

Curator's Report to Museum Committee Tuesday 25th September 2018

As part of the **Onwards and Upwards** expansion project the Museum will be working through a detailed **Activity Plan**, approved by the HLF. A key aspect of the plan involves our target audiences: people with disabilities, low income families, low income older people, 13- 24 year olds and primary schools. Throughout this and subsequent reports points outlined below that are pertinent to these groups or to another key area of the Activity Plan will be highlighted in green.

1. STAFFING/ TRAINING

1.1 Staff training – Hannah Lyddy attended Bath Spa University's inaugural Heritage Matters Conference at Bath's Guild Hall on 23rd August. The focus of the day was to explore work placements in a Heritage setting (a key aspect of our Activity Plan) exploring what needs to be in place before hand, the previous successes and failures of different sites and 'widening the net' to include non- heritage based majors as a potential placement. The day also had seminars on themes such as how to diversify volunteer teams and digitizing collections.

1.1.2 Nikki Ritson- completed Dementia Friendly's 'Making your Work Place more Dementia Friendly' webinar on 13th July. Much of the themes discussed reinforced some of the positive steps we have already taken, such as NR's completed training that enables her to deliver Dementia awareness training to other sites and pictorial signage which also supports users with other disabilities such as autism. We have already discussed having a 'soft hour' opening on a designated day in the post project Museum. During this time no AV's would be switched on and we would advertise this 'quiet hour' as suitable for those who prefer less crowds and a quieter experience.

1.2 Volunteers - This quarter we have recruited one new volunteer to the team; Lucy Zatchij, who is interested in becoming a Learning and Outreach volunteer. Her paperwork is pending, at which point she will complete required Safeguarding training and have her DBS check.

1.3 Work Experience – Ellen Hendry, a sixth form student from John of Gaunt School came to us for the week commencing 9th July. She was a great help during the hectic early decant stage and has since expressed an interest in volunteering with us.

1.4 Work Placements – Hannah has been given two potential contacts who organize placements for Bath Spa University; we are particularly hoping to work with their Heritage Management Masters students who may wish to work on a specific project aspect. HL will update in the next report what steps have been taken towards the potential hosting of students.

1.5 Tea and cake volunteer catch up – The Museum hosted a volunteer and Friends catch up on Friday 31st August. The staff and volunteers provided lots of homemade cakes and biscuits (as well as Tea and coffee) and enjoyed the use of the upper floor. It was a really lovely opportunity for the volunteers to get together all in one place and have a good look at all the activity that has been going on in the Museum as well as have a chat to staff about what will be coming up. This was followed by the Friends Special General Meeting (see 1.1.3.2) which many of our volunteers (also being Friends themselves) stayed to attend.

1.5 Value Exchange - This quarter the Town Council has received volunteer support (41 volunteers in total) for the Museum and its activities equating to £14,475 (General Project: 80 hrs - £2000 Learning & Outreach: 112 hrs - £2,800 Collections: 387 hrs - £9,675).

2. OPERATIONAL

2.1 Staff Decant – We have been firming up the details of the staff team decant over to their temporary office in the Civic Centre which will take place in April 2019. The team will be taking a fair amount with them including the entire handling and costume collection, office files and even a few Collection boxes so that we can work on specific research projects. We will be located in the Bowyer Room for approximately ten months, after which time we will be heading back to our new offices in the Museum and the task of repopulating the space will begin.

2.2 Harwell Emergency Subscription – This quarter we have renewed our yearly subscription to Harwell’s Disaster Recovery and Restoration Service. This enables us to call on them in the event of a disaster for assistance and advice on limiting any potential damage caused by fire or flood to our collections. They also have conservation storage and restoration facilities to which the collection would be evacuated to. Our subscription to this scheme is an important aspect of the Museum’s Emergency Plan and therefore for maintaining our Accredited status.

