

THE CORFE CASTLE TOWN TRUST

The Town Hall, 1 West Street
Corfe Castle, Wareham BH20 5HA

www.corfecastletrust.co.uk



MINUTES OF THE TRUSTEES MEETING HELD ON TUESDAY 15TH SEPTEMBER 2015

Present: Louise Haywood (Chair), Emma Grinsted (Secretary), Tony Bryan, Charles Overton, Mark Taylor, Nigel Dragon, Rev. Ian Jackson, Vicky de Wit, Rupert Spicer-Short

Apologies: Paul Jobling (Treasurer), Mary Wills, Steve Clarke, Colin Fuller

Appointment of new Trustees – There are currently two vacant spaces for co-opted trustees following Frank Spooner's resignation and the appointment of Steve Clarke as a Parish Council Trustee. Steve Clarke has not yet resigned as a co-opted trustee so the vacancy could not be filled at the meeting. Emma Grinsted was unanimously elected as a trustee (proposed by Charles Overton and seconded by Tony Bryan). Rupert Spicer-Short expressed an interest in the second vacant position once Steve Clark's resignation has been received.

Accreditation: a talk from Vicky de Wit, Museum Development Officer – Vicky gave us a very informative talk on how she helps local museums gain accreditation. Accreditation is the national standard for how museums operate. There are currently 26 accredited museums in Dorset, 13 of which have no staff, just volunteers. So although the same accreditation criteria apply to all museums, size does not matter. Accreditation would set a benchmark for how we operate, ensuring a good visitor experience, and that our assets are known, relevant and cared for properly. It would ensure we would have robust plans for the future, but all scaled to how big we are so the standards would be relevant to us.

Once a museum has expressed an interest in becoming accredited it can then apply for various grants. Grants that are currently available include one from Dorset Museums Association of £300-£400 to help with little things, one from South West Small Museums which has a £2000 max limit and the Heritage Lottery Fund. The biggest current funding source for museums is the Heritage Lottery Fund. The process to apply for money from them is far more difficult than accreditation would be. They did fund our building work, but they only really fund projects so the project needs to be of a worthwhile size to justify the time and effort needed for the application.

Accreditation covers three main areas; collections, organisation and visitors. The first area covers how we collect, catalogue and store our assets. So we need to collect in line with a standard policy and ensure that we only have what we need and don't just collect things for the sake of it. We should have records of what we have (we have a couple of thousand items?) and store things appropriately. The second area involves such things as having a good constitution, a forward plan to help us grow, defined roles for volunteers and trustees and a robust plan for emergencies such as flood or fire. The third area covers how our collection is displayed, or visitors experience, how we gather visitor feedback and how we engage with the local community as well as visitors. Accreditation is renewed/reviewed on a two-yearly cycle, but this is a soft renewal and just looks at changes rather than going through the whole process again.

Tony stated that we began the process before, but it really needs to be a group effort due to the time involved and the process was never completed last time as Tony was the only one willing to commit to it.

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Vicky was asked how much time did she think would be involved? Do we need to document all our collection? She stated that as documenting a collection is always an ongoing process it's fine to say we have a backlog that will be worked on. The forward plan is the important bit. Having a forward plan would make us more resilient as an organisation and help us to see how we are running. The forward plan should focus on just the museum rather than the whole of the Town Trust, so that may reduce the perceived workload a bit. We can just explore the process with a forward plan workshop as a taster step before the full process.

We would need a few people to express an interest in taking the project on before we go for it so we shall discuss it further at the next meeting when more of us are present.

Matters arising from the minutes of the last meeting (16th April 2015) – Not everyone received a copy of Paul's email about fundraising ideas, Tony is going to forward them on to those that need them.

The new handout for the collection boxes has been done and is ready to be distributed.

The new dehumidifier and photo frame have been purchased and installed.

The gift of four is not grade two listed so we can go ahead with John Cooper renewing the lettering. We now need to work out the logistics of how we do this as it may need to be taken down.

All trustees now have new keys for the meeting room.

We are still not sure what is happening about the hand towel dispenser.

Correspondence – Juliette has stepped down as Parish Councillor so her role on the Town Trust has also ended. She sent a thank you to everyone.

Chairman's Report – Helen Cattle can now only help on two afternoons a week as she now has a job. The other two volunteers, Dorothy Brotherton & Dawn Lindsay are currently transcribing the 1871 & 1861 censuses respectively.

The Annual Return for Charity Commissioners had been completed.

The Facebook page is gradually getting more 'likes' and a link has been added to it from our website.

Dr Dru Drury's seals display cabinet has still not been removed to the Town Hall. Tony and Ian are going to work on this.

The Museum has received two donations; a little shoe which was found in a chimney in West Street at the beginning of the 20th century and a photo album of Ted Hopkins, Headmaster from 1964-1972 for the Infant school.

Treasurers Report – Paul sent his apologies for the meeting but gave us the past six months figures. We were down about £500 overall this period which gives us 10 to 12 years of funding at the present rate.

Charles made £120 at the May Fair which was very good!

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We should look again at our insurance costs as they are still very high.

We have had no meeting room hire income at all for a number of months, although Paul has been looking at the figures for other room hire in the area and feels that we can push up the hire fee. Jim Rosewarn gave us the following information on the hiring of the Sports Pavilion: "The basic cost is £5 per hour. This gives access to the committee room, kitchen and field. If, however, the showers are used, an extra charge would be made. We have kept the cost down because the facilities can only cater for small numbers (unless a marquee is put up). There is some flexibility in our charging policy in that some charities have used it for a very small fee. On the other hand, if someone wanted to use it and we thought their activities may warrant an additional fee, this would be levied." The Village Hall will be intending to hire out small rooms once the modifications to their present building has occurred. Their business case will be viewable on the Village Hall website towards the end of September. ***We will discuss the meeting room hire charge at the next meeting when Paul is present. Please could everyone let Louise have their comments on this before the meeting.***

Museum Report – We were offered some mineral extracts. We passed the offer on to the Mineral and Mining Museum.

Town Hall Report – We have had no recent bookings. We had an enquiry from Nordic Walkers but they didn't book the room as we don't have a wifi system. PCC didn't want to book as they felt £12 was too much for the winter period. We will be looking into hire charges at the next meeting.

Mark asked for the booking system to be tweaked a little as currently people phone Mark to find out about availability, Mark then sends them to the website to download a booking form which is sent to Paul, but Mark never receives confirmation of the booking to add to the diary. Mark needs confirmation afterward a booking has been confirmed.

AOB – The Village Walk booklet is now complete. We are looking into publication costs and then we will need to think about sale costs and locations.

Upcoming Events: Town Trust Christmas Supper - Wednesday 16th December, 6.30 for 7pm

Next Meeting: Tuesday 5th January 2016 at 7.30pm, Town Hall

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