

**MINUTES OF THE HERITAGE & CULTURE COMMITTEE**

**MEETING HELD ON THURSDAY 12 NOVEMBER 2009**

Present: Cllr W B Garvie – Chairman

Cllrs: P La Broy, F Partridge, H Partridge

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

Mrs A Longley – Archive Volunteer Coordinator (AVC)

Miss P Wright – Castle Manager (CM)

In attendance: Cllrs J Bryson, L Emo, L Moores, P Moores, Mrs N Vanderstelt (Shop Supervisor)

Mrs C Kett – Town Clerk

**HC/54/09**      **To receive & accept apologies for absence**

Miss S Meads (MDO)

**HC/55/09**      **To receive Members Declarations of Interest**

None

**HC/56/09**      **Maximum 15 minutes for electors present to put questions or make observations regarding the Heritage & Culture Committee**

None were present

**HC/57/09**      **Minutes:**

(i)      **To consider and approve the minutes of the H&C Committee meeting held on 24 September 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/50/09 (i): Book collection not arrived as yet

**HC/58/09**      **The Castle Heritage Centre & Gallery:**

(i)      **Castle Manager, Outreach & Marketing Officer: report**

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**

- archive volunteers been preparing archive exhibition
- volunteer ill, now recovering
- Bude fossil
- planning an open day to recruit new volunteers

(iii)      **Castle Building Works: report by Town Clerk on the progress of tendering**

The Town Clerk reported that the tender documents had been issued with a return date of 20 November 2009. A tender report would be made to the full Council

**HC/59/09**      **Preparation of Annual Estimates for 2010/2011** *to be submitted to FS&GP Committee meeting on 26 November 2009*

**Resolved: That the provisional figures attached as an appendix to these minutes be submitted to the FS&GP Committee meeting on 26 November 2009; these being the estimates agreed by the H&C Committee**

The Chairman closed the meeting at 9.08pm

Signed: .....Date:.....

**Heritage and Culture Committee**  
**Period October 2009**  
**The Castle Manager, Outreach and Marketing Officer's Report**

**- Shop Report**

The shop has had a good trading October exceeding the same month of the previous year:

October 2008	£1,374.64	October 09	£1,683.26
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*(These figures are amounts through the till - no adjustment for VAT has been made.)*

Nicky and her staff are now busy preparing the shop for Christmas. The decorations are in place; displays have been created with sales points; the gift wrapping service and shop gift vouchers will be flagged-up again. Posters will be produced drawing attention to the shop as an appropriate place to find a gift.

It was reported to the previous Heritage and Cultural Committee meeting that Ross Hoddincott had given permission for a selection of his images to be made into postcards. These are now available in the shop and selling well.

Nicky has also arranged for over 15 food hampers to be created from the shop's stock. These will be going to Holland as Christmas gifts for her husband's staff. [This will generate approximately £300 worth of sales.]

It is hoped to develop this aspect of the shop, especially if the website has a mail order page. Nicky has another success story - please see attached.

**- Website**

Presentations have now been given by the five invited companies. Feedback is being gathered from the panel and further discussions, for assessment purposes, will be taking place.

**- Weddings**

At present The Castle has thirteen weddings booked for 2010. One of the bookings that were a direct result of the wedding fayre that took place on 31<sup>st</sup> October in the Ivor Potter Hall.

For the first Castle Wedding Fayre - twenty seven businesses participated, including; The Castle Restaurant; 3 wedding cars; 1 bridal dresses; 2 stationary; Fusion Fitness; Cornwall Registry Service; 2 hairdressers and 1 beautician. (The greater proportion, however, was florists and photographers.)

Feedback from participants included:

“Saturday is not the best day for a wedding fayre, should be Sunday”.

“Very well organised and a good turn-out”.

“There are too many fayres going on, but this has not been a rip-off like so many of them. If you're doing this again next year, put me down for it”.

“Saturday is not the best day for me it takes me out of my shop”.

“Too many florists you should have put a limit on the number”.

The main criticism was the fact that the Fayre was on a Saturday when the majority of businesses who attended would have been in their own retail premises. A decision has yet to be made as to whether to repeat the event in 2010 or 2011.



## **- Gallery**

The revised Gallery / Education Room Conditions of Hire and Rates of Hire are now in place.

November is National Archives Month and as such, the Heritage Centre's dedicated team of volunteers has researched, written and created an outstanding exhibition, "Our Lives" – Bude Past and Present.

A selection of material from the archives has been grouped into - Trades; Family History; War, Cleave Camp, Civil War and WWII and the Canal and Stratton Hospital. The volunteers contacted The Friends of Stratton Hospital, who agreed to a loan of material from their records, and Davidstow Museum, who have loaned 3 volumes of Flight Records from Cleave Camp.

There has been extensive publicity for this exhibition and it is hoped that members of Bude-Stratton Town Council will visit it, as it represents numerous hours of work by the volunteers.

[All the local schools have been e-mailed about this exhibition.]

