

**MINUTES OF THE HERITAGE AND CULTURE COMMITTEE MEETING HELD ON
25TH OCTOBER 2018**

Voting members present: Cllrs: S Browning, L Deely, T Gibbs, P Kelly, L Moores,
H Partridge, T Philp, N Tucker

Non-voting members present: Cllr P Tilzey

Voting Members absent: P La Broy

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

Public present: 2

Meeting Start time: 7pm

In the absence of the Chairman Cllr P Kelly took the Chair

HC/183/18 To receive and accept apologies for absence

Cllrs: J Bryson, F Partridge and B Willingham

**HC/184/18 To receive declarations of registered and non-registered disclosable pecuniary
interests and non-registerable interests**

None

HC/185/18 To consider requests for dispensations

None

**HC/186/18 Minutes: To receive, confirm and sign the Minutes of the Heritage and Culture
Committee Meeting held on 13th September 2018**

Resolved: That the Minutes were a true and accurate record and they were signed
by the Chairman

**HC/187/18 Maximum 15 minutes for public present to make comments concerning the
business of the Heritage and Culture Committee**

A member of BCHS spoke regarding the Heritage Centre Digital records.

A member of the public spoke regarding item 7 – Scale model of the Canal and item
11 – The Heritage Festival

HC/188/18 To receive reports from Officers

a) The report of the Castle Manager was received and noted – attached Appendix A

b) The report of the Heritage Development Officer was received and noted –
attached Appendix B.

The Committee agreed that the HDO be delegated to upgrade to MODES complete
(as per report appendix B). The Committee also agreed that the HDO be delegated
to acquire a mannequin for the Forge (as per report appendix B).

HC/189/18 **To consider the idea of a community led project to create a scale working model of Bude Harbour, Railway Head & Canal leading to the Incline Plane at Helebridge**

The CM and HDO reported to the Committee that after investigation it would be difficult to find an area in the Heritage Centre to build, store and display a model of the size suggested. The CM did however show the Committee photographs of an existing model of the lower Canal basin, this is at present in the Museum Lower Wharf store. The perspex cover will need replacing if it were to be used. The Committee agreed that this model should be used in the Castle / Parkhouse Centre

Resolved: In view of the existing model there is no requirement for a community led project to create a scale working model of Bude Harbour, Railway Head & Canal leading to the Incline Plane at Helebridge.

HC/190/18 **To update the disposal of the ex-display furniture, which was not to be broken up**

The HDO informed the Committee that the ex-display boards can be utilized at the Helebridge Workshop with the display.

Resolved: That the HDO be delegated to make use of the ex-display units as she sees fit.

The Chairman advised that with the agreement of the Committee, agenda item 12) would be bought forward on the agenda. For ease of reference, the minutes would be in the order of the agenda at items below.

HC/191/18 **To confirm closure times at The Castle: a) Christmas period, b) annual maintenance**

Resolved: The Castle Heritage Centre/Café Limelight close on 24th, 25th, 26th December 2018. Closure would also take place on 31st December 2018 and 1st January 2019.

Resolved: That the Castle Heritage Centre/Café Limelight close for annual maintenance 7th-18th January 2019 inclusive.

HC/192/18 **To consider a request to discuss how Bude can commemorate the 75th anniversary of D-Day through community events**

After discussion the Committee agreed to setup a working group to liaise with the organizer of last years Bude at War event, to look at organizing an event to celebrate the 75th anniversary of D-Day. The working group to consist of Cllrs T Gibbs, P Kelly and L Deely would report back to the next Committee meeting.

HC/193/18 **To consider changing the date of the Heritage Festival to 21st July 2019**

It was reported that due to a clash of date with a local music festival and also with the new date being closer to the Canal Bi-Centenary 2019, it was requested that the date for next year's festival be moved.

Resolved: That the 2019 Heritage Festival be held on 21st July 2019.

HC/194/18 To consider options/ideas for the Battle of Stratton event 2019 and any actions and expenditure

The HDO reported to the Committee that in order to keep the event fresh and interesting to members of the public attending, it would be advisable to scale it down and hold the Battle re-enactment every other year. The wreath laying at the Battle site would still go ahead annually. It was confirmed that the Sealed Knot were in agreement to hold the re-enactment every other year.

