

MINUTES OF THE HERITAGE & CULTURE COMMITTEE MEETING HELD ON
THURSDAY 23RD MARCH 2017

Chairman: Cllr A Biggs
Present: Cllrs L Deely, P Kelly, H Partridge and P Tilzey

Mark Berridge – Castle Manager
Janine King – Heritage Development Officer
Tracey Gliddon – Committee Administrator

Non-committee member – Cllr F Partridge
Members of Public – 1

The Chairman stated that this would be the last Heritage and Culture Committee meeting before the elections, and he would like to take the opportunity to thank all the staff and volunteers at the Castle heritage Centre for their hard work over the last 5 year's

HC/18/17 **To receive and accept apologies for absence**
None received

HC/19/17 **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**
None received

HC/20/17 **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 received

HC/21/17 **Minutes: To receive and adopt minutes of the Heritage and Culture Committee meeting held on 12th January 2017**
Resolved: that the minutes are a true and accurate record of the meeting and they were signed by the Chairman

HC/22/17 **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 Bude Canal & Harbour Society commented on the success of their recent Exhibition and AGM held in the Willoughby Gallery, and wished to thank the Castle Manager and Staff for their professionalism and help during the exhibition and AGM. The member also reported on this year's events at the Helebridge Workshop held in conjunction with the BCHS Canal walks.
A question was raised regarding this year's RNLI day.

HC/23/17 **To receive reports from officers of the Council and agree any associated actions: Heritage Development Officer (HDO)** – The HDO's report was distributed to the committee. Discussion took place and the HDO took questions from the committee. It was reported that the new Castle Volunteer system was working well and there were now 9 volunteers working at various times at the Castle Heritage Centre
The committee noted the report

Castle Manager (CM) - The CM's report was distributed to the committee. Discussion took place and the CM took questions from the committee. The CM read out correspondence he had received from the Club Triumph members, thanking the Council and Castle staff with regard to their event held at the Castle last year. The committee noted the report and correspondence

HC/24/17 **Introduction of Mentor to the HDO(Sue Beckett) and to approve Mentoring agreement**

The HDO introduced Sue Beckett to the committee, who explained her role as mentor to the HDO in helping the Castle Heritage Centre towards gaining Museum Accreditation. The mentoring agreement was shown to the committee

Resolved: to adopt and sign the Mentoring Agreement

HC/25/17 **To consider amendments to Policies and documents and agree a recommendation to Full Council**

The Committee looked at the Policies and documents with the HDO and CM

i) Care and Conservation Policy

agreed to accept the amendments to the policy

ii) Documentation Policy

agreed to accept the amendments to the policy

iii) Access Policy

agreed to accept the amendments to the policy

iv) Environmental Policy

agreed to accept the amendments to the policy

Resolved: to recommend that Full Council to accept all amendments to the Policies and Documents

HC/26/17 **To consider the request to host the 2020 Goresdh Kernow in Bude and agree any recommendations to Full Council**

Correspondence had been received from the Gorsedh Kernow asking Bude Stratton Town Council if they would like to host the 2020 Bardic Ceremony.

Discussion took place

Resolved: to recommend to Full Council that Bude Stratton Town Council host the 2020 Gorsedh Kernow

HC/27/17 **To consider and agree the logo for Café Limelight**

The CM outlined his design for the new Café Limelight logo to the committee

Discussion took place.

Resolved: that the design for the Café Limelight logo be accepted

HC/28/17 **Marketing 2017 – Castle Café Leaflet production**

The Castle manager reported that the leaflet had now been produced

HC/29/17 **Castle Heritage Centre – to consider and agree room hire costings**

The CM presented a proposal for new hire charges for the Blanchminster Room and Willoughby Gallery to the committee. Discussion took place

Resolved: to accept the new Hire charges as presented, with an annual review

HC/30/17

To consider the proposal for an outdoor theatre event and agree and actions/expenditure

The proposed event was discussed by the committee. The CM requested permission to open the Heritage Centre for the evening's event to allow the Café Limelight to be open for members of the public attending the show on the Castle lawn.

Resolved: To allow the Heritage Centre/Café Limelight to be open for the event on the Castle Lawn.

HC/31/17

To agree the date and time for the Battle of Stratton Wreath Laying Ceremony and purchase of a wreath on behalf of the BSTC

The HDO reported to the committee that she had spoken with the Sealed Knot and the owners of the property at which the wreath laying takes place. Discussion took place

Resolved: that BSTC purchase a wreath and the wreath laying ceremony be held on the 14th May 2017, at 11am

The Chairman closed the meeting at 8.17pm

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