

MINUTES OF THE HERITAGE & CULTURE COMMITTEE

MEETING HELD ON THURSDAY 22 JULY 2010

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

HC/30/10 **To receive & accept apologies for absence**

There were none

HC/31/10 **To receive Members Declarations of Interest**

None

HC/32/10 **Maximum 15 minutes for electors present to put questions or make observations regarding the Heritage & Culture Committee**

None were present

HC/33/10 **Minutes:**

(i) **To consider and approve the minutes of the H&C Committee meeting held on 27 May 2010**

Resolved: That the minutes are a true and accurate record and that they be signed by the Chairman

(ii) **Report by Deputy Town Clerk on matters arising from the minutes**

There were none

HC/34/10 **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

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

The Archive Volunteer co-ordinator discussed the following issues

- That the poster used to recruit volunteers has not produced results yet
- There will be an Archives Exhibition in the Willoughby Gallery in November
- Project regarding the “Bude Bus”
- Appreciation for the work of Kate Tomlinson, volunteer.
- Planned production of a booklet about the Castle
- Investigation of old documents found under floorboards in a house in Stratton

HC/35/10 **Museum Development Officer: report**

The Museum Development Officer discussed the following issues

- Currently available grant opportunities
- Free training skills programmes available for staff
- Improvements in the “Sailing into Bude” area of the Heritage Centre
- Consideration of sculptures for a joint project with the US 2nd Rangers Battalion
- Her work with Kate Tomlinson, a new volunteer
- Plans for an audio visual room

HC/36/10 **Annual Heritage Events: Bude-Stratton Heritage Day: report by Castle Manager on arrangements for 8 August 2010**

The CM explained the programme of events (copy attached) for the day and asked for volunteers.

HC/37/10 **Stamford Hill Battlefield Site: consideration of meeting which took place 4 June 2010 and suggestion by County Forestry Officer regarding the planting of 7 extra heavy standard parkland style trees**
Resolved: That 7 trees be planted on the Stamford Hill Battlefield site in remembrance of Cllr R Willoughby and that it be Recommended that the FS&GP Committee make funding available to facilitate this project

HC/38/10 **Heritage Centre admission charges: consideration of charging policy**
Resolved: That free admission to the Heritage Centre be given on Sunday 8 August 2010

Resolved: That free admission to the Heritage Centre be given in December 2010 and January and February 2011

Cllrs B Garvie and P La Broy asked for their votes against to be recorded

HC/39/10 **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 June - July 2010
The Castle Manager, Outreach and Marketing Officer's Report

Shop Supervisor's Report

Sales through-the-till for the period covered by this report are:

*2009 June – July sales figures are:
 July are:*

Jun	Jul	Total
1658.25	3406.95	5065.20

2010 June – July sales figures to 18th

Jun	Jul 18 th	Total
2405.60	1386.27	£3791.87

The sales for June was very good in view of the fine weather. The shop's reputation continues to grow which speaks volumes for both the quality of service and the quality of the products being sourced and stocked.

- The Heritage Centre

Visitor numbers to the Heritage Centre 2009 June – July sales figures are:

Jun	Jul	Total
1658.25	2919.50	4577.75

Jun	Jul to 18th	Total
1516.00	1096	2612.00

The number of visitors to the Heritage Centre reflects the fine weather and while rain is not always welcome, the recent few days of rain saw over 63 visitors through in just one day.

Sea Shore Display – this display is under construction by Oh Design, Falmouth. The CM and MDO are presently writing the instructions and researching images to accompany this new 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 MDO is looking into sourcing a grant to help toward the purchase of this display case.

Sailing into Bude - the copies of old black and white photographs of stormy seas around Barrel Rock and the Harbour entrance have been received. The MDO will be speaking to the cleaner/caretakers about putting these up.

Use of the Branscombe Room - one of the most popular features of the Old Museum was the video, which visitors still ask about. After several detailed conversations with the MDO the idea of turning the 'Branscombe Room' into a little cinema has been tentatively floated.