Resolved: That the Stratton Battle re-enactment take place every other year.

The HDO left the meeting at 8.03pm

HC/195/18 To consider the Quarter 2 Budget monitoring report

The report was noted.

HC/196/18 To agree the 2019/20 Budget setting paper

Resolved: That with the amendments discussed he budget paper be accepted as presented.

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The Meeting closed at 8.14pm

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

Café Limelight

The summer season has extended into the autumn this year with the café still being busy throughout September and into October. As such staffing levels have been appropriate to accommodate this trend. September figures were again really good on a year on year comparison – a 12% increase for the café takings with a 10% increase for the Castle takings overall.



We have had a flurry of function bookings over the past few weeks.

Two small weddings, both of which had buffets to follow; one of which was the first to be conducted in the conservatory. It was a beautiful sunny day which gave a stunning back drop. The couple were able to wander down to the beach for a paddle and photos whilst we turned the conservatory round for their high tea reception.

There was a repeat booking for an NHS workshop and a first for The National Trust, both very successful and will hopefully lead to more such bookings. We have just welcomed a group of ladies from Bideford NFU for a museum tour and lunch, again something that could be built on.

The café hosted the Mayor's Opsurf event with an afternoon of cream teas – a fantastic opportunity to promote The Castle and its facilities to a group of people not familiar to Bude.

Saturday, just gone, saw a very large 40th birthday party with a buffet, which went into the evening. This proved a challenge and has raised some questions about the suitability of using the gallery space for events where young children, and food, are involved!

Café Limelight participated in Budelicious, offering a savoury special or coffee and cake deal with vouchers for a return visit. This was well supported and nearly half of the vouchers issued have already found their way back which has meant repeat trade!

During the height of the season we stopped offering our High Tea by the Sea as we were simply too busy to be able to give it the attention it deserved. We have recently re-introduced it and have already taken several bookings. The Café Supervisor is in the process of putting together ideas for a Festive High Tea, and will be offering it throughout December in the run up to Christmas.

With colder weather on its way, we will be looking at the café menu and introducing some 'winter warmers' and changing our selection of cakes to reflect the autumnal/winter season.

The Mayor is hosting 'Bude Heroes' on November 8th in the Parkhouse Centre with Café Limelight providing refreshments and a buffet for 100+ guests! This is a fantastic challenge and an excellent opportunity to showcase the facilities available and what we can offer to a wide range of visitors from around the local area.

The Café Supervisor and her team have worked really hard on catering all the events and I could not be more pleased on how well each event has gone and the positive feedback these have gained.

Visitor Numbers

The footfall for September was around 9,000 which is 1,000 up from June.

Christmas Fayre

The Christmas Fayre is on Sunday 2nd December. Bookings for stalls has gone well with enough to fill the Ivor Potter Hall and Room 1. This should give a large variety of potential gift ware for shoppers. The Weddings, Galleries and Events Coordinator is in the process of organising a range of entertainment performing on the stage. She has also organised a decorated wooden Christmas Tree competition for under 12's which will line the drive, linking the Parkhouse and The Castle. She has managed to source sponsorship from Toymaster who are also providing prizes for the top 3 winners. This will be announced very soon. At The Castle there will be Santa, handing out gifts, a festive workshop space for children activities and story telling and santa letter writing in The Blanchminster Room. Hopefully, this year's event will be a hive of activities and a lot for visitors to see.

Castle Grounds

Two oval plant beds are in the process of being dug directly in front of The Castle, which is the start of the new series of plant beds approved by the Rec' Committee. These should have a mix of evergreen planting with seasonal planting.

Improvements to Floodlights

Brighter bulbs are being bought to replace those in the floodlights to help illuminate The Castle at night. The ones at present are old and have lost their shine.

Circular Patio and Decking Improvements

Due to various reasons, planning has not been sourced for these alterations yet. It is more than likely, once, and if, permission is granted, work won't start until the next financial year. It is hoped that the budget allocated for the work can be put into reserve/rolled over to cover these improvements as ongoing projects.

