

Lowestoft Archaeological and Local History Society
Minutes of the Trustees Meeting

For the meeting held at the Pavilion on Saturday 18th May 2018 at 10.30am

Those Present:-

Trustees:- Mr John Stannard (Acting Chair for the meeting)
Mr Ron Ashman, Mrs Marie Ayers (Treasurer), Mr Mike Chester, Mr Rodney Duerden, Mr Paul Durbidge,
Mrs Andree Gee, Mr Peter Lang (LTC), Mrs Irene O'Toole (Secretary)

Also in attendance at the meeting:

Mrs Jayne Austin (Museum Mentor)
Mrs Patricia Day (Making Waves Project Officer)

Observers: Mrs Sandie Keller (Oulton Broad Parish Council)
Mrs Marilyn Duerden (Lowestoft Museum Management Committee)

1 Sad loss of Malcolm Berridge

John Stannard kindly offered to chair the meeting for us. He gave a short speech as a memorial to everything that Malcolm had done for the museum and requested that the Trustees stand to observe a minute's silence as a mark of respect for Malcolm.

Ron and Mike both observed that by tradition, the Chair of Trustees had always been the President of the Society which had not as yet held its AGM to re elect committee members and find a possible replacement for Malcolm. (The AGM is to be held on 23rd May). As none of the Trustees present at the meeting was willing or able to undertake this role, John observed that he would be happy to chair meetings until such time as a new Chair of Trustees was formally appointed. The Trustees were in agreement with this.

2 Apologies for absence

No apologies were received.

3 Approval of the Minutes of the Trustees Meeting held on 3rd November 2018

The minutes were approved and signed.

4 Matters arising from the Trustees minutes not covered elsewhere on this agenda

re page 3 Item 7 Mike asked who had valued the porcelain? John reported that the valuation had been carried out by Sharon Munday from Lowestoft Auction Rooms

5 Matters arising from MMC minutes 19.01.19 and 29.04.19

Irene observed that a date had been changed, on page 2 of the April minutes: the summer social evening for volunteers would now be held on Wednesday 3rd July as a WI group had been booked in for the 26th June. Patricia Day reminded us about the possible late opening on July 13th during the event organised by Lowestoft Vision.

6 Financial Report

Marie presented the draft accounts. She observed that although it would appear that the museum had made a healthy profit last season this was owing to the £6000 legacy from the late Michael Turner and without that, a loss would have been incurred as although visitor numbers were up, shop takings were slightly down. The previous year we had not had to pay half the donations either. The main outgoings were on the removal of the heater, training and insurance. However, we are now properly insured.

The Trustees decided that the legacy should be earmarked for the development of a room or gallery dedicated to Michael. Andree said that his wife Barbara had also been very involved with the museum's work, so it would be good to dedicate the room/gallery to Michael and Barbara Turner.

Marie said that the bank accounts were short of signatories now so Irene and Rodney agreed to become signatories.

Marie spoke about the possibility of getting a card reader machine for donations and mentioned other organisations which used them. Jayne offered to look into this for us too. (Action JA, MA)

John mentioned that the Heritage Centre had an online donation system which worked well, via their website.

7 Updates from Oulton Broad Parish Council

Sandie Keller spoke on behalf of OBPC. She reported that three quotes had been obtained for heating; the infra red was looking to be the preferred option and it was hoped that work could be undertaken at the end of the season.

The water in the cellar had been tested and found to be tap water. Work is due to start to search for the source of the leak.

Waveney Norse are quoting for external work to the building; two panes of glass are broken and some frames are rotten, these will need replacing. Scaffolding will be required for this work.

Sandie said she was trying to chase up the planning application for the rooms offered to the museum by OBPC. Andree mentioned that she had been elected to the new East Suffolk District Council and if there was anything she could do, would be glad help. However, the planning has to be agreed by the Broads Authority.

Once this has been received, the Parish Council and museum can work together on a building development business plan. Irene asked Jane if she would be able to help the museum draw up a Museum Development Plan which would go alongside the Council's in order to attract funding and this was agreed.

Sandie said that a new company is being engaged to take over the security and fire alarm systems and separate the café from the museum. John observed that he and Paul had recently walked around the building looking at security and felt that security cameras were badly needed on the outside of the museum. Sandy said that a minimum of three would probably be required.

