



Stamford
Town Council

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TO ALL MEMBERS OF THE HERITAGE & COLLECTIONS COMMITTEE

Town Mayor Kelham Cooke (Ex Officio)

Cllr Amanda Wheeler (Chair)

Cllr Bret Allibone

Cllr Yvette Diaz-Munoz

Cllr Andy Croft

Cllr Breda-Rae Griffin

HERITAGE & COLLECTIONS COMMITTEE MEETING OF THE TOWN COUNCIL

You are summoned to a meeting of the **Heritage & Collections Committee** for the transaction of the business shown on the agenda below. To be held at 6.30pm on **TUESDAY 4th FEBRUARY 2025** in the Malcolm Sargent Room, Stamford Town Hall. The meeting will also be hosted online. Public, press and non-committee members, join on your computer or mobile app using Microsoft Teams.

Mrs Sarah Dorson

Proper Officer –Town Clerk

Thursday, 30 January 2025

Public Participation: The Chairman will invite members of the public to present their questions, statements, or petitions. The public participation period will be limited to **fifteen minutes** in total, with each speaker allowed a maximum of **three minutes** to address the meeting. Disabled access is available.

Members are reminded of their responsibilities under the Code of Conduct and Standing Orders. The Council has a duty to consider the following matters in exercising its functions: Equal Opportunities (including race, gender, sexual orientation, marital status, religion, belief, or disability), Crime & Disorder, Health & Safety, and Human Rights.

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
(Committee on Standards in Public Life, 1995)



HERITAGE & COLLECTIONS COMMITTEE

A G E N D A

- **Public Participation:**

Recommendation

The reports are to be received, and any significant points should be identified for discussion at future Council or committee meetings or for action by the Council's officers.

1) Apologies – To receive and consider for acceptance.

The Council (including its committees) must approve (or reject) the reasons provided for apologies from absent councillors. If a council member fails to attend a meeting of the council (or its committees) for six consecutive months, without submitting apologies that are accepted by the council (or committee), they will be disqualified from office.

Apologies Received: None

Recommendation

To approve or reject the reasons provided for apologies from absent councillors.

2) To receive any Declarations of Interests and Requests for Dispensation

Members and Officers are reminded of their obligation to declare any interests in accordance with the Code of Conduct adopted in May 2024. The Clerk will report any dispensation requests received.

If a matter arises during the meeting that relates to a councillor's interest, the councillor is responsible for declaring that interest in accordance with the adopted Code of Conduct.

3) Heritage & Collections Budget Report

To receive the Heritage & Collections reports up to Friday, 31 January 2025 and consider any actions deemed necessary.

- a. Budget Report
- b. Committed Projects & Restricted Funds

Recommendation

That the Council receives and notes the Heritage & Collections Budgets

4) Accreditation Reports

Report content / detail

To receive a report on extending the “Working Towards” Accreditation status and reports on the three areas of Accreditation and consider any actions deemed necessary. Responsibility for reporting lies with the Chair supported by the officer where necessary. The reports provide updates on decisions already taken and outline further actions requiring resolution.

- a) *Extending the “Working Towards” status – Officer report supported by Claire Browne (Accreditation Mentor)*
 - i. To approve the Recommendation to extend the “Working Towards” Accreditation status
- b) *Organisational Health – Officer report*
 - i. To review and approve the Heritage Volunteer Policy



c) Managing Collections – Officer Report

- ii. To note upgrade of Modes and start of collections inventory
- iii. To update on the Collections Care and Conservation Policy and the Collections Care and Conservation Plan
- iv. To update on the Documentation Policy and the Documentation Procedural Manual

d) Users & Experiences – Officer Report

- i. To note the submission to Museum Development Midlands Strategic Grants Programme for an Access Audit
- ii. To approve the Recommendation for a visitor counter
- iii. To note the Town Hall Tour dates for 2025
- iv. To note the Heritage Open Day dates for 2025
- v. To approve the Recommendation of the purchase of a tablet for Town Hall Tours
- vi. To note the dates and proposals for the schools workshops

5) Town Hall Collections

Report content / detail

To receive a report on to the Town Hall Collections and consider any actions deemed necessary. Responsibility for reporting lies with the Chair supported by the officer where necessary. The reports provide updates on decisions already taken and outline further actions requiring resolution.

Officer reports

- a) To approve the Recommendation on movement of collection items
- b) To update on the conservation of the Bull Running painting
- c) To update on the charters conservation project and the submission to Lincoln Record Society Grants Programme for the charter digitisation project

6) Museum Store

Report content / detail

To receive a report on the Museum Store and consider any actions deemed necessary. Responsibility for reporting lies with the Chair supported by the officer where necessary. The reports provide updates on decisions already taken and outline further actions requiring resolution.

Chairman report

- a) To update on the condition of the Museum Store and plans for a survey

7) To Consider Projects for the Five-year plan

Recommendation:

It is recommended that the Committee initiates discussions and planning for the Committees' Five-Year Plan, focusing on identifying priority projects, setting achievable goals, and aligning initiatives with community needs and strategic objectives. This process will ensure a clear roadmap is developed to guide the Council's efforts over the next five years.

8) Closure

To close proceedings and confirm the date of the next meeting scheduled – Tuesday, 01 April 2025 at 6.30pm