2.3 Museum Laptop – Due to the number of off-site events and activities the Museum team now run, it became apparent that the Museum as a department required its own laptop (previously if one was needed for an off-site talk for example we had to borrow one from the Civic Centre). The Friends of the Museum offered to fund the purchase of our own department laptop for which we would like to thank them. Already it has made a huge difference to the team as when all staff are present in the office (including Richard Alley, our Museum Assistant) there were not enough PC’s to go round.

2.4 Scanner – We must offer our thanks to Richard Riley (Facilities Support Officer) for helping to fix a long term problem with the museum scanner. This has been particularly problematic when actioning enquiries from the public for the purchase of images from the Collection and would have proved more so as the project progressed and we were required to send very high resolution images to the gallery Designers. It is now up and running and can also be used via the laptop which is very helpful.

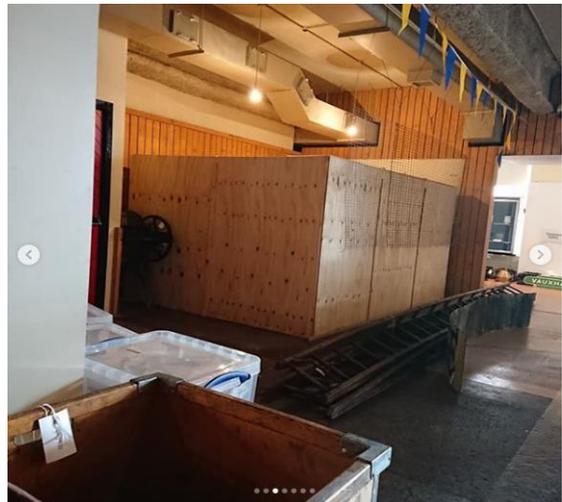
2.5 Tea Urn – We have purchased a large tea urn that will enable us to better cater for our events.

3. COLLECTIONS

3.1 Decant - The removal of the collection to Restore in Oxfordshire is scheduled to commence on the 24th September and the preparations are now in their final phase. Staff and volunteers are busy labelling all the Collection store boxes with bar codes provided by Restore (the conservation storage unit we are using). This will enable us to log which objects are in which barcoded box, making it possible for us to access any object for the duration of the project if we needed to. It will also support us in the unpacking of all the objects in their improved store in early 2020. Every box in the store has to be prepared for the Thermo Lignum pest treatment, this is also ongoing.

3.1.2 Removal of objects – Jamie Briggs, the removal company that will be transporting the objects from the Museum to the site in Upper Heyford visited the Museum in July for two packing test days which went very smoothly, so we should be ready for the busy two weeks from end of September when the final move takes place.

3.1.3 Boxing in - Dorothea Restorations have begun their work preparing for the boxing in of the larger machinery that cannot be removed from site. They have already completed the carding machine and will continue their work on the remaining machines over the coming months. They are also removing the barriers that previously stood in front of machinery.



3.2 Accessioned objects – This quarter we have accessioned some wonderful photographs of firefighters tackling the infamous mill blaze of 1931 (it is this fire that led to the loss of the very top floor). We had never seen any images of this event before so were thrilled to add them to our photographic collection. The same donor also offered us some cloth pattern books from Salter's Mill from the 1930's which we also accepted.

3.3 Collection Development Policy – (AGENDA ITEM 7)

The space that we have available within the Collection store is limited and the project has provided an important opportunity to rationalize the Collection that we have in order that it be more successfully managed. During our research (in preparation for reviewing our Collection Development Policy) we began to look closely at the archaeology we hold. It became clear that we do not have the capacity or resources to correctly care for this specific type of collection, which requires very different temperature and humidity conditions to that of the majority of our collection, which contains predominantly social history items. As such, it is proposed that the following statement be added to our C.D P:

