

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

**THURSDAY 8<sup>TH</sup> SEPTEMBER 2016**

Present: Cllrs: A Biggs, H Partridge, P Tilzey

Non-committee member:

Miss D James – Town Clerk

Mrs T Gliddon -Committee Administrator

Mr M Berridge – Castle Manager

Mrs J King – Heritage Officer

- HC/101/16**      **To receive and accept apologies for absence**  
Cllrs: L Deely
- HC/102/16**      **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**  
None
- HC/103/16**      **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/104/16**      **Minutes: To consider and approve the minutes of the Heritage and Culture Committee meeting held on 14<sup>th</sup> July 2016**  
**Resolved: that the Minutes are true and accurate record of the meeting and signed by the Chairman**
- HC/105/16**      **Maximum 15 minutes for public present to put questions or make observations regarding the Heritage & Culture Committee Questions must be directed through the chairman**  
A member of the public asked a question regarding the opening of the old forge on the Lower Wharf
- HC/106/16**      **To receive reports from officers of the Council and agree any associated actions:**
- i) From the Heritage Development Officer (HDO)  
Policies – to consider updating Council Policies regarding the Heritage Centre/collection – The HDO talked about the procedures for updating the various Policies for the Castle heritage Centre. The Clerk informed the HDO of the way forward. The report was noted.  
The HDO then went through her report (attached) with the committee. The Committee agreed to go ahead with the Battle of Stamford hill re-enactment if the Sealed Knot were prepared to be involved.
- ii) From the Castle Manager (CM)  
The Cone – to consider leasing the cone and agree and associated actions and expenditure – the CM circulated a list of quotes from a three estate agents with estimates of the amount that could be achieved from renting the Cone space.  
a) £400 per mth – finders fee £360 incl VAT  
b) £450-£500 inc – finders fee £540 (1 mths rent + vat)  
c) £280 (if an office) – finders fee £1000 + vat  
**Resolved: to approach company a) to secure a tenant at a minimum rental of £450 per mth**  
Castle Membership Scheme – to consider and agree any associated actions and expenditure  
Discussion took place and the committee looked at the CM's outlined charges for the membership scheme.

**Resolved: that a "Friends of the Castle" membership scheme should be started. Membership fees to be £20 per year for a single, £30 per year for a couple, £40 per year for a family (children under 18) and £250 for a lifelong membership. This being subject to the Clerk obtaining legal advise**

The Big Draw – to consider and agree any associated expenditure

The CM explained that the Big Draw was a country wide event for children and families to come into a venue and join in with art activities. If the Castle were to register it would receive a space on a national website and a certain amount of item/gifts to give out to participants. This would be a free event for those attending.

**Resolved: To register for the Big Drawn at a cost of £150**

Café Limelight – Fire place- the CM reported that the fire in the Café light needed to be replaced. The committee agreed to buy a new fire for Café Limelight for £90

Castle Christmas Fair

Quotes were received for a Marquee to host this year's event

a) £2400 + vat

b) £2129 + vat

**Resolved: to accept quote b)**

**HC/107/16 Beacon – to consider and agree any repairs/replacement, further actions and expenditure (if appropriate)**

It was reported that the Beacon was in good working order and no further action was necessary

**HC/107/16 Castle – to consider using the main Castle door as the main entrance for visitors**

The CM and HDO reported that following investigation and looking at the exhibitions/artefacts on the first floor of the Heritage Centre, they felt that using the Main front door as an entrance for the Castle heritage Centre would not be practical. The committee agreed with CM and HDO's advice.

**HC/108/16 To consider setting up a Working Group to examine the recruitment and roles of volunteers within the Castle Heritage Centre**

The Chairman explained that the working group was to look at ways to attract new volunteers to the Heritage centre to help with the day to day running of the Exhibition, answering questions and helping members of the public using the facilities. The CM was asked to include this on the newsletter for the "friends of the Castle"

**Resolved: to setup a working group of Councillors together with officers and the Town Clerk. The first meeting to be on the 19<sup>th</sup> September 2016 at the Castle.**

The Chairman closed the meeting at 7.52pm

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