

**SAFFRON WALDEN MUSEUM RESOURCE CENTRE PROJECT TEAM
MEETING held at the MUSEUM SCHOOLROOM at 2.30 pm on 2 APRIL
2007**

Present: - Councillor D J Morson – Chairman
Councillor S Jones
D Laing, D Haylock and T Watson (Saffron Walden Museum
Society)

Officers Present: - T Turner, C Wingfield, M Evans, S Kenyon and E O'Malley

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors B Hughes, J P Murphy and A R Row.

2 MINUTES

The Minutes of the meeting held on 12 March 2007 were agreed as a correct record and signed by the chairman.

3 BUSINESS ARISING

(i) Minute 4(ii) – Visit by Karen Eyre 23 February

Carolyn Wingfield reported that there had been no response at present from Karen Eyre.

(ii) Minute 5(iv) – HLF Application and Fundraising Timetable

Carolyn Wingfield informed the Team that she had followed up the previous discussion with Malcolm White and he had confirmed that an application form would be sent to her in April. She said this would allow funds to be available in 2008. Councillor Jones suggested after May she should write to both Saffron Walden Town Mayor and the Chair of Property and Services Committee to ensure the appropriate persons were informed.

4 FORWARD PLAN – MUSEUM AND CASTLE

Carolyn Wingfield explained that she had sent thank you letters to those who had kindly corresponded to the Museum and Castle survey. She said that a timetable was also included to give them an idea of how their responses were planned to be used.

5 HERITAGE QUEST CENTRE

(i) Outcome of Communities and Operations Committees

Councillor Morson reported that the proposed grant of £150,000 has been reviewed by both the Community and Operations Committee. Both Committees rejected the £150,000 proposal but would support a grant for £40,000. Carolyn Wingfield said this meant that the application for the Heritage Lottery Fund would have to now be increased, which complicated the bid.

Councillor Jones asked whether the value of the land could be used in order to gain more funds. Carolyn Wingfield said she would ask David Demery's advice, but felt it was unlikely as Uttlesford District Council staff were involved.

David Laing suggested asking the Trustees for further funds, and thought it should be an agenda item at the next Trustee meeting. Tony Watson said he would raise this at the meeting and report back to the Project Team at their next meeting.

(ii) HLF – meeting 26 April and application timetable

Carolyn Wingfield explained that a number of meetings had been set up, including one with Richard Auty, to discuss matters at officer level. She reported that a meeting with Finella Boyle, Pam Kennedy (Saffron Walden Initiative) Rachel Wilson and Janette Ball was set for 24 April and a series of meetings had been set up for staff until mid June. Carolyn Wingfield said it was important David Demery was involved and she planned to talk to John Mitchell to ensure this took place as soon as possible. Councillor Jones said he was aware David Demery was staying involved with the Skate Park despite his retirement in order to see the project close. Councillor Jones said that this may be the case for the Museum Resource Centre Project.

(iii) Project Management Issues

Carolyn Wingfield asked Members to note the project management timetable for the Heritage Lottery Fund Application.

Carolyn Wingfield explained the issues that haven't arisen from the project management timetable. She said the first issue was the set back from the results of the Operations and Communities Committees regarding funding. Councillor Morson suggested trying European funding perhaps using the fact the town is twinned with Bad Wildungen to provide more scope. In addition to funding issues Carolyn reported other problems which related to architectural and building information such as costings etc. She said that she planned to meet with Sarah Chapman to sort a relevant costing plan. She explained that she would seek lottery advice in regards to much of the application and all Members agreed this was a good idea.

(iv) Reports and Presentations for Council Members

Councillor Jones explained that he had received enquiries from Members as to whether a business plan was to be formulated. Carolyn Wingfield replied that a business plan did not have to be submitted for the Heritage Lottery Fund application, so would therefore not produce a business plan but she would be happy for Members to view the application. Councillor Morson said this would reassure Members of figures, and Carolyn Wingfield said she would produce a copy in the appropriate format by mid June.

(v) Fundraising – meeting 24 April and fundraising priorities

Carolyn Wingfield reported that it was possible to receive £50,000 from Viridor and £25,000 from Biffa meaning that a total of £75,000 from landfill grants. She said Richard Wallace would contact Biffa direct to request more. Tony Watson suggested targeting those on the “rich list” in the area again, detailing the projects progress and requesting grants to help raise the last £100,000 needed. Carolyn Wingfield said she had received a list of funding schemes, grants and loans in the South East, which she would look into. She reported that the Essex Environment Trust had rejected the scheme and all Members agreed a letter should be sent asking for the project to be considered again at a later date.

(vi) Heritage Quest Trust Limited

David Laing reported that since the last meeting he had drafted a response to the Charities Commission and had forwarded this draft to both Paul Savage and Barbara Hughes and was waiting for a reply. David Laing also planned to start discussions with the Charity Commission to see whether they could provide any ideas on how to resolve the issues.

6 ANY OTHER BUSINESS

Maureen Evans informed the group of the death of one of the Museum’s patrons, Sir John Ruggles-Brise, the Lord Lieutenant of Essex. All Members agreed that a letter of condolence should be sent.

David Haylock asked whether donators received a copy of the Museum newsletter, and suggested that this takes place as it would keep those informed of how their money was being spent. The Museum staff agreed and would take action on this matter.

7 DATE OF NEXT MEETING

It was agreed that the next meeting would be held at 2.30 pm on 21 May 2007.

The meeting ended at 3.45 pm.