

LITTLE BADDOW PARISH COUNCIL

A Meeting of the History Centre Committee was held in the Memorial Hall on January 20th, 20254. The Meeting commenced at 7:00pm. In attendance: -

Cllr Barbara Teal - Chair

Cllr Carla Galea

Margaret Martin

Andrew Wiltshire

Caroline Ogden

Chrissi Frost

Andy Coppell

Ian Wardle – Clerk

Members of the Public – 2

01/25 Apologies for Absence

No apologies received

02/25 Declarations of Interest

None declared

03/25 Approve the Minutes of the 18th November 2024 Meeting

Committee approved the minutes from the meeting held on the 18th November 2024 and they were signed by the Chair, with one minor amendment to minute 09/24: Sunday opening times will be 2pm to 4pm. It was noted at the meeting that the 'Bier' (Minute 10/24) had now been delivered to the History Centre following receipt of the letter of permission from the Church of England.

04/25 Adopt Terms of Reference

Committee reviewed the Terms of Reference approved by Little Baddow Parish Council and agreed to adopt them with immediate effect.

05/25 Public Participation

Representatives from the Little Baddow Carers Club joined the meeting for a discussion on bringing a group of Carers to the History Centre for a pre-arranged Group session on researching ancestry. It was agreed that a fee of £125 would be made to cover the costs for a group of five carers to enjoy a one-hour tuition session at the Centre at an agreed date and time.

06/25 Plans for Exhibition/Display for the Opening on 6th April 2025

Committee members discussed the forthcoming re-opening of the Centre, and the following suggestions of topics were made for future exhibitions and events:

- Essex Witches
- Restless Brilliance – the story of J A Baker
- World War II
- Childhood & Schooling
- Church and the US connection – Hooker & the Elliots
- Importance of History – Talks and links to the Little Baddow Society

Committee decided to adopt the Childhood & Schooling theme as the topic for the opening exhibition in April and will appeal to residents for their contributions on growing up in the village.

07/25 Roles & Responsibilities for the 2025 Exhibition

Committee agreed to work together in preparing materials for the exhibition and specifically:

- Caroline Ogden will write a short piece for the Little Baddow News and for social media
- Margaret Martin will include the History Centre re-opening in the next issue of the Little Baddow News
- The Chair will co-ordinate inputs

08/25 Appointment of Part Time Assistant & Job Description

Following approval by Little Baddow Parish Council the Committee reviewed the Job Description for the newly created History Centre Assistant role and agreed the role and responsibilities. The Clerk will prepare an advert for the role with a four-week closing date that will be posted immediately on village notice boards, Council website and social media.

09/25 Ancestry and 'Find My Past' Subscription

Committee discussed obtaining a licence for the History Centre to complete research through on-line resources such as 'Ancestry.co.uk' and 'Find My Past.' While a suggested fee would be around £150, it was agreed to establish the costs, review and approve at the next meeting.

Committee discussed and agreed that there needs to be a charge for using the History centre resources and where a member of the Centre team provides research support. Suggested charges were:

- Use of system by visitor to research ancestry - £5 per hour
- Research completed by a team member - £25 per hour
- Visitor requiring tuition and direct assistance - £25 per hour

10/25 Finance Report

The Clerk updated the Committee that there had only been one expense, since the last meeting, of £14 to cover the costs of the website domain.

Committee agreed to include 'Raising Funds and obtaining Grants' as an agenda topic for the next meeting.

11/25 Date of Next Meeting

The next meeting of the committee will be on the 10th March 2025 at 7.00pm in the Memorial Hall.

The meeting closed at 8.40pm.