Trowbridge Museum does not collect archaeological archives, (identified as finds and associated paper archives from archaeological excavations as well as casual finds and items declared as 'treasure' under the Treasure Act 1996). Deposition of such material is referred to The Wiltshire Museum, Devizes who have specific expertise and resources to curate and make accessible this material. Trowbridge Museum will have first refusal on opportunities to borrow and display archaeological finds, (including items declared as treasure), from within the Trowbridge collecting area which is held by The Wiltshire Museum, Devizes, subject to meeting any terms and conditions as agreed with The Wiltshire Museum, Devizes. Such loans will be fixed term. Trowbridge Museum will offer support to the Wiltshire Museum, Devizes, for the agreed acquisition and purchase of objects from within the Trowbridge Museum collecting area which have been declared as treasure.

RECOMMENDATION

a) That Trowbridge Museum proceeds with amending its Collection Development Policy to state that we no longer collect archaeological material and that the Museum should proceed with preparations to transfer current archaeological material in its Collection to Wiltshire Museum apart from those items that are considered particularly pertinent to the story of Trowbridge.

We have also carried out a further review of the C.P.D under the advice of the Arts Council in readiness for our new Provisional Accreditation status.

b) That Trowbridge Museum's revised Collection Development Policy be approved by the Museum Committee.

Please do contact Hannah Lyddy or Hanne Dahl if you require any further information on the above.

4. EXHIBITIONS

4.1 Temporary Exhibition Space – Once the objects have left site in October Hannah Lyddy and Hanne Dahl will be working on a grant application to secure additional funding specifically for the development of the new Temporary Gallery space. In order to be able to borrow certain objects, for example from national Museums or from Designated collections, we need to ensure certain environmental and security conditions can be maintained in this space. This will require lighting, temperature and humidity controls to be installed as well as cases that are high specification and GIS (Government Indemnity Scheme) covered. We think that a grant of around £30,000 would enable us to develop a space that would allow us to showcase the broadest range of objects and artworks possible. We will update on the progress of this application in due course.



4.2 Post project displays – Staff have begun the process of researching what specific objects might form a part of the new displays once the Museum reopens in 2020. This involves searching our Collection database (MODES) using keywords and topics which then highlights objects in the collection connected to this theme. We can then add all those that we feel would be a good addition to a particular display to a series of master lists, which we can scale down or add to in the coming months. The designer will work from these lists that we provide (we will also be doing the same for our photographic collection) so it is a really important and exciting point within the project.

5. ARTS

5.1 Workshops for adults programme Autumn and Winter 2018 – Our autumn programme of events is now bookable through our TicketSource page and commences with Japanese Kumihimo Braiding in October, followed by Spinning for Beginners, Novelty Yarn Spinning, Hand Loom Weaving for Beginners, Transforming Woven cloth and then our ever popular Christmas Felting Workshop. The workshops have a strong weaving theme this season and we are keen to see how popular these reasonably priced sessions (the most expensive are £45 for a whole day) prove to be for crafters from the wider region as well as the Trowbridge community.

5.2 Explore Art Trowbridge - The last Explore Art Trowbridge event, organised by Hanne Dahl our Collections and Exhibitions Officer, took place on the 8th September to coincide with the Heritage Open Days. This time Court Street Gallery joined the Museum, Town Hall Arts and Drawing Projects UK to put on activities to showcase the growing cultural offer in Trowbridge. These events have proved to be a very successful example of partnership working across different sites with a shared interest within Trowbridge. One of the activities this time round was a Victorian Tea Party installation by Frome artist Angel, based at the Town Hall. She made tea trolleys as part of the installation and was able to reuse some of the scrap wood and metal from the Museum that was no longer needed

6. LEARNING & OUTREACH

*For this quarterly report the Museum's Learning and Outreach team have run **41** events and workshops and engaged with **3381** people. Gross income for this quarter is **£630**. (Corresponding figures for Jun – Aug 17 are - run/participated in **42** events and workshops and engaged with **3078**, gross income was **£718**.)*

6.1 Term 6 - What is usually a quiet term proved busy and we ran 8 workshops (203 pupils). These included three Victorian Life sessions for Paxcroft, three Toys and Games workshops for Walwayne Court and a Local Study session for Newtown. These were all run as outreach workshops and were very successful. We put together a special Champions of Change workshop for a visiting year 6 class from Stonar. This looked at how people effected change through protest and how politics changed in the C19th. The workshop included some activities in the Town Hall.

