

MINUTES OF THE HERITAGE & CULTURE COMMITTEE

MEETING HELD ON THURSDAY 24 SEPTEMBER 2009

Present: Cllr W B Garvie – Chairman

Cllrs: P La Broy, F Partridge, H Partridge, I Saltern, L Sharratt

Mr C Jewell – Bude Canal & Harbour Society (BCHS)

Mrs A Longley – Archive Volunteer Coordinator (AVC)

Miss S Meads – Museum Development Officer (MDO)

Miss P Wright – Castle Manager (CM)

In attendance: Cllrs J Bryson (arrived 7.12pm), L Moores & N Tucker

Mrs C Kett – Town Clerk

HC/47/09 **To receive & accept apologies for absence**

None

HC/48/09 **To receive Members Declarations of Interest**

None

HC/49/09 **Maximum 15 minutes for electors present to put questions or make observations regarding the Heritage & Culture Committee**

None were present

HC/50/09 **Minutes:**

- (i) **To consider and approve the minutes of the H&C Committee meeting held on 23 July 2009**
Resolved: That the minutes are a true and accurate record and that they be signed by the Chairman
- (ii) **Report by Town Clerk on matters arising from the minutes**
HC/39/09: not included as agenda item as currently nothing further to report. MDO would answer any questions relating to Helebridge during her report
HC/43/09: Book collection not as yet arrived; paintings now removed
HC/44/09: Letter received from O/S stating that both names will be recorded in the form 'River Neet or Strat' for the entire length of the river

HC/51/09 **The Castle Heritage Centre & Gallery:**

- (i) **Castle Manager, Outreach & Marketing Officer: report**
Cllr J Bryson arrived 7.12pm
This is attached as an appendix to these minutes. The CM gave a detailed explanation of the content of the report
- (ii) **Archive Volunteer Co-ordinator: report**
 - gave details of new volunteers
 - bookcases
- (iii) **Revision of Gallery and Education Room conditions of hire**
Recommended: That the revised 'Conditions of Hire' as attached as an appendix to these minutes be adopted by the Council
- (iv) **Revision of pricing policy for weddings/civil ceremonies to include the Education Room**
Recommended: That the revised pricing policy as attached to an appendix to these minutes be adopted by the Council
- (v) **Archive Book Collection: policy regarding acceptance of books to the collection**
Discussion took place regarding the expiry of the HLF funding for The Castle project. Due to storage issues the Committee considered that reluctantly it would be necessary to adopt a more stringent policy regarding the acceptance of further additions to the book collection
Resolved: That any further books offered to the Council will not now form part of the existing book collection and will be assessed on their relevance to the Heritage Centre in accordance with its Collection Policy, and if accepted, must be on the understanding that they form a permanent donation/gift

HC/52/09

Museum Development Officer: report

The MDO reported upon the following:

- Bude Canal & Gurney Day 'close down' meeting
- Push buttons installed in Gurney room
- Assisted with hanging of summer exhibitions
- Light box purchased together with storage boxes for books
- Recent acquisitions – collection of photographs and postcards, tub boat wheel, collection of railway curves
- Volunteer training and funding received to support it

The Chairman thanked all the staff and volunteers who had assisted with Gurney Day

HC/53/09

Annual Heritage Events: Consideration of the change of date and name for Bude Canal & Gurney Day

Cllr N Tucker left the meeting at 8.52pm

Resolved: That for 2010 the date be set for the first full weekend in August i.e. 7 and 8 August 2010

Resolved: That the suggested name for the day be Bude-Stratton Heritage Weekend (incorporating Bude Canal & Gurney Day)

The Chairman closed the meeting at 9.08pm

Signed:Date:.....

