

# MILTON KEYNES HERITAGE ASSOCIATION

## Annual General Meeting Wednesday 27th September 2017, 7.30pm Milton Keynes Museum - Granary Tea Room

### PRESENT

Bill Griffiths (President)  
David Muston (Acting Chair)  
Neil Loudon (Acting Vice Chair)  
Dianne Sutton (Acting Treas.)  
Secretary  
Jennifer Cooper (Exec)  
Cheryl Butler (Minutes)  
Alan Cooper (IT Officer)  
Robert Excell (Exec)  
Charlotte Hall  
Tony Slocombe  
Herbert Cave  
Tony Kesten  
Annette Bull  
Barbara Hale  
Athina Beckett  
Geoffrey Dawe  
Michael Held  
Chris Stapleton  
Bill Watson  
Mike Wittle  
Jenny Ford: Observer  
Andy Vaughan-Jones : Observer

Milton Keynes Museum  
Calverton Records Project  
Milton Keynes Museum Society  
Bradwell Parish Heritage Group  
Post Vacant  
New Bradwell Historical Group  
Deanshanger Village Heritage Society  
New Bradwell Historical Group  
Individual Member  
Woughton Heritage Group  
Yardley Hastings  
Yardley Hastings  
CLASP/Bletchley Arch & Hist Society  
Hanslope Historical Society  
Hanslope Historical Society  
Buckingham Canal Society  
Two Villages Archive Trust  
Two Villages Archive Trust  
North Crawley Historical Society  
Newport Pagnell Historical Society  
St Mary's Church, Bletchley  
Turvey History Society  
Turvey History Society

### APOLOGIES

Anna McEvoy (Exec)  
Roger Emery  
Shane Downer  
Mike & Susan Neale  
Brian Giggins  
Peter Barnes  
Nick Crank  
Aggie O'Hara  
John Clarke  
Diana Kesterton  
Roly Doggett  
Tim Skelton  
Catherine McIntyre  
Paul Cox  
David Noy  
Peter Barnes  
Helene Hill  
Vivian Blyth  
Joy Dawe

Stowe House Preservation Trust  
Wolverton & District Arch & Hist Society  
MKC Senior Heritage Development Officer  
Olney & District Historical Society  
Towcester & District Local History Society  
Simpson History Group  
MKC Senior Archaeology Officer  
CMK Libraries – Local Studies  
Woburn Heritage Centre  
Bow Brickhill Historical Society  
Bletchley Archaeological & Historical Society  
MK Forum  
MK City Discovery Centre  
Woburn Sands Collection  
Winslow History project  
Simpson History Group  
Buckingham Old Gaol  
Roade Local History Society  
Two Villages Archive Trust