(Andree left the meeting at this point).

John asked if the park was locked at night? Sandie assured the Trustees that the main vehicular access gates were locked every night.

Discussing the security inside the building, Paul observed that although the security of the case in the foyer was excellent the same could not be said for most of the rest of the cases. The porcelain is housed in a variety of cases, one of which in particular is sagging in the middle. It was his opinion that professional advice should be sought with a feasibility study as to how the porcelain might be redisplayed, the possible repair to the old attractive cases and renewal of the locks. The same applied to the cases in the other rooms. Jane explained that any Heritage Lottery grant could be pursued in two stages, the first part for a feasibility study. Patricia said that she was very interested in helping with this project. (Action PD)

Peter Lang from Lowestoft Town Council mentioned that LTC would also be willing to support such a project.

Mike asked about access: he reminded the Trustees that an application for a lift had been rejected in 1994 by the Broads Authority. However, this had been for an external lift and the aim going forward now would be for OBPC to have a lift put into their side of the building which could also be accessed by the museum when required.

8 Society Report

Rodney gave the following report:

L.A.& L.H.S. Report for LM Trustees, May 18th 2019

The Society received the news of Malcolm Berridge's death with great sadness, as his support both for L.A. & L.H.S. and L.M. was constant and valuable.

Membership numbers have recovered recently after the loss of some older members due to an increase in visitors to the regular talks, partly prompted by reminders on our Facebook page but also by having members who are now seasoned speakers on a wide range of topics both local and national. One recent meeting at which Paul Durbidge illustrated his long study of the Pakefield foreshore, attracted an audience of over 60 of whom half were visitors.

In December, Richard Mundy gave an extra talk on "Subterranean London" at a cafe in Kirkley. The annual winter meal was held at EAsT in February. Marilyn and Rodney took a display to the annual Societies' Day at Elmswell on March 2nd. The AGM will be held at London Road Methodist Church on Thursday May 23rd. Looking ahead to heritage events in the summer, the Society will be taking part in June at the Family History Society display at Lowestoft College. There will be further presentations in September during the Heritage Open Days at which Society members will feature.

All the regular talks and new items are recorded in the Annual Report which is published each January; a very worthwhile addition to local heritage. Society members founded the Lowestoft Museum, many of whom help to keep it running today. The Society would welcome visits by Trustees to the talks and hope that the Annual Report becomes essential reading matter.

9 Legal Protection for Trustees Course 9.11.2018

Ron reported that he and Malcolm had attended this course which was essentially about changing from being unincorporated status to a Charity Incorporated Organisation, or CIO. Much discussion followed as there would be major implications for the Trustees, such as having time limited terms of office and the requirement to hold an AGM. There would also be cost implications. The main advantage was that Trustees would not be personally liable. However, as John remarked, our insurance covers Trustee liability. It was decided to defer going down this route for the time being. Ron said that more information could be found on the Charity Commission website.

10 Adoption of Forward Plan 2019-2024

The final financial page needs updating but other than that the Trustees had no issues with the Forward Plan: the motion to approve it was proposed by Marie Ayers and seconded by Ron Ashman. The Trustees were all in agreement so the Plan was duly adopted.

11. AOB

Peter Lang said that he would look at the date on the Loan Agreement with the Museum and LTC regarding the “Collection” and make sure it was still in place. (Malcolm had always dealt with legal matters on behalf of the museum)

Irene said that the museum had been approached by a person who runs the publicity screens at the Marina, who was anxious for the museum to be represented. This would cost us £150 for 13 weeks. Marie reminded the Trustees that we had made a loss last year and that perhaps this would not be a good use of money. Irene observed that the Facebook page which is free, and the Bugle listings bring in plenty of visitors anyway. It was decided not to pursue this. (Action IOT to email in reply)

Irene said that one of our new volunteers, Howard Van Pelt, had pointed out that the old blood pressure monitor in the Dr Eastwood display contained mercury. He wondered if this should be disposed of, which would have cost implications for the museum. Jayne said that she would look into this for us. This item is currently behind glass and not accessible to the public. (Action JA)

There being no further business, the meeting closed at 12.30 pm