The Castle Manager, Outreach and Marketing Officer Report Period July – September 2009

- Shop Report

The shop has had a good trading summer. Though the weather has been more benign than 2008, the retail value through the till is up for this period, compared with last year's:

- | | | | |
|------------------|----------|--|----------|
| • August 2008 | £3454.98 | August 09 | £3514.35 |
| • September 2008 | £2511.83 | Sept 1 st -20 th | £2342.44 |

The range of products now for sale has expanded to include such items as:

- Recycled clocks made from vending machine coffee cups [Cornish Company]
- Hand-made chocolate from St Ives [as recommended by Jamie Olivier – and ‘flying out of the shop’]
- Trevarno organic soaps etc [Cornish – and as recommended by Vogue, Elle, The Times – also very well received]
- St Eval Candles [Cornish – considered the acme of scented candles]
- Sea Salt [Cornish and lauded in many magazines and colour supplements]
- “The Mousehole Cat” cards and postcards [a real hook to get people talking]

Many customers want to ‘take home’ something of Cornish distinctiveness; that reminds them of their holiday and have very definitely been drawn to the Cornish products. The shop’s promotion of Cornishness is timely and ties in nicely with all the national publicity and interest in Cornish food / eateries and the Cornwall ‘a land apart’ brand.

The bestsellers for the summer period have been:

- Cornish Butter Tablet
- Simply Cornish Biscuits
- St Justin jewellery [Cornish pewter]
- Sea Gems jewellery [Cornish silver]
- “The Mousehole Cat” cards and postcards

However, although Augusts’ sales, (through the till), were slightly up on last year’s wetter August, it was evident that many families did not have as much disposable income. This was especially noticeable in the sales of children’s pocket money items. (Also, many families, if they went into the heritage centre, did not spend in the shop.)

Ross Hoddincott has given permission, (for a fee - £150) for six of his images to be made into postcards for the shop. Four of the images are ones to be found in the Centre, (and for which the shop receives numerous requests). The remaining two are of the Bude Light, one day-time and one dusk image. Ross has an exhibition in the Gallery, June 2010, and taking delivery of stock in the autumn will put the shop in a good position, while selling the postcards, to start promoting his show.

The shop staff have been complimented on numerous occasions for their helpful and friendly manner. Customers and visitors alike, really appreciate the warmth of the welcome they receive. The shop staff set the ‘tone’ for customers’ and visitors’ experience to The Castle. It is also very noticeable that the shop is rapidly building up a local customer-base who visit regularly for gifts, fudge, biscuits, marmalade or just to browse.

- Website

The Castle Manager is now familiar with the website brief written by John Baxter, and also the initial written responses from three web design companies and has been able to take this important

project forward. Two other Cornish companies have been identified and invited to respond to the same brief.

All the companies that respond will be invited to make presentations probably early November - date to be arranged.

- Weddings

Three out of the four weddings booked into the Willoughby Gallery, 2009 have taken place. The fourth is booked for October. Guests continually remark on the pleasantness of the room, the dressed chairs and flowers etc.

Enquiries are increasing and to date there are eight weddings booked for 2010, and three provisional.

A one-day, Castle Wedding Fayre is planned for 31st October in the Parkhouse Centre / Ivor Potter Hall. The response has been very good - twenty-three businesses – and any additional businesses now ‘applying’ are being put on a waiting list in the event of a cancellation. It is hoped that a ‘bridal dress fashion show’ can be arranged for later in the afternoon.

An advert has been taken out in Cornwall Life, November issue, to coincide with the above event. (It has been agreed with The Castle Restaurant to split the advertising cost.)

- The Heritage Centre

This year’s drier summer is reflected in the reduced visitor numbers / entrance charges - see below.

Visitors 2008	Visitors 2009
• August 1287	August 1089
• September 722	Sept 1 st -20 th 601
Entry Income 2008	Entry Income 2009
• August £3870	August £3209
• September £2289	Sept 1 st -20 th £1911.50

The shop staff have endeavoured to keep up the records showing how visitors found The Castle. While figures cannot be given with any true accuracy the clear ‘order of merit’ is as follows:

- CATA
- Signage [Flags]
- Leaflet - in holiday camp / caravan park or B & B
- TIC
- B & B recommendation
- All others

A visit by a group of children from Chernobyl took place in August. This was made possible by a grant from BSTC which covered the children’s entry fee to the Centre and also enough for each child to purchase souvenirs from the shop.

A recent evening visit by the Morwenstow History Group was facilitated by The Castle Manager with a talk and tour around the Centre then a buffet prepared by the Castle Restaurant.

