



GREAT YARMOUTH
BOROUGH COUNCIL

Nelson Museum Management Board

Date: Wednesday, 11 November 2015

Time: 15:00

Venue: Nelson Museum

Address: [Venue Address]

AGENDA

Open to Public and Press

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 24 August 2015.

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's 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, 24 August 2015 at 15:00

Present:

Councillor Jeal (in the Chair), Councillor Robinson-Payne (Curator), Ben Turner (Ben Burgess), Bertie Paterson (Volunteer), Alison Green (Volunteer) and Karline Smith (GYBC, Senior Member Services Officer).

1 DECLARATIONS OF INTEREST

There were no declarations of interest.

2 APOLOGIES FOR ABSENCE

An apology for absence was received from David Cantick.

3 MINUTES

The minutes of the meeting held on 6 October 2014 were confirmed.

4 MATTERS ARISING

The Chairman stated that he would speak to Penny Bain at the Council to ask her if she would be prepared to do the Museums's book keeping.

5 CURATORS REPORT

The Museum's Curator reported on the following:-

That in April - July 2015 Visitor totals were 1,629

That in April - July 2014 Visitor totals were 1,524.

Summer Event Days

Thursdays throughout the summer holiday had been successful. Days including

Pirate Day, Life on Board and Nelson's Navy seem to have been received well and there have been lots of positive comments left in the visitor book.

Room Hire

ESOL no longer require room hire this term but Adult Education had booked for a 5 hour class each week until December.

Monument

Even though there had been a shortage of volunteers to operate this season the Monument had remained open every Sunday with the exception of one very wet weather day when the guides had to close early.

Accredication

Kerry had attended the SHARE Accreditation Awareness Course. Most museums were going through their accreditation this year and only a small number of museums are next year. All but one museums in attendance for this course had volunteers/trustees as their main contact for completing their respective accreditations. Curatorial Support is still available.

Filming

In June 'Raise the Roof' production company filmed Len Goodman's "Holiday of a Lifetime". This month Ember filmed for a promotional ad for holidaying in Great Yarmouth for GYTA.

Letter

An offer had been made to the Museum of a letter from Nelson to a relative (Matthew Nelson).

6 VOLUNTEER REPRESENTATIVE REPORT

It was reported that a volunteers meeting had been held two weeks ago and there were no issues to raise. The volunteers had asked if they could have another evening activity arranged. It was suggested that Volunteer meeting should now be held bi-monthly with the next one being held in September just before the museum closes. A deposit of £100 was required to secure the Christmas meal at the Star Hotel.

Alison reported that she had attended the accreditation course and that Kerry had been the only Curator in attendance. Details were now going to be sent out to schools and that the schools had requested more hands on sessions instead of talks, these sessions would be tweeted.

It was agreed that new captain nine tails should be purchased.

Tessa is a new volunteer to the museum who has a BA in Creative Writing and had agreed to write a new story for the museum about being a sailor.

In the summer pirate sessions were held. The last big event of the year for the Museum is the Maritime Festival on the 5 and 6 September and cream teas would be held in the museum courtyard again. Ben offered a pop up for the court yard in case of bad weather.

7 HEALTH AND SAFETY

It was reported that the lift had been serviced.

The greenery on the walls between the museum and the building next door would be removed soon by a builder and this should stop the damp problems that the museum was experiencing.

It was also pointed out that the Council's conservation officer should be contacted about the museums guttering which required maintenance.

8 ANY OTHER BUSINESS

The Chairman reported that a number of people were abusing the parking tickets for the car park and that as a local resident had got hold of a pass and were not a volunteer at the museum the Council was now looking into a new system to avoid this. The meeting was reminded that the passes were only for volunteers at the museums which allowed them to park for 4 hours. It was reported that the ticket machine for the car park next to the museum was out of order and the Chairman stated that the Council would be aware of this.

The meeting ended at: 15:42