6.2 We continue to offer the Monday craft sessions to adults with learning difficulties and this quarter Nikki has led a further 9 sessions for her regular attendees.

6.3 Our Lifelong Learning provision continues to prove popular. We led a further two reminiscence sessions for Shockerwick House (BUPA) near Box, and Westbury Townswomen's Guild enjoyed David's 1000 Years of Warp and Weft. Shockerwick have booked another series of reminiscence workshops and history talks for 2019.

6.4 Summer Holiday Activities – We ran a full programme of holiday activities which attracted 478 participants (ave. 48) and included art and craft sessions and a Victorian-themed old games activity at the Town Hall. The craft workshops took place in the Sensory Garden (Wednesdays), the Guide Hut (Fridays) and the Shires Shopping Centre and included Tropical Fish Mobiles, Pom Pom Ice Creams, Giant Flowers and Keepsake Boxes. The two Shires-based workshops (Tealights and Keepsake Boxes) were paid for by the Shires. One of the planned summer events was a Victorian Tea Party, which we decided to cancel due to a lack of ticket sales and logistical reasons. The old games in the Town Hall event was organized by Town Hall Arts and was part of the National Play Day festival.

6.5 Activity Plan – We put on two Hands On History Days that focused on Weaving and Dyeing. These are activities that form part of the Activity Plan. The first session (Weaving) included various challenges, weaving demonstration, card weaving and a trail around the town – this activity made use of the Information Centre. The second workshop (Natural Dyeing) in the Guide Hut saw us dyeing fabric and fleece using a range of natural dyestuffs. Both these activities were aimed at older children (ages 8+) but unfortunately only attracted a very small attendance. We have been considering ways to adapt this idea to attract more users; one thought is to condense individual sessions into something like a ‘Hands on History’ family day or Club and run this once or twice a year.



6.6 WWI at The Rifles Museum, Salisbury – The WWI workshop for the Rifles Museum was well attended with 40 children and adults coming to the morning and afternoon sessions at the start of the summer holidays. This was a repeat of an earlier workshop we put together for the Rifles. We created a number of activities that reflected the end of the war and the return to civilian life for soldiers, nurses and war workers. Activities included de-mobbing, dressing up and ‘make a medal’.



6.7 SSAFA WWI Event – We were invited to take part in SSAFA’s WWI event at Salisbury Cathedral. We joined them for two days, the first on Friday when they hosted a number of schools and the second on Saturday when the event was open to the public. We would be interested in participating next year, although would like more involvement with the educational aspect of the event.



6.8 Armed Forces – We joined C Company and their WWI trench for Armed Forces and spent two very busy days “recruiting” soldiers and nurses for the First World War. The event was a great success with scores of new recruits and tearful parents waving them off.

6.9 Lacock at War – We took our WWI resources to Lacock at War and spent the Saturday handing out brochures, balloons and engaging with people.

6.10 Active Festival – Hannah Lyddy and Richard Alley supported by volunteers leafleted and gave out balloons at the Active Festival.

6.11 Thursday Night Talks – The first in the new series of Thursday Night Talks, due to be Multicultural Trowbridge, was cancelled due to a lack of bookings, despite the first two talks (which were run last quarter) being over-subscribed. In hindsight perhaps August was not a good month to run the talk (due to holidays and Grandparent duties) and the subject matter may have been less appealing?

