



**GREAT YARMOUTH**  
BOROUGH COUNCIL

# **Nelson Museum Management Board**

**Date: Monday, 01 September 2014**  
**Time: 15:30**  
**Venue: Nelson Museum**  
**Address: [Venue Address]**

## **AGENDA**

### **1 DECLARATIONS OF INTEREST**

You have a Disclosable Pecuniary Interest in a matter to be discussed if it relates to something on your Register of Interests form. You must declare the interest and leave the room while the matter is dealt with.

You have a Personal Interest in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

You must declare a personal interest but can speak and vote on the matter.

### **2 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**3 MINUTES**

**3 - 6**

To confirm the minutes of the meeting held on 30 June 2014.

**4 CURATORS REPORT**

To consider the Curators report.

**5 VOLUNTEER REPRESENTATIVE REPORT**

To consider the Volunteer Representatives Report.

**6 ANY OTHER BUSINESS**

To consider any other business as may be determined by the Chairman of the meeting as being of sufficient urgency to warrant consideration.

**7 EXCLUSION OF PUBLIC**

In the event of the Committee wishing to exclude the public from the meeting, the following resolution will be moved:-

"That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting for the following item of business on the grounds that it involved the likely disclosure of exempt information as defined in paragraph 1 of Part I of Schedule 12(A) of the said Act."

# Nelson Museum Management Board

## Minutes

Monday, 30 June 2014 at 15:30

Present:

Councillor Robinson-Payne (in the Chair), Ben Turner (Ben Burgess), Bertie Patterson (Volunteer Representative), David Consick (Volunteer Representative), Alison Green (Volunteer Representative) and Karline Smith (Senior Member Services Officer).

### **1 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **2 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **3 ELECTION OF CHAIRMAN**

Councillor Jeal was appointed as the Chairman for the 2014/15 municipal year. The Chairman welcomed the new volunteers to the meeting and explained that there were three voting members on the Management Board which were himself as the Chairman, the Curator Councillor Robinson-Payne and Ben Turner.

RESOLVED:

That Councillor Jeal be appointed as the Chairman for the 2014/15 municipal year.

### **4 MINUTES**

The minutes of the meeting held on 12 May 2014 were confirmed.

### **5 MATTERS ARISING**

(i) Invoices

A cheque had been received for £846.45 and invoices would now be sent out monthly for room hire.

(ii) Procedures

Councillor Robinson-Payne reported that the signing in book was now being used. The Chairman asked where the Museums Liability Insurance Certificate was as this was now not on display and it was agreed that this would be looked into.

(iii) Cannon

It was reported that the company that left the Cannon at the museum had rung to ask for this back. Councillor Robinson-Payne explained to them that she had been informed by the coroner's office that this could not be removed until they authorised this.

(iv) Treasurer

It was reported that Malcolm had offered to help but this had been declined. Ben stated that the accounts weren't as detailed as they could be. The Chairman stated that the first move furnish aid accounts computer system could be replicated at the museum so that monthly figures could be produced. The Volunteers suggested re-instating the log book where they could input the days takings and what these were for. The Director of Resources, Governance and Growth at the Council had asked how close the museum was to being able to run without the Council's grant.

(v) Membership

Alison and David were introduced as volunteers who would be attending future meetings.

## **6 CURATORS REPORT**

### **Guttering**

Wellington Construction was on site clearing the blocked guttering last month. The shutters for the Courtyard are still to be returned despite being chased up for them. There is also a window in the conference room that needs repairing as it is in dangerous condition.

### **Radio Norfolk**

Andrew Turner came to the museum and did an interview regarding the future of the museum. The interview included the Curator, some volunteers, a school group that were at the museum at the time including some of the teachers. This was subsequently broadcast the next day and we received positive feedback from it.

### **Night of the Museums**

Our theme for this year was a "Pirates Party" Although a successful evening, it was not particularly well attended by the public. However this seemed to be the same with all the other heritage sites that also participated. Thanks were given to all the volunteers who made the evening possible. However it was thought that it may be worth reconsidering whether the museum should take part in this event next year.

### **Shop**

After some of the volunteers had voiced concern that they were not happy with the shop's location it has been returned to its original place. Also some new stock including new books had been ordered as much of the old stock had finally been sold with the exception of the postcards. £300 had been spent on stock. Councillor Robinson-Payne stated that she would now keep a minimal amount in stock.

### **Monument**

The Monument had opened again this year on Sundays from 1st June - 31st August. Without the dedication of a small group of seven volunteers this would not be able to happen. The ascents are priced at £3 per person. The first official ascent of the year was made by Shae Williams. David suggested that private group viewings could be arranged.

### **Volunteers**

Recently an incident where some German visitors were issued with a penalty notice for parking in the car park without displaying a valid ticket in their car. A well meaning Volunteer got involved with this issue and has subsequently resigned from the museum.

Three new volunteers had joined recently but three more were needed to cover all shifts on reception. Currently the shifts were being covered by other volunteers coming in on extra days until they were up to full capacity again.

### **Seb Duncan/GYBC**

It was reported that a meeting had been held with the Director of Resources, Governance and Growth at the Council last week regarding the Museum's funding agreement with the Council, he had stated that he may be able to obtain a card machine via the Council for the Museum. A letter has been sent to Malcolm and the Leader of the Council Trevor Wainwright had also asked for the figures. It was suggested that a summary of the accounts be produced for submission.

A confirmation letter had been received from the Council appointing Councillors Jeal and Robinson-Payne to the Nelson Museum as representatives of the council on outside bodies for 2014/15.

### **Letter**

A letter had been donated to the Museum recently is a letter bearing Nelson's signature. It has been in the family of the donor since it was signed in 1804.

### **Forum**

The planned exhibition in August is still ongoing. Final plans for artefacts that will be part of the exhibition are still under discussion. Some filming took place at the museum last week.

### **Maritime Festival**

Concern was expressed at the rent for a stall at the Maritime Festival as there was

not enough stock to sell at this.

### **Donations**

It was noted that donation had dropped off over the years.

## **7 VOLUNTEER REPRESENTATIVE REPORT**

It was reported that volunteers had refrained from entering mistakes into the diary, however, it was pointed out that it was hard to recruit more volunteers. The Forum in Norwich would soon be releasing an APP about Nelson which would be a good advert for the Museum. The exhibition at the Forum would need volunteers for the museums table. The Nelson Society would also be having a table close to the museums.

Les would be looking in his diary to find a date for a Nelson Walk around town and volunteers would be asked to support this.

One of the volunteers Sue had been organising and giving talks and so far this year had made about £600. The last group sent her a very nice letter for an enjoyable time. The volunteers also thanked Councillor Robinson-Payne for supplying the cream tea materials.

It was hoped that the blue plaques for James Sharman would be installed soon at the Wrestlers and the Monument.

It was agreed that the Cannons would be re-painted.

Alison reported that the volunteers had been running carousel sessions which included life below the decks, dressing up and court yard battles for students from Infant schools through to Secondary Schools. It was suggested that a letter or email be sent to all schools before they finish for the summer holidays to see if they would like to book up again for the new school year.

## **8 PRESERVATION TRUST**

There was no update received.

## **9 ANY OTHER BUSINESS**

Ben stated that the Museum needed to try and obtain funding from other sources.

The meeting ended at: 17:00