

**STAMFORD TOWN COUNCIL**  
**MINUTES OF THE MUSEUM COMMITTEE MEETING**  
**HELD ON MONDAY, 05 SEPTEMBER 2022 AT 6.00PM**

**PRESENT** Councillor David Taylor (Town Mayor)  
Councillor Shaun Ford (Chairman)  
Councillor Mrs Amanda Wheeler (Vice Chair)  
Councillor John Dawson  
Councillor Mrs Elaine Hooper  
Councillor Ms Amanda Schonhut

**ALSO PRESENT** Two members of public in attendance

**237. To Receive public representation in respect of the business on the agenda (Point 1)**

A resident was very interested in becoming involved with the museum and hoped that it would engage with a variety of organisations and individuals who are already gathering historical information relating to Stamford. It was also important that the museum is a destination centre with a café and space for a small play area for children. The development of a professional social media platform is vital.

The Chairman welcomed the comments and it was confirmed that the public consultation had recently closed. An initial analysis of the feedback was encouraging and enlightening. Responses indicate that the museum should be accessible, interactive, relevant and include a café.

**238. Apologies and reasons for absence (Agenda Point 2) - *Committee to receive and resolve reasons for absence in accordance with the requirement of the Local Government Act 1972***

Councillor Andrew Croft and Councillor Mrs Joanna Winterbourne submitted their apologies, and these were noted.

**Proposal 1** – It was proposed by Councillor S Ford, seconded by Councillor Mrs A Wheeler and unanimously **RESOLVED** that the apologies for absence are accepted

**239. Declaration of Interest (Agenda Point 3) - *Committee to receive declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interests.***

Councillor Elaine Hooper declared a Personal Interest as she is a member of the Stamford & District Local History Society.

Councillor Amanda Schonhut declared a Personal Interest as she is a member of the Civic Society.

**240. To Confirm the Minutes - (Agenda Point 4)**

The Minutes of the Committee Meeting held on Monday, 01 August 2022 had been confirmed as a true record of the meeting and signed by the Chairman of the Committee.

**241. Action Points: - (Agenda Point 5)**

a. *Feedback on Spirit of Stamford consultation* – Cllr Ford updated the Council on the Spirit of Stamford public consultation held in St. Michaels Churchyard over two weekends. This consultation garnered information on what the public would like the museum to offer. It was also the culmination of the Spirit of Stamford project, offering a selection of objects from the museum collection, with a vote on which best represented Stamford. The voting will close at the end of

August and the most popular item will be revealed and publicised in the local media. Many individuals during the consultation had expressed an interest in helping as volunteers and brought forward their own local stories which were steeped in Stamford's history. All who attended and assisted during the consultation were thanked for their support.

Councillor Wheeler confirmed the feedback had been most positive. All the narrative from the consultation was utilised to create a word cloud to illustrate the most important elements requested when delivering the museum.

- b. *Draft LCC Offer & Town Hall Interpretation Plan* – It was noted that this document is the draft stage of the offer to LCC to demonstrate how the Town Council would manage the collection and support the Town Council's accreditation application. It was noted that this offer will be forwarded to Lincolnshire Cultural Services who will examine and decide on its content and as to whether the Collection will be transferred to the Town Council. The Museum Committee are maintaining contact with the Cultural Services Team who look after the Collection to ensure all requirements are met. Councillor Mrs Schonhut confirmed that this is the same process which Grantham Museum had to undertake. The Town Hall Interpretation Plan outlines the development within the Town Hall to deliver a Crime and Punishment exhibit in the cellars of the Town Hall. This document is also in its draft stage but should be complete with a budget attached for presentation to the Finance Committee for consideration. The current offering in the cellars needs to be developed to deliver a more professional exhibition and support the accreditation application. It was important to note that the Town Council is trying to identify a permanent location for the new museum.
- c. *Funding application to Museum Development East Midland* – It was noted that the funding application has been successful. All the required evidence and supporting invoices are being prepared for submission to release payment.

242. The Chairman Councillor S Ford confirmed that the Committee had resolved to go into Closed Session to discuss the commercially sensitive and confidential information related to Museum business. In accordance with Sec.1(2) of the Public Bodies Act 1960 (Admissions to Meetings Act 1960) that as publicity would be prejudicial by reason of the commercial sensitivity of the nature of business. The public would be excluded from this part of the meeting. At the end of the Closed Session any resolutions taken will be made public.

The meeting continued in Closed Session at 6.30pm

The meeting resumed in Open Session at 7.45pm

During closed session the Committee resolved to investigate three potential venues for the Stamford Museum. It was also resolved to establish Council approval to set up an Escape Room at the Town Hall and to earmark funds for this purpose.

243. **Budget and Funding Opportunities – (Agenda Point 7)**

- a. *Review Museum Budget* – It was noted that research is still in progress, but it was anticipated a detailed budget will be prepared for submission to the Finance Committee. The budget would also detail any findings from the surveys to deliver a museum and the potential avenues for achieving the funds through grants, sponsorship or borrowing schemes.

244. **Evaluate status of Timeline towards Accreditation submission – (Agenda Point 7)**

a. *Consultation Opportunities March – October 2022- Completed*

b. *Prepare Museum Budget, September 2022* – A detailed budget to be submitted to the Finance Committee for consideration and then to full Council.

*c. Redrafting Museum Offer, October 2022* – The final draft of the Museum Offer to be presented to Lincolnshire Cultural Services for the transfer of the Collection Store, the Museum Collection and Discover Stamford.

*d. Drafting advert for Heritage Officer / Curator, November 2022* – The recruitment for this role is planned for November 2022, by this time much clearer detail of the specification and the vision will have been determined. It was noted that Claire Browne has been engaged to support the Council in respect of this element.

*e. Preparation for Museum Accreditation submission, April 2023* – It is anticipated that by this date all arrangements in respect of the Collection will be in place and the post of curator filled. At this stage the curator would be able to contribute their vision for the museum.

**245. Any other business** - None

**246. Date of next meeting (Agenda Point 8)** – Monday 03 October 2022 at 6pm

The Chairman  
closed the meeting at 8.00pm