January Maintenance Closure

We are planning to close The Castle for 2 weeks again in January for annual maintenance. It is proposed that we close from Monday 7th to Friday 18th, reopening Saturday 19th January. This is so painting and other maintenance work can take place in the absence of customers.

Agenda Items

9. Christmas Closure

It is proposed that The Castle will close for 3 days over Christmas and 2 days over New Year's. The dates for closure will be, Monday 24th, Tuesday 25th and Wednesday 26th and then opening for 4 days; followed by Monday 31st & Tuesday 1st Jan and opening for the rest of that week, 5 days, until the maintenance closure on the 7th.

This is very similar to last year, in fact half a day less. This allows the staff to have time off and enjoy the festive break too.

The Gurney Steam carriage Model:



The model has been loaned to Arlington Court since March for an exhibition about the ‘horseless carriage’. I recently visited Arlington to check the condition of the object and also see it in situ as part of the exhibition. The exhibition has been very successful and there were many visitors during the short time I was there. The Castle has been credited for loaning the model and Gurney was mentioned throughout the exhibition. The Heritage Centre has also been offered two cases, similar to the one pictured, which are otherwise to be scrapped. The model will be returned to The Castle next month.

The Ringers of Launcells:

Sadly, the painting has now been collected by the Royal Cornwall Museum to be displayed as part of their bicentennial celebrations. I have been assured that the painting will return next year, although I have not been given a firm date. In the meantime, we have been given permission to reproduce the painting. Jag signs have produced a large reproduction which is now hanging in its place so that visitors can still appreciate the painting.

‘A New Dawn’ exhibition

I am delighted to say that the exhibition, ‘Least we forget - A New Dawn’, by The Old Cornwall Society and the Archive team is now going ahead. As some of the committee will know, there were some issues regarding temporarily taking down the exhibition half way through to make way for an event at The Castle. All concerns and issues have now been resolved and I would like to praise the efforts of Madelene Warren, who has worked hard to liaise with the Old Cornwall Society and bring the exhibition to The Castle. Councillors have been invited to the opening of the exhibition on Thursday 8th November at 11am.

Councillors open morning

The archive team would like to invite members of the Heritage and Culture Committee to come and visit the archive suite. This will be an opportunity for Councillors to view the archive stores and

offices and find out more about the valuable work the volunteers do. Date TBC at Committee meeting.

MODES

The Heritage Centre's collection is managed by a software package called MODES. It is an essential tool for cataloguing and keeping detailed records of all of the objects in the collection. Keeping detailed records ensures that we have knowledge of each individual object at our fingertips. Judgements can then be made on how to best care for the object. MODES also makes it easy to find items quickly, which is particularly helpful when dealing with enquires from members of the public and planning exhibitions. Without such a system, we would not be able to maintain accredited status. We are currently using the basic MODES package, which only has a single user certificate and is quite limited in what it can offer. I would like to upgrade to MODES Complete, which is a much more comprehensive system. One of the biggest advantages is that the software can be used by more than one person, meaning I could access it myself from the office. MODES Complete is also fully compliant with Spectrum 5, which is the latest set of 21 industry standards relating to the care and management of collections required for accreditation. Regular updates to the software are made available via the support system. The cost to upgrade is £625, with the annual support fee rising from £70 to £140.

Front of house volunteers

As we have now finished the main summer season, the front of house volunteers will be finishing at the end of October. I have organised a get together to thank them for their support and commitment during the year. For many, this is their second year of volunteering and they are becoming an established part of The Castle team, I am sure that most will return next year. However, I would like to recruit some new volunteers before next year to keep the numbers up.

The Old Forge display

I have been researching companies that provide high quality, museum standard mannequins. The most realistic I have found are with a company called HWW Museum Mannequins, who produce mannequins for museums worldwide. The cost for a flexible body, which could be posed to look as though it was working the forge, is around £370. A realistic head is between £100 - £200, I would like to try and get one with a moustache that resembles blacksmith Mr. Staddon if possible. Clothing can be sourced second hand, and glowing embers can be constructed from lights to make the forge as realistic as possible.

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