

## MINUTES OF THE HERITAGE & CULTURE COMMITTEE

### MEETING HELD ON THURSDAY 27 MAY 2010

Present: Cllr W B Garvie – Chairman  
Cllrs: P La Broy, F Partridge, H Partridge  
Miss S Meads - Museum Development Officer (MDO)  
Miss P Wright – Castle Manager (CM)  
Mr C Jewell – Bude Canal & Harbour Society  
Mrs A Longley – Volunteer Coordinator (VC)  
In attendance: Cllrs L Emo, L Moores, I Saltern, N Tucker (arrived 7.20pm)  
Mrs C Kett – Town Clerk

#### HC/17/10      Election of Chairman

Cllr W B Garvie was proposed (Cllr F Partridge) and seconded (Cllr H Partridge)

**Resolved: That Cllr W B Garvie be elected as Chairman of the Heritage & Culture Committee for the ensuing year**

#### HC/18/10      Election of Vice Chairman

Cllr H Partridge was proposed (Cllr W B Garvie) and seconded (Cllr F Partridge)

**Resolved: That Cllr H Partridge be elected as Vice Chairman of the Heritage & Culture Committee for the ensuing year**

#### HC/19/10      To receive & accept apologies for absence

None

#### HC/20/10      To receive Members Declarations of Interest

None

#### HC/21/10      Maximum 15 minutes for electors present to put questions or make observations regarding the Heritage & Culture Committee

None were present

#### HC/22/10      Minutes:

(i)      **To consider and approve the minutes of the H&C Committee meeting held on 11 March 2010**

**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/14/10: The Town Clerk reminded councillors of the meeting arranged with the County Forestry Officer and the Coast and Countryside Officer on 4 June 2010 at 1.30pm on the Battlefield site

#### HC23/10      The Castle Heritage Centre & Gallery:

(i)      **Castle Manager: report**

This is attached as an appendix to these minutes. The CM gave a detailed explanation of the content of the report

Cllr N Tucker arrived at 7.20pm

Following detailed discussion about storage, particularly in terms of the white boards, the CM was asked to research whether there was a suitable alternative which would allow greater flexibility

(ii)      **Archive Volunteer co-ordinator: report**

- A new volunteer, Penny Coleman, had joined the archive team, bringing with them teaching experience, library experience as well as having worked in a specialist picture library
- Phillipa Fido now main enquiries contact
- Sue Burrows and Kate Tomlinson had attended several training days

HC/24/10

**Museum Development Officer: report**

The MDO reported that she had been approached by the US Rangers historian regarding a permanent memorial to the Rangers, perhaps on Summerlease Downs. The MDO was asked by the Committee to continue discussions and report back to the Recreation Committee. She went on to detail the progress of the enhancement of some of the displays in the Heritage Centre

HC/25/10

**Annual Heritage Events:**

**(i) Stratton Commemoration Weekend 15/16 May 2010: report on the activities which took place, financial report and analysis of the event based upon feedback received**

The CM reported that the event went well. The Chairman thanked the CM for her hard work in arranging the weekend and he thanked those who had volunteered their help on the day. Discussion then took place regarding feedback received (attached as an appendix to these minutes)

**Resolved: That a sub-committee be formed comprising Cllrs L Emo, W B Garvie, P La Broy & I Saltern to help plan and manage the event next year**

**(ii) Bude-Stratton Heritage Day 8 August 2010: report and update**

The CM referred the Committee to this section in her report

Cllr N Tucker left the meeting at 8.30pm

**Resolved: That the H&C Committee request a virement of funds for the general reserve to facilitate a civic reception on Bude-Stratton Heritage Day for Mayors from neighbouring Town Councils**

HC/26/10

**Club Triumph – Round Britain Reliability Run 3 October 2010: request for permission to park Bude Motor Club & Club Triumph vintage vehicles (approx 15) on Castle Grounds**