As agreed by the Town Council, the Branscombe’s have been taken down and returned. This leaves, in effect, only two exhibition rooms upstairs. Consideration is being given to the possible future use of this room.

- Gallery

The Bude Art Society's (BAS) July exhibition went well. (The footfall counter recorded 3200 through the exhibition.) This year, after discussions with The Castle Manager, BAS put in place their own admin procedures, including stewarding their exhibition, wrapping their own sales and handling and recording all sales, (the shop staff only having to ring the sales value through the till). This made the final reconciliation easy for the BAS and BSTC's Accountant.

The Summer Show, of ten artists, was put together and hung by the Museums Development Officer. The footfall through the gallery for this exhibition was 2594. Interest in the work on show was very good with one painting selling for over one thousand pounds.

From discussion with artists exhibiting in other galleries and shows, the same pattern has emerged - steady interest, but few sales, except of the more expensive pieces of work.

The north Cornwall group of artists, Gwynngala, have just completed their exhibition. They based their theme on "Just Jazz" to coincide with the Bude Jazz Festival. Footfall for this exhibition was 1754, and sales were few.

The current exhibition in the Gallery is a one-woman show by Dorset artist, Maggie Wyman.

During the summer the Education Room was used to hang over twenty framed photographs of old Bude. This display proved extremely popular. The children's toy box was also moved into this room and a table set-up with more games and activities for families to do. Again this was popular and appreciated.

The Castle Manager has been working with the Town Clerk on reviewing and revising the Gallery / Education Room Conditions of Hire and Rates of Hire.

- Archives

Four donations have been received, please refer to the Museums Development Officer's report.

With guidance from the MDO, a bid for a grant for volunteer training was made by The Castle Manager. This has been successful and £1500 is now available for this purpose. Anne Longley and the volunteer team are working with The Castle Manager and MDO to identify and create an effective and worthwhile training programme.

November is Archive's Month and Anne and the volunteer team are presently working with The Castle Manager and the MDO to create an exhibition for this event.

Two new volunteers have just joined the archives team; Tina Biddlecombe [Classics graduate] and Kate Tomlinson [History graduate.]

- Outreach

The INSET day organised for 28th September, by Clare Manning, has been postponed. Clare commissioned Richard Ellam, (Science Shows) to create/produce five learning resources for schools. The Castle Manager has had several conversations with Mr Ellam, who has asked for the INSET date to be postponed and re-arranged. (He has experienced set-backs with the designs / production of one or two of the learning resources.) The INSET day will now take place sometime after half-term.

The Castle Manager hopes to work with a local artist and Sue Richardson [see below] to organise an event for the national, annual [October] Big Draw celebration.

The Castle Manager has contacted M-Mad Multi-Media Arts Documentation for an update on the finalising of the Parish Oral History Project. **Please see attached.**

- Other activities

Meetings have taken place with:

- A drama / educationalist regarding partnershiping with The Castle on creating an audio history trail of Bude. [Funded by the Cornish arts / culture organisation FEAST.]
- Two facilitators from *CUMPAS regarding the possibility of working with them on a Cornish music project - again funded by FEAST. [*An acronym and a Cornish word meaning shipshape or proper job.]
- Sue Richardson, the newly appointed North Cornwall Cultural Commissioner working with Extended Services to investigate ways of working together.
- MDO, Town Clerk, Anne Longley and Chris Jewell regarding the possible change of format of the 2010 Canal and Gurney Day.

Another visit has been made to The Castle by Michael Williams, in his role as a paranormal investigator. He brought with him acclaimed ghost writer, Peter Underwood, and together they went round the building. Both men agreed that some of the rooms have presences'.

- Building Maintenance

Since the Manager's last report the lift, fire extinguishers and fire alarm system have all been serviced. No problems to report.

A slight amount of water [weather direction dependent] has come into the downstairs toilet used by the archives volunteers. This caused the light switch to a malfunction twice.

The problem has been investigated at by Nigel Marshall and Ian Wise has identified a broken slate on the roof area directly over the downstairs toilet.

