

HERITAGE & COLLECTIONS COMMITTEE



Town Hall, St. Mary's Hill, Stamford, PE9 2DR
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Website: www.stamfordtowncouncil.gov.uk
Town Clerk: Mrs Sarah Dorson
Mayor & Chairman: Cllr Amanda Wheeler

TO: All Members of the Heritage & Collections Committee

Dear Councillor, You are summoned to a meeting of **the Heritage & Collections Committee of Stamford Town Council** on Tuesday, 13 January 2026 at Town Hall, starting at 6.30pm.

Members of the public are welcome to attend meetings of the council and committees, unless excluded due to the confidential nature of the business. Disabled access is available.

The meeting will consider the items set out below.

Mrs Sarah Dorson - Proper Officer –Town Clerk
Thursday, 08 January 2026

6.30pm Public Question Time

The Chairman will invite members of the public to present their questions, statements, or petitions. The public participation period will be limited to Twenty minutes in total, with each speaker allowed a maximum of Five minutes to address the meeting.

The Local Audit and Accountability Act 2014 allows both the public and press to take photographs, film and audio record the proceedings and report on all public meeting (including on social media). Any member of the public wishing to record or film proceedings should let the Chairman of the meeting know prior to, or at the start of, the meeting.

Members are reminded of their responsibilities under the [Code of Conduct](#), [Terms of Reference](#) and [Standing Orders](#). The Council has a duty to consider the following matters in exercising its functions: Equal Opportunities (including race, gender, sexual orientation, marital status, religion, belief, or disability), Crime & Disorder, Health & Safety, and Human Rights.

The 7 principles of public life
Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership
([Committee on Standards in Public Life, 1995](#))

Appointed Committee Members:

Cllrs Allibone(Vice), Copley (Chair), Croft, Kingman & Wheeler, Richard Asher (Non-Councillor member)

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1. Apologies – To receive and consider for acceptance

The Council (including its committees) must approve (or reject) the reasons provided for apologies from absent councillors. If a council member fails to attend a meeting of the council (or its committees) for six consecutive months, without submitting apologies that are accepted by the council (or committee), they will be disqualified from office.

2. To receive any Declarations of Interests and Requests for Dispensation

Members and Officers are reminded of their obligation to declare any interests in accordance with the Code of Conduct adopted in May 2025. The Clerk will report any dispensation requests received.

If a matter arises during the meeting that relates to a councillor's interest, the councillor is responsible for declaring that interest in accordance with the adopted Code of Conduct.

3. Exclusion of the Press and Public

To determine which items, if any, of the agenda should be taken with the public excluded.

Due to the confidential nature of the business item 9 under the Public Bodies (Admission to Meetings) Act 1960 s3, it is likely that a motion will be proposed to exclude members of the public and press during discussion of this item.

4. Minutes of the Previous Meeting

To confirm and sign the minutes of the meeting of Heritage & Collections Committee held on Tuesday, 11 November 2025 **Appendix A**

5. Use of Delegated Powers

6. Heritage & Collections Budget Report

To receive the Heritage & Collections budget report to Wednesday, 31 December 2025 and consider any actions deemed necessary. This will be tabled due to the Christmas period.

7. Updates from Working Groups & Sub Committees

Museum Feasibility Study Working Group - Cllr. Peter Copley

To receive an update and approve recommendations from the Museum Feasibility Study Working Group. - **Appendix B**

The Museum Feasibility Study Working Group recommends:

- i. To consider and agree the Working Group's recommendation for the appointment of the preferred contractor for the Museum Feasibility Study. This will be discussed in closed session due to commercial sensitivity.

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8. Councillor-led Reports on Heritage & Collections

This item includes updates on progress within the Heritage & Collections portfolio. Responsibility for reporting lies with the relevant councillor overseeing each area, supported by the officer where necessary. The reports provide updates on decisions already taken and outline further actions requiring resolution.

a.) 2026 Priorities – Cllr Copley

- i. To receive a report from Cllr Copley on the proposed revision of workstreams for 2026 and to approve the associated priorities. **Appendix C**

b.) Accreditation – Cllr Wheeler

- ii. Organisational Health
- iii. Managing Collections
- iv. Users & Experiences
 - a. To receive a report on the outline Schools education programme for 2026
 - b. To agree the budget and staffing framework required for the Schools' Education Programme and to recommend to the Finance & Governance Committee the approval of the associated requirements. **Appendix D**. This will be discussed in closed session due to confidential staffing matters.

c.) Museum Project & Museum Store – Cllr Copley

- i. Refer to 7 i. above (Feasibility Study)
- ii. To agree the suspension of work on the Section 106 funding application for the Cellars Project until completion of the Feasibility Study. **Appendix E**

d.) Town Hall Collections – Officer Report

e.) Collection Transfer – Cllr Allibone

f.) Volunteers – Cllr Croft

- i. To receive an update on the new volunteer structure and to recommend to the Finance & Governance Committee the approval of dedicated, project-based support for the Volunteer Programme. **Appendix F**. This will be discussed in closed session due to confidential staffing matters

9. Exclusion of the Press and Public

Legal Authority and Implication

A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act

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shall not require the meeting to be open to the public during proceedings to which the resolution applies”
(*Public Bodies [Admission to meetings] Act, 1960*)

Recommendation

That the public be excluded during the discussion of the remaining agenda items on the grounds that they involve the likely disclosure of confidential information and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

The Council RESOLVES to accept the recommendations as outlined in the confidential reports.

- To consider and agree the Working Group’s recommendation for the appointment of the preferred contractor for the Museum Feasibility Study.
- To recommend to the Finance & Governance Committee the budget and staffing resources required for the Schools’ Education Programme 2026.
- To recommend to the Finance & Governance Committee the provision of dedicated, project-based support for the Volunteer Programme.

10. Closure

To close proceedings and confirm the date of the next meeting scheduled – Tuesday, 13 January 2026