Item		Action
1.0	<p><b>Welcome &amp; Introduction</b></p> <p>Dave welcomed new members, visitors from Turvey Historical Society, along with longstanding members. Papers circulated electronically via Monday issues of MKHA News. Have Members found this an acceptable way of obtaining and viewing them. Meeting <b>agreed</b>.</p> <p>Bill was thanked for providing the venue and Dianne for organising the refreshments.</p> <p>Guest Speaker: Bill Griffiths to update members on Heritage MK matters.</p> <p>Dave outlined the Agenda for the evening asking for notice of Any Other Business from the floor: Neil Loudon - 2018 Data Protection Regulations.</p>	
2.0	<p><b>Guest Speaker: Bill Griffiths – Heritage MK presentation</b></p> <p>Bill explained that the formerly known Consortium, &amp;MK Collection, had been rebranded as Heritage MK. Made up of five local, major Museum &amp; Archive organisations (Bletchley Park, Cowper &amp; Newton Museum, Living Archive MK, MK City Discovery Centre and Milton Keynes Museum). The group had been supported by MK Council and in particular by Shane Downer, MKC Senior Heritage Development Officer. He reviewed how they had worked together especially in the MK50 birthday anniversary year.</p> <p><b>STACAccess Project:</b> 4-5 year project has now been completed, it was funded by Heritage Lottery Fund and trained volunteers in storage, training, cataloguing, digitisation, care of Partner collections and making them more accessible to the public through a series of exhibitions. 5 differently themed exhibitions, using the collections worked on, were staged retail units in the Centre:mk shopping centre and the grand finale project January exhibition.</p> <p>January 2017 <b>Exhibition: MK50 – A New City Comes to Life</b>, in Middleton Hall Centre:mk shopping centre. Bill showed some statistics from the final report which showed that nearly half a million people visited the high quality exhibition over 10<sup>th</sup> January-23<sup>rd</sup> January. He was surprised that the mainly local visitors had stayed for fairly long periods and read the panels; it wasn't the activities, the exhibits but the images, maps and information that captured the audience's attention. A lesson learned for the Museum's new post 1967 gallery. Heritage MK thanked the Staff and volunteers for the great success. The book of the exhibition was shown and is another excellent output with all proceeds going back directly to Heritage MK organisation for funding further joint initiatives.</p> <p><b>MK Festival of History</b> –June 2016 was the next major collective event led by MK Museum and which showed how Heritage MK worked with MKHA organisations and The Parks Trust. Bill thanked all those organisations that took part, alongside the Re-enactment Societies. The emphasis on heritage-based activities really worked and Heritage MK were impressed at the diversity MKHA groups put on. The inaugural event in Campbell Park was another success and lessons have been learned when considering staging another event, e.g. story telling place the eras of the story tellers into distinct groups, site directional signs and information boards should be installed. If participating groups have any feedback please send to MKHA Exec, who will collate and pass on views to Heritage MK. 11,000 people a day visited the event. Does MKHA wish to see the event held again? Attending members gave a positive response also stating it was a positive experience for MKHA groups bringing them together exchanging information, improving relations and networks.</p> <p><b>Future of Heritage MK:</b></p> <p>Generally the 5 organisations all have different bases, 3 have public opening venues and 2-3 have sustainability issues (mainly financial). BP and MKM are financially sound and growing. HMK would like to see MKHA a member but it's too early to offer the invitation until its own strategy, aims and objectives are established. HMK has to find stronger ways of working together and is to review its operation and strategy on how to move forward. It has recognised it works well jointly on staging events. Possible areas to be developed:</p> <ol style="list-style-type: none"> <li>1. Undertake 2 major events on alternate year s in Middleton Hall/Campbell Park/The Bowl</li> <li>2. Re visit exhibitions in empty retail units in Centre:mk, shopping management who have been thrilled with STACAccess outputs should be contacted</li> <li>3. Look at co-operating more with other local organisations, including MKHA, plus health and well being</li> </ol>	

groups, ethnic minority groups among others.

### **New Galleries, MK Museum**

Bill will update at a later date and hopefully combine with a tour. The expected gallery build handover is 5<sup>th</sup> December 2017

Dave thanked Bill for his review and welcomed working and supporting Heritage MK in future events and activities

### **3.0 Approval of AGM Minutes 2016**

Minutes of the AGM held 28<sup>th</sup> September 2016 were approved

Proposer: Dianne Sutton Bradwell Parish Heritage Group, Seconder: Jennifer Cooper, New Bradwell History Group

### **3.1 Matters Arising**

Bill Reported: the *Bloomer* had been located in the grounds of the Museum and can be seen from the road on the corner of McConnell Drive and Miller Way.

### **4.0 Business Plan Update – Neil Loudon**

Neil reminded members of the Business Plan and hoped they had looked at the circulated latest version. It was being presented to the meeting for formal acceptance by the members. The plan will reviewed regularly and work will continue by the Exec on the Action Plan (also circulated).

The Action Plan: Neil outlined some of the division of immediate, short term, medium and long term aims and objectives to be undertaken by the Exec on behalf of the Members and this document would continue to be reviewed, amended and updated through next Exec working year. Some of the examples of immediate and short term actions include *Accounts & Finance*: MKC Grant may be faded out need to find other streams of future income and support. *Membership Engagement*: Develop the ARCH:MK project bid to HLF and run pilot studies on digital information management training courses on 2D material. Continues transfer of Member websites to Wordpress based system. *Training*: relevant courses in response to member requirements including Powerpoint, Wordpress, care and conservation of collections. *Marketing & Publicity*: Develop MKHA branded materials, e.g. heritage maps. Promotion of MK heritage attending events etc

Exec believes this is the correct method and should members have any thoughts, concerns or recommendations please contact any member of the Exec.

The Business Plan with its Action Plan was Proposed: Charlotte Hall, Woughton Heritage Group and Seconded: Tony Keston, CLASP, with all attending members voting unanimously **to adopt**.

