



**GREAT YARMOUTH**  
BOROUGH COUNCIL

# Nelson Museum Management Board

**Date:** Wednesday, 08 March 2017  
**Time:** 14:00  
**Venue:** Nelson Museum  
**Address:**

## **AGENDA**

**Open to Public and Press**

### **1 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **2 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.

Whenever you declare an interest you must say why the interest

arises, so that it can be included in the minutes.

**3     MINUTES**

**3 - 7**

To confirm the minutes of the meeting held on the 12 September 2016.

**4     MATTERS ARISING**

To consider any matters arising from the above minutes.

**5     CURATORS REPORT**

To consider the Curator's report.

**6     VOLUNTEER REPRESENTATIVE REPORT**

To consider the Volunteers Representatives report.

**7     HEALTH AND SAFETY**

To be discussed 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.

# Nelson Museum Management Board

## Minutes

Monday, 19 September 2016 at 14:00

PRESENT :

Councillor Jeal (in the Chair); Councillor K Grey

Mrs Kerry Robinson - Payne (Curator), Mr Ben Turner (Ben Burgess), Mrs Alison Green (Volunteer), Mr Bertie Patterson (Volunteer) Mrs Sammy Wintle (Member Services Officer).

### **1 ELECTION OF CHAIRMAN**

The Member Services Officer opened the meeting and asked for nominations for the position of Chair.

Councillor Jeal was duly proposed and seconded.

RESOLVED : That Councillor Jeal be elected as Chair of the Nelson Museum Management Board for the 2016/17 Municipal Year.

### **2 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Cutting and Mr David Cansick.

### **3 DECLARATIONS OF INTEREST**

There were no Declarations of interest declared at the meeting.

#### **4 MINUTES**

The minutes of the meeting held on the 11 November 2015 were confirmed.

#### **5 MATTERS ARISING**

Kerry Robinson-Payne (Curator) reported that in relation to item 6, that the communication and messages take were taken by volunteers had become an issue once again, therefore this matter was to be re-addressed.

Ben Turner (Ben Burgess), advised the Committee that Alison Green (Volunteer) had submitted the latest receipts for the museum and that it was hoped that the financial books would be completed later in the week. He advised that Helen Talbot (Ben Burgess) completed the book keeping with Alison. Councillor Jeal advised that it was hoped that the Council would have undertaken the book keeping for the museum although the Council could not commit to this.

Councillor Jeal asked in relation to the heating and asked if the new thermostat had been provided, Kerry advised that to date no communication had been received to advise when this would be completed. Ben Turner asked in relation to the boiler position and whether this matter could be raised with the plumbing contractors to give an estimate of costings.

#### **6 CURATORS REPORT**

The Museum's Curator, Kerry Robinson-Payne reported on the following:-

##### Vandalism

Members were advised that youths had broken into the courtyard and caused damage to the cellar doors and picnic tables. The police were informed of the vandalism and appropriate statements were made, the CCTV footage was also given to the police. The Museum received a visit from the Crime and Prevention Officer who provided advice on further crime prevention aspects.

It was reported that the quality of the CCTV footage was inadequate therefore it was unlikely that the perpetrators would be caught.

Kerry advised that the wall from the car park which had been the route over into the courtyard had now been painted with anti vandal paint as a preventative measure, and that further signage to state CCTV in 24 hours and trespassers will be prosecuted had been erected.

### Maritime Festival

It was reported that the combined total for this years Maritime Festival totalled £1,262 and that there had been 526 visitors over the weekend. Sunday appeared to be the quieter of the two days, and it was pointed out that the festival had fallen on the same weekend as the Heritage Open Days therefore may have made a difference to the footfall amounts.

### Accreditation

It was reported that the museum's long awaited accreditation invitation from the Arts Council had been received, Kerry advised that she would be meeting with members of Norfolk Museum service who are part of the Shared service to discuss ways forward.

### Room Hire

Kerry advised that the museum currently has one regular session per week booked until February 2017 by Adult Education. She advised that there were several other bookings for the conference room including a private viewing for Trafalgar Day, and that there had been a recent private hire for a paranormal evening which was successful.

Councillor Grey asked if schools were made aware of the room hire facility and this was confirmed.

