Buxton, D Kingman, V de Wit, and Councillor M Russell (Mayor).

642. Declarations of interest

There were no declarations of interest.

643. Public participation time

There were no members of the public present.

644. Confirmation of minutes of previous meeting held on 9 November 2022

It was **RESOLVED** that the minutes of the meeting held on 9 November 2022 were approved as a correct record and signed by the Chairman.

645. Matters arising from the minutes of the meeting held on 9 November 2022

Min No. 425 – Mrs Scharnhorst reported that a dehumidifier had been purchased and installed.

646. Reports by Committee members

The Committee noted the reports from the Curator, Manager and Webmaster.

It was noted two school trips to the Museum had been organised, and a visit from a group of Christchurch U3A confirmed. The museum's volunteers were busy preparing the exhibits and displays for the new season. The Committee thanked the volunteers for their support.

647. Museum Re-opening

The Manager provided an update regarding the museum re-opening, which was scheduled for Saturday 8 April at 10.00am. The Mayor, Cllr M Russell, had been invited to cut a ribbon and the Corn Exchange had been booked for refreshments. Finer details were to be agreed.

The Chairman requested that any tea and coffee served should be Fair Trade.

648. Any other items the Chairman deems urgent

The Chairman asked for an update regarding the Father Christmas event. The Curator and Manager reported that 300 children had visited the grotto. The new queuing system had worked well, and the walk through the Corn Exchange into a longer trail through the museum meant that more people were able to shelter from the bad weather. The Father Christmas Committee had promised a donation of at least £100 to the museum, which was expected to be paid imminently.

The Manager informed the committee that members of the Museum's Committee of Governance (COG) would like to investigate the possibility of becoming a Charitable Incorporated Organisation (CIO), with the support of Wareham Town Council. There was also a desire to explore working with the Swanage and Purbeck Development Trust, who act as an umbrella charity for various local charities, including Friends of Wareham Hospital, and Purbeck MS.

It was **RESOLVED** the Manager explore the process and implications of becoming a CIO and report back with further information.

649. Date of the next meeting

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

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

Report of Manager of Wareham Town Museum. June 2023

We have a great team of volunteers who are willing to help behind the scenes all year with cataloguing, photographing, maintaining and generally tidying up.

I am very pleased that the Council staff are happy to open up every day for us. My appreciation goes to them for that and the odd jobs they do for us

The volunteers who man the Museum desk are all trained now and are enthusiastic and loving the work. Unfortunately, a few volunteers have left so I have three regular shifts to fill.

We had a very good opening event, and our visitor numbers are up compared to recent years.

We are still being approached by schools for visits round the Museum and the walls of Wareham, so we'll be busy during the year.

Jacquie Hall

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

Excludes transactions with an invoice date prior to 01/04/22

Museum Incomee

600	Donations	£1,000.00	£0.00	£2,103.29	£1,103.29
610	Events	£0.00	£0.00	£441.96	£441.96
620	Sales Income	£1,000.00	£0.00	£1,292.93	£292.93
630	Sundry income	£0.00	£0.00	£320.00	£320.00
640	Activities Donations	£0.00	£0.00	£25.00	£25.00
		<u>£2,000.00</u>	<u>£0.00</u>	<u>£4,183.18</u>	<u>£2,183.18</u>

Financial Budget Comparison

Comparison between 01/04/22 and 31/03/23 inclusive.

Excludes transactions with an invoice date prior to 01/04/22

		2022/2023	Reserve	Actual Net	Balance
Museum Expenditure					
6000	Museum Rates	£2,000.00	£0.00	£1,497.00	£503.00
6100	Museum Events	£300.00	£0.00	£200.00	£100.00
6110	Museum Telephone	£200.00	£0.00	£33.12	£166.88
6120	Museum Stationery	£100.00	£0.00	£222.62	-£122.62
6130	Museum Security Alarm	£500.00	£0.00	£0.00	£500.00
6140	Museum Stock for Resale				
6140/1		£500.00	£0.00	£296.57	£203.43
6140	Total	£500.00	£0.00	£296.57	£203.43
6145	Commission on credit card sales	£0.00	£0.00	£8.10	-£8.10
6150	Museum Subscriptions	£150.00	£0.00	£104.17	£45.83
6160	Museum Equipment New				
6160/1	Display Cabinet Reserve	£250.00	£0.00	£0.00	£250.00
6160/2	Museum New Equipment General	£500.00	£0.00	£906.99	-£406.99
6160	Total	£750.00	£0.00	£906.99	-£156.99
6170	Museum Equipment Maintenance	£250.00	£0.00	£38.19	£211.81
6175	Museum Cleaning/Maint/Improvements	£175.00	£0.00	£69.53	£105.47
6180	Museum Training	£180.00	£0.00	£0.00	£180.00
6185	Museum Signage	£200.00	£0.00	£0.00	£200.00
6190	Museum Mileage	£50.00	£0.00	£0.00	£50.00
6195	Museum Sundries	£25.00	£0.00	£25.00	£0.00
6200	Covid Requirements	£0.00	£0.00	£0.00	£0.00
Total Museum		£5,380.00	£0.00	£3,401.29	£1,978.71

Wareham Town Council
Net Position by Cost Centre and Code

Museum			Receipts		Payments		Current Balance
	Code	Title	Budget	Actual	Budget	Actual	Budget
	111	Rates - Museum			1,800.00		1,800.00
	112	Events	300.00	188.85	300.00		188.85
	113	Telephone				84.93	-84.93
	114	Stationery			150.00	39.72	110.28
	115	Security Alarm					
	116	Stock (for Resale)	1,000.00	424.17	700.00	268.60	-144.43
	117	Card Sales Commission		-3.15	15.00		11.85
	118	Subscriptions			150.00	30.00	120.00
	119	Display Cabinet Reserve			500.00		500.00
	120	New Equipment			1,000.00	29.16	970.84
	121	Equipment Maintenance			500.00	8.81	491.19
	122	Cleaning/Maintenance/Improvements			150.00		150.00
	123	Training			150.00		150.00
	124	Signage			150.00	195.00	-45.00
	125	Mileage			50.00		50.00
	126	Sundries			25.00	25.00	
	141	Donations	1,500.00	817.90			-682.10
	142	Activities Donations	10.00				-10.00
			2,810.00	£1,427.77	5,640.00	£681.22	3,576.55