The Castle has a number of very interesting old VHS videos that have been transferred to DVD including original footage of the USA Second Rangers. Integrated Circles, [IC] recently carried out the annual maintenance check on the A/V equipment and the CM spoke to them about this idea.

Making use of old film material, enhances the interpretation of Bude-Stratton and the surrounding area by adding a non-literary, a visual dimension, to the information. It would also be possible to include some of the Parish Oral History material.

A brief is being compiled by the CM for IC to cost out. The DVD will have to be copied and time-framed in order to select film. IC specialise in this kind of project and they agreed that what was the Branscombe Room would lend itself nicely to this type of use; right size, end room, window with blind, power points, etc. The area would seat between 12 and 16 people.

- White Boards

The CM has investigated alternative display systems. Panelock is the field’s lead and the company from whom the present whiteboards were purchased. They produce four difference systems:



System 100 comprises modular aluminium frames, individual display screens which can either stand alone or interlock to form continuous walls. Infill panels are also available to enable the screens to be linked at right angles, allowing an immense variety of display layouts.

Each screen contains the integral patented Panelock castor wheel mechanism which gives all of the Panelock products their ease of movement. At the turn of a removable operating key, the screens can be raised on wheels, relocated and then locked into their new position. The standard finish is 9mm Medium Density Fibreboard, painted with matt white vinyl emulsion.

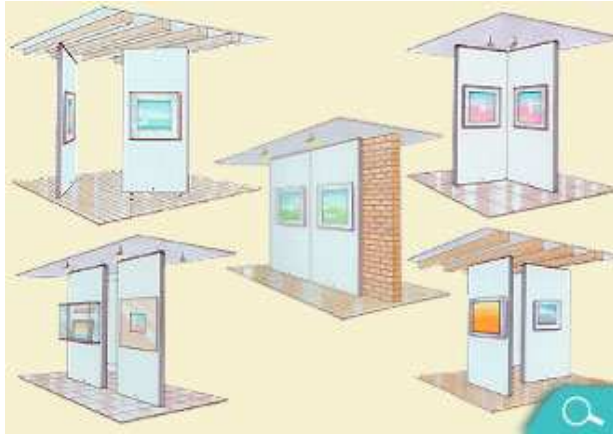
System purchased and now in use in the Castle.

Gallery Display **System 200** is a modular freestanding display wall which provides a smooth, flat surface to which artwork may be attached using proprietary hanging systems or any other fixings as required. The individual units require no floor or ceiling fixings.

The units have been designed to be re-used for successive exhibitions and to provide the maximum flexibility in exhibition layout. Gallery Display System 200 is ideal for use where exhibitions are frequently changed.



System 400 – not feasible - works off a fixed ceiling grid



Many galleries are housed in buildings where, because of protected building status, age, construction or layout, fixing to the fabric of the building is a problem. **Gallery Display System 600** offers the ideal solution, providing a robust display wall that will give many years of reliable service. Gallery Display System 600 is a system of individual movable panels, identical to the System 400 panels, but which are designed to lock securely between floor and a solid ceiling without the need for any fixing points. When not in use, the panels can be unlocked and stored unobtrusively against existing walls.

The CM has been in touch with Panelock and is awaiting a response to various questions. The System that would suit is Gallery Display System 600. It is slim and as such can be stored against existing walls. For the Gallery this would be an excellent addition for weddings – it would go some way to cutting the noise down from the Restaurant, etc.

In the meantime the CM is considering ways to store / make use of, the existing whiteboards.

- Website

As a result of an increase in the CM's work load – weddings, Heritage Day, etc the development of the Castle website has been put on hold until September

- Weddings

There have been seven wedding to date with another seven pending. There have been thirty-one venue enquiries and to date there are six confirmed weddings for 2011, three of which are in June plus one Castle Restaurant wedding reception.

- The British Institute of Professional Photographers, SW

In June the BIPP held their annual meeting the Gallery. The subject of the day was taking wedding photographs. Using the education room a hairdressers and make-up artists dressed two models as a bride and groom and the Castle and its environs were used to shoot in.

- Gallery

June's exhibition 'Dawn 2 Dusk' showcased the photographic work of local photographer Ross Hoddinott and Dorest's Mark Bauer. It proved to be a very popular exhibition with people coming back to revisit it.

