

## REDBOURN PARISH COUNCIL

**Minutes of Management and Communication Committee held on Friday, 14<sup>th</sup> October 2022, 11.00am in the Council Office at the Parish Centre, following covid-regulations**

**PRESENT:** Councillors D Smith, I Caldwell, V Mead, S Vegro, D Bigham and D Mitchell

**IN ATTENDANCE:** C Kenny (Clerk)  
Members of Museum Trustees x 5  
Z Urrejola, Facilities Officer

### 1. **APOLOGIES FOR ABSENCE**

Cllrs C O'Donovan

Apologies were noted and accepted

### 2. **DECLARATIONS OF INTEREST**

Cllr Caldwell - Nickey Line (CM), Redbourn Village Online, Active in Redbourn (M)

Cllr Mead –Youth Club (CM), Redbourn in Bloom (CM), Museum (Trustee), Active in Redbourn (M)

Cllr Mitchell –District Councillor, Community Care Group (M)

Cllr Vegro – Active in Redbourn (CM)

Cllr Bigham – Village Hall (M) Community Care Group (M)

### 3. **PUBLIC PARTICIPATION**

**None**

### **Item 10 was moved forward**

#### **MUSEUM**

#### **To review ideas presented by Museum Trustees**

Cllr Smith welcomed the Museum Trustees to the meeting expressing that she understood how emotive the subject of the Museum was, as well as recognising that there was a lot of history behind the current situation. The purpose of this meeting is to move forward in finding a solution, to ensure the Museum is financially viable.

The Facilities Officer presented the current situation with the repairs to the south gable end rendering repairs. In removing the render, the builder feels that the wall was not prepared properly by the previous supplier. It is felt that there is a coating/s on the wall that prevents the render from sticking on the wall. The remedial work will be an additional £2.5k. However, on completing further research there are differing opinions as to what is the appropriate way to repair it. As a result, the FO has arranged to meet the Conservation Officer from SADC, in an attempt to find the correct course of action.

The FO has tried to make contact with the previous builder, but with little success so far. David Forbe offered his services if we decide to pursue the builder further.

Currently, the spend on the Museum is approx. 8% of RPC precept and we still do not know if this will increase. With this in mind, the Trustees were asked to present their ideas:

- Extension to provide an improved reception area, improve the access for disabled, provide larger area for merchandise and provide small meeting area for hiring out to local organisations.
- Improved social media presence
- Survey visitors for feedback
- Improving signage so people know where the Museum is
- Promoting the use of the garden
- Hosting visits by groups
- Travelling exhibitions such as the one currently at the Village Hall

There was discussion on applying for grants; the Trustees felt that as the lease on the Museum wasn't 25 years, this was a stumbling block. However, they had not actually applied to any organisation.

**ACTION:** Trustees to compile a list of organisations/companies where grants are available.

**ACTION:** Trustees to source more details specifications and quotes for an extension to Silk Mill.

**ACTION:** Trustees are culling the artefacts so that they are only relevant to Redbourn.

Cllr Mitchell stated that he would be in favour of extending the Museum lease if it meant that museum is sustainable in the long term.

The FO asked if the Trustees had thought about remodelling one of the rooms to a meeting room with the idea of trialling the hire of the room as a meeting room. Trustees would consider this.

In summing up, Cllr Smith suggested that the building is currently not fit for purpose because of the accessibility issues. People may value Silk Mill as an asset but do not realise how much it costs to maintain. The Museum must show that it can generate money to contribute towards these costs and to help with this, a business plan needs to be produced. It was recognised that there was a Museum Plan in place but that this is different to a business plan. By the end of the lease in 2029, the museum must be in a position that the building can be maintained and is sustainable in the future.

Cllrs wanted it noted that this issue is not about the running of the Museum but more the problem of running the building.

**ACTION:** FO to circulate findings of the conservation officer meeting. At this point, a decision can be made on how to proceed with the repairs to the render.

FO left meeting at 13.19pm

#### **4. MINUTES OF THE PREVIOUS MEETING**

It was proposed by the Chair and resolved that,

***The minutes of the meeting held on 9<sup>th</sup> September 2022 are adopted as a true record of the meeting.***

**5. ACTIONS ARISING FROM THE PREVIOUS MINUTES NOT APPEARING ON THE AGENDA**

**Item 10** – Hearing Loop – the Clerk confirmed that the hearing loop system had been tested and is working. It was noted that the actual hearing aid should be set up correctly by the consultant in order for it to work on the settings.

**ACTION:** prepare instruction sheet for users of hearing loop.

**6. MATTERS TO REPORT**

None

**7. FINANCE**

**7.1 To receive the latest Management and Communications finance reports**

The Clerk presented the expenditure.

It was proposed by the Chair and resolved that:

***The Income and Expenditure Report, dated 7<sup>th</sup> October 2022, reflecting Accounts to the end of September 2022 be received***

**8. PARISH CENTRE MANAGEMENT**

**8.1 Update on hirers**

It was proposed by the Chair and resolved that:

***The hirer report for September be received and noted.***

**8.2 Consider a request from RinB regarding use of hall for meetings, free of charge**

Councillors considered the request from Redbourn in Bloom, whereby they would want the hall once a month.

It was proposed by the Chair and resolved that

***RPC granted permission for Redbourn in Bloom to have use of the meeting room, when convenient, once a month for committee meetings.***

**9. PARISH COUNCIL MANAGEMENT**

**9.1 Officer Reports**

Cllrs noted the Officer reports.

**9.2 To discuss additional hours to enable the Community Officer to deliver the Communications Strategy project.**

As a result of commissioning Breakthrough Communications to help us produce a communications strategy, they have given us short term, medium term and long term recommendations. In order to deliver these action points, the Community Officer would need to have an extension of her hours. The additional cost would be approx £2,250.

It was proposed by the Chair and resolved that:

***The Community Officer to work an additional 5 hours per week for a six month period, starting from January 2023, in order to deliver the communications strategy project.***

**9.3 To review flying Ukrainian flag**

Cllr Mead asked if the Ukrainian Flag would be flown now that the Union Jack had been taken down.

It was proposed, seconded and resolved that:

***The Ukrainian flag to be raised and reviewed in 6 months.***

**10. MUSEUM**

**To review ideas presented by Museum Trustees  
Item brought fwd**

**11 MATTERS TO REPORT**

Nothing to report

**12. DATE OF NEXT MEETING**

Friday, 11<sup>th</sup> November 2022 at 11.00am, Parish Centre.

The meeting closed at 1.47pm

Signed.....

Date.....