6.12 Afternoon Tea Talks – The Learning and Outreach Officer, led the first of two Afternoon Tea Talks in the Park Club. These are activities from the Activity Plan, aimed at older people. We have chosen the Park Club because of its established use as a venue for lifelong learners and seniors and its proximity to the town centre. Unfortunately, the first talk on Roman Life only attracted a couple of bookings.

6.13 Dementia Friends Information Sessions – Nikki led another Dementia Friends sessions for new carers.

6.14 Zara McFarlane – Zara McFarlane continues to use the education room for her craft groups. We charge her £30 for the room hire.

6.15 Education Volunteers – Volunteers supported a number of our summer events and activities including the Hands On History (Weaving) event at the TIC. I would like to thank Margaret Lait in particular for her invaluable support over the summer, and Phil Lucas and Richard Alley for their help and support at events and with reminiscence sessions. Volunteers have also been helping to sew labels onto clothes in the handling collection. Trowbridge Camera Club have been in attendance at many of our summer events taking photographs for us to use in forthcoming promotions.

6.16 History Hunt Booklet – We had a meeting with Amanda Wiffen of St John's PTA who is interested in putting together a history hunt fundraiser. We suggested various ways of organizing and funding the project. As a result, Nikki Ritson is drafting an outline booklet, and the Friends of the Museum have been approached with regard to supporting it. If the idea is not carried forward by the PTA we will probably pursue it ourselves.

6.17 Not In A Pub Quiz – The June and July quizzes took place in Leykers and following a summer break will resume in September. See 10.2.1

6.18 WAVA Meeting – David attended the Wiltshire Association of Visitor Attractions (WAVA) meeting in July at the new REME (Royal Electrical and Mechanical Engineers) Museum at Lyneham.

6.19 Christmas Events – The Town Hall Arts is now able to continue the planned Christmas events including our Victorian Christmas Grotto. As a result, a full programme of Christmas events have been planned in conjunction with Town Hall Arts. In addition to the grotto there will be a History of Christmas lecture for adults, a Science-themed Christmas lecture for children and families and a traditional Victorian Christmas party for children.

6.20 School/College Bookings – We have received lots of enquiries about our Learning and Outreach Service over the summer, and the Autumn term is looking like it will be very busy. WWI is proving very popular, as we would expect, with North Bradley, Bellefield, Semington St Georges and Holt requesting workshops. Bellefield have also enquired about an Ancient Greek session and a Florence Nightingale/Victorian Hospitals activity – we think these are doable, and they have got us thinking about how we can adapt the existing workshops to fit the needs of schools more closely. Princecroft School in Warminster have also booked us to do a Toys and Games workshop.

We have also been asked to run a series of weekly workshops based on the work of Andy Warhol for Larkrise Special Needs School. These will involve lots of printmaking and stenciling onto the exterior of the school.

6.21 Cataloguing the Handling Collections – The handling collections are currently undergoing a thorough sort and catalogue with some items being disposed of. The handling collections will all be numbered, recorded and re-boxed into containers suitable for both temporary storage, whilst we are based in the Civic Centre, and long term storage in the new education suite.

6.22 Safeguarding Children – The education volunteers are all undertaking the online Safeguarding Course and completing it successfully.

6.23 Friends Website – David gave Jill Hillman of the Friends of the Museum some training on how to update the Friends website.

6.24 Heritage Open Days Leaflet – David put together this year's Heritage Open Day leaflet for Margaret Howard.

7. Evaluation

Children's/family activities – Our Natural Dyeing workshop was aimed at older children and was a charged workshop (two sessions were run, one suitable for 8- 12 year olds and one suitable for 13-16 year olds). Unfortunately, only three people booked a place but the feedback from our surveys was extremely positive:

- 1) When asked if the activity was main reason they had attended today 100% said yes.
- 2) When asked if they had enjoyed their visit 66% strongly agreed and 34% agreed.
- 3) When asked if they had learned a new skill 66% strongly agreed and 34% agreed that they had.

4) When asked if they would continue their learning in this area 66% strongly agreed that they would and 34% agreed that they would.

