

RECORD OF DISCUSSION

These notes are in lieu of official minutes as this was not an official meeting of the committee and all decisions are being taken under delegated authority by officers.

**At a weekly briefing for the Museum Services held on MS TEAMS,
on Tuesday 30th June 2020 at 18:30hrs**

Present: Councillors: Bates, Blackmore, Blakemore (Vice Chair), Bridges (in the Chair), Cavill, Fuller, Halik, Hill, Palmen and Piazza.
Co-opted members: Mr K Hartley, Mr T Porter & Ms H Randall-Morris
Officers: C Lyall, H Lyddy & A Quick (Minutes)
Press: 0 Public: 0

1482 ATTENDANCE

Noted apologies received with reasons from Mr P Lucas and Mrs H Montague-Smith.

1483 MINUTES

Noted that the Minutes of the meeting held on Tuesday 17th December 2019 (previously circulated) would be approved at the first official meeting. There were no questions.

1484 DECLARATIONS OF INTEREST

There were no Declarations of Interest excepting those already included on the register.

1485 CHAIR'S ANNOUNCEMENTS

There were no Chair's Announcements.

1486 OPEN FORUM

There were no members of the public present.

1487 CURATOR'S REPORT

The Committee considered the Curator's report which had previously been distributed with the Agenda and the following points were noted:

C. Lyall confirmed the construction work has been completed and snagging issues have been resolved. Hannah Lyddy stated that the handover occurred last week and it now feels quieter on site. The collection has been arriving so the next job will be to sort through the objects and put them in place.

1.1 Museum Staff – H. Lyddy confirmed that Hanne Dahl has now left. We are sorry to see her go and wish her well for the future.

Cllr Halik asked about the problems with the roof and whether we are covered by insurance in the future? C. Lyall stated there was an issue with the roof and it had to be replaced as it wasn't fit for purpose. The whole roof needed to be replaced and there were a couple of snagging issues; 2 sections on the roof so the installers and site manager inspected this finding holes which have been patched which are now fine. If there is a further issue we would have to request the company returns to sort it out.

6. Learning & Outreach - H. Lyddy stated there might be some opportunities for outreach, working with schools from September which is encouraging but will mean risk assessments being undertaken and running workshops off site. We are hopeful for a lifelong learning programme for care homes, also with risk assessments.

H. Lyddy highlighted the really good progress which has been made and we are lucky to have continued with the museum work during the recent months and are looking forward to Outreach starting in September and other activities towards the end of the year. The Town Clerk ran through points of the report and invited questions.

Cllr Halik asked about the use of Technology, such as Zoom and Teams, for contacting schools in local areas to present the museum. H. Lyddy stated they have been doing e-learning sessions from home. She suggested they could conduct Zoom exhibitions and talks using power point, this technology could be useful for schools. Sessions could be delivered remotely, particularly for secondary schools using laptops. H Lyddy suggested we have been using these systems, eg. MS TEAMS, for meetings etc. so could continue to do this. Cllr Halik asked if any companies, for example in Bath, have been approached? Hannah agreed this could be looked and there is a lot of scope to do exciting things remotely, possibly delivering sessions jointly. Wiltshire Cllr Trigg has enjoyed attending online exhibitions and films and feels this would be valuable for the museum. She is hopeful that for the soft launch in Sept/Oct people will be allowed to look round a little more easily. H. Lyddy stated that having lost Hanne and reduced numbers of volunteers and minimum staff being allowed on site it would be difficult to bring visitors in earlier. There will need to be signage for social distancing, PPE, timed entry etc. Other measures include uploading videos to social media to demonstrate to visitors what to expect before they visit, such as the one way system around the museum. Other local attractions have successfully used this video system.

13. End Of Year Finances - Cllr Bates highlighted typing errors in the financial summary which the Town Clerk corrected during the meeting. The Town Clerk explained that some variances are due to the CIL. Rather than allocate the CIL to departments before start of the year, it is allocated at the end of the year. £20,000 income against grants is one example where we used CIL to pay this to the Town Hall. Cllr Drewett stated that if Councillors are finding it difficult to understand the accounts it is a problem if they are asked to approve them. The Town Clerk responded that he is available to answer any questions by phone or email. Cllr Fuller stated that Qtr 3 should state Qtr 4 which was amended by the Town Clerk during the meeting.

1488 QUARTERLY MANAGEMENT ACCOUNTS (Report item 13.1)

Noted the 4th Qtr Accounts summary, which was included in the report.

1489 FRIENDS OF TROWBRIDGE MUSEUM

Trevor Porter stated he has 6 large boxes of Wiltshire Times photos. Are there any volunteers available to digitalise these negatives? H. Lyddy asked if there is information as to what the photos are? T.Porter confirmed there are books relating to these photos. H.Lyddy will email Trevor to arrange collection of these.

Cllr Fuller asked a question regarding the charges made to us for Visit Wiltshire. The Town Clerk confirmed the question has been asked but we are still waiting for a response.

Cllr Trigg expressed how amazed and impressed she is by the excellent work that has gone into the museum, thanking the team for all their hard work. The successful use of social media was also acknowledged.

1490 DATE OF NEXT MEETING

NOTED the date of the next meeting to be held on Tuesday 6th October 2020 at 6.30pm which is scheduled to be a formal meeting of the committee. (Venue TBC).

1491 MEDIA RELEASE

No press or social media releases were noted.

The meeting closed at 18.55hrs.
To all Councillors for information.

Signature..... Dated.....

MUSEUM COMMITTEE MEETING 30th JULY 2020

ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
4th Qtr Accounts	LA/CL	Done
FRIENDS OF TROWBRIDGE MUSEUM <i>ACTION: H.Lyddy to email T.Porter to arrange collection of the Wiltshire Times Photographs.</i>	HL	