

PANNETT PARK | WHITBY | YO21 1RE
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Dear Sir/Madam,

18 March 2021

You are requested to attend a meeting of the **PANNETT ART GALLERY AND WHITBY MUSEUM JOINT MANAGEMENT COMMITTEE** to be conducted on-line, via Zoom¹, on **Wednesday 24 March 2021 at 4:00pm**, the agenda for which is set out below.



Michael King
Town Clerk

To: Whitby Town Council: Councillors (9)
Whitby Literary & Philosophical Society (6)

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

AGENDA

- 1. APOLOGIES FOR ABSENCE**
To receive and resolve upon apologies for inability to attend.
- 2. DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION**
To declare any interests which members have in the following agenda items.
- 3. PUBLIC PARTICIPATION**
Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person). Note: Questions regarding Whitby Museum & Literary & Philosophical Society are not permissible.
- 4. MINUTES**
To approve as an accurate record the minutes of the committee meeting held on 12 October 2020. (attached)
- 5. POTENTIAL FOR INVESTMENT AND DEVELOPMENT**
Verbal updates on development projects relating to the Gallery and the Museum.
- 6. REPORT ON PROPERTY MATTERS**
The Town Clerk will provide an update on repairs and maintenance activities since the last meeting.

¹ Log on details for Zoom access
Meeting ID: 826 8522 1452
Passcode: 536812

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Pannett Art Gallery and Whitby Museum Joint Management Committee** held on **Monday 12 October 2020 at 4:30pm** via Zoom.

Present Whitby Town Council: Councillors Mrs H R Coughlan, R Dalrymple, J Nock, Mrs L Wild, Mrs N L Wilson and C Winspear;
Whitby Literary & Philosophical Society: Ms S Booth, D Rodwell, S Barnard and Mrs W Price.

Also Attending: Michael King, Town Clerk, Anne Cowey, Deputy Clerk, Helen Berry, Curator
Hazel Wright, Museum Manager and Denise Gildroy, Registrar.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972.

JM041/20 ELECTION OF CHAIRMAN FOR THE YEAR 2020-21

Cllr Dalrymple, as extant Vice Chair, took this item.

MOVED by Cllr Wilson, seconded by Cllr Wild

RESOLVED that Cllr Dalrymple be appointed as Chairman of the committee for 2020/21. (Unanimous)

JM042/20 ELECTION OF VICE-CHAIRMAN FOR THE YEAR 2020-21

MOVED by Sarah Booth, seconded by Cllr Wild

RESOLVED that Cllr Nock be appointed as Vice Chairman of the committee for 2020-21. (Unanimous)

JM043/20 APOLOGIES FOR ABSENCE

None.

JM044/20 DECLARATION(S) OF INTEREST & REQUESTS FOR DISPENSATION

No declarations of interests or requests for dispensations were received.

STANDING ORDERS SUSPENDED

JM045/20 PUBLIC PARTICIPATION SESSION

No public participation.

STANDING ORDERS REINSTATED

JM046/20 MINUTES

MOVED by Cllr Nock, seconded by Cllr Wilson

RESOLVED that the minutes of the committee meeting held on 21 January 2020 be approved as an accurate record (Unanimous)

JM047/20 PROCEDURAL REVIEW

MOVED by Cllr Nock, seconded by Cllr Wilson

RESOLVED that the Terms of Reference of the Committee;
 Delegation Arrangements to Employees;
 Standing Orders, Policies and Procedures Relating to the Functions of
 the Committee
 Be adopted without amendment. (Unanimous)

JM048/20 ANTICIPATED COMMITTEE WORKLOAD FOR THE COMING YEAR

It was noted that operational meetings had been held to agree and risk assess the reopening of the Museum and Gallery over the summer and that the day-today operation remained under review.

MOVED by Cllr Coughlan, seconded by Cllr Winspear

RESOLVED that the information be received. (Unanimous)

JM049/20 REPORT ON PROPERTY MATTERS

Members noted that the condition of the wooden floor to the main museum hall remained the most urgent item requiring attention. A quotation had been received from an architectural joiner.

Additional names to be contacted were put forward.

It was noted that a building survey was due and that this would cover the mechanical, electrical and structural upkeep of the building.

The Lit & Phil were progressing works to the Café area and consequent alterations including additional security shutters, that would be subject to external approval, prior to consideration for inclusion in the work programme.

The Town Deal bid included provision for an extension of the Gallery, based on the plans previously considered for the Sutcliffe gallery, but with additional circulatory and education space.

The outline was included in the investment plan for submission to government and, if approved, would lead to the development of a detailed business case which would be subject to consultation with all affected partners bodies including the Lit & Phil.

Additional items for future consideration identified were:

Obtain a quote for a second manual winder for the security shutter between the main hall and the new wing, as previously determined.

Examine opportunities to improve signing on the wall and on the approach to the museum and gallery.

MOVED by Cllr Nock, seconded by Cllr Wild

RESOLVED that the information be received and that the quotation to undertake the repairs to the museum hall floor be referred to Full Council meeting on 3 November. (2 abstentions)