[Whilst up on the roof, running up a new flag, The Castle's two caretakers spotted and adjusted a broken tile, covering up the joist which could clearly be seen.]

The slate plaque on the front of The Castle by the steps slipped off the wall and broke into pieces. The wording was saved in the event of a replacement may be made.

- The Castle Staff

As directed, The Castle Manager has been working with the Town Clerk on reviewing the current job descriptions of The Castle staff for consideration by the Finance, Staffing & General Purposes Committee and Full Council.

Every member of staff is working hard to drive The Castle and its on-going development forward as efficiently and effectively as possible and with their efforts this will succeed.

- The Castle Manager - Present Priorities

- The Castle website
- Weddings and the Wedding Fayre
- Working on 2010 - 2011 budget
- The Castle staff - embedding any changes / training and new procedure
- The Big Draw
- Contacting all local schools to make introduction
- Re-scheduling INSET Day

Patricia Wright

The Castle Manager, Outreach & Marketing Officer

23 September 2009

The Castle Heritage, Bude Parish History Project

1. Video editing of existing oral history footage from Parish workshops at Marhamchurch, St Gennys, Poundstock and Jacobstow.

1.1 Short clips for formal education use, general interest and for Castle Heritage Centre website have been sorted into different categories and stored in folders under the headings:

- ☐ School and Childhood
- ☐ Coast/Maritime
- ☐ People
- ☐ Recreation and hobbies
- ☐ Environment and Architecture
- ☐ Tourism and Holidays
- ☐ Work
- ☐ World War II

1.2 The clips have also been sorted and stored in folders under the different parish names to enable ease of retrieval.

1.3 All original footage has been stored in a "Raw materials" folder under different parish headings.

1.4 The folders have been stored in 3 in folder locations (Raw Materials, Parish and Subject) on a dedicated 150gb portable hard drive which can then be linked to the museum computer for easy access of files.

1.5 All consents have been obtained and are filed in the blue Parish History Project file in hard copy.

2 Additional oral history interviews with local people on the theme of parish history

2.2 The parishes of Whitstone, North Tamarton, Week St Mary, Kilkhampton, Morwenstow and Lancells have been prioritised. A selection of 3 interviewees from each parish are being contacted to arrange interviews during October and November.

2.3 Interviews have been filmed during the Bodmin to Wenford railway day out on 20th March 2009 and a list of interviewees has been developed for Whitsone Parish.

2.4 The evening event "The Secret Six" was filmed on 2nd April 2009 at the DASCH Hall in Kilkhampton where interviewees were identified.

2.5 The Morwenstow tea party which took place at the CP school on 19th June 2009 has been filmed and this has been edited into a short piece for the school.

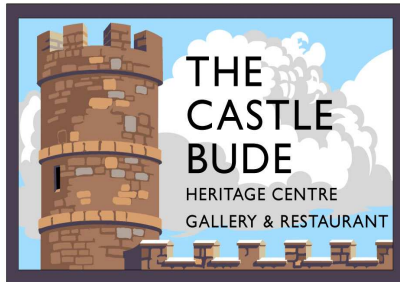
Interviewees have been identified for Morwenstow.

2.6 Interviewees from North Tamarton, Weeks St Mary and Lancells Parishes have yet to be identified.

2.7 As each interview is completed these will be edited into the different subject categories and copied to the subject folders and in folders under each parish name. The original footage will be stored in the Raw Materials file under the relevant parish.

2.8 A hard copy of signed consent forms will be filed in the blue Parish History Project file.

Krystyna Zdan-Michajlowicz



Bude-Stratton Town Council

The Willoughby Gallery & Blanchminster Education Room Conditions of Hire 2009

1. Definitions

'The Council' means Bude-Stratton Town Council

'The Willoughby Gallery' means the main exhibition space on the first floor of The Castle

'The Blanchminster Education Room' means the secondary exhibition space on the first floor of The Castle

'The Exhibitor' means the person who is hiring the gallery or displaying their work on a commission basis

Where reference is made to the gallery the same conditions apply to the use of the education room

