

Wrexham Heritage Forum

Minutes of the Meeting of the Executive Committee held at Wrexham County Borough Museum

7pm on Thursday 29 November 2007

Present

Nick Roe	David Millington
Patrick Reeson	Hazel Hawarden
David R Jones	Os Davies
Vernon Crewe	

Apologies for Absence

Steve E Roberts

1. Minutes of the Last Meeting and Matters Arising

- NR welcomed Os Davies back to the meetings.
- The minutes of the last meeting of the Executive Committee held on 5 September were agreed as a correct record.
- The minutes of the last meeting of the Heritage Forum held on 4 October were agreed as a correct record. HH thanked Patrick Reeson for recording the minutes in her absence.

2. Secretary's Report

- HH distributed a list of members who had been recruited to date. Individual membership is growing but despite having written several times, some key organisations have not yet signed up as members.
- DR Jones agreed to arrange for an item about membership of the Forum to go into the Denbighshire Society Journal.
- NR will phone round to encourage groups to join.

3. Treasurer's Report & Financial Matters

- PR updated the Committee in relation to a number of successful funding applications:
 - HLF has awarded a grant of £4,680 to purchase computer and display equipment
 - WCBC has awarded a grant of £250 from the Welsh Church Acts Fund towards purchase of additional display boards.
 - PR has submitted an application to AVOW small grants fund, for a grant of £70 to make up the balance of the cost of the display boards. Decision expected after AVOW's meeting on 4 December.
- PR had met with HH and Steve Greuter, who had offered to provide a 'hot desk' and storage facility for the computer & other equipment at Wrexham Museum, free of charge, to act as a 'heritage resource centre' for the local

history groups. The Museum Assistants would administer the booking arrangements for the equipment. It was agreed to accept the offer.

- The meeting discussed the need to cover the 'running costs' of the equipment (paper, ink etc) etc and it was agreed to put forward a **recommendation to the AGM, for the introduction of an annual subscription fee: £10 for organisations and £5 for individuals.** Proof of identification would be via Forum & Group membership cards.
- HH updated the meeting on progress in relation to the Community Heritage project. The project has been formally approved for inclusion within Northern Marches 2008-2010 business plan. The business plan will now be submitted for assessment by Welsh Assembly Government – decision should be notified in March 2008, with a view to the project starting in April. The project budget is £182,000 over 3 years, to allow for the employment of a Community Heritage Development Officer and a budget for training and publicity / promotional activity. HH thanked colleagues who had arranged for letters of support. Further discussion about Forum representation on the project steering group would be required once the outcome of the bid was known.
- The Committee were asked to consider what other additional items of equipment might be useful – HH suggested a laminator and ring binding machine.

4. Marketing, Publicity & Promotion

- The Learning Festival stall had been a useful experience when planning attendance at future events.
- The Forum visit to Brymbo had been well received – **HH to write and thank Colin Davies.**
- It was agreed that now would be timely to issue a newsletter. **NR to draft newsletter.**
- **NR to draft a press release re: funding awards and HH will arrange for distribution via WCBC and AVOW.**

5. Education & Training Activities

- NR & S Roberts had met with Karen Morris at NEWI but are yet to arrange meeting with Lynn Podmore.

6. Annual Events Programme

- NR had arranged an event for the next Wrexham Science Festival – a tour of Brymbo Steelworks to be held on Sunday 9 March 2008. NR had been trying to negotiate an event at Chirk Castle but costs were proving to be prohibitive. **HH to forward NR with contact details for Erica Klugee.**
- Next Forum meeting – Sue Kelly had agreed to speak but will not be available until February. It was agreed to hold the next meeting of the Heritage Forum at All Saints Gwersford, 6.35 for 7pm on Thursday 7 February 2008. **HH will write and confirm the arrangement with Sue Kelly.** The Agenda for the meeting will be:
 - General Business meeting
 - Chair's report

- Guest Speaker – Sue Kelly ‘Wrexham Open Churches Network’
- **D Millington, NR and HH were nominated to form a small working group to organise a joint event with CAPEL, around a ‘chapels’ theme.**
- HH informed the meeting that National Archaeology Week will be held 12-20 July 2008, if members wanted to consider potential programme.

7. Any Other Business

- AGM: it was agreed that the Annual General Meeting would be held in April. HH suggested that Stephen Barlow from HLF be invited as Guest Speaker, to talk about the new HLF Strategy and Grant schemes. **HH to approach Stephen Barlow and confirm a date for a Thursday in April 2008 (not 10th April).**

8. Date and Venue of the Next Meeting of the Executive Committee

6.45 for 7pm on Thursday 10 January 2008. Venue: Wrexham County Borough Museum