The Castle Manager has been asked by BBC Radio Cornwall's Martin Bailie to arrange for a maximum of four people to take part in a live broadcast 18<sup>th</sup> November.

Last minute touches are being put to 2011's gallery exhibition programme and it will be finished and ready for the Heritage and Culture Committee by the next meeting.

## **- Archives**

A meeting has been arranged with Holly Blackburn from Budehaven to discuss taking forward the archives training video for which a grant was awarded.

It was suggested to The Castle Manager that either the Cornish Studies Library [CSL] or The County Records Office, [CRO], may be a source of bookcase/s for the archives book collection. The Castle Manager has been in contact with both Kim Copper and Deborah Tritton respectively who have agreed to 'put out feelers' on our behalf.

The next step will be an entry in the Museum Journal's free listing, [where museums offer / request items, etc from or for other museums], requesting bookcases.

The Museum Development Officer has identified a company to take forward the partial digitalisation of the archives images. Two hundred and fifty images will be selected, scanned and burnt onto DVD. We will be able to make copies for sale etc.

The archives sourced two images for Dr Helen Doe, Fellow of the Centre for Maritime Historical Studies, Exeter University, for a publication she was writing. They have received a complementary copy and The Castle Manager has written to thank Dr Doe.

## **- Outreach**

The Castle's 'Big Draw' event took place on 28<sup>th</sup> October. Artist Ashley Hanson, led the day long drop-in which was very well attended. It is hoped to make the 'Big Draw' an annual event in The Castle's outreach programme.

The Castle Manager had a very productive meeting with Sue Richardson, North Cornwall Activity Network who agreed to fund two Saturday workshops – 5<sup>th</sup> December, Xmas card making and 12<sup>th</sup> December, Xmas decoration making.

Sue is very keen to work with the Castle and it is hoped to collaborate on several events / activities in 2010.

Herbalist, Linda Moran, will be running a 1-day workshop in the gallery – Herbal Xmas Workshop. In the workshop she will be showing how to make herbal massage creams, mood balms, herbal hand creams, etc.

On 19<sup>th</sup> December there will be two performances by The Goodwill Puppet Company. The company enact the Nativity story using puppets. They will be making no charge to us for the two performances.

Planning is underway for what is hoped will be an interesting and varied Outreach programme for 2010.

#### **- Other activities**

The Castle Manager has had a meeting with Soul Survivors, [SS] a paranormal business. They requested to use the Castle for a ticketed paranormal experience. SS estimate that they will sell between 25 and 30 tickets per 'experience'. They hope to repeat this event approximately 3 times a year. The Castle Manager has negotiated a £5 per person rate.

Two local schools have re-joined the School Membership, Bude Junior and Stratton County Primary.

The proprietor of The Castle Restaurant has approached The Castle Manager and asked for a meeting early in 2010, to identify further areas for collaboration.

#### **- Building Maintenance**

Bill and Alan, The Castle's cleaner/ caretakers, have been working very hard on various jobs they have not been able to tackle through the summer months.

They have removed the sanitary ware from the archives toilet, sealed off water and blocked off the air vent [on the other side of the wall is the Restaurant's bin store] and created a substantial storage space that will be used for The Castle's own wedding chairs and folding tables.

They have also been working their way round the building, sizing and painting the walls that needed treatment. The possibility of The Castle cleaners/caretakers cleaning the outside windows is presently being considered.

Bill and Alan worked with the volunteers setting up tables; bringing up artefacts from the old museum and affixing objects to the whiteboards.

The Megaman Energy Saving Report [Lights] was received. The company representative gave a very clear presentation which outlined the future development that will impact on the gallery lighting system. Savings can be made either through converting the present light fittings [transformer-based] or investigating in new fittings that take energy saving bulbs.

A Government, interest-free loan from the Salix Funding is being investigated by The Castle Manager. Closing date for applications is 31.12.09.

#### **- The Castle Staff**

Job interviews have taken place for The Castle staff. The outcome, to date, is that Nicky Vanderstelt has been appointed shop supervisor and Mariella Southgate has been appointed to one

of the part-time shop assistant posts. Bill Bathgate and Alan Treseder have been confirmed in their posts as Castle cleaner/caretakers.

The transfer from temporary to permanent contracts, which has put The Castle staff on equal footing with other BSTC staff, has increased the confidence and motivation of the staff as they feel that BSTC members apportion them and the work they do, an equal value.

Monthly staff meetings are now in place and all members of staff are invited to contribute to the agenda.

**- The Castle Manager - Present Priorities**

- The Castle website
- Weddings publicity and promotion
- Contacting all local schools to make introduction
- Working with the North Cornwall MDO on Heritage Lottery Grant
- Working with MDO / teachers / designers on new interactive ideas
- Working on the 2010 Outreach Programme and identifying partners / publicity channels
- Finishing the 2010 Gallery programme
- Working on any 2010 - 2011 budget revisions

Patricia Wright  
The Castle Manager, Outreach & Marketing Officer

11 November 2009