### **5.0 Chairman's Report**

Dave reported on MKHA's activities over the past year, he listed the quarterly main member meetings, and the Exec meetings held through 2016/17. Dave thanked the Exec Committee for their work and reported on its activities over the last year, which has included efforts and administrative work on issues such as MKHA Exec Succession, Insurance, Data Protection, Closing of Discover MK exhibition venues Westcroft media screen removed and reinstalled in MKM Training Hut

The Association currently has 66 members with potentially 3 new organisations under consideration and 3 further initial contacts having been made. If you know of neighbouring heritage, church interested groups please make contact and spread the word. Exec members will gladly assist offering talks and presentations.

Work of Member groups is reported at the quarterly Main Member meetings if you've done something and have accompanying photos please send them to Chair prior to the meeting for your report: Pictures tell more than a thousand words.

#### Member Activities/Benefits:

It's been a busy year for many members with MK50 providing the impetus for events.

MK50 January exhibition several MKHA group members offered their services as 'Friendly Helpers' to assist with the largest heritage exhibition in Centre:mk shopping centre in January.

MK50 Birthday weekend events several groups participated staging heritage events and activities – well done

Dave thanked all those involved in the *Festival of History* Heritage MK's contribution to MK50 celebrations. Many groups initially showed interest was shown by many but conflicting date events and manpower resources limited some from participating. Finally 17 groups participated in MKHA's largest combined project.

Participating groups all received individual pull-up marketing banners. Dave thanked Heritage MK for the generous offer and knew members were proud to own well-designed professional publicity material. Thanks to Paul Messham for the design and Cheryl Butler for collating and organising. Heritage Open Days September 2017 (theme MK50) It was the 15<sup>th</sup> year and 74 events were held across the region; in comparison the first HODs had only 17 events. Several groups reported record breaking numbers despite bad weather and total of 16,000 visitors + (still counting). Alan designed the website which had 11,000 visits in September alone. Chair thanked Living Archive MK, Dianne Sutton and Alan Cooper for all their hard work. 2018 HODs event dates 13-16<sup>th</sup> September

MKC Library, via Robert Excell, has made old Ordnance Survey maps available to members at several meetings. Some areas still available

Training courses have continued on website and transferring to WordPress. Members meet every Wednesday morning in MK Museum IT hut. Other courses have included large document digitisation courses and stitching images in Photoshop, and scanning negative, transparencies and positives.

Cheryl will collect members names of those interested in the forthcoming Digitisation and Digestives course in November at the end of the meeting

#### 6.0 Treasurer's report – Dianne Sutton

2016/17 Account Papers circulated and presented on screen. Income figures show importantly the investing of £5k on long term deposit earned a lot more interest.

Expenditure: a lot more was given in grants than last year (MK50). MKHA promotional leaflets cost £1238.68

Usual MKHA auditor Mr Hodgkiss has moved from the area but new examiner was appointed Dr John Barber, many thanks for his services.

#### 7.0 MK HA Constitution – Neil Loudon

Papers were circulated prior to the meeting. The Constitution amends from last year had been revised

1. Changes to grant conditions
2. Re-elected Executive Officers can stand in an Acting Capacity for no greater than 2 years, allowing Officers to continue in Office for 7 years in total. Membership had been given notice at meetings throughout the year that all Officers were reaching the 7 year maximum term. Hence next agenda item MKHA Officer succession

#### 8.0 MKHA Election of Officers & Executive Committee

8.1 Officers and Exec Members all resigned - terms of office have expired. Exec Members have agreed to continue for the year but Officers will change roles.

#### 8.2 Executive Committee elections:

Only one nomination had been received prior to the meeting for Charlotte Hall. Charlotte has strong educational interests and Catherine McIntyre, as archivist at MKCDC and Heritage MK were invited by existing Exec to attend meetings and both agreed to become members of Exec Committee.

