



# Grampound with Creed Parish Council

## MINUTES OF THE HERITAGE COMMITTEE MEETING

HELD IN THE TOWN HALL ON

WEDNESDAY, 15<sup>th</sup> FEBRUARY 2017 @ 7pm



Present: Mrs Fisher (Chair)  
Mr Tyler

Cllr. Miss James  
Ms Carol Bannister

Cllr. Mrs Tyler  
Ms Bryony Robins

Minute	AGENDA ITEMS	Action
	<u>Chairman's Welcome and Public Forum</u> – the Chair opened the meeting and welcomed those present.	
HP01/2017	<u>Apologies for Absence</u> – Cll. Jenkins, Mr Wootton and Ms Robins.	
HP02/2017	<u>Members' Declarations</u> – a. <i>Pecuniary/Registerable Declarations of Interests</i> – none. b. <i>Non-registerable interest</i> – none. c. <i>Declaration of Gifts</i> – Members were reminded they must declare any gift or hospitality with a value in excess of fifty pounds.	
HP03/2017	<u>Forward Plan</u> – standing agenda item. Some items to be discussed at next meeting. <b>AGREED</b> to purchase a new magnetic notice board for the storeroom door. <b>AGREED</b> to split the large Day Box into two as current one is too heavy to lift onto the shelf now. <b>AGREED</b> to purchase 2 suitably sized replacement boxes.	
HP04/2017	<u>Emergency Plan</u> – discussion took place of lone worker policy. Clls. Tyler and James would both like to have two people on duty. Mrs Fisher to email volunteers and ask same question before the timetable for this year is prepared. Emergency Plan submitted to PC for signature for accreditation.	Mrs Fisher
HP05/2017	<u>Security Review</u> – discussed and accepted with proviso above re lone workers. <b>AGREED</b> to purchase motion sensor and fit.	Mrs Fisher
HP06/2017	<u>Creed Church</u> – list of graves. No action taken.	
HP07/2017	<u>Accreditation</u> – security review carried out by Crime Prevention Officer. Very satisfactory. Emergency plan reviewed as above. Collection Development Plan amended. All to be signed off at PC meeting on 16 <sup>th</sup> February and submitted. Telephone conversation with Olivia re possible accreditation visit booked for Friday 17 <sup>th</sup> Feb. Members and volunteers to be informed when date set. <b>AGREED</b> to sell the Accession Register purchased for accreditation but now not required. Aim for £60.	Mrs Fisher
HP08/2017	<u>The Limes</u> – Mr David Atwell had applied for Pre-application planning advice and produced excellent appropriate documentation for it.	
HP09/2017	<u>Banners</u> – Members were informed that we have to raise £584 as our match funding for the project. The project planners had put out the advertisement for a conservator and we are waiting to hear. Mrs Fisher to ascertain when the match funding will be needed.  Suggestion that we ask 'the village' for donations was accepted. Mrs Fisher to draft a flier to go out to the whole village. A passage to go to the <i>Grampound Times</i> for the Easter edition also asking for donations.	Mrs Fisher

	It was felt that some of the money raised by the Carnival should be spent locally. A letter to be sent asking them for funds.	
HP10/2017	<u>Volunteer Base</u> – a flier created by Mrs Fisher will be put into the shop, the Village Hall and some other local places to seek new volunteers.	
HP11/2017	<u>Heritage Committee Secretary</u> – a notice to be put into the shop, village hall and GT.	Mrs Fisher
HP12/2017	<u>Exhibitions</u> – on June 25 <sup>th</sup> the Church is holding an Open Garden day. We will open the HC and put up a display about local gardens. Cllr Tyler to research.	Cllr. Tyler
HP13/2017	<u>Accounts</u> – the accounts are healthy and it was <b>AGREED</b> that we could top up the fund to repair the banner after any money donated by the community is received.  It was <b>AGREED</b> that Mrs Fisher could claim for printer cartridges as she is the only one producing printed copies of fliers, adverts etc. at present.  Cllr. Tyler presented an invoice for a printer cartridge.	
HP14/2017	<u>Next Meeting</u> – April date TBC	
HP15/2017	<u>Information Only / Future Agenda Items</u> – a. Grampound Community Benefit Fund. b. New Grampound film is needed. Current one is out of date.	

Signature: ..... (Cllr. Jenkins)  
Parish Council Chairman

Date: 16<sup>th</sup> March 2016