

**MINUTES OF THE HERITAGE AND CULTURE COMMITTEE MEETING HELD ON  
13<sup>TH</sup> SEPTEMBER 2018**

Voting members present: Cllrs J Bryson (Chairman), S Browning, L Deely, T Gibbs, P Kelly, L Moores, F Partridge, H Partridge, T Philp, N Tucker,

Non-voting members present: Cllr P Tilzey

Voting Members absent: B Willingham

Officers present: Mr K Cornwell – Acting Town Clerk &RFO  
Mr M Berridge - Castle Manager  
Mrs J King - Heritage Development Officer

Public present: Two  
Meeting Start time: 7.00 pm

**HC/167/18** **To receive and accept apologies for absence**  
Cllrs: P La Broy

**HC/168/18** **To receive declarations of registered and non-registered disclosable pecuniary interests and non-registerable interests**  
None

**HC/169/18** **To consider requests for dispensations**  
None

**HC/170/18** **Minutes: To receive, confirm and sign the Minutes of the Heritage and Culture Committee Meeting held on 12<sup>th</sup> July 2018**  
**Resolved:** That the Minutes were a true and accurate record and they were signed by the Chairman

**HC/171/18** **Maximum 15 minutes for public present to make comments concerning the business of the Heritage and Culture Committee**  
A member of the public raised points on lone working at Helebridge Barge Workshop as it would aid opening to the public for fourteen Sundays over summer; the request for work on the Tide Mill timbers; and the preparations for the bi-centenary of the canal along with the request for funding for the tub boats.

**HC/172/18** **To receive reports from Officers**  
a) The report of the Castle Manager was received and noted – attached Appendix A  
The abuse of staff was not acceptable and necessary steps to ensure staff protection will be explored. The provision of portaloos during large scale events will also be explored  
b) The report of the Heritage Development Officer was received and noted – attached Appendix B. The policy on accepting temporary items into the Heritage

Centre may have to be re-examined. Work is progressing on securing a lifelike mannequin for the Old Forge exhibition. The Harbour records have now been digitalised and are available to view by appointment, this will be advertised

- HC/173/18** To review the Risk Assessment at Helebridge Workshop, specifically whether one person or two people are required to attend when workshop is open  
**Resolved:** To accept the Risk Assessment and allow lone working when conducted in accordance with the controls identified
- HC/174/18** To consider allowing members of the BCHS to clean and remove excess debris from the tide mill timber held at The Barge Workshop in order to discover further evidence as to their purpose and aid interpretation  
**Resolved:** To allow members of the BCHS to clean and remove excess debris from the tide mill timbers subject to a specific risk assessment of the task
- HC/175/18** Consideration of request from Bude Canal & Harbour Society for a contribution towards the Bi-centenary 1819-2019 celebrations  
**Resolved:** To budget £850 for the transportation of tub boats for the Bi-centenary celebrations of the Bude Canal
- HC/176/18** To review sale of food and alcohol as per resolution HC/62/17 – ‘to serve alcohol with food on the basis as proposed by the Castle Manager with a review in 12 months’  
The success of the sales was noted with no operational problems.  
**Resolved:** To continue the arrangement to serve alcohol with food, only to be reviewed further if the situation changes
- HC/177/18** To review the use of the area formerly known as the 'Cone' at the Castle as per resolution HC/78/17 'The CM be allowed to market the area known as the Cone to the best effect. The success of which will be reviewed after twelve months'  
The success of the arrangement was noted, with various activities being held in the area and an income stream being achieved  
**Resolved:** To continue with the arrangements in place
- HC/178/18** Bude Light – to discuss the current condition of the Bude Light and any course of action and expenditure  
**Resolved:** To write to the contractor highlighting the cracking now showing
- HC/179/18** To discuss the reinstatement of Victorian Letterbox on The Strand  
**Resolved:** To write a letter to the Post Office requesting the reinstatement of a Victorian Post Box to The Strand in Bude
- HC/180/18** To consider using £500 of the Christmas Fayre marquee budget for Christmas decorations  
**Resolved:** To allow the use of £500 of the Christmas Fayre marquee budget for Christmas decorations