**Resolved: That, weather permitting, permission be granted**

HC/27/10

**Willoughby Gallery: consideration of hire charges**

**Resolved: That the revised charges (as attached as an appendix to these minutes) be adopted by the Council**

HC/28/10

**Public Bodies (Admission to Meetings) Act 1960 S1(2) & S1(6)- To consider passing the following resolution:**

**“That in relation to the following item publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and the press and public are instructed to withdraw”. The following item is confidential and the meeting will proceed ‘in committee’**

**Resolved: That in relation to the following item publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted and the press and public are instructed to withdraw”. The following item is confidential and the meeting will proceed ‘in committee’**

*The following minutes are currently confidential and only available to cllrs*

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

**Heritage and Culture Committee**  
**Period April - May 2010**

**The Castle Manager, Outreach and Marketing Officer's Report**

**Shop Supervisor's Report**

Sales through the till, for the financial year 2009-2010, exceeded the target figure of £19,000.

*The calendar year, 2009 sales figures are:*

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
540.96	735.68	843.03	1666.26	1725.46	1658.25	3406.95	3514.35	3078.93	1683.26	1228.91	2134.82	22216.86

*[Comparison with 2008 - sales figures through the till were £183626.61]*

*The financial year's figures, 2009 - 2010 are:*

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total
1666.26	1725.46	1658.25	3406.95	3514.35	3078.93	1683.26	1228.91	2134.82	589.23	726.68	869.13	22282.23

So far this year, there has been a small not quite month-on-month increase of sales through the till. Talking to suppliers and retailers there seems to be a general feeling that 2010 may be a more financially challenging retail year than 2009.

However the range of stock continues to evolve. The shop staff research appropriate suppliers and are constantly on the lookout for local, county or regional producers. Among the most popular stock items are still: Cornish Butter Tablet and the various fudges; the Highfield Preserves jams; and the St Justin and Sea Gems jewellery.

The shop supervisor has re-arranged the shop by making creative use of new display cubes. This has in effect increased the vertical sales area and produced a very pleasant, visual cohesion.

The finishing touches have been put to bar coding and transferring all details to the EPOS [electrical point of sale] system. [A substantial number of bar codes have had to be created and attached to the products that come minus codes.] The software programme continues to have glitches and the local Geller agent has been called in twice to give technical support.

Shop uniform - the staff have a new blouse - a pale blue, long-sleeved tailored shirt with the logo embroidered on the front. They have received many compliments on their smart 'new look'.

There have been a number of changes in shop personnel; three new appointees; one departure and one extended leave. [See staff section, page 4]

**- Website**

The Castle Manager [CM] and Deputy Town Clerk met with Rokk Media to discuss in detail the Castle website. As requested the CM has produced and e-mailed a draft Site Map as well as sending copy, information and images to Rokk.

**- Weddings**

There have been four wedding to date with another nine pending. There have been eighteen venue enquiries and to date there are two confirmed weddings for 2011.

As agreed at the Council meeting, 18<sup>th</sup> January, no wedding bookings are being taken for the period October - December whilst The Castle roof is being replaced. [Only one wedding has been requested for this period, but has been re-scheduled for 2011.]

## - The Heritage Centre

Visitor numbers to the Heritage Centre since January have been slow:

Jan 2010	Feb	Mar	Apr	Jan 2009	Feb	Mar	Apr
58	124	260	391	42	100	178	373
£178	£220.25	£520.25	£1177	£129.75	£308.00	£558.50	£1142.50

Inconsistencies between number of admissions and ticket value, is a consequence of the age / ticket value of admission – more children can increase admission number but lower value whereas fewer adults can increase value.

However, January was surprising good considering the Centre was closed for one weekend during the bad weather.

Feedback from CATA members are that visitor figures are either marginally up, or even down. Sea Shore Display The enhancement of the Sea Shore area is progressing well. The CM and MDO are working the designer and presently writing the text to go with the revamped display.

