

**SAFFRON WALDEN MUSEUM RESOURCE CENTRE PROJECT TEAM
held on 27 NOVEMBER 2007 at 2.00 pm at THE MUSEUM SCHOOL
ROOM SAFFRON WALDEN**

Present:- Councillor K Eden – Chairman.
Councillors R M Lemon, D J Morson and S V Schneider
(Uttlesford Members), David Haylock, David Laing and Tony
Watson (Museum Society).

Officers present:- M Evans, M T Purkiss and C Wingfield.

1 **APOLOGIES**

Apologies for absence were received from Councillors R P Chambers and
C Smith and from Richard Wallace and Sarah Kenyon.

The Chairman reported that this would be the last meeting attended by
Mick Purkiss and Members thanked him for his support and wished him well
in his retirement.

2 **MINUTES**

The Minutes of the meeting held on 6 September 2007 were agreed as a
correct record and signed by the Chairman.

3 **HERITAGE LOTTERY FUND – APPLICATION AND UPDATE**

Carolyn Wingfield reported that the application had now been submitted to the
Heritage Lottery Fund and a formal acknowledgement had been received.

4 **HERITAGE QUEST TRUST LTD AND THE SAFFRON WALDEN MUSEUM
SOCIETY**

David Laing reported that the application to the Charity Commissioners for
registration had been withdrawn as it had not proved possible to satisfy the
public benefit requirements. He said that it appeared that the most positive
way forward was to incorporate the project within the remit of the Museum
Society. A meeting of the Trustees had been arranged on 4 December to
consider a recommendation to transfer the assets of the Society to a limited
company and, if the recommendation was agreed, it was likely that an
extraordinary general meeting would be held in January 2008.

He said that he had sought further advice from the Charity Commissioners but
this had not been forthcoming. However, ENTRUST could see no problem in
the powers and objectives proposed.

He said if this was agreed, the Council would be asked to gift the land in
Thaxted Road to the Society which was already a registered charity. It would
then be proposed that the Heritage Quest Centre Trust Ltd be dissolved.

It was

AGREED that a report be submitted to the Community Committee and the Finance and Administration Committee in January 2008 on the lines indicated above.

5 **FUNDRAISING**

Carolyn Wingfield circulated a paper showing the progress with fundraising to complete matching funding for 2007/08 and said that progress with the submission of grant applications was on target. She reported that there had also been a positive meeting with Viridor.

Maureen Evans reported that following discussions with representatives of Arts and Business East and consultants, arrangements were being made for a proposed event on 29 February 2008 aimed at business and individual donors. It was likely that the event would be held at St Marks College with a maximum of 50 attendees and the cost of the event would be met by the Museum Society.

At the last meeting, Councillor Eden said that he would look at the possibility of arranging a charity golf day to help raise money towards the Heritage Quest Centre. However, there were doubts over the viability of the event and a golf day was already planned by Uttlesford District Council in May 2008 as part of the Chairman's Charity. Councillor Lemon, as Vice-Chairman of the Council, said that he would be prepared to look at holding the event in 2009.

It was also agreed that officers would look at the requirements of the Viridor application and the possible need for the involvement of a third party. Councillor Eden added that the Saffron Walden Town Council had agreed to prepare a four year Town Plan and it was possible that ongoing funding could be available in April 2008.

6 **FORWARD PLAN STAGE 2 (MUSEUM AND CASTLE)**

Carolyn Wingfield reported that the ivy on the Castle was continuing to die back.

She said that Stage 2 of the Forward Plan could not commence until the Heritage Quest Centre was up and running and this would probably not be until 2010/11. However, it was considered that the feasibility study and design stage would need to commence approximately two years in advance of this and officers would undertake preliminary investigations into this matter.

7 **DONATIONS**

David Haylock stressed the importance of keeping donors advised of progress with the project and Maureen Evans confirmed that a Christmas card would

be sent to all donors together with a letter giving details of the latest news. If possible, this would be combined with the Museum Society's circulation.

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NEXT MEETING

It was agreed that the next meeting would be held at 2.00 pm on Monday 21 January 2008.

The meeting ended at 2.55 pm.