

Minutes of the Heritage & Collections Committee



Held on Tuesday, 15 July 2025 at 6.30pm
at Stamford Town Hall

Membership

Cllr Allibone	*	Cllr Croft	A
Cllr Chilman	*	Cllr Díaz- Muñoz	A
Cllr Wheeler	*		

Key: * - Present A - Apologies AB – Absent

Attendees:

Officer: Victoria Newton- Heritage & Cultural Officer, Rachael Smith – Community Events Officer

County/District Councillors: None

Members of the press: None

Members of the public: 2 in person, 2 online

Public Question Time

A presentation was made regarding promoting the forthcoming release of the Malcolm Sargent Legacy CD collection and offered to give a talk at the Town Hall.

A request was made to create a Friends of the New Stamford Museum group working with the Heritage Officer to explore Stamford Town Council cooperation

HC/25/001-Election of Chair of the Heritage & Collections Committee for the Municipal Year 2025–2026

Proposals for Chair were received from Cllr Chilman.

Proposal 1 - It was **RESOLVED** That Cllr Chilman duly elected as Chair of the Heritage & Collections Committee for the Municipal Year 2025 – 2026

Proposed by Cllr Allibone		
Seconded by Cllr Wheeler		
In Favour	3	Cllrs Allibone, Chilman & Wheeler
Against		
Abstentions		
MOTION CARRIED		

HC /25/002-Election of Vice Chair of the Heritage & Collections Committee for the Municipal Year 2025-2026

Proposals for Vice Chair were received from Cllr Allibone.

Proposal 2 - It was **RESOLVED** That Cllr Allibone duly elected as Vice Chair of the Heritage & Collections Committee for the Municipal Year 2025 – 2026

Proposed by Cllr Wheeler		
Seconded by Cllr Chilman		
In Favour	3	Cllrs Allibone, Chilman & Wheeler
Against		
Abstentions		
MOTION CARRIED		

HC /25/003-Apologies – To receive and consider for acceptance

Proposal 3 - Apologies with valid reasons for absence were received and it was **RESOLVED** to accept apologies from Cllrs Diaz- Muñoz and Croft.

Proposed by Cllr Chilman		
Seconded by Cllr Wheeler		
In Favour	3	Cllrs Allibone, Chilman & Wheeler
Against		
Abstentions		
MOTION CARRIED		

HC /25/004-To receive any Declarations of Interests and Requests for Dispensation

None received

HC /25/005-Exclusion of the Press and Public

No items required for Confidential Session

HC /25/006-Appointment of Non-Councillor Members

It was requested by the Chair that this be deferred to the next meeting and, in the meantime, Heritage and Cultural Officer engage with people who may be interested in joining the Committee as Non-Councillor Members as well as discuss options for advertising this with the Communications and Engagement Officer. No vote was taken.

HC /25/007-Appointment of Sub Committee, Advisory Committees or Working Groups

Item was deferred to the next meeting

HC /25/008-Minutes of the Previous Meeting

Proposal 4 - It was **RESOLVED** to confirm and sign the minutes of the meeting of the Heritage & Collections Committee held on Wednesday, 09 April 2025

Proposed by Cllr Wheeler		
Seconded by Cllr Chilman		
In Favour	3	Cllrs Allibone, Chilman & Wheeler
Against		
Abstentions		
MOTION CARRIED		

HC /25/009-Use of Delegated Powers

Nothing to Report

HC /25/010- Heritage & Collections Budget Report

The Committee had not viewed the budget report prior to the meeting due to Councillors being unable to access the documents on SharePoint. It was noted that none had raised this issue before the meeting. At the Chair's request, the item was deferred.

HC /25/011- Areas of Responsibility

It was discussed that Cllr Chilman would support the Museum Project and Town Hall Collections, Cllr Allibone would support Collections Transfer and Museum Store, Cllr Wheeler would support Accreditation and Cllr Diaz-Muñoz would support Volunteers.

HC /25/012- Accreditation Reports

A verbal report was given on the Accreditation reports.

Organisational Health – It was advised changes were required to the timelines within the Action Plan of the Museum 5 Year Plan which is a requirement of the submission to Arts Council for the extension to Accreditation.

