

STAMFORD TOWN COUNCIL
MINUTES OF THE MUSEUM COMMITTEE MEETING
HELD ON MONDAY, 03 OCTOBER 2022 AT 6.00PM

PRESENT Councillor David Taylor (Mayor)
Councillor Shaun Ford (Chairman)
Councillor Mrs Amanda Wheeler
Councillor John Dawson
Councillor Andrew Croft
Councillor Mrs Elaine Hooper
Councillor Mrs Joanna Winterbourne
Councillor Ms Amanda Schonhut arrived -6.29pm

ALSO PRESENT Town Clerk
Deputy Town Clerk
Jim Grevatte, Museum Development Consultant. Attending on-line.
One member of public in attendance
3 members of public attending on-line.

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

A resident enquired whether at this stage there was any merit in establishing a Friends of Stamford Museum group. This group could offer support to the curator. There were further questions regarding securing funding for museum premises and the post of curator.

Another resident enquired whether charitable status would be applied to the museum.

The Chairman thanked the residents for their observations and stated that all these points were being investigated. The Museum Committee wishes to work with the wider community and organisations during this undertaking.

273. 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

None

274. 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.

275. To Confirm the Minutes - (Agenda Point 4)

The Minutes of the Committee Meetings held on Monday, 05 September 2022 had been confirmed as a true record of the meetings and signed by the Chairman of the Committee.

276. Action Points: - (Agenda Point 5)

- i. *Draft LCC Offer & Town Hall Interpretation Plan* – The documents had been circulated to Committee members. Jim Grevatte appraised the Committee on his discussions with

LCC and details of elements within each document. Following discussion, it was suggested that the LCC offer was still a document in progress, but could be forwarded to the Collections Manager to establish any disparities before formally presenting it to LCC. It was further recognised that a number of policies required development, but these could be progressed by the Curator once in place. **Action:** TC

The Chairman thanked Jim Grevatte for his service during the Spirit of Stamford consultation and developing the two documents thus far. It was recognised that the Interpretation Plan required development on the Escape Room feature. It was agreed that Mr Grevatte would forward the documents in MSWord format for editing before submitting his final invoice.

- ii. *Update on potential museum venues* – It was confirmed that Ross Thain, Architect, had been appointed to conduct surveys on three potential museum venues. A structural report on the three properties will be provided by the end of October 2022. On receipt of the report the Committee will review the findings and projected costs would be reflected in the Museum budget accordingly. **Action:** TC

277. Budget and Funding Opportunities – (Agenda Point 6)

- i. *Review Museum Budget* – A draft budget had been circulated to the Committee. It was noted that the budget is a working document and some elements were still awaited. Councillor S Ford, Chairman, drew the Committee's attention to the document outlining the comparisons between the two consultants being considered for the provision of the Escape Room feature. This was noted but it was considered that it was important that some members of the Committee became familiar with the experience of an Escape Room and there was an urgent need for this to be achieved within the next fortnight. Councillors had offered to take part in two events, one with each contractor. It was important that the same Councillors attended each session so a like-for-like comparison could be made. The Deputy Town Clerk was tasked to arrange the events. **Action** - DTC

Councillor D Taylor appreciated that the Escape Room feature would support the funding of the Museum, and with this in mind it would be beneficial to identify the anticipated costs of this element. Cllr Dawson recommended that a that a five-year forward plan accompany the budget, detailing how the Museum project would be funded. This would identify the Capital costs and the projected expenditure over the five-year period against income. **Action:** TC

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

- i. *Consultation Opportunities March – October 2022*- The Chairman Confirmed that the consultations in respect of (i) *Spirit of Stamford* and (ii) *A New Museum for Stamford* have closed.
- ii. *Prepare Museum Budget, September 2022* – The Chairman confirmed this item discussed under Agenda point 6 was still being prepared and would be circulated to the Committee before being presented to the Finance Committee for consideration.
- iii. *Redrafting Museum Offer, October 2022* – The redrafting of the LCC Museum offer was discussed under Agenda point 5i. It is anticipated that following County Council approval, transfer arrangements will be put in place and Stamford Town Council would take possession of the Collection Store, the Museum Collection and Discover Stamford.
- iv. *Drafting advert for Heritage Officer / Curator, November 2022* – Recruitment for this role is planned during November 2022 with the appointee in post by March 2023. By

this time much clearer details of the specification and the vision will have been determined. It was noted that MDEM will support the Council in respect of this element.

- v. *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. It was noted that the Council has 3 years to apply, with all the documentation to underpin the application.

279. Date of next meeting (Agenda Point 8) Wednesday, 02 November 2022 at 6pm

The Chairman
Meeting closed at 7.20pm