

LITTLE BADDOW PARISH COUNCIL

A Meeting of the History Centre Committee was held in the Memorial Hall on November 18th, 2024. The Meeting commenced at 7:00pm. In attendance: -

Cllr Barbara Teal - Chair

Cllr Carla Galea

Margaret Martin

Andrew Wiltshire

Caroline Ogden

Chrissi Frost

Andy Coppel

Ian Wardle – Clerk

Members of the Public – 0

01/24 Apologies for Absence

Apologies received from Cllr Peter Irvine and Christine Coleman

02/24 Declarations of Interest

None declared

03/24 Introduction of Committee Members

The Chair welcomed all members to the meeting and thanked them for their attendance.

04/24 Roles & Responsibilities of Members

A proposed organisation chart detailing roles for members was circulated and discussed by the committee. The following responsibilities were agreed:

- Events & Exhibitions – Christine Coleman
- Pricing Services – Chrissi Frost
- PR & Partnerships – Caroline Ogden
- Grants & Revenue Streams – Margaret Martin

The defacto members of the committee were invited to contribute on an ad hoc basis

05/24 Adopt Terms of Reference

The review of the Terms of Reference for the committee was deferred until the next meeting to allow further drafting and time for members to familiarise themselves with the detail ahead of formally adopting.

06/24 Public Participation

No members of the public were in attendance

07/24 Finance Report

Committee members received an update from the Clerk on the current position of finances. Points noted:

- Available funds total £10,582.75 and petty cash of £149.34
- Recent expenditure has included: £265.90 for Spook Night expenses; £990 for electrical works and £609.50 for general building maintenance
- Council has included in its budget for 2025/26 an allocation for the salary of a paid employee and £1,500 to cover running costs of the History Centre

Andy Coppel is to advise the Clerk on the process for Council to reimburse the URC for the History Centres share of utility expenses.

08/24 Building Maintenance, Layout & Changes

Committee was informed that general housekeeping of the building has been completed by volunteers on a weekly basis. It was felt that increased use of the centre would create additional need for cleaning and a combination of volunteers and paid cleaners would provide the required flexibility to ensure the premises were kept at their best. Arrangements to be discussed with current volunteers.

Changes to the layout of exhibits in the centre to be agreed on site by the Chair with members and volunteers.

09/24 Centre Operational Matters

- **Opening Hours** – The formal re-opening of the Centre was agreed to be the 6th April 2025 and hours would be Thursday 10am – 12pm and Sunday 10am – 12pm. However, an 'Open by Appointment' approach will be adopted for the closed winter period.
- **Staffing** – The Centre would continue to be staffed by volunteers. Council have budgeted from April 2025 for the addition of a part-time paid employee to take responsibility for the routine management of the Centre and a Role Description will be drafted for discussion at the next meeting.

10/24 The 'Bier'

Committee was informed by Andrew Wiltshire that, as the Bier is a registered asset of the Church, he is awaiting written permission from the Church of England Faculty to release the item to the care of the History Centre. He will advise the Chair as soon as the letter is received, and arrangements can be made to move the Bier.

11/24 Pricing for Research Material & Room Hire

Committee discussed the need to charge members of the public for research requests to cover operating costs and time allocated. A tariff of proposed charges to be presented at the next meeting for review and approval.

Hiring the Centre out to the public for holding meetings and events was discussed and committee agreed this was a further opportunity to increase visibility of the Centre and to raise funds. Depending on the nature of the hire requests, any use of the Vestry Kitchen and Gardens would need to be pre-approved by the URC. A booking system would need to be put in place and a link to the existing Council website for managing the Memorial Hall will be discussed with Neil Holmes, Facilities Manager.

12/24 Date of Next Meeting

The next meeting of the committee will be on the 20th January 2025 at 7.00pm in the Memorial Hall.

The meeting closed at 8.35pm.