

Nelson Museum Management Board

Minutes

Wednesday, 11 November 2015 at 15:00

PRESENT :

Councillor Jeal (In the Chair), Councillor Robinson-Payne (Curator), Mr Ben Turner (Ben Burgess), Mr Bertie Patterson (Volunteer), Ms Alison Green (Volunteer), Mr David Cansick (Volunteer), and Sammy Wintle (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 24 August were confirmed subject to the following amendments.

1) The following surname was spelt incorrectly in those present, Bertie Paterson should have read Bertie Patterson.

2) The following surname was spelt incorrectly in apologies for absence, David Cantick should have read David Cansick.

3) Item No 6 - Volunteer Representative report, corrections to the minute :-

i) Next one being held in September should have read Next one being held in November.

ii) Alison reported that she had attended the accreditation course and that Kerry had been the only Curator in attendance, should have read Alison reported that she had attended the accreditation course and that Kerry and one other Curator were in attendance.

iii) Captain nine tails should have read Cat O nine tails.

4 MATTERS ARISING

The Chairman asked if following the previous Volunteer Representative Report, had another evening activity taken place, and was informed this had not yet taken place.

5 CURATORS REPORT

The Museum's Curator reported on the following :-

Maritime Festival

It was reported that the Maritime Festival had been a busy weekend with great camaraderie and atmosphere, and that there had been lots of volunteer help.

The Curators financial report was circulated to the Committee, and Members were informed that the money raised this year exceeded the amount raised last year.

2015

Museum Takings - £371.35

Cream Teas - £603.10

Stall - £229.61

Tombola - £96.00

Donations - £43.77

Total for 2015 - £1343.83

2014

Museum Takings - £374.81

Cream Teas - £434.85

Stall - £94.93

Total for 2014 - £904.59

It was reported that the total money raised from the museum from the 1st to the 10th of November was £133.40 with total number of customers being 25, and that on four opening days there had been no visitors. The Curator reported that volunteers had been disheartened that there had not been many visitors.

The Chairman suggested the museum not opening for the November period. Ben Turner stated that the Museum opening dates were published a year in advance so this needed to be kept in mind. Kerry pointed out that the museum would remain open for school visits.

It was suggested that Coach Companies and Local Hotels be contacted to advise of private hire of Museum for guided tours. It was decided that a letter would be sent out to coach companies.

Nelson's Antigua Dockyard

Chris Balls from the Antigua Dockyard had made contact with Kerry when visiting Norfolk and was very impressed with what they had at the Museum.

Room Hire

It was reported that the Adult Education Group were still hiring a room for 5 hours per

week, and that there had been extra room bookings made although these were not permanent bookings.

Replica Pickle

It was reported that Mal Nicholson the owner of the Replica Pickle had docked into Yarmouth on its voyage to Hull, volunteers from the museum had been for a visit on board. Kerry informed the Board that she had an interview with Radio Norfolk and a short interview on BBC North whilst the Replica Pickle had been docked.

School Visits

It was reported that there had been 3 school visits totalling 181 Students.

Monument

It was reported there had been 147 visitors since the end of May to the end of August, this was 67 visitors more than last years total, and that there had been 2 limited open days during the season. Kerry informed the Board that there would be a recruitment drive for new Guides in the the new year.

The Chairman expressed the view that the signs at the monument needed to be changed before next year, and that the monument was a Grade 1 Listed Building so would have restrictions on sign types. Ben Turner suggested a sandwich board be used to attract visitors, Kerry reiterated that this would be a good idea and could be used when the Monument was open.

Trafalgar Day

A 2-4-1 offer was in place in the museum, and visitors were offered a complimentary tot of rum. The museum took part in the Trafalgar service in conjunction with GYBC which was held at the Monument, it was reported that it was well attended and that it continues to become more popular each year.

Christmas Dinner

Kerry reported that the Christmas dinner was going to be held at the Burlington Hotel on Friday 11th December.

Cultural Heritage Partnership Conference

Kerry reported that this was to be held next Wednesday, participants from the Museum would be attending.

6 VOLUNTEER REPRESENTATIVE REPORT

The volunteers asked for ideas on activities, it was suggested these be discussed at the next volunteers meeting. It was reported that Halloween at the Museum had been a greater success this year compared to previous years and that the museum had been mentioned in the "Whats On" magazine.

Alison reported that there had been 3 school visits, and that St James school were due to visit, this was to be a self guided session. Alison expressed concern in regards to the session being self guided as originally thought it would be a guided session.

Alison raised concern in regard to communication and messages being taken by volunteers were not being passed on to the relevant person, and changes were being made in the diary without consultation. The Chairman advised that dates should not be booked in without the Curators confirmation. Kerry reported that there was a notebook beside the telephone for notes to be written down.

Positive feedback had been received from the schools that had visited, although some feedback suggested that visits needed to include hands on projects. The Chairman suggested a project book be devised to engage a variety of age groups. Alison reported that they had new volunteers that were interested in helping with the School visits.

Alison advised that she will be attending the Great Yarmouth Cultural Heritage Partnership Conference and that she was hoping to gather ideas from this for the museum.

The Chairman reported that he had spoken to Penny Bain in regards to the book keeping and was informed that she would not be able to commit to this. Ben Turner (Ben Burgess), reported that the book keeping was being done by Ben Burgess presently and that they were happy to continue for this year and would not charge the Museum.

7 HEALTH AND SAFETY

It was reported that the heating issue had been resolved, and that the boiler had been repaired and serviced. Kerry advised that a new company Ellis & Ellis had been sourced to complete repairs and the cost was £245.

Concern had been raised regarding the boiler and it's position, it was agreed the Chairman would speak to Pete Ellis for recommendations.

Kerry reported that the alarms had been tested and serviced.

David expressed concern in regard to no fire door closure in the blue room since alterations, the Chairman suggested speaking to the Fire Station for clarification, Kerry advised that the Fire Station had completed their annual visit after the alteration had been finished and that they had not given advice on this.

8 ANY OTHER BUSINESS

Ben Turner informed members of the financial figures for the year, it was decided that these would be discussed further at the volunteers meeting.

It was agreed the date and time of the next meeting would be, Monday 25th January 2016 at 10am.

The meeting ended at: 16:20