2. Gallery Hours & Access

Opening hours for exhibitions are as follows:-

Easter Week – 31 October 10 am – 5 pm

1 November – Easter Week 11 am – 4 pm

At other times by written agreement with the Council

3. Gallery Use

3.1 Use of the gallery is restricted to exhibitions of pictures/sculpture/jewellery and other works of art; other uses by written agreement with the Council

3.2 A preview evening may be held on a date to be agreed with The Castle Manager. The cost for the preview evening will be borne by the exhibitor and is set out in the list of charges. Attendance at this event is limited to a maximum of 50 people in the gallery at any one time. The exhibitor must adhere to instructions given by The Castle Manager with respect to any music or entertainment to be provided during the preview evening. Any specified maximum volume or level of sound for music or other entertainment must be strictly adhered to

3.3 After the event the exhibitor must remove from the gallery all litter and anything brought and placed therein by any person and ensure that the gallery and the access routes are left in a tidy condition to the satisfaction of The Castle Manager. The Council will not accept responsibility for loss or damage to any articles brought into the gallery by organisers or guests

4. Standard of Work

The Council reserves the right to ask the exhibitor to provide examples of the work to be exhibited before a booking can be confirmed. The Council reserves the right to refuse an exhibition if, in the opinion of the Council, the work to be exhibited is not of a sufficient standard, is of an offensive nature or is deemed not to be suitable by the Council. If any particular work of art is deemed unsuitable once the exhibition is hung the Council reserves the right to have the work of art removed from the exhibition

5. Picture Hanging

In order to ensure that the exhibition is hung to a high standard it is the responsibility of The Castle Manager to hang the exhibition. By agreement with The Castle Manager artists may, on occasions, be permitted to hang their work. 'Blue Tac' or similar products must not be used to affix posters, labels etc to the walls

6. Charges

Commission payable for the sale of any work on display in the gallery is at the rate of 25% plus VAT. If items on display are not for sale then a hire charge (set out in the list of charges) is payable per week or part thereof. Whilst the gallery space is for use by the local community as well as local artists etc a balance must be achieved as the Council must endeavour to maximise income from the use of this space. This means that exhibitors who wish to book the gallery solely for the display of work (not for sale on a commission basis) will be offered dates outside the busiest gallery periods. The Castle Managers decision is final with regard to gallery booking dates offered and agreed

7. Other events in the Gallery

The Council reserves the right to hold other events in the gallery. The Council will endeavour to ensure that any such events are kept to a minimum. Artists are encouraged to leave their artwork exhibited during these events, thereby receiving increased exposure and possibly extra sales. However, if required to remove items from display this will be done by The Castle staff under the direction of The Castle Manager and the items will be returned to be displayed as soon as practicably possible after the event

8. Facilities

8.1 The Council shall make the facilities available to the exhibitor but the exhibitor shall satisfy themselves that the facilities are suitable for its purpose and whilst the Council will use its reasonable endeavours to ensure that the facilities are in reasonable working order, the Council is not responsible for ensuring that the facilities are suitable for the exhibitors purposes

8.2 The Castle Heritage Centre and Gallery has the following facilities:

- The Castle Restaurant located on the first floor
- Toilets (including disabled/baby changing facilities) located on the ground floor
- Lift

8.3 The use of kettles, heaters or other such portable electrical appliances in the gallery is strictly prohibited. Any other portable appliances (eg. lamps, CD players etc) must have a valid PAT label. The Council will not be held liable for any accident involving such an appliance, nor for any damage caused to the electrical wiring or fuses in the building which may be attributed to the use of such appliances. Any such damage shall be charged to the exhibitor

9. Services

The exhibitor shall cease to use the services and agrees to vacate the gallery at the end of the exhibition period. If the exhibitor fails to do so the Council reserves the right to immediately remove the exhibitors property. Any costs incurred will be charged to the exhibitor at a rate determined by the Council. The Council shall agree in writing the date and time at which the exhibition period will commence and terminate

10. Security

10.1 It is the exhibitors responsibility to keep the interior of the gallery in good and safe condition at all times throughout the exhibition period. The exhibitor will comply with all directions of the Council to ensure such conditions