Proposal 5 - It was **RESOLVED** to accept the revisions to the Museum 5 Year Plan for submission to Arts Council as part of the Accreditation extension request.

Proposed by Cllr Chilman		
Seconded by Cllr Wheeler		
In Favour	3	Cllrs Allibone, Chilman & Wheeler
Against		
Abstentions		
MOTION CARRIED		

Managing Collections – It was discussed that, due to the unexpected passing of the Conservation Advisor, work on finalising documents supporting Collections Care has been paused. The Heritage and Cultural Officer is currently in talks with their business partner and investigate appointing a new Conservation Advisor ideally before the next meeting.

Users & Experiences - It was reported the Access Audit of the Town Hall had been completed which highlighted areas of physical and intellectual access requiring improvement. The Heritage Officer will work with the Facilities Officer to put together an Access Policy and Access Plan, prioritising items by urgency, feasibility, and resources.

The committee reviewed the report to purchase an exhibition panel system and resources in order to launch an Exhibition Programme in the Courtroom to coincide with Heritage Open Days (12th -21st September). It was noted that while future exhibitions and events would impact hires of the Courtroom, these are infrequent and require significant staffing. Conversely the hires of the Mayor's Parlour were more lucrative and could be maximised.

Proposal 6 - It was **RESOLVED** It was agreed to initiate an exhibitions programme at the Town Hall utilising the Courtroom starting in September 2025 and launched as part of Heritage Open Days. An exhibition panel system and

associated exhibition resources would be purchased up to a cost of £9870.80 in line with delegated authority and the approved budget provision.

Proposed by Cllr Chilman		
Seconded by Cllr Wheeler		
In Favour	3	Cllrs Allibone, Chilman & Wheeler
Against		
Abstentions		
MOTION CARRIED		

Discussions were held regarding Enquiries, Tours and Volunteers. It was noted that new banners have been purchased to improve marketing and visibility. It was suggested that taking online bookings for the Town Hall Tours could be beneficial. The Heritage Officer highlighted an overlap between the Mayors Guides and the Town Hall tours particularly regarding start times and use of the balcony. A meeting between the two groups to address scheduling conflicts was proposed and Councillors will follow up on this matter.

HC /25/013- Town Hall Collections

The committee were informed of the offer to purchase of J.E.C. Potter Album; The original two albums were not secured at auction; however, details were shared by the auction house shared for curatorial purposes. One purchaser has since made contact and offered the surviving portion of an album for £250. In the meantime, a digital archive of both albums has been created using material from the Potter family. It was confirmed that any ethical considerations regarding the potential purchase have been addressed.

Proposal 7 - It was **RESOLVED** It was agreed to purchase the J.E.C.Potter Lithographic Album at a cost of £250 in line with the Collections Development Policy.

Proposed by Cllr Chilman		
Seconded by Cllr Allibone		
In Favour	3	Cllrs Allibone, Chilman & Wheeler
Against		
Abstentions		
MOTION CARRIED		

It was confirmed that the request to use the Town Hall for a talk and promotion of the Malcolm Sargent Decca CD release be processed as a regular hire. Availability and costs would be passed on to the enquirer.

HC /25/014- Escape Rooms

Following the business and feasibility evaluation conducted in 2023, and the subsequent pause on the project, the Committee discussed the future likelihood of the project progressing. The success of the schools' workshops and tours was highlighted and the potential to develop provision with investment in the cellar area.

Proposal 8 - It was **RESOLVED** It was agreed to cease the Escape Room project and redirect focus of existing budget to cellar improvements and public engagement, building on the success of the schools' workshops and tours.

Proposed by Cllr Chilman		
Seconded by Cllr Allibone		
In Favour	3	Cllrs Allibone, Chilman & Wheeler
Against		
Abstentions		
MOTION CARRIED		

HC /25/015-Closure

There being no further business, the meeting was closed at 8:14pm

Date of next meeting – Tuesday, 09 September 2025

These minutes are subject to confirmation at the next meeting.

Signed on behalf of the Town Council as a true record of the meeting.

Signature

Date