**HC/181/18      There But Not There – to discuss the 10 silhouettes provided by the Armed Forces Covenant Fund and any actions and expenditure**

**Resolved:** Officers will organize an event with local groups to include the Royal British Legion, Army Cadets and Royal Naval Association. It will be held in the Castle grounds around the Bude Light. It will be advertised as open to the public. Local churches and organisations will be approached regarding the loan of a silhouette

**HC/182/18      To consider the budget report – first quarter**

**Resolved:** To note the report

The Meeting closed at 8.32 pm

Chairman's signature.....Date.....

**Café Limelight**

This summer has been great for the café! The heatwave may have pushed temperatures up but this did not stop visitors in The Castle and choosing the café to spend some time as a respite from the sun. Cafe Limelight pushed all boundaries with takings that none of us believed possible! Heritage Festival weekend kicked off the proceedings, and without doubt, having the battle move to The Castle lawns proved to be a winning solution! People came to view the re-enactment and, instead of moving away from The Castle to follow the battle up on the downs, as first planned, they stayed within The Castle grounds and enjoyed the facilities we offer here. We saw many families twice in the same day; having coffee whilst waiting for everything to begin and then returning for lunch later. The figures....

Saturday: Food & Drink takings were up by 72.3%  
Overall takings were up by 81.2%  
Sunday: Food & Drink takings were up by 10.5%  
Overall takings were up by 15.1%

The weather certainly has helped this year, there seems to be an overall increase in visitor numbers, and this has been reflected in the success of the cafe.

Bude Carnival proved challenging with many people seeming to expect us to stay open later. The main reason was not for use of the café but appearing to be for the use of the toilets! Members of staff were verbally abused by members of the public and were criticised for closing, even though they did use the facilities. When doors were locked, people still banged on the main door demanding to use the toilets and even came round to shout through the glass doors at the back. Even if The Castle stayed open to provide this service, there is the issue of staff being able to leave to get home as most of the roads closed for the procession rendering them stuck until the roads reopen. I will discuss with the Carnival committee for next year that they need to supply portaloos as a stipulation of the booking.

There is a large demand on toilet use during large event bookings and even if The Castle is open, the toilets in The Castle cannot cope with the demand on the system. It may be a way forward to insist on portaloos for all large event bookings.

Lifeboat weekend & Bank Holiday Monday was even more impressive! The weather was disappointing but this was not reflected in our takings for the weekend, in fact, it helped. We provided extra tables and chairs in the Willoughby Gallery and this was a help, but still did not alleviate the issue of too many people not enough space!

To give an idea of how busy the café was:

- 125 scones were sold and we ran out by 3pm on Monday!
- 176 pints of milk used.
- 14 loaves of bread
- By 4pm Monday, we had little or no choice of cakes yet had started the day with two of everything - something that had never happened before.

Takings:

Saturday – Food & Drink takings were up by 58.3%  
Overall takings were up by 31.2%  
Sunday – Food & Drink takings were up by 42%  
Overall takings were up by 31.2%  
Monday – Food & Drink takings were up by 15.3%  
Overall takings were up by 25.4%  
Over the whole weekend, takings were 41% up on last year.

None of this would have been achievable without the amazing team I have working in the café, some of whom are new this year. The Café Supervisor (CS), and the team worked really hard and gained a lot of positive feedback. I am really pleased with all their incredible efforts over the whole summer, particularly this bank holiday.

The Castle is S.U.P. free! All our plastic is now compostable and has been well received by our visitors this summer! Over the coming months, the CS plans to look into introducing takeaway containers for food so that next spring/summer we can offer a better and fuller selection of takeaway options. These can also be promoted for beach picnics or event goody bags.

We are participating in the Budelicious Food Fortnight, offering a selection of savoury specials and offers, to help encourage new visitors to try us and hopefully return.

Work on the buffet menus for weddings & events will start again once we do go quieter. The CS and our new Wedding Co-ordinator hope to be able to offer a wider selection, competitively priced, from next year for future events and weddings.

