



Worcester
CITY COUNCIL



worcestershire
county council

JOINT MUSEUMS COMMITTEE

SUPPLEMENTARY AGENDA

Date: Tuesday, 7th June, 2022

Time: 10.00 am

Venue: The Commandery

JOINT MUSEUMS COMMITTEE

Information for Members of the Public

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If you have any queries about this Agenda or require any details of background papers, further documents or information please refer to the Officer Contact shown. Enquiries of a general nature can be addressed to Margaret Johnson, Democratic Services Administrator, Democratic and Civic Services, Guildhall, Worcester WR1 2EY Telephone: 01905 722085. E-Mail Address: committeeadministration@worcester.gov.uk.

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**Joint Museums Committee
Tuesday, 7 June 2022**

Members of the Committee:-

Councillor Patricia Agar (LCo)
Councillor Mrs. Lucy Hodgson (C)

Councillor Andy Roberts (C)
Councillor Marcus Hart (C)

C = Conservative G = Green L = Labour LCo = Labour and Co-operative
LD = Liberal Democrat

SUPPLEMENTARY AGENDA

**Part 1
(ITEMS FOR DISCUSSION AND DECISION IN PUBLIC)**

4. **Minutes**

Page(s): 1 - 6

Of the meetings held on 3rd March 2022 and 13th April 2022 to be approved and signed.

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JOINT MUSEUMS COMMITTEE**3rd March 2022****Present:** Councillor Pat Agar in the Chair

Councillor Roberts

Officers: Philippa Tinsley, Museums Manager
Helen Large, Museums Audiences Manager**Apologies:** Councillor Mrs L. Hodgson**42 Appointment of Substitutes**

None.

43 Declarations of Interest

None.

44 Public Participation

None.

45 Minutes**RESOLVED: That the minutes of the meeting held on 19th November 2021 be approved as a correct record and signed by the Chair.****46 Quarter 3 Performance Report 2021-22**

The Joint Committee received a report on the performance for the 3rd Quarter of 2021-22.

The Museums Manager highlighted the key points for each of the Museums, appendix 1 attached to the report identified the performance comparisons. In addition the assessment marks from Visit England's 'mystery shopper' which was undertaken in Quarter 3, were included in the appendix.

Joint Committee Members noted the progress against targets in Quarter 3, attached as appendix 2 to the report. The Museums Manager highlighted the Kurt Jackson exhibition which was very successful, which attracting visitors from a wide area.

In response to a question on the funding elements of the project the Museums Manager stated that the Museums Service was not like other services of the Council, the key difference is the ability to keep a surplus of 5% of a deficit of 5% which keeps them on track and accountable. The Members Workshop held in January was referred to and the need to focus on strategic planning, which will be the task over the coming year.

RESOLVED: That the Joint Committee note the performance information for Quarter 3 2021-22.

47 Quarter 3 Finance Report 2021-22

The Joint Committee received the financial monitoring details, including budget variances for the 3rd Quarter ending 31st December 2021. The report provided information on the position at Quarter 3, an explanation of main variances and reserves.

The Head of Finance presented the report and informed Joint Committee Members that the forecast year end position for the city hosted teams at Quarter 3 is a surplus of £30,728, table 2 in the report refers.

Joint Committee Members noted that the financial position was better than they thought it would be and in response the Head of Finance stated that this was down to the Museums Team good management of the budget.

RESOLVED: That the Joint Committee note the financial monitoring details, including budget variances for the 3rd Quarter ended 31st December 2021.

48 Museums Worcestershire Service Plan 2022-23

The Joint Committee considered a report on the Museums Worcestershire Service Plan for 2022-23.

The Joint Museums Committee is required to approve an annual service work plan under the terms of the Museums Agreement. The plan provides a detailed work programme for the forthcoming financial year based on the overall direction and strategic objectives within the strategic plan agreed in June 2019, there were highlighted in paragraph 2.2 of the report. The proposed 2022-23 Service Plan is attached as Appendix 1 to the report.

The Museums Manager, in presenting the report, drew the Committee's attention to each of the 5 strategic aims outlined in the plan and responded to questions from Joint Committee Members.

RESOLVED: That the Joint Committee approve the service work plan for 2022-23.