The Bude fossil fish - Click Netherfield have now been sent the dimensions and conservation requirements in order to estimate for a purpose built display case. The Natural History Museum, London is being kept informed of developments.

Sailing into Bude - the blank walls of this area will soon be enhanced by large wrap-round copies of old black and white photographs. The photographs are of stormy seas around Barrel Rock and the Harbour entrance which will help to create the atmosphere for the perilous approach.

Bude Railway - The shop supervisor brought in a railway video for the CM to look at - Jim Clemens No.3: Vol.69 - The Withered Arm. The video contains nearly five minutes of old film showing the Bude Railway, Swing Bridge and trains along the Lower Wharf. The CM has contacted the copyright holder - Michael Clemens [[www.wolvertonrail.com](http://www.wolvertonrail.com)] and received permission to play the Bude section of film in the Heritage Centre.

The CM and MDO will be investigating how this can be incorporated into the appropriate area of the Heritage Centre.

The 'Branscombe Room - the small room which hung the Branscombes is empty. It is presently used to store the gallery white boards when they not in use. This is unsatisfactory. Consideration needs to be given to:

- The use the room can be put to in order to enhance visitors enjoyment and knowledge [Presently visitors are receiving, what might be termed 'a reduced experience' - one empty upstairs room - while paying the same entrance price.]
- Potential costs involved
- Where to store the white boards when not in use - travelling them over rough surfaces to the old museum will eventually damage their mobility mechanisms which are not made to go over such surfaces.
- The increase in use of the gallery and education room for meetings, activities, weddings, etc, impacts on the number of times the two spaces need to be re-arranged.
- Unless the boards are moved down to the old museum, [see above], the only accessible space that the white boards can be stored, [and not present a hazard\*], is the 'old Branscombe Room'. [\*The vertical part of the white board is secured onto a wider, horizontal section which projects approximately 25cm on each side of the upright.]

### **- Gallery**

The 3-week exhibition 'Colour Cornwall' attracted a large number of visitors to the Willoughby Gallery, [2875]. It showcased the work of four of the county's most notable colourists; Anthony Frost; Ashley Hanson; Jonathan Wickers and Ruth Miemczyk.

Predominantly abstract it naturally attracted comments both for and against the genre but no purchases. [The couple who married on Easter Saturday wanted the exhibition up for their wedding so it was hung a day early for them.]

The current exhibition of naive paintings by Bryan Sentance is in total contrast. While the show is proving as popular, there has only been one sale to date. From conversations with artists and galleries, this seems to be 2010's pattern - plenty of 'viewers' fewer buyers.

June's exhibition is a photographic show by local photographer Ross Hoddinott and Mark Bauer. 'Dawn 2 Dusk' will showcase stunning images of the south west, north Cornwall in particular.

The CM, MDO together with Ross and Mark have organised two mini-workshops, afternoon and evening - 19<sup>th</sup> and 20<sup>th</sup> June and liaised with Kit Davies to provide a packed supper as part of the workshop fee.

Each workshop is limited to 12 places and have both sold out. The cost per workshop is £65 and there will be an excellent commission for the gallery.

### **Stratton Commemoration Weekend**

The weekend went well and turn out was good on both days despite the FA Cup Final and rain on Sunday. As the Sealed Knot does not have any events arranged for the coming Bank Holiday, the Grenville Regiment achieved a good muster for Stratton with approximately 300 on the 15<sup>th</sup>. The additionally this year included a 17<sup>th</sup> Century music workshop; 17<sup>th</sup> Century Moneyer; the 'Stratton Wise Woman'; several Sealed Knot tents, a hog roast and The Castle shop.