5) When asked if the parents would recommend the activity to another family 66% strongly agreed that they would and 34% agreed that they would.

The other summer holiday activities that we ran as standard (all free of charge) included Tropical fish mobiles, summer tote bags, tea light lanterns and pompom ice creams. These were well attended with no discernable drop in attendance despite this being the first summer since the Museum closed to general visitors:

1) When asked if the activity was main reason they had attended today 63% said yes. The remainder happened to be passing and saw the signage and event taking place.

2) When asked if they had enjoyed their visit 84% strongly agreed and 16% agreed.

3) When asked if they had learned a new skill 84% strongly agreed and 16% agreed that they had.

5) When asked if the parents would recommend the activity to another family 81% strongly agreed that they would and 19% agreed that they would.

For some of our October and December events we are planning to devise some interactive evaluation.

8. **MARKETING/PROMOTION AND WEBSITE**

8.1 Television and Radio– On the 6th September we had BBC local radio reporter Ian Langdon come to record a radio piece about the decant and then Will Glennon, a TV reporter for Points West, came to the to film the Museum in relation to the collection decant and the expansion Project. Both features were broadcast on the Thursday 13th September so the Museum had a double whammy of press coverage at regional level. Both reporters wish to be kept in touch with the Project so this will help us to maintain press and public interest in the Project and build the momentum for our re-opening in the summer of 2020.



8.1.2 Salvage Hunters – The production team for Sky's Salvage Hunters show (which is a little like Antiques Roadtrip for those who haven't seen it!) came to visit the Museum on 4th September to see whether or not the Museum could be a good location to film an episode of their show. Unfortunately they couldn't fit filming the Museum into their tight schedule. However, they did let us have some prospective buyers for the non-accessioned items that we are in a position to sell.

8.2 Magazine and Press articles – The Museum placed a number of paid advertisements to promote our summer activities this year (particularly in light of the varying locations of them). The August and September editions of the West Wilts Magazine had an advert and also included a half page editorial piece about the Museum project. The Bath and Wiltshire Parent Magazine also carried an advert, as did the Wiltshire Times summer supplement. The Salisbury Journal also covered our attendance at the Rifles Museum's family fun day in Salisbury.

8.3 Social Media – As always we have been very active through our Social Media outlets over the past months. On the 22nd August it was national #MusMeme day (which was trending on Twitter), we duly joined in and had great fun looking at some of the other Museums' offerings (we chose an image of classic Stumpy along with staff members!).



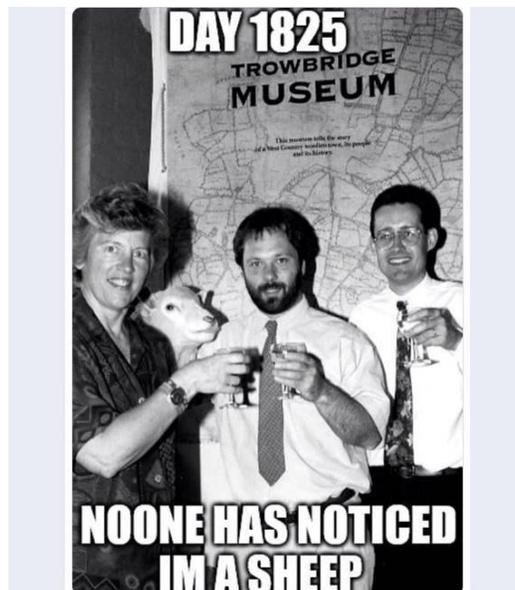
We have also been experimenting with posting time lapse videos of some of our activities and plan to use this more as the project progresses, they always prove popular and garner increased numbers of 'likes'. See

<https://www.instagram.com/p/BnGniL2BMb9/?taken-by=trowbridgemuseum> for an example.