49 Joint Museums Committee Work Programme

The Joint Committee considered its future work programme.

The Museums Manager, in presenting the report, highlighted the current terms of reference for the Joint Museums Committee which sets out that the Chair and Vice Chair roles are appointed annually by the Committee at their June meeting. The roles of the Chair and Vice Chair are alternated between members representing different Member authorities, therefore at their meeting in June the Committee should appoint a County Council member as Chair and a Worcester City Council member as Vice Chair.

The Museums Worcestershire Strategic Plan 2019-2024 was adopted in June 2021 and reviewed at the Committee's workshop in January 2022. The discussion concluded that the strategic objectives did not require revision and gave direction towards the work plan priorities for 2022-23, 2023-2024 onwards.

The Museums Manager referred Joint Committee Members to the Worcestershire Soldier gallery redesign and establishment at The Commandery, which was scheduled for the June meeting. She explained the current agreements that were in place would come to an end in a couple of years and they would be subject to a period of negotiation. The Museums Manager responded to points of clarification to Joint Committee Members.

There were no additional items added to the work programme.

RESOLVED: That the Joint Committee note the schedule for rotation of Chair and Vice Chair responsibilities between the two authorities and note the Joint Committee work programme.

50 Any Other Business

None.

51 Item Involving the Disclosure of Exempt Information

RESOLVED: That under Section 100A(4), the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of information defined I Schedule 12A of the said Act.

52 Minutes (Exempt)

RESOLVED: That the minutes (exempt items) of the meeting held on 19th November 2021 be approved as a correct record and signed by the Chair.

Duration of the meeting: 10.00a.m. to 11.00a.m.

Chair at the meeting on
7th June 2022

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JOINT MUSEUMS COMMITTEE**13th April 2022****Present:** Councillor Mrs L. Hodgson in the Chair

Councillor Roberts

Officers: Philippa Tinsley, Museums Manager**53 Appointment of Substitutes**

None.

54 Declarations of Interest

None.

55 Public Participation

None.

56 Temporary Adjustment to Hartlebury Admission Charges

The Joint Committee considered a report to request a temporary adjustment to Hartlebury admission charges.

The Museums Manager, in presenting the report, stated that she had received a message from the Hartlebury Castle Preservation Trust who had thanked the Joint Committee for taking the time out to consider this request. As a small trust, in post-Covid recovery, they need to make decisions quickly. They find the Council procedures slow and this can be frustrating. They did however appreciate the support of the Joint Committee and Museums Worcestershire to help them to move forward.

Hartlebury Castle Preservation Trust (HCPT) and Worcestershire County Council's (WCC) agreement on funding (May 2017) sets out that admission charges will be agreed annually between the two parties. In addition WCC has delegated the decision making on altering existing charges at the museum sites to it Joint Museums Committee, this is normally carried out in November each year which HCPT are finding is not flexible enough to accommodate new opportunities for its business.

HCPT will be presenting a major weekend event in September 2022, paragraph 2.4 of the report refers, and require an uplift in admission charges to cover the costs of delivering the event. They will be taking all of the financial risk and operational responsibility for the event. HCPT expect there to be a significant demand for the event. The site capacity will be up to 750 a day.

It is proposed that the Hartlebury Strategic Board delegate further Hartlebury admission charge adjustment decisions to WCC's Assistant Director of Communities, in consultation with the Chair and Vice Chair of the Joint Museums Committee. This to remain in place until the review of the managing arrangements which is scheduled for later in 2022.

The proposed admission fee uplift for the event on 3rd and 4th September 2022 was highlighted in paragraph 3.3 of the report.

RESOLVED: That the Joint Museums Committee:

- 1. note the upcoming event at Hartlebury Castle planned by Hartlebury Castle Preservation Trust and agree the altered admission charge for this event; and**
- 2. delegate any further temporary admission charge alterations at Hartlebury Castle to the Assistant Director of Communities, in consultation with the Chair and Vice-Chair of the Committee, until the managing agreements between Hartlebury Castle Preservation Trust and Worcestershire County Council have been reviewed and amended.**

57 Any Other Business

None.

Duration of the meeting: 10.00am to 10.10am

Chair at the meeting on
7th June 2022