That the weekend was successful was in no small measure to the team effort that went into making it so, from the B-STC grounds men through to town councillors, Barry Garvie; Peter La Broy; Frank and Heather Partridge; Lesley Moores; Lea Dealy and Louise Emo - who turned out and turned up to be directed, instructed and bossed; to B-STC staff Nicky; Mariella; Bill; Tracey and Louise and volunteers Stephanie, Michael Gliddon and Kate. [*A more details attached.*]

### **- Bude-Heritage Day**

Plans are progressing. The evening before, 7<sup>th</sup> August a ceildi has been arranged with Hevva, Hevva. Bernard Mills will be giving a talk about 'The Withered' section of the Southern Region Line with 200 plus digital images.

Music for 8<sup>th</sup> will be provided by: Metric Brass; Bude Town Band; Bude Folk Club; Pig Ankle and Red Wing.

Among the stall holders will be: The Trevithick Society; Cornish Language Group; RSPB; Old Cornwall Society; RNLI; Bude Canal Trust; BCHS; Bude Gig Club

Bude Motor Club has agreed to attend and there will be steam engines from a number of exhibitors. Andrew Medland has been working hard 'spreading the word' and encouraging exhibitors to come to Bude' Heritage Day.

Children will be 'catered' for by magic shows, Punch and Judy, face painting, circus skills and music making. [*A more detailed report will be given at the next Heritage and Culture Meeting.*]

**- Archives** - please see Mrs Longley's report.

Dr Knight's Book Collection - separate agenda item

*For information, and with reference to the above item, Bude-Stratton became an accredited museum:*

Bude-Stratton Museum	999	22/11/2007	Accredited
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Source [www.mla.gov.uk](http://www.mla.gov.uk)

#### **- Outreach - School Workshops**

A successful day was had with the CM at the Heritage Centre by the Hartland Primary School's Foundation Year. The CM devised several appropriate learning activities which were enjoyed in the education room.

Hatherleigh Primary School is booked to visit in June to work with the CM on 'Seaside Holidays Then and Now'. They will visit the Heritage Centre then work with the CM in the education room.

Stratton Primary School requested a Canal workshop. Unfortunately the CM was unable to facilitate this as a consequence of workload, but made arrangements for Chris Nicolls to 'step into the breach'. The CM is having a meeting with Mr Measey, Stratton Primary, to plan workshop visits etc for the new academic year.

Local arts facilitator Tom Hyde will have completed nine Scrapheap Challenges by 25<sup>th</sup> May. The students from Budehaven have been working weekly on their project using the Blanchminster Education Room. The finished piece of work will be put on display in Budehaven School.

The Budehaven student who tended The Castle's garden has returned to 'duty' twice a week. He is presently creating flower beds up and along the garden's top back wall. To Kit's delight he has also planted a large number of vegetables which are thriving.

#### **- Out of School Workshops**

Two very successful chocolate workshops were held on Easter Monday facilitated by herbalist Linda Moran. The interest was such that, unfortunately, people had to be turned away.

#### **- Other**

Soul Survivors held a ghost watch in The Castle, 17<sup>th</sup> April. The number of people who attended the 'Watch' was very good and The Castle took commission to the value of £92 from tickets sales.

Mycornwall.TV spent the night with the group and a report of the 'Watch' was posted on their website, [www.mycornwall.tv](http://www.mycornwall.tv).

Subsequent to the visit by Soul Survivors there have been two other enquiries for ghost watches at The Castle. These are to be planned.

#### **- Forthcoming events:**

3<sup>rd</sup> June - Family Herb Walk along the Bude Canal with Linda Moran.

16<sup>th</sup> - Miracle Theatre is bringing Romeo & Juliet to The Castle Green dry / Ivor Potter hall wet.

20<sup>th</sup> - Mid Summer's Eve Walk along the Bude Canal with Linda Moran.

Castle Grounds - there have been a number of recent occasions when wedding guests, visitors and members of the public have commented on the excellent upkeep of the Castle grounds. It is always pointed out that this is down to the B-STC grounds men.

