

**MINUTES OF THE HERITAGE & CULTURE COMMITTEE MEETING HELD ON**

**THURSDAY 10<sup>TH</sup> NOVEMBER 2016**

Present: Cllrs: A Biggs, L Deely, P Kelly, H Partridge

Miss D James – Town Clerk  
Mr M Berridge – Castle Manager  
Mrs J King – Heritage Officer  
Mr K Cornwell – Responsible Finance Officer (RFO)

Non Committee – Cllrs F Partridge, J Bryson

**HC/109/16** **To receive and accept apologies for absence**  
Cllr P Tilzey

**HC/110/16** **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**  
None

**HC/111/16** **Dispensations: to consider requests for dispensations (for which a 'Dispensation Request' form must have been completed and submitted to the Proper Officer at least 3 working days prior to the meeting)**  
None

**HC/112/16** **Minutes: To consider and approve the minutes of the Heritage and Culture Committee meeting held on 8<sup>th</sup> September 2016**  
**Resolved:** that the minutes are a true and accurate record of the meeting and they were signed by the Chairman

**HC/113/16** **Maximum 15 minutes for public present to put questions or make observations regarding the Heritage & Culture Committee Questions must be directed through the chairman**  
Members of the public spoke about the Canal Workshop – leaflets would be useful if the Council could supply, the Forge – timescales for opening and photographs - and the canal side Heritage items storage area – whether the Council could dispose of some of the artefacts.

**HC/114/16** **To receive reports from officers of the Council and agree any associated actions:**  
i) From the Heritage Development Officer (HDO)  
The HDO updated the Committee on the mill timbers, Ringers of Launcells painting, temporary archive exhibitions, artefact handling day, British Science week and the Battle of Stamford Hill.  
**Resolved:** To authorise the HDO to proceed to source a specialist (conservationist) and get quotes (re cleaning/conservation and interpretation of mills timbers)

**Resolved:** That the HDO continue with the loan of the Ringers of Launcells painting

Committee agreed that the Heritage Day in 2017 will be on the 30<sup>th</sup> July.

**Resolved:** To ratify the grant application made by the HDO in regards the local heroes grant scheme.

Committee agreed that the Battle of Stamford Hill would not be held in 2017 as per the HDO's discussions with the Sealed Knot

**Resolved** under Standing Order 1d that a member of the public be allowed to speak

The member of the public spoke about a WWII event to be held in September 2017, the Chairman asked that the item be added to the January 2017 Committee meeting agenda

ii) From the Castle Manager (CM)

The CM reported on the Friends of the Castle Membership and Café Limelight. The Big Draw had been a great success, a video of the work (laid out on the Castle lawn) is available on the Castle Facebook page. The Christmas Fair was now almost fully booked. Unfortunately the disabled lift is broken but engineers have been called to fix the issue. The Castle visitors' book is full of very positive feedback and comments.

**HC/115/16**

**To consider the following events proposed by the Castle Manager and agree any actions and expenditure**

i) Wedding Fair

**Resolved:** that the Committee support the event

ii) Battle of Stamford Hill

**Resolved:** to accept the proposition as outlined by the HDO

iii) Heritage Day

**Resolved:** to accept the proposal

iv) Theatre Festival

**Resolved:** the Committee are not prepared to consider in the current form, if the company are prepared to come back with an alternative proposal then the Committee will reconsider

v) Christmas Fair

**Resolved:** to accept the proposal

**HC/116/16**

**Light up Bude – to consider the request for use of the marquee in December**

**Resolved:** to charge a nominal amount of £150.00 for the use of the marquee with the proviso that music cease by 10pm and the marquee is fully vacated by 10.30pm

**HC/117/16**

**Café Limelight – to consider alterations to the food preparation/counter area (report by Castle Manager) and agree any actions and expenditure**

Agreed to defer until the extraordinary meeting on the 23<sup>rd</sup> November 2016

**HC/118/16**

**The Cone – to consider recommendation to the Properties Committee that the cone be leased**

**Resolved:** to Recommend to the Properties Committee to lease the cone

**HC/119/16**

**To receive an update on the Forge**

The Town Clerk updated the Committee. She is currently trying to make contact with the person who was dealing with the issue of the flue last year.

Cllr L Deely left the meeting

**HC/120/16**

**To discuss the Councils volunteer policy and related policies and documents and agree amendments for recommendation to Full Council**

**Resolved:** to recommend to Full Council to accept the new updated Volunteer Policy version to replace that adopted on 7<sup>th</sup> August 2008

**Resolved:** to accept with the small amendments, as discussed, the 'Volunteering At' document

**Resolved:** to accept with the small amendments, as discussed, the Volunteer Agreement

**HC/121/16**      **Electric fire – to receive a report regarding the replacement of the fire, as per minute HC/106/16 of the 8<sup>th</sup> September meeting, and agree any actions and expenditure**

The CM reported that unfortunately the fire that had been ordered (as per the resolution above) was not fit for purpose and could not be used in the café, therefore another fire needed to be purchased, 3 quotes had been sought  
**Resolved:** to ask the CM to purchase fire number 1 (on the report) for £149.99

**HC/122/16**      **Volunteer event – To receive a report**

The Chairman updated the Committee on the Volunteer Event being held at the Castle on 16<sup>th</sup> November

**HC/123/16**      **Furniture – to consider the replacement/addition of furniture in the Castle and agree any actions and expenditure**

**Resolved:** to purchase 2 settees and 2 tub chairs as per the report (cost circa £480.00)

**HC/124/16**      **Preparation of Annual Estimates for 2017/2018**

After discussion

**Resolved:** proposed adopt the budget, as discussed, minus £4500.00 from events

The Chairman closed the meeting at 8.55pm

Signed.....Date.....