

## Madeley Living History Project Management Committee

### Minutes of the meeting held 8<sup>th</sup> May 2003

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**PRESENT:** Ben Whittle (Chair), Gill Green (Secretary), Janet Doody (Treasurer), Dave Davies, Gwen Groves, Marilyn Higson, Jonathan Lloyd, John Powell, Gillian Weaver.  
Fay Bailey (Project Manager), Kath Petty (Madeley Parish Council)

**Apologies:** Rob Breeze.

#### 1. Minutes of the Last meeting

The minutes of the meeting held on 20<sup>th</sup> March 2003 were agreed as a true record.

##### 1.1 Matters Arising

(1.1(2.3)) Rob Breeze reported that the Local Studies group had arranged to meet with Robert Turner to discuss the restoration of the mosaic grave. John Powell informed the meeting that the museum had photographs of the complete grave should they be needed.

(1.1(3)) Fay reported that the archive system has not yet been purchased. Her time has been taken up with bringing pieces of work up to date prior to her leaving on 9<sup>th</sup> May and no time has been available to purchase and install the system. The new Project Manager will be asked to pick up this task.

(3) The Bank Account is now open.

(5) The judging of the logo competition went very well, committee members commented of the enthusiasm of the children and what a pleasurable experience it had been for all concerned. The children had been informed that the logo would be compiled from a composite of some of the ideas from the children. It was winning entry was:

**Agreed** – that the new Project Manager would be asked to submit the children's designs to a professional graphic artist to produce a suitable logo for the project.

#### 2. Project Managers Report

Fay presented her final report to the Management Committee, which detailed projects completed during her time in post together with details of on going projects and future ideas.

The Chair formally proposed a vote of thanks to Fay for establishing the project so well and producing such innovative and inspiring work that involved a wide section of the community. The committee wholeheartedly agreed and wished Fay every success in her new post with English Heritage.

#### 3. Advertisement of the Post

Kath Petty informed the meeting that arrangements had been made for the post to be had been advertised in the Shropshire Star, Express and Star and Museums Journal, the closing date for applications being 30<sup>th</sup> May 2003.

#### **4. Interviews**

##### **4.1 Selection**

Volunteers were asked to help with the selection for interviews and the following committee members offered their services:

Marilyn Higson  
Jonathan Lloyd  
John Powell  
Ben Whittle.

A date was arranged for Tuesday 3<sup>rd</sup> June at the Parish Offices.

##### **4.2 Interviews**

The date for interviews had been set for Thursday 12<sup>th</sup> June. Due to room availability at Jubilee House it was suggested that both the library and Jubilee House should be used.

It was explained that the interviews would be held in two parts, a presentation from the candidates and a formal interview and it was agreed that the library would be used for the formal interviews and the presentations would take place at Jubilee House. Kath suggested that the formal interviews should be conducted by herself (as line manager), Peter Taylor (Chair of Madeley Parish Council) and Ben Whittle (Chair of LHP Management Committee). Volunteers to participate in the presentation side of the interviews were requested.

All members of the Committee offered to help if needed and subject to availability.

#### **5. Information**

Gillian Weaver informed the meeting that the WEA had two courses running at Jubilee House, an Introduction to the History of Telford on Saturdays and Exploring Local Heritage on Tuesdays.

#### **6. Next Meeting**

The next meeting of the Living History Project Management Group will take place on Thursday 12<sup>th</sup> June, 7.30.

There being no further business the Chair declared the meeting closed at 8.15pm

Signed.....Dated.....