



GREAT YARMOUTH
BOROUGH COUNCIL

Nelson Museum Management Board

Date: Monday, 24 August 2015
Time: 15:00
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.

Whenever you declare an interest you must say why the interest arises, so that it can be included in the minutes.

2 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3 MINUTES

3 - 5

To confirm the minutes of the meeting held on 6 October 2014.

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 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.

Nelson Museum Management Board

Minutes

Monday, 06 October 2014 at 15:30

Present:

Councillor Jeal (in the Chair), Councillor Robinson-Payne (Curator), Ben Turner (Ben Burgess), Bertie Patterson (Volunteer Representative), Less (Volunteer Representative) and Karline Smith (GYBC, Member Services Officer).

1 DECLARATIONS OF INTEREST

There were no declarations of interest.

2 APOLOGIES FOR ABSENCE

Apologies for absence were received from David Consick and Alison Green.

3 MINUTES

The minutes of the meeting held on 1 September 2014 were confirmed subject to the amendment that Council Robinson-Payne was present.

4 MATTERS ARISING

(i) Forum

Councillor Payne reported that she had still not heard from the forum about receiving a copy of their video and would chase them.

(ii) Artefacts

Councillor Payne stated that she would be attending a Modes Course and would be able to help Andy with the Modes list.

(iii) Accounts

The Chairman had asked Less to attend and asked him if he would be able to attend a meeting with Malcolm at the Council with Penny Bain and that the Council was

asking to look at the museums accounts. The Chairman stated that the Council would like to look at the accounts which should include how many people attended the museum, their income and expenditure and that they would not need to see all of the category breakdowns.

5 CURATORS REPORT

Maritime Festival 6/7 September 2014

The Museum was open on both the Saturday and Sunday. A donation of £1 and a packet of postcards was the entrance fee. Over the two days the museum had approximately 300 visitors. The total entrance income was £288.41. The museum shop sales for the weekend was £86.40. The stall on the quayside selling shop goods made a net profit of £94.93. The cream teas in the courtyard were again a great success with a profit of £434.85 . In total the net profit for the museum for the weekend was £904.49.

Room Bookings

The room bookings continue at 4 sessions per week. An "exclusive use of the museum" booking for 3 hours in November by the Nelson's Spirit has been arranged. There have been further enquiries regarding room hire, though not all have been successful. The Board thanked the Council for referring people to the museum for room hire. A school booking had been received. A booking had been received for next Thursday with Less doing a talk to a group of £17 and they would be paying £3 a head for this.

The Times Newspaper

The museum had received the newspapers from a lady in sussex. The dates are March 25th and April 16th 1801.

Utility Aid

Gas contract has been secured from January 2015,

Share Courses

Kerry would be attending a fundraising course at the Castle on 13th October 2014 and a MODES course in January 2015.

Trafalgar Day Service

The service at the Monument is taking place at 1pm Sunday 19th October 2014.

Volunteers

Kerry reported that the museum was short of volunteers to provide cover.

6 VOLUNTEER REPRESENTATIVE REPORT

The Museum's Christmas Dinner would be on 12th December 2014 at the Star Hotel at 7.30pm.

It was reported that Sue was still carrying out talks in the evenings to raise funds for the Museum.

It was agreed that the Chairman attended the next volunteers meeting to thank them all work their hard work and support.

The Board were reminded that on the 21st October 2014 two blue plaques would be installed one at the Old Wrestlers at 12.15 and one at the Monument 11.00am with Less doing a talk at the Wrestlers.

7 HEALTH AND SAFETY

It was reported that the Boiler was serviced last month and that there had been a problem with electrodes so the Boiler would not ignite. The invoice total for this was £305.23.

The Lift service is upto date.

The Alarm service is upto date

All the Fire extinguishers have been checked or replaced.

PAT testing is imminent.

The Museum was waiting for an electrician to attend.

It was agreed that Cllr Robinson-Payne would speak to the Preservation Trust about more smoke alarms being installed in the Library, the Store and the Cellar.

It was agreed that the Museum would look into possible funding for a lift .

8 ANY OTHER BUSINESS

It was agreed that the next meeting would be held on Monday 19 January 2015 at 3.30pm.

The meeting ended at: 16:20