

**SAFFRON WALDEN MUSEUM/UTTLESFORD MUSEUM SERVICE  
RESOURCE CENTRE PROJECT TEAM held at 2.00 pm in the MUSEUM  
SCHOOL ROOM on 14 OCTOBER 2005**

Present:- Councillors D J Morson, B M Hughes, J P Murphy and A R Row and Diane Burrige, David Demery, Sarah Kenyon, Mick Purkiss and Carolyn Wingfield (Uttlesford District Council) and David Haylock, David Laing and Tony Watson (Saffron Walden Museum Society).

Also present:- Martin Shaw of MIDAS.

1 **APOLOGIES**

Apologies for absence were received from Councillors M A Hibbs and S C Jones and Maureen Evans.

2 **MINUTES**

The Minutes of the meeting held on 15 September 2005 were approved as a correct record and signed by the Chairman.

3 **BUSINESS ARISING**

(i) **Heritage Quest Centre Bank Account**

David Laing circulated a letter which had been received from the Charity Commission setting out the position with regard to the Museum Society receiving donations for the Heritage Quest Centre through its own accounts. He said that if this was to happen, a legal agreement would be needed with the Council agreeing that the use of the building would be for a resource centre, but providing that compensation should be paid to the Society if the use of the building changed. There would be distinct advantages in this course of action in relation to fundraising and a balance would need to be struck between the expense and time involved in creating new legal agreements against the benefits which would accrue.

He confirmed that the Society would be willing to collect up to £200,000 prior to any change being made to the agreement. If a new agreement was required, it would also need to be reported back to the Council.

It was agreed that Tony Watson would discuss the matter further with the Council's legal representatives and the matter would be considered again at the next meeting.

(ii) **Fundraising**

It was noted that Sir Alan Haselhurst had agreed that a letter could go in his name inviting the four Essex County Council Members to a meeting to discuss

the project. Carolyn Wingfield and Councillor Morson would draft a letter for Sir Alan to sign.

David Morson said that he had written to Councillor Flack asking for clarification of why a grant had not been forthcoming from the Stansted Airport Community Trust. He informed the meeting of the response and concluded that it might be possible to reapply in the future.

Carolyn Wingfield said that she had also spoken to Sean Brady concerning the involvement of historical groups, but it did not appear to be a particularly useful route at this stage.

(iii) **Proposed Building**

David Demery circulated the planning application drawings and accompanying statements which would be lodged on 17 October 2005. He said that the intention was to use utilitarian materials in a precise engineered modern though classical format. The Project Team expressed their thanks and support for the plans which had been produced by Mr Demery. David Haylock asked whether it would be possible to draw the County Council's archive point into the Resource Centre. Carolyn Wingfield confirmed that this had been looked at, but it would reduce the amount of storage space available for the Museum.

(iv) **Horse Drawn Vehicle Collection**

Councillor Row said that he would try to arrange a meeting with Councillor Abrahams to see whether the barns at Clavering could be used for short-term storage. Carolyn Wingfield confirmed that no further progress had been made with English Heritage.

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**PUBLICITY AND APPEAL LAUNCH AND FUNDRAISING AND GRANT APPLICATION**

Martin Shaw circulated copies of the new fundraising leaflet for the Heritage Quest Centre. He said that this was aimed primarily at individuals and 3,000 copies had been printed. Copies would be made available to all District Councillors and Town and Parish Councils.

He said that the first batch of grant applications was underway and copies of a fact sheet, which could be used for fundraising, were also circulated and it was agreed that this would be e-mailed to all Members of the Project Team. Martin Shaw also said that he had been looking at the possibility of landfill tax grants and had suggested that the Society should register with Entrust.

Martin Shaw said that he was now at the end of the original contracted period and he had looked at the time commitment for the future. He suggested that possibly one or two days would still be necessary. He then left the meeting while the Project Team considered whether to extend the contract.

The Project Team then discussed the matter and said that the contract with Martin Shaw had provided value for money and his knowledge in the

application process was essential. The Project Team added that Mr Shaw had energised the process and focussed minds. It was agreed that the contract be extended for a further three days.

## 5 **AUDIENCE DEVELOPMENT**

The Project Team expressed their thanks to the Saffron Walden Partnership Board in obtaining funding from Essex County Council for improved signing to the Museum and Bridge End Gardens.

## 6 **FORWARD PLAN**

Carolyn Wingfield reported that a draft of the Museum forward plan would be going to the meeting of the Community and Leisure Committee on 25 October 2005 and this would assist greatly with accreditation.

## 7 **NEXT MEETING**

It was agreed that the next meeting would be held at 2.00 pm on Tuesday 15 November 2005 in the Museum School Room.

The meeting ended at 3.30 pm.