Ben Turner asked how this years room hire had compared to previous years, Kerry advised that bookings had declined this year, she pointed out that the Museum would close at the end of November but that room hire would be available all year round. Councillor Grey asked why the museum closed, Kerry advised that the closure was due to a deep clean that is undertaken at the museum.

### Courtyard

It was reported that the cannon carriages had been kindly painted by the husband of one of the museum volunteer's, and that with new picnic tables purchased and a general wedding of the area the courtyard now looked very tidy.

Councillor Jeal asked in relation to the wood bark replenishment, it was advised that this would be ordered and completed in readiness of there opening in February, Ben Turner suggested that T.M.A (Graham Andrews) be contacted to arrange this.

### Monument

It was reported that another successful year had been recorded and that good coverage from both the local paper and Radio Norfolk had been received. It was pointed out that next year due to retirement further Guides would need to

be appointed.

#### Radio Norfolk

- In August the monument had taken part in Radio Norfolk's Treasure Quest Programme.

#### Volunteer meeting

- A volunteer meeting was held last month, all were brought up to date with necessary information and a question and answer session was held.

#### Christmas Dinner

- It was reported that this years event will take place at the Furzedown Hotel on Thursday 15th December.

## **7 VOLUNTEER REPRESENTATIVE REPORT**

Bertie Patterson (Volunteer) advised that a volunteers meeting had been held and that the volunteers were keen for this to continue. He advised that the volunteers had requested that more change be available for the tills as at times this had been an issue, and that there was a need for more stock to be ordered.

It was reported that a volunteer event had taken place and that volunteers had asked for another to be organised, Bertie advised that he and Les were looking to arrange a future event.

Some concern was raised in relation to the vast amounts of water that had formed between the two houses, although it was pointed out that this was due to a downpour of rain and Kerry advised that she was aware of this issue.

Bertie suggested the need for more volunteers to be appointed, Kerry advised that a new volunteer had been appointed and would be starting at the museum later that week, although agreed of the need for more volunteers. Councillor Grey advised that she would be attending a SNAP meeting in the week and would advise of the need for more volunteers.

Alison reported that the accounting figures had been sent to Helen at Ben Burgess for finalising, she advised that this was working much better than previous years.

Members were advised that during the Maritime Festival several volunteers had worked extra shifts, although it was noted that due to the festival coinciding with the heritage open days there had been a noticeable decline in the sale of cream teas. Councillor Grey asked if there had been any live music to attract customers into to the museum, Alison advised that there had not been although this could be a possibility for next year. Councillor Grey stated

that she would be happy to help with providing live music.

It was reported that there had been a reduction in school visits this year, however schools were now being offered a discounted rate.

## **8 HEALTH AND SAFETY**

It was reported that the lift quarterly check had been completed and that a letter had been received to state that £3500 of work may be required due to the cables within the lift, Ben Turner asked if it was the museums responsibility to maintain the lift, Kerry advised that it was and that this matter would be monitored closely, it was pointed out that clarity needed to be sought as to whether the works were advisory or essential, Ben Turner advised he would speak with his own lift representative to seek advice.

Ben Turner asked if the matter of no fire door closure in the blue room that had been raised at the previous meeting had been addressed, Kerry advised that a fire door closure was not required.

## **9 ANY OTHER BUSINESS**

Kerry advised that the Trafalgar Day Service would be held on the 23 October at 1pm at the Monument.

It was reported that an election was due for the volunteer representatives, Kerry advised that this matter would be addressed.

Ben Turner asked in relation to the museum uniform, Kerry advised that volunteers were to wear navy polo shirts with the museum logo, although it had been noted that some volunteers had been wearing different colours therefore this matter was to be addressed.

Councillor Jeal pointed out the need for a new museum flag, Ben Turner stated that Ben Burgess would cover the cost of a new flag. Councillor Jeal also suggested that a sign be erected near to the traffic lights on South Quay promoting the museum.

It was agreed that Councillor Jack Cutting be sent an agenda once published via post.

## **10 DATE AND TIME OF NEXT MEETING**

It was agreed that the next meeting be held on Monday 23 January at 2pm.

The meeting ended at: 16:00