

LITTLE BADDOW PARISH COUNCIL

A Meeting of the History Centre Committee was held in the Memorial Hall on March 16th, 2026. The Meeting commenced at 7:00pm. In attendance: -

Cllr Barbara Teal - Chair
Cllr C. Galea C. Ogden
Chrissi Frost A. Wiltshire
Andy Coppel

Ian Wardle – Clerk Members of the Public – 0

11/26 Apologies for Absence

Apologies received from: Cllr Peter Irvine and M. Martin

12/26 Declarations of Interest

None declared

13/26 Approve the Minutes of the 16th March 2026 Meeting

Committee approved the minutes from the meeting held on the 16th March 2026 and they were signed by the Chair.

14/26 Public Participation

No members of the public were in attendance.

15/26 Update of History Centre Website

Committee discussed the need to increase the levels of Social Media activity to promote the History Centre and generate links to the website. There was general support for being on Social Media platforms and to include volunteers and Caroline Ogden in posts.

16/26 Advertising on the Web

Committee agreed that with more web traffic the longer-term aim would be to secure potential advertising partners to generate income for the History Centre.

17/26 History walks

The Chair proposed organising History Walks covering the East End of London as a potential revenue stream; offering paying attendees a half day escorted tour and lunch of specific areas of interest. Committee were supportive and agreed that it would create a model that could be extended to offering walks around Little Baddow.

18/26 Spook Halloween Fayre

Committee reviewed the success of the April Craft Fayre and were pleased to hear that many Stall Holders had expressed interest in repeating the event. The Chair proposed that the History Centre host a 'Halloween Craft Fayre' on the 31st October 2026, it was unanimously agreed by the Committee. Initial actions:

- The Chair to form a Working Group to complete preparations
- Andy Coppel confirmed that the Chapel were supportive of the History Centre holding public events in the Chapel and grounds
- Andrew Wiltshire to check on availability of the field for Car Parking and confirm signage needed to ensure better traffic management

- The Clerk to check on any additional insurance cover required arising from completing the event risk assessment

19/26 Conference Hub – Inclusion of Cameras

Caroline Ogden advised Committee on the need to install a camera with the new screen to facilitate remote participation of meetings, making the Centre a more attractive conference facility. Cllr Galea offered to donate a camera that could be attached to the screen which Committee was pleased to accept, and it was agreed to ask Alan Roche to complete the installation.

20/26 History Centre Cleaning

There was a lack of clarity on who was cleaning the Centre and the Chair agreed to meet with the contracted cleaner to agree the number of visits each month to clean the Centre.

21/26 Any Other Business

The following items were discussed:

- Andy Coppel updated Committee on the progress of the local URC recovering ownership of the chapel buildings and land together with accrued funds that had been taken incorrectly by the URC Central Synod. While the Central Synod are not responding to requests to agree to return the assets, the local URC are in discussions with the Charity Commission to resolve the matter.
- The Chair proposed closing on a Sunday as there were very few visitors and with only one volunteer on site there was felt to be a safeguarding issue. Committee agreed to close on a Sunday and by mitigation open longer on a Thursday from 10am to 2pm. The offer to 'open by appointment' will remain and so anyone wishing to visit on days other than a Thursday can still be accommodated.
- Caroline Ogden briefed Committee on an offer from a student to volunteer at the Centre during their summer holiday from university.

22/26 Date of Next Meeting

The next meeting of the committee was provisionally set for the 28th September 2026 at 7.00pm in the Memorial Hall.

The meeting closed at 8.45pm.