

HERITAGE WORKING GROUP MEETING
Wednesday 13th April, 7pm
MINUTES

Present:

Cllr T Martin
Cllr Perkin

Cllr Reynolds
Cllr Henderson

1. Apologies

Apologies were received from Cllr Irwin and Harold Goodwin

2. Declarations of Interest

None

3. Minutes and Matters Arising

the Minutes of the Heritage Working Group dated 23rd March 2020 were proposed by Cllr Henderson, seconded by Cllr T Martin and on being put to the meeting it was **RESOLVED to accept the minutes**

4. Faversham Charters Exhibition

The following recommendations were proposed by Cllr Henderson, seconded by Cllr T Martin:

- Opening days and hours – giving consideration to making some days available for group bookings (schools, community groups etc)

Recommendation: Opening hours to coincide with the Visitor Information Centre, but group bookings given priority for Mondays and Wednesdays, possibly Thursdays; with group bookings available for evenings

- Volunteer information – to agree paperwork
Recommendation: The volunteer notes and application form be approved
- Merchandise – final approval
100 x 3 tea towel designs, to include logo
100 x 2 bag designs
100 x 4 magnet designs
- Website – **Cllr T Martin will attend a meeting**
- Security - update on costings

Recommendation: To agree and note items on Appendix A

- Opening event - update on costings

Recommendation: To agree and note items on Appendix B

- Guest list for 26th May

The guest list was approved and further names added

5. Insurance

Cllr T Martin proposed, seconded by Cllr Henderson and on being put to the meeting it was ***RECOMMENDED that the insurance proposal by Hayes Parsons for Hiscox Insurance be accepted***

6. Side Agreement

Cllr Henderson proposed, seconded by Cllr T Martin and on being put to the meeting it was ***RECOMMENDED that the Side Agreement be agreed.***

7. TS Hazard

The response from Swale Borough Council's CEO was shared. Cllr Henderson proposed responding to the letter thanking for the repair work but requesting their proposal for full restoration and a meeting between SBC and FTC to discuss the future of the building (part of the NHP), its long term future as part of the Creek and Town Quay.

8. War Memorial

Members of the working group had no comments to make on the proposed work, but welcomed the update.

9. Nelson Exhibition

The planned exhibition for Nelson was noted.

10. Platinum Jubilee

A competition to write about being a king or queen for the day had been included as part of the celebrations. It was suggested that a list of events be collated, although this had been attempted without much success so far.

11. Matters for Report

St George's Day events on 23 April were noted.

Appendix A

| FAVERSHAM CHARTERS AND MAGNA CARTA EXHIBITION | |
|---|---|
| Requirements | |
| Fire alarm to be linked to existing alarm system and ARC | KT Fire Protection £800 – works confirmed (14/04) |
| Wheelie bin to be relocated to avoid arson | Wheelie bin is locked |
| Existing secure side entrance to be further secured by the installation of a roller shutter. | Order placed Arkas Ltd @ £1,854 plus VAT |
| Existing intruder alarm to be security grade 3 | JC Lock £2,350 – works confirmed (11-12/04) |
| Internal door between ground floor and gallery physically locked | Lock already available |
| Front entrance doors to have minimum 5 lock system | New design with single pair of double doors, quote awaited |
| Recommendations | |
| New display cases fitted with intumescent seals | Confirmed |
| Review and update disaster plans including grab lists | In hand |
| Consider potential ram raid to Market Place frontage and place raised planter to help reduce risk | After discussion, it was agreed that the rear of the property was more of a risk and a bollard should be considered |
| Further CCTV signage | We have signage already |
| Issuing invigilators with 2 way radios as well as a system of panic devices | Radios available, panic buttons included in JC Lock quote |
| Make sure the roof drainage system covering the flat roof are regularly inspected | In hand |

Appendix B

| FAVERSHAM CHARTERS AND MAGNA CARTA OPENING EVENTS COSTINGS | |
|---|----------------------------|
| <u>General</u> | |
| 4 x pop-up banners | £150 |
| Advertising in Kent Life & leaflets | £940 – Call for Ideas fund |
| The Net ad x 2 | £475 |
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| <u>Thursday 26th May</u> | |
| Catering tbc | |
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| <u>Saturday 28th May</u> | |
| Henry VIII | £200 |
| Lambertons | £150 |