Please can you all like and follow the Museum Project page. You will find it on Facebook @Trowmuseproject,

8.4 Monthly Project newsletter and blog – Nikki Ritson has been writing a monthly project newsletter and blog that chronicles the goings on at the Museum in a fun, engaging way whilst also keeping everyone updated. These are posted on the Museum's website and our Social Media pages, as well as being email to the Volunteers and Friends. These monthly blogs will help form the basis of our first Temporary Exhibition post project- the adventures of Onwards and Upwards! You can see the latest edition here:

www.trowbridgemuseum.wordpress.com



9. TOURISM/VISITS

Visitor Figures this quarter (June, July, August): Visitors: Schools: 214, Other Groups: 5218, Website: 2453

9.1 Museum Viewings – Despite being closed to the public the staff are always very happy to show anyone who wants to learn more about the project around the Museum by appointment. We have had two such requests for a tour this quarter as well as a group session made up of Friends and Volunteers.

10. FUTURE OF THE MUSEUM PROJECT

MUSEUM PROJECT

Trowbridge Town Council will; complete the project 'Onwards and Upwards' to expand Trowbridge Museum; secure funding from the HLF and other funders and; will contribute around £900,000, funded from borrowing at a cost of up to £50,000 per annum. The new Museum will reach out from its base in Home Mills in The Shires, to encompass the whole town, through visual links from the top floor, interpretation and signage at key locations and significant buildings linked to the museum.

MUSEUM ACCREDITATION

Trowbridge Museum will seek reaccreditation in 2018/19.

10.1 Museum Accreditation- We are currently finalising documentation for accreditation (see 2.2)

10.2 Fundraising: The Friends of Trowbridge Museum generously presented us with a cheque for £150,000, on the 17th July 2018. The Friends will continue to submit donations towards the Project as and when they receive them. The Chairman and the Museum Curator are in regular contact to explore other initiatives and opportunities to fundraise for the project.

10.2.1 We are continuing with our well attended 'Not in the Pub' quizzes at Leykers. As they have proved so popular we are hoping to continue them in the Spring. The dates in 2018 are as follows: 17th October, 11th November and 9th December. Councillors are warmly invited to attend and support. Why not show your competitive spirit and enter a councillors' team!

10.2.2 Borrowing for the Project: On the 30th August, the Town clerk received a letter from the Ministry of Housing, Communities and Local Government, confirming that the Town Council may borrow £450,000 for the Museum expansion project in 2018/19 and a further £450,000 in 2019/2020. We expect to take the first half during October.

10.2.3 Appointment of consultants and contractors: George Tasker of Architecton invited quotes for the investigative building work and Asbestos Survey. I met with two companies on Tuesday 14th August. George Tasker assessed the tenders and produced a tender report. The successful building company was Rigg, who are based in Melksham and the asbestos survey is to be carried out by Allium. As the costs were below the £10,000 threshold the tenders did not need to be advertised on the Contract Finders website.

I also met with Craig Dashfield, the M and E for the Project on the 14th August. He wanted to make an initial assessment of our likely requirements for the air ducting system, lighting, Wi Fi access etc. for the scheme. He then sent through to me a series of detailed questions in relation to the scheme in advance of an on-site meeting Architecton had arranged for the 11th September.

On Friday 17th August I met with Richard Fowles, the Structural Engineer for the Project, to enable him to access Home Mill's roof. He will be assessing how to construct the scaffolding to enable the building repairs to be carried out.

10.2.4 Permission to Start: We had our second Progress meeting with Ellen Dempster of the HLF on the 27th July. They seemed happy with the progress of the Project. I have informed them that we have incurred an additional cost in relation to the collections. Restore are unwilling to take the collections unless they undergo pest treatment prior to them going into storage. This will be discussed in more detail at our next progress meeting the 24th October.

At the end of July I submitted the second Progress Report and Payment Request form to the HLF. This was for £20,145, which is a contribution of 49% towards the costs incurred. We received payment from the HLF on the 3rd September.

