



**Minutes of a meeting of the Museum Committee held on Wednesday 21 June 2023 in the Council Chamber, Town Hall, East St, Wareham at 7.00pm.**

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

**Officers Present:** G Pettifer, Deputy Clerk

At the commencement of the meeting a discussion took place regarding the legal standing and Terms of Reference of the Museum Committee. Cllr Dean explained that he had been made aware that the Museum Committee was not procedurally compliant, leaving the Council open to question by auditors. The issue was that there were members of the public who had been granted voting rights by the Terms of Reference erroneously, and by law the public cannot vote on a Council Committee. In addition, under Council Standing Orders, a Committee required 3 or more members of Council present to be quorate for decision making, invariably there were only two present at the meetings, meaning many of the meetings had not been quorate and decisions should not have been made. The way to address this was to simply have the committee as a full advisory group, enabling volunteers' greater input and able to make resolutions to recommend to Council as a formality, without the need for quoracy and only Councillors decision making.

It was agreed to have the meeting but make recommendations to Council, instead of decisions, as with only two Councillors present the meeting was not quorate.

**M 001/23 Election of Chair**

Cllr Dean was proposed as Chair for the civic year 2023-2024.

**M 002/23 Election of Vice Chair**

Cllr Cleaton was proposed as Vice Chair for the year 2023-2024.

**M 003/2023 Election of Committee Members**

The current Committee volunteers proposed to serve for the 2023-2024 civic year.

**M 004/23 Adoption of Curatorial Advisor**

It was proposed to adopt V De Wit as the Curatorial Advisor.

**M 005/23 Apologies for absence**

Apologies were received from B Buxton, G Hennell, and Cllr D Cleaton

**M 006/23 Declarations of interest**

There were no declarations of interest.

**M 007/23 Public participation time**

There were no members of the public present.

**M 008/23 Confirmation of minutes of previous meeting held on 15 March 2023**

The Committee confirmed the minutes of the previous meeting as a correct record and the minutes would be signed following the meeting.

**M 009/23      Matters arising from the minutes of previous meeting held on 15 March 2023**

Minute no. 646 – The Manager reported that the U3A trip had not gone ahead, due to lack of time.

Minute no. 648 – The Curator reported that a donation of £150 (rather than the anticipated £100) had been received from The Father Christmas Committee.

Minute no. 648 – The Manager reported that Swanage and Purbeck Development Trust had declined to act as an umbrella charity for the Museum.

**M 010/23      Reports by Committee Volunteers**

The Committee noted the reports from the Manager and Curator. There was no report from the Webmaster, due to illness.

**M 011/23      Annual Budget Review**

The contents of the budget were noted, and the Committee members agreed that the figures showed a positive position.

**M 012/23      Budget Update**

The contents of the Budget Update were noted.

The Curator asked if all donations went into Reserves (rather than General Fund). It was agreed that this question would be answered at the next meeting.

**M 013/23      Events**

The Curator gave a verbal overview of the events for the Museum in the coming year, which included the regular planned walks in the town and on the walls. A children's trail competition was also being planned and organised. There had also been a flurry of 'emergency' school trips to the Museum.

The Curator suggested running a Volunteer Fair in the New Year in the Corn Exchange to publicise the volunteer opportunities in the museum and to invite other local voluntary organisations to take part. It was agreed that the Curator would speak to the Town Clerk.

**M 014/23      Any other items the Chairman deems urgent**

The Curatorial Advisor, V De Wit, reported that applications for the Community and Culture Project Fund were still available from Dorset Council until Sunday 7 July 2023.

It was requested that a charity status update be put on the agenda for the next meeting.

**M 015/23      Date of the next meeting**

It was noted that the next meeting of the Museum Committee was scheduled to be held at 7.00pm on Wednesday 13 September 2023.