10.2 The Council is unable to provide invigilation of exhibitions. This is the artists responsibility. There is an internal CCTV system in operation throughout the gallery and The Castle

10.3 The gallery is equipped with an alarm system linked into a central station. In the event that the alarm is activated by mistake and the fault lies with the exhibitor or any of the exhibitors employees, agents or visitors a callout and reset fee (£120 + VAT) will be charged to the exhibitor

11. Liability

The Council has an insurable interest in the items for sale and will be responsible for insuring the items whilst on display in The Castle. However, the Council does not accept any responsibility for claims arising from damage caused by the exhibitors own personnel, guests and suppliers employed by the exhibitor. The exhibitor will be responsible for arranging any insurance to cover such risks

12. Hanging/Installation

12.1 The gallery is equipped with a picture hanging system and plinths for use by exhibitors. No other form of hanging is permitted unless otherwise agreed in writing by the Council. Any damage to any of the picture hanging system or plinths must be paid for by the exhibitor

12.2 If sculptures or any items of considerable weight are brought into the gallery suitable protection should be put in place to avoid damage to the fabric of the gallery or to any person in it

13. Publicity

Artists are responsible for producing publicity for their exhibition and should give flyers etc to The Castle Manager for display and limited distribution at least two weeks prior to their exhibition. The artist will also need to supply a sales list. The Council will provide website publicity for exhibitions. Such publicity including jpg images should be emailed to the Town Clerk ckett@bude-stratton.gov.uk. The Council requires the name of 'The Castle Heritage Centre and Gallery' to be used in all promotional literature used by the exhibitor. The display of advertising material in the gallery shall be subject to the approval of the Council

14. Signage

No signage (banners/sandwich boards/plaques or otherwise) are permitted to be attached to any part of the frontage of the building

15. Cancellation

The Council reserves the right to cancel any booking to exhibit in the gallery. The Council shall not be required to give any reason for the cancellation

16. General

16.1 No pets, birds or other animals are allowed in the gallery (guide dogs excepted)

16.2 None of the Council's equipment shall be removed from the gallery without the consent of the Council

16.3 No smoking at any time is permitted in the gallery or any part of The Castle Heritage Centre & Gallery

16.4 The exhibitor must provide the appropriate wrapping/packing materials for use when a sale has been made

Christine Kett
Town Clerk

Charges from 1 October 2009

The Willoughby Gallery & Blanchminster Education Room

where it is not stated the charge is applicable to the Gallery and Education Room

	Per Session	2 Sessions: morning & afternoon	Evening	Week:
Exhibition (items for sale): group/individual professional/amateur	25% of sale price + VAT	25% of sale price + VAT	25% of sale price + VAT	25% of sale price + VAT
Exhibition (items not for sale): charities/local groups & societies Gallery				£25 + VAT per week or part thereof
Exhibition (items not for sale): charities/local groups & societies Education room				£10 + VAT per week or part thereof
Exhibition (items not for sale): Artists (amateur) Gallery				£50 + VAT per week or part thereof
Exhibition (items not for sale): Artists (professional) Gallery				£100 + VAT per week or part thereof
Exhibition (items not for sale): Artists (amateur) Education Room				£25 + VAT per week or part thereof
Exhibition (items not for sale): Artists (professional) Education Room				£50 + VAT per week or part thereof
Meeting: professional/commercial Gallery	£46.90 + VAT	£93.80 + VAT	£70.00 + VAT	Weekly rates negotiable
Meeting: amateur/charity Gallery	£17.60 + VAT	£35.20 + VAT	£55.00 + VAT	Weekly rates negotiable
Meeting: professional/commercial Education Room	£29.80 + VAT	£59.60 + VAT	£70.00 + VAT	Weekly rates negotiable
Meeting: amateur/charity Education Room	£11.80 + VAT	£23.60 + VAT	£55.00 + VAT	Weekly rates negotiable
Preview evening: all users			£50 + VAT max 3 hours	
Weddings/civil ceremonies Gallery:	£295 + VAT Mon-Fri £375 + VAT Sat, Sun			
Weddings/civil ceremonies Education Room:	£195 + VAT Mon-Fri £250 + VAT Sat, Sun			