Myles Clough, the Project Manager for the build element of the Project, organised a Progress Meeting on the 5th September at the TTC. This was extremely useful. These will be monthly throughout the Project.

On the 11th September we met with Chris Jones, the Designer of Smith & Jones, Craig Dashfield, the M and E and George Tasker of the Architecton. This was extremely useful as Chris Jones was able to give the M and E direct feedback on the proposed lighting for the scheme. We were also able to thrash out the most suitable location for the temporary exhibition space on the upper floor.

I attended a Design meeting in Bristol on Tuesday 18th September.

10.2.5 Collection decant support: We have allocated funds for 6 days of support over the decant to cover emergencies or additional support required.

11. PARTNERSHIP WORKING

CULTURAL PARTNERSHIPS

Trowbridge Museum will, in partnership with other cultural organisations, ensure that Trowbridge develops its cultural offering and tourism potential, realising opportunities to celebrate our links to Magna Carta. Together we will develop a significant cultural/heritage event to attract tourists and visitors to the town, adding a cultural dimension to the existing range of activities and events within Trowbridge and helping to support the local economy.

11.1 Town Hall Arts, Court Street Studios and Bridge House Drawing School – As well as partnering with these organisations for the E.A.T events we also laid on a joint activity at this year's Active Festival. The Museum pitch in the park acted as the start point for an art trail around the town that took participants to Court Street Studios, Bridge House and then ended at the Town Hall where they could collect their prize. Though we were pleased to be involved the take up was unfortunately very small, in part this was probably due to the weather (it was an extremely hot day!) and the fantastic quality of the activities actually in the park.

11.2 Yerbury Street History Group – We have been approached by the Yerbury Street History Group about joining forces with them for a commemorative project celebrating 100 years since the first Atlantic crossing from East to West by air (by way of an airship) in 1919. Through their research they discovered that one of the crew members aboard this flight was a Trowbridge (indeed Yerbury Street) lad named Jack Northeast. The crossing and the role Jack played will be our theme for next year's Museum Armed Forces pitch and we are working with Prof. Lucy Marten (a member of the group) about the possibility of a talk and small accompanying exhibition on the subject; all to run next year.

11.3 The Friends of the Museum – After attending twice weekly booked sessions within the Hub it became apparent that the venue was unfortunately not working for the Friends nor the staff who joined them on a Saturday (in two months only three visitors and one book sale was recorded). As an alternative it has been arranged with Sarah Moore (the Manager of The Shires) that the Friends will be allocated a pitch outside the unoccupied old Gregg's unit on one Wednesday and two Saturdays each month, free of charge. We are hoping that the pitch will be much more visible than the Hub and will run simple and free activities on the Saturday sessions in an attempt to engage with more people.

11.3.2 Volunteer catch up and Friends E.G.M – On Friday 31st August the upper floor of the Museum hosted a volunteer gathering (with cakes and biscuits homemade by the staff!). This was an informal meet and gave volunteers who hadn't seen each other recently the chance to socialize as well as to chat to the staff about what has been going on at the Museum over the last months (many of them of course are still volunteering on a regular basis). On the same day at 3pm a Friends Special General Meeting took place, also on the upper floor, in which their new constitution was ratified.

12. MUSEUM - FINANCE SUMMARY

1st Quarter accounts are attached.

101 Cost Centre (Operational Budget)

At the end of Quarter One this budget is £5,444 favourable.

- 4970 is £6336 over spent due to toilet pipework refit.
- 4008 is £374 over spent due to necessary project training from The Conservation and Museums Advisory Service

102 Cost Centre (Museum Expansion project)

At the end of Quarter One this budget is £10,000 favourable as a result of being allowed to claim expenditure incurred before we received official permission to start.

Clare Lyall – Curator with contributions from:

Hannah Lyddy - Museum Manager;

Hanne Dahl - Collections and Exhibitions Officer;

David Birks - Learning and Outreach Officer