

Shire of York
Town Hall Centenary

LIST OF ITEMS TO BE ACTIONED
FEBRUARY 2011

Town Hall Centenary Celebrations:

• **General events**

Action: Carol to review budget for exhibition with a view to paring it down to a low-cost but quality exhibition given the timeframe.

Action: Kris to follow up re: outcome of Ray's discussion with Lotterywest re: event celebrations, to discuss budget for events and convey urgency of the matter because of timeframe, especially re: any type of exhibition associated with the celebrations.

Note: Following meeting, Kris, Carol and Gail discussed issues re: budget and timeframe for events with Pat and Ray.

It was agreed that the Shire will focus on 5 main events (at present), in terms of sole-funding and organisation over the 2010-11 and 2011-12 financial years, being: the official dinner (26/11); the photo-projection on town hall (25 & 26/11); the exhibition (to be opened on 25/11); the our page in history (to be opened in conjunction with the exhibition on 25/11); and, community morning tea to be held on the official date of the centenary on 29/11.

The remainder of the celebratory weekend to be made up by events arising from the expressions of interest.

Action: Carol to prepare new budget for exhibition in particular and other events if possible for presentation and discussion at Shire's budget review meeting in March. **Carol's paper is enclosed as Attachment 1.**

Action: Kris to get back to the State Library Foundation re: our page in history digital memory and to discuss various options; that is, either one page or a microsite.

Action: Gail to prepare a budget summary for town hall works and events.

• **Foundation stone/time capsule project.**

Following some discussion, it was agreed that best option for the conservation of the foundation stones was to leave them as is. Foundation stone contents/time capsule project to only go ahead if worst happened and foundation stone was too fragile to sustain conservation work in situ and was badly damaged.

Action: Kris, Gordon and Les to inspect cellar to see if foundation stone contents can be accessed from there and to also inspect exterior.

Action: Kris to rediscuss project with Perth Monumental Masons and request they provide another quote.

Action: Kris, based on the above, to prepare a development application for referral to the Heritage Council.

Action: Carol, based on the outcome of the work, to prepare copies of foundation stone contents for incorporation in the display. **Kris** to forward Carol the newspaper article.

Action: Gail and York Society, based on the outcome of the work, to possibly organise a new time capsule to be installed.

- **Patchwork wall hanging to mark the occasion.** Action: Letter sent on 13 October 2010 – no response received. **Action: Nicole** to send a follow up letter asking if they are going to continue with wall hanging.
- **Event program/calendar.** Action: Gail to prepare calendar of events for 2011.

Town Hall Building Works:

Action: Gordon to organise quotes for works including emergency signage, electrical, clock, etc. Kris to assist where required.

Action: Gordon to organise stage curtains to be cleaned.

Action: Gordon to organise for clock mechanism to be checked as per the instructions. Organise quotes for repair if this doesn't work.

Action: Gordon to send plans for universal access lift to the Heritage Council as a development referral.

Note: There is an opportunity to reallocate any unspent budget monies on other areas, including works and events.

Town Hall sponsorship:

Action: Follow up with Pat speaking with major sponsors for the celebrations and whether to progress down this path.

ATTACHMENT 1**Town Hall Centenary Celebrations**

Following the Town Hall Centenary Working Party discussions at meeting on Tuesday 22 February the suggested programme was pared down to try to achieve worthwhile celebration events at least cost. The lead-in timeframe to obtain Lotterywest grant funding is four months, by which time it will be too late to organise the events below as they all involve detailed planning, research and preparation. As preparatory work needs to start without delay this means that any events will need to be entirely Shire-funded and decisions need to be taken asap if any are required to go ahead.

My suggestion is that we get Sam Good as casual staff member to project co-ordinate these events working on one day a week until November. Part would need to be funded this year and part next year.

I can prioritise these events in my work schedule but it would certainly need both of us plus all the volunteer help we can get [and I include my own and Sam's volunteer time too] to achieve this list. It is possible but time is very tight.

Items 1 & 5, the functions, might be able to be organised by Shire office staff.