#### **- The Building**

Storage space is an on-going issue as per the gallery white boards above. The CM's office is now divided in two – with one half is being used to store the wedding accoutrements, shop stock, shelving, packing etc. For a variety of reasons staff require daily access to this 'storage area'. It is not an ideal solution as the CM may be having meetings, be on the phone etc.

The landing area is often used as an overflow for the Restaurant's tables and chairs which not ideal but is unavoidable as the Restaurant do not have a storage area.

Now summer opening hours are in place, the shop staff do take a lunch break. When the weather is fine most sit outside. If wet, the CM's office is still be used to eat lunch in as the staff kitchen is too small for any seating.

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

The long-serving shop assistant, Fiona Jeffery left at the end of April. Fiona is presently covering maternity leave at St Catherine's CP, Launceston. The teacher she is covering for intends to return to work part-time in the new academic year, which may create a permanent opening for Fiona.

Louise Quinton has taken up the post of P/T Saturday Assistant and shows signs of great promise. Louise is still at Budehaven where she is studying for her GCSEs.

Maria Narraway has joined the shop team, as a replacement for Fiona. Maria has an excellent range of skills - secondary-level teaching, the hospitality industry and retailing.

At the end of May, Mariella Southgate is leaving to travel in Europe. Mariella's extended [unpaid] leave will be covered by Ellen Hockin, who scored a very close second to Maria in the recent P/T shop assistant interviews. Ellen is presently working one day a week.

#### **- The Castle Manager - Present and On-Going Priorities**

- The Bude-Stratton Heritage Day, 8<sup>th</sup> August
- The Castle website
- Developing self-directed learning resources for schools / Heritage Centre
- Weddings, marketing and improving service
- Working with the MDO on interpretation / Heritage Centre changes
- The Castle staff - embedding any changes / training and new procedure
- The Gallery Programme for 2011
- Organising the Outreach Programme for 2011
- Marketing Strategy

Patricia Wright  
19<sup>th</sup> May 2010

<b>Volunteers - Pre 2009</b>	<b>B-STC- 2009 &amp; 10</b>	<b>Questions for 2011</b>	<b>Feedback - suggestions</b>
Set up by SK and run by volunteers until 2009	Assumed responsibility 2009	Solely B-STC?	Maybe B-STC [H & C] should have a statement of purpose as to why the Town Council considers this important to support – heritage etc. Such an agreed statement from the Council could be used in grant bids etc., but would also help to establish whether the Council consider that work should progress to make this event a commercial or non-commercial event. For the SK - while they [KK & MA] understand the need to make a return on the B-STC outlay - the event is definitely non-commercial.
Weekend nearest 16 <sup>th</sup> May battle anniversary	Ditto	Change date of only the re-enactment. Keep commemoration as the Sunday nearest 16 <sup>th</sup> .	Paraphrased feedback from SK: - No this is the reason why the SK come, [and they would come irrespective of any request], to commemorate - not for ‘commercial reasons’. [ <i>SK - Martin Abbott, 2010 re-enactment commentator</i> ] - From talking to SK members, surprised at the lack of resistance to the idea of changing re-enactment date as long as commemoration date left. [ <i>SK - Kevin Kingdon - Grenville Regiment Muster Sergeant for Stratton</i> ] - B-STC - some councillors approach by local people concerned that date was going to be changed.
Site - Stratton School Playing Field	Ditto	Change re-enactment site	The SK considers this re-enactment a ‘jewel’ in their calendar. One of the few actions that can now take place on [part of] the original site. This is central to why SK come - please leave this.
Afternoons only Saturday 3.30pm Sunday 3.00pm	For past two years additional activities for each day have started in the morning	Drop any additionality. Revert to re-enactment only	Past 2 years have started too early, 11.30 & 10.00am. - Consider starting about noon. Time when people finished chores, etc. - Less time open – fewer paid staff hours. [Point made by B-STC councillor] - If living history facilitators brought in - most will not come for half days - especially afternoons - travel - cost to them etc. [Drop this aspect?]
Duration - 2 days	Ditto	One day re-enactment / commemoration only	Set up as weekend. SK members travel from ‘all over’ and so make ‘short-break of this Cornish skirmish. Most would not travel for one day’s action.