The two photographic workshops, 19th and 20th June, got off to a 'wobbly' start with Ross being rushed into hospital with Appendicitis. However, both were sell-outs and the CM will be meeting with Ross in September to plan for the next ones.

The current exhibition, The Wonderfully Fantastical has proved to be the most popular this year. The combination of the artists, Irene Jones, David Eustace and David Brooke combine beautifully.

Holsworthy artist, Irene has sold over £3000 worth of her work, the most expensive being £1950 which went to a local couple.

Gallery sales: June - July 09 £3229.90 June – July 2010 £4077.50

- Bude-Stratton Heritage Day

A programme is attached. Volunteers are required for the 8th and it is hoped that some members of the Heritage and Culture Committee will come to the talk or the Hevva Ceili on the evening of the 7th August.

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

School Visits - Workshops

Hatherleigh Primary School visited in June to work with the CM on 'Seaside Holidays Then and Now'. Their visit was curtailed as staff misread the Tide Timetable so 'got' high / low tides wrong. However they were extremely pleased with the worksheets and other materials produced by the CM and took copies of each away.

There have also been visits by Stratton and Bude Primary and a visit by the Acorn Unit based at Budehaven.

- Other

Unfortunately the Miracle Theatre's production of Romeo and Juliet didn't make it to Bude. A member of the cast was hospitalised and the Company did not have a stand-in.

The shop supervisor and her team did an outstanding job reconciling all the ticket refunds or re-directing people to alternative productions. Miracle's next production will be their Panto, Beauty and the Beast from Mars.

Eden is currently working with Barnardos on a project which gives respite to families of severely impaired children. They will be bringing ten families to the Castle in August, [25th] to make use of the Green for 'nest building' and flag-making.

Haunted Devon held a ghost watch in The Castle, 17th July. The Group informed the CM at the end of the session that they had had some very good results and would be sending a report.

Another group Ghost Hunting have booked to use the Castle 10 September. The charge that is made is presently £100. [Use of light etc is minimal.]

- Forthcoming events:

30th July – Beauty and the Beast – Chapterhouse Theatre, on The Castle Green

7th Exeter to the Atlantic Coast – railway talk by Bernard Mills – the Parkhouse Centre

7th The Hevva Ceili – Ivor Potter Hall

8th Bude-Stratton Heritage Day

- The Building

In June a window overlooking the back staircase was broken by a football. The breakage happened when two visitors were using the stairs. The 'old' glass shattered into tiny fragments causing the man to turn his face away while the woman received a scratch on her arm. They reported the breakage to the shop and an apology was made to the couple. They were very understanding accepting that it was not the 'fault of The Castle'.

A man had been 'skying' a football out on the grass and was seen walking rapidly away. Consequently Kilkhampton Glass has replaced all the 'old glass' in the window that was damaged and will replace the bottom two panes of glass in the long window overlooking the

turret entrance canopy. An Incident Report was completed by the staff that were on duty and has been given to the Town Clerk.

In June there were four instances of the fire alarm being triggered over one two-day period. A procedure for the Castle and Restaurant staff has been put in place in order to ascertain which zone is responsible for the incident. Unfortunately geography necessitates that the call-out responsibility resides with the Town Clerk and not the CM.

Recently the Restaurant booked the Gallery for a wedding reception. In the course of the evening many of the guests became extremely inebriated, to such an extent that it took time to find someone from the party to take one of the children with a badly cut leg to hospital for treatment [cut on the slope down to the river].

There was little or no parental supervision and the children were apparently playing football on the landing and in the lift. The latter resulted in the lift stopping midway with a child inside. The Restaurant Manager, at midnight, had a very difficult situation on her hands, being surrounded by angry and abusive people. Georgie managed to get the child down by operating the lift manually. Incident Reports have been completed by Kit Davis and Georgie Robinson and are with the Town Clerk. A deposit system is being instigated to cover any damages incurred when commercial operators book the facility and it will be included in the booking conditions that at all times children under 16 must be supervised by a responsible adult

Over a number of weeks there have been a number of youths out on The Castle Green playing football. Besides playing on the main area of grass they sometimes spread so that they need to kick the ball across the drive leading up to the Castle. It is noticeable that when they are using the area, other users move away.