**Heritage Festival** The weekend was a great success with regard to visitor numbers and takings at The Castle.

The first Show Class competition did have entries for all classes, though only one or two in some of them. I am grateful to members of the council who entered some of the classes as it helped with numbers. I did get great feedback on the day with many comments of, 'I wish I knew about it as I would have entered'. I feel this could build momentum over coming years and I would like to pursue this again.

There was lots of space in the marquee to move around as the company bought a much larger marquee than the one we had booked, at no extra charge – mistake their end.

The Heritage Development Officer (HDO), and I have sat down and evaluated the event and both agree that signage on the day for stalls in the Parkhouse Centre is key and we have plans for those next year. These signs would not be dated, more 'sign posts' and could be used year on year.

Many negative comments we do get and receive yearly are mostly from the community stallholders. It has gotten to a point where the HDO and I have questioned having some of the community stalls. After all, it is the Heritage Festival, which started out as Gurney Day, so should the community stalls only be those with a heritage link? When we discussed commercial stalls and the direction of the day with the committee, it was mentioned that the emphasis should be on 'heritage' type of activities.

An idea that has been discussed is that Community stalls have a completely separate day to the Heritage Festival where by everything they do in the community can be celebrated and that they are the emphasis for that day. Hopefully this would have a greater footfall allowing the stallholders to make more money for their club/group/charity. These are just thoughts that the HDO and I have had and can be discussed for next year at a later date.

Overall, it was a great day, which got residents, visitors and local businesses involved and despite of the weather, enjoyed by most.

**Visitor Numbers** The Castle continues to have a higher footfall than we have ever thought. The figures for July and August are:

July: 11,323

August: 17,430

**Weddings, Gallery & Events Co-ordinator**(WGEC) has started in her new role and I could not be more thrilled. She has many years of organising events, is an artist herself and she has lots of enthusiasm. She is a welcomed member to the BSTC team.

**Christmas Fayre** The Christmas Fayre is on Sunday 2<sup>nd</sup> December. Stalls will be in The Parkhouse Centre with children's activities and Santa at The Castle. One of the WGEC first tasks is to put the meat on the bones for the event and once the new PMCO starts, will work together to market this event. As we are not using the marquee this year, the event will not be weather dependent and everyone will be a lot warmer!

**Anti-social Behaviour** It is a great shame to report that we have been plagued with anti-social behaviour from groups of teenagers this summer. This has ranged from verbal abuse, threatening/intimidating behaviour, lots of litter, damaged plants and fires being lit in numerous places around the grounds. One such fire was lit in the early hours of the morning under the canopy of the front door. Various techniques have been used to try to reduce these incidents. Some have worked, for a short time, and others have failed. Some of the older groups respond well whereas the younger teenagers remain a problem. Police have been notified.

**The Castle Bandstand** The FM and I have been talking and I believe the go ahead has been given to improve the bandstand. From The Castle point of view, this will be a great outside space that can be utilised, marketed and rented out. To make it a feature of the grounds and to enhance the look of The Castle will be a great positive.

Balustrades will help define the space for a function and prevent users falling off the edge. It would also prevent those who use skateboards and bikes riding up and over the bandstand.

Draft protection to stop prevailing winds will extend the use of the space. I envisage mother & toddler groups, yoga group, tea parties, family gatherings, as well as the usual entertainment. Once our 4 year licence runs out for weddings, this then can be considered as another licenced area.

Planting is also key to make it a really attractive space. Not only have planting around the edge, like it originally had but also baskets attached to the pillars. Ilfracombe bandstand is really attractive and there is no reason why ours cannot have the same impact. Pictures below to inspire.

## Agenda Items

### 10. Review of alcohol

Alcohol sale has gone ok and those who have had a drink were pleasantly surprised and pleased that we actually sell it. Stats are (05-06-17 to 05-09-18):

Bottles sold: 351 Cost: £601.52 Sales: £1152.80

Profit: £551.28

On top of this, we can offer alcohol for a wedding/event. Should they wish to supply their own, we charge a corkage fee of £5 per bottle. Unfortunately, this is charged as part of their event booking and haven't a record to quote on this. We can look into how to capture this information.

