



GREAT YARMOUTH
BOROUGH COUNCIL

Nelson Museum Management Board

Date: Monday, 06 October 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 - 5

To confirm the minutes of the meeting held on 1 September 2014.

4 MATTERS ARISING

To consider any matters arising from the above minutes.

5 CURATORS REPORT

To consider the Curators Report.

6 VOLUNTEER REPRESENTATIVE REPORT

To consider the Volunteer Representative Report.

7 HEALTH AND SAFETY

To discuss this at the meeting.

8 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.

9 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, 01 September 2014 at 15:30

PRESENT:

Councillor Jeal (in the Chair), Ben Turner (Ben Burgess), Bertie Patterson (Volunteer Representative), David Cansick (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 MINUTES

The minutes of the meeting held on 30 June 2014 were confirmed subject to the amendment of David's surname from Consick to Cansick and that under (iv) Treasurer, that Malcolm had been offered help but he had declined this.

4 CURATORS REPORT

Forum

The museum had worked in partnership once again with the Forum on their Battle of the Nile exhibition. They had loaned the Nile tables as well as Nelson himself. An app was launched as part of the exhibition. The museum did a postcode capture throughout August which included asking if the Visitor had been to the Forum exhibition or had used the app. Out of 168 visitors only 9 had come from the forum which equates to 5%. The Museum asked for anything that the Forum has surplus to their requirements so that they could use this in the museum. Ben Turner stated that he had spoken to the Forum about the museum not receiving a copy of their video from last year and this would be arranged.

Monument

The monument has been open on Sundays June-August. It had been run with only a small team of guides this year - which has been challenging. It will open on the 13/14 September for the Heritage Open Days weekend.

Artefacts

The Museum is undertaking a thorough search of all the collection to assess if everything is located where it should be. This project is aided by Andy who helps with the MODES list.

Media Coverage

A couple of Radio Interviews took place recently one live one with Radio Norfolk in July and another pre recorded with the local station Harbour Radio. Facebook and Twitter continues to be popular. It was suggested that the museum could join street life and receive £2 income per person to the museum.

Incidents

The museum has had a spate of disappointing incidents recently:

- * Nelson's finger snapped off
- * Rope ball from the courtyard stolen/lost
- * Mirror in the toilet unscrewed
- * Youths trespassing on the property when museum is closed. (It was suggested that the museum look into non drying paint on the walls or installing pidgeon spikes).

It was agreed to ask the Preservation Trust to look at the faulty electrical sockets.

Room Bookings

During August there was only one room booking. From mid September two mornings per week had been booked up until the end of the year. The Board wish to express their thanks to the Town Hall for referring the room booking to the Museum.

Maritime Festival

The museum would be having a stall at the festival on the quayside, Cream Teas in the Courtyard and a suggested donation of £1 entry fee would be charged.

5 VOLUNTEER REPRESENTATIVE REPORT

It was reported that on the 21st October 2014 two blue plaques would be installed one at the Old Wrestlers and one at the Monument.

Change was required for the till at weekends. Till readings would be placed in the diary to see how much money had been taken.

It was asked if the printer in the reception could be looked at as it wasn't working. It was reported that this was due to the black ink running out and this had been replaced.

The Volunteers had been for a walk followed by a fish & chip supper.

77 Cadets aged 13 to 18 years of age attended the museum and received a talk on Life on Board Ship and it was hoped that they would attend again next year.

The scones, jam and cream were ready to be picked up on Saturday 6th September 2014, but help would be required to set up the marque.

Contact has been made with local schools to see if they would like to visit the museum.

Alison had met with Malcolm to take over some of his workload and had prepared a spreadsheet to facilitate this.

A link had been set up to the Norfolk Can Inspire website so that the museum could attract young volunteers 16 to 24 years old. One volunteer Michael had successfully been recruited and another may be interested in sewing and making costumes.

Sadly Pamela a long term volunteer would be leaving due to family commitments, she had been with the museum since 2004. Since the last meeting two new volunteers had been recruited.

6 ANY OTHER BUSINESS

It was reported that the Nelson Ball at the Town Hall may be cancelled as there were only two tables booked and it was suggested that a smaller dinner could be held instead.

It was agreed that the next meeting would be held on Monday 6th October 2014 at 3.30pm.

The meeting ended at: 16:30