There has also been consistent disregard of the parking notices by the same group of youths and their friends. Several parking tickets have been issued.

- The Castle Staff

The CM has started to make use of the Staff Appraisal procedure that was put in place by the Town Council 2008.

An initial meeting has been had with the Town Clerk, CM and staff in order to make the process clear and non-threatening. It is hoped to begin the appraisals towards the end of August. The new members of staff will not be included in the first tranche which will include the CM, the shop supervisor and the two cleaner/caretakers

- The Castle Manager - Present and On-Going Priorities

- Close down 7th & 8th events
- Castle staff appraisals
- The Castle website
- The Gallery Programme for 2011
- Organising the Outreach Programme for 2011
- Weddings, marketing and improving service
- Developing self-directed learning resources for schools / Heritage Centre
- Working with the MDO on interpretation / Heritage Centre changes
- Marketing Strategy

Patricia Wright
19th July 2010

Bude-Stratton Heritage Day Sunday 8th August 2010

Programme of Events ~ 10am to 5pm

By the Canal and on the Barkhouse Green

8.00 a.m. – 1pm Bude Canal Angling Association Fishing Competition for the “Falcon Cup” on the Canal

Displays Stands and Stalls on the Barkhouse Green: Bude Gig Club, RSPB, RNLI Canal Upper Basin above Falcon Bridge: The Bude Canoe Club is holding the first Bude Sprint Regatta

2.00pm The Sprint Regatta will take place between Higher Wharf & the Crescent Car Park
There will be six races:
Junior - single, double and open class **Adult** - single, double and open class

On The Castle Green if dry - alternative is the Parkhouse [PK] if wet

10.00am Event opens Displays, steam & vintage vehicles, charity stalls and entertainments

10.00am – 11.00am Bude Metric Brass will be playing on the bandstand

11.00am – 12.noon Graham Eccles, the self-styled “Jack of Piel” will be performing!

11.30am – 12.30pm The Pig Ankle Jazz Band

12.30pm – 1.00pm Cornish Language Taster Session
It’s your heritage so come and hear the Cornish language spoken!!
The Cornish Language Partnership will be holding two taster sessions

1.00pm – 2.00pm The Bude Town Band will be playing on the bandstand

1.00pm – 2.00pm Graham Eccles, the self-styled “Marvin Farthing” will be performing

2.00pm – 2.30pm Cornish Language Taster Session

1.30pm – 2.00pm Punch & Judy

2.15pm – 3.15pm Ready’s Magic Show [PK]

2.pm – 5.00pm Barge Workshop, Helebridge open to the public

2.30pm – 3.30 pm Ready’s Magic Show [PK]

2.30pm – 3.30pm Bude Folk will be singing and playing on the bandstand
With the Barrel Rock Boys and special guest appearance by renown folk singers Andrew McKay and Carole Etherton from The Gower.

3.15pm – 3.45pm Punch & Judy

5.00pm RNLI’s Blessing of the Sea together with St Michael’s Church at the Sea Lock

Lindsay Ritch Scottish Fiddler will be playing her blend of traditional and contemporary Celtic music
Stalls

Bude Canal and Harbour Society
Grand Western Canal Country Park
Cornish Language Group
Society

Bude Canal Trust
Rolle Canal Society
Old Cornwall Society

Inland Ways
South West Water
The Trevithick

Face Painting & Music Train - Hayley Ayres
The Little Engine - Mr Burrow
Static Engine/s - Mr Medland
Vintage 1908 White Steam Car, Model “L”
Whalesborough Farm Food
Rowan Fawdon - Ashtree Pottery
Local herbs and seaside herb walks

Miniature Engine - Mr Briggs
Bude Motor Club - Classic cars
Dr Robert Dyke
Cornish Crisps
Nicola Frost [Baghappy], locally made bags
Linda Moran

All times are approximate and unforeseen circumstances may alter them on the day