

## **MINUTES OF THE HERITAGE COMMITTEE:**

Held at the Guildhall on Tuesday 26 February 2019

Present:

Cllr Nigel Kay

Clive Foreman

Cllr Mike Cosgrove

Louise Bareham - Secretary

Cllr Geoff Wade

### **1. Apologies for absence**

Cllrs Simmons and Belsom, Ted Davis

### **2. Declarations of Interest**

None

### **3. Previous Minutes and Matters Arising**

The minutes were noted

### **4. Magna Carta Display**

NK noted that the display had to be secure enough to enable it to be left unattended. He raised concern that the existing Magna Carta case was not secure enough. It was agreed to look at whether it could be attached to the floor or made secure in other ways with alarms/wires. Members considered the initial design by Daniel Sutton

- The display to show Magna Carta plus two other Charters, particularly Henry 8<sup>th</sup>. Concern was raised whether disabled people wheelchairs could see them and noted some documents are display at an angle of 45 degrees elsewhere
- The Customal is not shown , it is fully digitalised and visitors could view it on a screen
- The Creek Maps are 500 years old and would need to be securely displayed but not all of them at the same time.
- Would the drawers have the required level of security. We had not envisaged visitors as having access to all the Charter by such an arrangement and were thinking in terms of these being accessed by researchers under supervision. (They are all going to be digitized so there should be no need for ordinary visitors seeing the originals)
- Concern was raised about security of the external walls.
- Security of the cabinets with the mayoral regalia
- Was the door sufficiently secure
- CCTV should be considered.

### **5. Heritage Hub**

Harold Goodwin's report on the Heritage Hub was received. It was noted that the concept still had the buy in from the heritage groups. GW confirmed a visit to Christ Church University to see GSI mapping and how it is done.

A project management report and timeline, including proposed steps, resources and preparations will be requested from the group. Also, confirmation on what format the group will take, a CIC had been previously mentioned; heads of terms – agreement with FTC; stewarding; responsibility; financial implications; management agreement – who pays for what; access to the room for other events and sustainability.

- Timeline
- Stewarding
- Opening hours
- Volunteers and their management
- Health and Safety
- Financial arrangements
- Insurance
- Other users/access
- Time commitment

The group will be invited to present a proposal.

#### **6. Any Other Business**

Concern was raised over who was now responsible for volunteers, since the departure of the Tourism Officer. It was confirmed that the Town Clerk had taken on this responsibility and not the Economic Development Officer.

#### **7. Date of Next Meeting**

Actions for the next meeting:

- Working up security issues in the back room
- Indicative time line
- Feedback from 8th March meeting at Christ Church University
- Running issues – agreements and volunteers
- Safeguarding