Evaluation: It is an added extra with 'up sell' potential and therefore worth keeping doing.

### 11. Review of The Studio (formerly known as The Cone)

I have managed to hold a number of workshops throughout this year, held exhibitions, hired the room for events, local club hire and weekly NatWest booking. I am hoping to increase the number of workshops year on year and create a hub for artists/crafters to use. Further targeted marketing is required but there is potential for this to become more widely used.

Stats to date from 05-06-17:

Items sold: 214 Takings: £2845.09 Commission for The Castle: £853.52

Workshops & Event bookings: £966.64

Total Studio Earnings: £1820.16

Evaluation: The space is great to hold craft workshops and these have gone down well with all those who have attended. It is great for community craft groups and the community bank is busy every Thursday. As we put exhibitions on, on an adhoc basis, we have the flexibility to offer it to artists who are starting out and want a chance to hold a small exhibition. At present, I have a 16 year old in there and she has sold a number of pieces.

On the back of all this, how many people have visited The Castle who would not normally have come? This figure is hard to quantify but should be considered. I see it as not only an artist studio but also a community space.

### 14. Use of £500 of Christmas Fayre Marquee budget

As the Christmas Fayre is now being held in the Parkhouse Centre, we are saving £2500 on the cost of a marquee and £500 on security. As we have not held the Christmas Fayre in the Parkhouse before and there are not any decorations to speak of to decorate the centre, could I use £500 of the saved funds to spend on decorations. Once these are bought, these could then be used year after year. There is plenty of storage space under the stage to house these when not used. These decorations can be left up for the Christmas period for other users to benefit from.

## Heritage Development Officer report

13.09.18

## Appendix B

### Heritage Festival

Despite the weather, the weekend was a success with many visitors and locals enjoying the Sealed Knot displays on the Saturday and the main Heritage Festival on the Sunday. Unfortunately, some of the community groups cancelled due to the weather, even though there was plenty of space to move everyone into the Parkhouse Centre. Feedback regarding more signage has been taken on

board, and it is planned to purchase some flags to advertise the festival at different locations, that can be re used each year. Also to consider future Battle of Stratton commemorations taking place in and around The Castle Lawn and not having a full re –enactment on the downs.

#### Digitalisation of Harbour records

We now have all of the Bude Canal and Harbour 1824 – 1900 records on disc in our archive after 40 years of being held at the Cornwall Record Office. They are available for the public to view by appointment only.

#### Royal Society science grant

I am in the process of applying for a ‘Places of Science’ grant from the Royal Society. I would like to use the grant to host a ‘Gurney discovery day’ with practical experiments for children relating to Gurney’s inventions, as well as celebrating the inventions of some of Gurney’s British contemporaries. Models and activities would then be made available for schools in the form of a loans box. We currently do not have any education boxes that are about Gurney or the contributions he made to the world of science and engineering. I think this is a missed opportunity and there is lots of potential to link Gurney to the National Curriculum.

#### Temporary exhibitions

The ‘Branch line to Bude’ exhibition has been a great success and will be in place until the end of 2019. The whole exhibition will then be moved permanently downstairs in the Heritage Centre. I already need to be thinking about the next temporary exhibition for the room, and initial thoughts are for an exhibition about Medieval Cornwall, in particular the towns, villages, castles and houses that were evident within the surrounding parishes during this period. As the purpose of the ‘Ready to borrow’ grant was to look at loans from other museums, I need to consider this for future exhibitions. Our current collections policy states that any artefacts coming into our permanent collection must relate to one of the 12 surrounding parishes represented. However, it is not clear if this also must be the case for artefacts on loan. Moving forward with the temporary exhibition program, I would like to look at creating exhibitions that perhaps aren’t directly related to the local area, but would have the potential to increase visitor footfall. I am concerned that having to just concentrate on this area could be limiting. Please could this be put onto the next agenda for further discussion and so that any necessary resolution can be made.