

At a meeting of the Museum & Tourism Committee held in the Pitman Committee Room at The Civic Centre, St Stephen's Place, on Tuesday 26th September 2017 at 6.30pm

Present: Councillors: Bateman-Gay, Blackmore, Brice, Bridges(Chair), Fuller, David Halik, Deb Halik.
Friends of the Museum Co-opted members: Mr. K Hartley Mr. R Hillman & Mr. A Milroy
Officers: C Lyall, D Birks, H Lyddy & A N Ward (Minutes)
Public: 1 Press: 0

1374 ATTENDANCE

a) Apologies - There were no apologies

1375 MINUTES

- a) **RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 6th June 2017 (previously circulated).**
b) There were no questions.

1376 DECLARATIONS OF INTEREST

Councillors Fuller, David Halik & Deborah Halik declared an interest as Wiltshire Councillors.

1377 CHAIR'S ANNOUNCEMENTS

The Chair welcomed the return of Museum Manager Hannah Lyddy who has returned to work from maternity leave.

The Chair informed the Committee that we were successfully awarded a Round 2 pass for the Museum's expansion and a grant of £1,172,500 from the HLF (Heritage Lottery Fund). Direct feedback was received from the Senior Grants Officer at the HLF. The SW Committee were overwhelmingly supportive of the project and Museum Curator Clare Lyall was mentioned and praised as a significant factor and driving force for the expansion project.

The Chair and Committee Members congratulated the Museum Curator.

1378 OPEN FORUM

The Chairman invited Mr Milroy to address the Committee as a member of the Public. Mr Milroy raised some concerns regarding the Town Council & Museum websites.

1379 CURATOR'S REPORT

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

The Museum Curator explained to the Committee that the highlighted blocked content of the report are references to the **Town Council Strategies 2017 – 2021**.

Clare thanked Hannah Lyddy on her return to work as Museum Manager, thanks were also given to David Birks for stepping in and covering the Museum Manager role as well as continuing to carry out all Learning & Outreach activities along with Nikki Ritson. Clare continued to explain, that when the Museum will be closed for the "Expansion" in the Summer of 2018 the staff will be working even harder with the preparation of the Museum collections for storage, the continuation of the Learning and Outreach service, running adult courses, temporary exhibitions, research, fundraising and being out & about at events within the community.

The HLF will continue to monitor progress with the project and the Museum's activities as this is one of the conditions for accepting HLF funding.

Initials.....Dated.....



9.2.2. HLF Round 2 Application:

RESOLVED:

That the Museum & Tourism Committee of Trowbridge Town Council authorises the Town Clerk as its Proper Officer to sign a statement accepting the terms of grant from the Heritage Lottery Fund (HLF) which should include the additional information required by the HLF as follows:

- i. Trowbridge Town Council has adopted the General Power of Competence, as recorded in the minutes of Council held on 16th May 2017, and that this Power is the relevant power under which the Council can accept a grant from the HLF towards the Museum Project.***
- ii. The policy framework and executive arrangements under which the committee has made this resolution is:***

C3. REMIT OF THE MUSEUM & TOURISM COMMITTEE

C3.1 The Committee shall be empowered to exercise and perform on behalf of the Council, all powers and duties of the Council in relation to the matters listed below, which are not exhaustive:

C3.1.1 Oversee the management and operation of the Trowbridge Museum.

...

C3.1.12 To bring forward proposals for the ongoing development of these services.

And

D1. THE PROPER OFFICER

The Council's Proper Officer shall be the Town Clerk or such other employee appointed by the Council to undertake the role of the Proper Officer during the Town Clerk's absence. The Proper Officer shall fulfil the duties assigned to the Proper Officer or Town Clerk in legislation and standing orders.

D2. ROLE OF THE PROPER OFFICER

The Council's Proper Officer shall do the following.

D2.18 Action or undertake activity or responsibilities instructed by resolution or contained in standing orders.

- iii. The committee and Council has undertaken an ongoing-assessment of the requirements of and opportunities offered by the Museum Expansion Project and has taken into account in its budgets and medium and long term financial plans the implications of the project and that this work and the significant consultation which has taken place prior to and during the Development Phase has informed this decision.***

3.3 Museum Collections:

The Curator explained to the Committee again about the management of the collections which is a crucial element of the Accreditation process and how the issue of collection management needed to be established during the Museum expansion and post project completion. In addition to the support from Collections consultant Tim Burge, Hanne Dahl has increasingly been helping to manage the collections and is prepared to fulfil the necessary increase in this role. Hanne has the appropriate Museum qualifications and so the proposal is to restructure the Arts and Exhibitions Officer role to Collections and Exhibitions Officer. The proposal to manage the Museum collections was passed at the last P&R Committee Meeting.

Initials.....dated.....

4.2 WEFT: David Birks told the Committee of the success of WEFT and discussed EAT a partnership between the Museum, Drawing project UK and Town Hall Arts. Councillor Deb Halik congratulated the Museum staff and said, "Congratulations, amazing staff and a credit to Trowbridge."

Councillor Fuller, added that he was delighted to see the Museum staff out and about at various activities including Lacock at War.

Councillor Brice also noted that he was pleased to see that the Museum is working closely with Bridge House and Town Hall.

Councillor Bridges commended the work from the Curator and her report.

1380 FRIENDS OF TROWBRIDGE MUSEUM

Mr Milroy reported,

On the 21st July Executive Committee Members Jill and Rob Hillman hosted a Garden & Collections social event with tea and cake at their home in West Ashton Road.

31st August – 4th September I went to our Polish twin town of Elblag and paid a visit to Elblag Museum which is also twinned with the Trowbridge Museum.

The original town of German former Hanseatic town of Elblag as almost completely destroyed by the Russians in the Second World War. The Old Town was reduced to its medieval foundations. Subsequently these have been systematically excavated and a massive number of artefacts found including organic objects like a near complete lute.

These objects are now in the Museum. A new exhibition, with emotional linkage to the original devastation has been opened. Mounds of rubble with information banners burnt at the edges showcase objects found.

The Elblag Museum are planning a new exhibition for 2018 on the Vikings, working in partnership with other Museums around the Baltic in Sweden, Denmark, Latvia and Estonia and possibly Russia. We will be invited to attend as will our other twin Museum in Leer.

The Friends were not invited to meet with the HLF representatives on the 25th August, an opportunity which could have confirmed the local community's commitment and involvement in the Project.

RESOLVED to note the report from the Friends of Trowbridge Museum.

1381 QUARTERLY MANAGEMENT ACCOUNTS (Report Item 11)

RESOLVED to approve the 1st Quarter accounts for the committee, copies of which had previously been circulated with the Agenda.

1382 DATE OF NEXT MEETING

Resolved to note the date of the next meeting to be held on Tuesday 12th December 2017 at 6.30pm at the Civic Centre.

1383 PRESS RELEASE

RESOLVED to make the following press release:

Museum Curator in conjunction with HLF on WC Monday 2nd October 2017

The meeting closed at 18.55hrs.

To all Councillors for information.

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