Charlotte Hall, Woughton Heritage Group to Executive Committee. Proposer Dianne Sutton Bradwell Parish Heritage Group, Seconder: Jennifer Cooper, New Bradwell Heritage Group **unanimously approved**

Catherine Mc Intyre, Proposer: Cheryl Butler, Deanshanger Village Heritage Society, Seconder: Robert Excell, Individual Member, **unanimously approved**

Anna McEvoy, Stowe House Preservation Trust (former Exec Member) in absentia. Proposer: Jennifer Cooper, New Bradwell Heritage Group, Seconder: Neil Loudon, Milton Keynes Museum Society,

**unanimously approved**

Alan Cooper, New Bradwell Heritage Group, (IT /Web Coordinator). Proposer: Dianne Sutton, Bradwell Parish Heritage Group Seconder: Mike Held, Two Villages Archive Trust, **unanimously approved**  
Jennifer Cooper, New Bradwell Heritage Group. Proposer: Barbara Hale, Hanslope & District Historical Society, Seconder: Dave Muston Calverton Records Project, **unanimously approved**  
Cheryl Butler, Deanshanger village Heritage Society. Proposer: Tony Keston, CLASP Seconder: Alan Cooper, New Bradwell Heritage Group, **unanimously approved**  
Neil Loudon, Milton Keynes Museum Society. Proposer: Cheryl Butler, Deanshanger Village Heritage Society, Seconder: Charlotte Hall, Woughton Heritage Group, **unanimously approved**

**8.3 Officer & Executive Committee**

Chair: Robert Excell, Individual Member, Proposer: Neil Loudon Milton Keynes Museum Society Seconder: Cheryl Butler, Deanshanger Village Heritage Society, **unanimously approved**  
Vice Chair: Dave Muston, Calverton Records Project. Proposer: Jennifer Cooper, New Bradwell Heritage Group, Seconder: Chris Stapleton, North Crawley Historical Society, **unanimously approved**  
Treasurer: Dianne Sutton shadowed by Charlotte Hall, Dianne Sutton, Bradwell Parish heritage group, Charlotte Hall, Woughton Heritage Group. Proposer: Alan Cooper, New Bradwell Heritage Group, Seconder: Geoff Dawe, Two Villages Archive Trust, **unanimously approved**  
Honorary Secretary: POST VACANT – Exec Committee will share duties as previously

**8.4** Propser: Tony Kesten, CLASP, Seconded by Michael Held, Two Villages Archive Trust, a vote of thanks to the Officers and Executive Committee for the work they have undertaken on behalf of the Members over the past years, **unanimously approved**

**9.0 AHA-MK**

MKHA Exec Committee members continue to attend Arts & Heritage Alliance MK meetings and will keep members advised of relevant information and activities via MKHA News.

**10.0 MK Council & MKHA awarded Grants**

Neil reported: MKHA has received a grant from MK Council via the Heritage Officer for the next three years. So please apply for grants, forms are downloadable from the MKHA website and ensure your application meets the qualifying criteria and conditions (which are in-line with MKC policies). If you need help please contact any Exec Member. MK Council was thanked for its continued support. A variety of different grants awarded this tear were shown to inform and encourage the diversity of applications

**11.0 Any Other Business**

**11.1** Dianne reported that there are still MK Heritage Maps available for groups to sell at their events, it will help raise money for your group.  
MKHA leaflets are also available.

**11.2** Discovering MK App has been launched for MK50 for use on Smart phones only. 50 icons around the area are highlighted

**11.3** Cheryl reported on the upcoming MK50 Showcase: January 2018 in CMK Library Finale to end of MK50 projects event to any group who has held an event/activity for MK50. Call out for contributions will be made soon.

**11.4 Data Protection Policy and forthcoming 2018 regulations**

With the forthcoming regulations on Data Protection due in May 2018 which indicates that any personal and financial information held by groups must be securely and safely held- probably means it has to be encrypted. Heritage industry and many other organisations are producing information on the requirements of the forthcoming regulations. Failure to comply will incur large fines and possible prosecution  
MHA Exec is creating an MKHA Documentation Policy – this review looks at all financial and personal data held on its systems by the organisation and Exec Committee members. MKHA has been researching the impact and possible repercussions of the regulations on itself. The Exec will formulate a Data Protection Policy to add to the policies already held as Key Documents and ask Members to

approve once compiled. Any information uncovered will be passed to Members for each group to take steps in formulating its own policy and operations.

12.0

**Next Members Main Meeting**

Date: 5<sup>th</sup> December 2017

Venue: Milton Keynes City Discovery Centre, Bradwell Abbey,

Time: 7pm

Any Members prepared to host a meeting please contact Exec members we are looking for dates venues for 2018, MKHA can pay fees for hiring Halls.

The Chair closed the meeting thanking everyone for their attendance.

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The above Minutes of the Annual General Meeting were accepted

Signed:

Date:

Robert Excell

Chair, Milton Keynes Heritage Association