If no casual staff time is possible some decisions would need to be made as to which project/s are to go ahead.

Funding will be needed in 2010/11 and 2011/12 for the following projects to happen:

1/1/12
1. Celebration Dinner

Saturday evening 26 November

To replicate the event which took place to celebrate 1911 opening.

For dignitaries, politicians, opinion-formers, heritage circles etc.

To be timed so that diners can view the Exhibition with pre-dinner drinks and Son et Lumiere projection in between main course and dessert

Probable numbers 120-150 persons

Costing:

Unknown, dependant on requirements of Shire, but to include caterers, say min \$50 per head for 150 \$7500 - perhaps period music, floral decorations?

Event organization – Shire staff?

Total \$10000?

1/1/12
2. Evening photo-projection onto Town Hall [son et lumiere type]

Friday evening 25 November

Saturday evening 26 November

Free access arts event in the street, will promote community pride in heritage, promote community arts participation, accessible culture, linked to Dinner

Costing: * deposit and firm booking would be required before next year's budget

Event co-ordination and image formatting by Lumen Being lighting specialists \$1000*

Ashton Admor Equipment hire \$4000*

Other costs – narration scripting and recording, music and image research and selection, this needs to commence asap and is linked to exhibition preparation – casual staff time \$1000/40hrs

Traffic control, street closure, public seating – any associated costs – unknown – low cost ?

Advertising and promotion \$1000

Sundries and contingency \$1000 Total \$8000

1/1/11
3. Town Hall Exhibition

Opening Private View Friday evening 25 November

End date as required by Shire, but should result in banners/panels which can then be used as interpretation for Town Hall when required/long-term.

Exhibits drawn from Shire collections, around 1911 era/ town hall connections, eg, Sulky, Mayor Neville's Cot, WWII wedding dress

Costing:

Research fee to access research already undertaken by local historian \$1000

Display preparation and exhibition co-ordination – this needs to commence asap - casual staff time \$4000/160hrs [part in 2010/11 budget]

Showcase/plinths/barriers etc - \$1500-2000 [possibly 10/11 if secondhand ones purchased- am currently investigating possibilities 11/12 if new]

Banners/panels design and production \$3000

Materials sundries and contingency \$1000
Advertising/promotion \$500 Total **\$11500**

4. Our Page In History Project

Opening Friday 25 November online

To provide record in very accessible format – State Library's web site

'Our Page In History' which has been set up to enable community memories to be recorded. Linked to the Town Hall Exhibition and to use same material/research but will need rewriting for web as exhibitions and websites need different formats and approaches.

Do in 2 stages – outline/introduction and Building-related information to go live timed to coincide with November anniversary, appeal in media for memories/ stories/memorabilia/photos to copy, which can be added to throughout and post exhibition.

Costing:

Preparation and co-ordination – this needs to commence asap - museum casual staff time \$1000/40hrs [part 2010/11, part 2011/12]

Website fees – Waived by State Library Foundation , there MAY be some grant \$ to assist with this project if SLF are successful in their own grant application, to treat as a pilot case study for making a 'micro-website' Otherwise simple DIY 'pages'.

Total **\$1000**

5. Grand Community Morning Tea in Town Hall

Tuesday 29 November

Accessible to wide cross section of community, incorporate period atmosphere with music, floral decorations [same as for Friday, they should last], link to Our Page In History project information-gathering and exhibition

Costing:

Unknown, dependant on requirements of Shire, but to include caterers, [approach CWA for modest costs – maybe \$500-1000?]

Perhaps period music, [recorded?] floral decorations [same as for Dinner?]

Event organization – staffing costs – Shire staff?

Advertising/promotion \$500 ? Contingency \$500? Total **\$2000**

Other suggestions with low/nil cost implications which could be incorporated.

Community Patchwork quilt

Being made to celebrate occasion, unveiling in Town Hall – incorporate in Exhibition

Fun intergenerational 1911 family games/amusements

Use as theme for Youth Officer's programme of events?