Target audience One and All	Ditto	Status quo?	If it is axiomatic that the event is non-commercial, non-profit-making and a budget is set aside for it – then size of the paying crowd is not an over riding concern. The event had been running 33 years – a great many local people have seen the re-enactment – who is the new audience. If commerce is not too much of an issue do we need a new audience – do we progress event or leave as is?
<b>Volunteers - Pre 2009</b>	<b>B-STC- 2009 &amp; 10</b>	<b>Questions for 2011</b>	<b>Feedback - suggestions</b>
SK camping site		Where to camp	SK [KK] – has informed PW that more difficult than it used to be at Wooda. SK camping scattered in 2010 which can make it time-consuming to get all together. Investigation of other suitable sites required. PW has been asked by SK [KK] to do this. PW – speak to Cllr Garvie.
	Additionality	Continue with this?	See below
Organised by committee containing many SK members	2008 – John Baxter worked with volunteers  2009 – PW assumed organisational role co-operating with SK  2010 – PW and KK worked together to organise 2010	Kevin Kingdon is the newly appointed muster sergeant for the Grenville Regiment. He has his own ideas for developing the SK's weekend – battle script, skirmish etc.  B-STC to work with KK again for 2011?	Malcolm Warren in the various 'hand-over' meetings 2008/09 described how in the early days the event was a big Stratton event – with market stalls, and lots to see and do besides the re-enactment. He felt that attendance dropped when it became the re-enactment only.  He saw B-STC being able to breathe new life into the event, e.g., the additionality  <b>Ideas / discussion needed on how B-STC should progress 2011's Commemoration Weekend.</b>

Patricia Wright  
The Castle Manager, Outreach and Marketing Officer  
19.05.10

**Recommended charges from 1 June 2010 (changes in red)  
The Willoughby Gallery & Blanchminster Education Room**

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

	Per Session 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
Exhibition (items not for sale): charities/local groups & societies <b>Gallery</b>			£25 + VAT per week or part thereof
Exhibition (items not for sale): charities/local groups & societies <b>Education room</b>			£10 + VAT per week or part thereof
Exhibition (items not for sale): Artists (amateur) <b>Gallery</b>			£50 + VAT per week or part thereof
Exhibition (items not for sale): Artists (professional) <b>Gallery</b>			£100 + VAT per week or part thereof
Exhibition (items not for sale): Artists (amateur) <b>Education Room</b>			£25 + VAT per week or part thereof
Exhibition (items not for sale): Artists (professional) <b>Education Room</b>			£50 + VAT per week or part thereof
Meeting: professional/commercial <b>Gallery</b>	£46.90 + VAT £47.85 + VAT	£70.00 + VAT Mon - Thurs £100 + VAT Friday £125 + VAT Sat & Sun	Weekly rates negotiable
Meeting: amateur/charity <b>Gallery</b>	£17.60 + VAT £17.95 + VAT	£55.00 + VAT Mon – Thurs The Gallery is not available for charity bookings on Fri, Sat & Sun evenings	Weekly rates negotiable
Meeting: professional/commercial <b>Education Room</b>	£29.80 + VAT £30.40 + VAT	£70.00 + VAT	Weekly rates negotiable
Meeting: amateur/charity <b>Education Room</b>	£11.80 + VAT £12 + VAT	£55.00 + VAT	Weekly rates negotiable
Preview evening: all users		£50 + VAT max 3 hours	
Weddings/civil ceremonies <b>Gallery:</b>	£295 + VAT Mon- Fri £375 + VAT Sat, Sun		
Weddings/civil ceremonies <b>Education Room:</b>	£195 + VAT Mon- Fri £250 + VAT Sat, Sun		