

At a meeting of the Museum Committee held in the Pitman Committee Room at The Civic Centre, St Stephen's Place, on Tuesday 25th September 2018 at 6.30pm

Present: Councillors: Bateman-Gay, Brice, Bridges (in the Chair), Cavill, Fuller, David Halik and Deb Halik
Friends of the Museum Co-opted members: Mr K Hartley, Mr P Lucas & Mrs H Montague-Smith and M/s H Randall-Morris
Officers: C Lyall, H Lyddy & Mrs T Carpenter (Minutes)
Public: 0 Press: 0

1418 ATTENDANCE

RESOLVED to accept apologies received with reasons from Cllr Kemp.

1419 MINUTES

- a) **RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 10th July (previously circulated).**
- b) There were no questions.

1420 DECLARATIONS OF INTEREST

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

1421 CHAIR'S ANNOUNCEMENTS

There were no Chair's Announcements.

1422 OPEN FORUM

There were no members of the public present.

1423 CURATOR'S REPORT

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

2.1 Decant – Hannah reported that the decant is going really well and they are all up together on schedule. This week is the first week on site for packing to Upper Hayford, which will result in the next three weeks the museum being empty of objects. The boxing-in of large machinery is set for mid October 2018. Clare thanked all the volunteers for their help during the decant.

Hannah also confirmed that having looked at the attendance figures on Education and Learning & Outreach in the summer, and taking into account the closure of the museum, numbers are about the same, also despite them using different sites around the town. It is really pleasing to see there have been no dip in the figures, and that they are on a par with last year.

There are currently lots of contractors on site, with the removal of render from parts of the building taking place; there are also architects and asbestos survey people on site, the latter providing a full report in two weeks following their second visit next week; it was noted their initial response is positive in terms of no possible asbestos on site.

6.5 Activity plan – Hannah confirmed that following the low attendance they are reviewing cost, travel etc and will need to re-assess, in order to meet HLF requirements. It is suggested that providing more focus groups would be useful. If that doesn't work then they will need to ask people what they want, however it was noted that current surveys always come back positive so it is somewhat difficult to assess accurately.

Cllr Deb Halik suggested the museum might wish to consider, when working more with the elderly, isolated, and those on low income by holding afternoon tea talks, that it may be possible to obtain a grant from Wiltshire Council for transport – contact Mary Cullen mary.cullen@wiltshire.gov.uk .

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

8.1 Television & Radio – TV coverage really good.

8.3 Social Media - Time Lapse – it was suggested that now, during decant, would be a good time to capture a time lapse. It was suggested the museum liaise with Paul Weimar, Civic Centre Manager, regarding the permanent siting of a camera, to have a complete record.

9.1 Museum Viewings – Hannah was asked if the museum would be participating in Heritage Opening Day in September 2019, however it was decided it would depend on the build site situation.

11.2 Yerbury Street History Group – meeting tomorrow. Museum will be supporting Armed Forces & Veterans weekend – already planned a theme.

The Chair thanked the Curator and Museum Manager for a thorough report.

1424 COLLECTION DEVELOPMENT POLICY (Report item 3.3)

The Curator confirmed the museum needs to go through the Accreditation process again, which is providing the opportunity to look carefully at the Museum and its collections, and streamline what they have and make it relevant, taking into account the long term future and needs which are required to be sustainable, and that the objects are correctly looked after. A collective process in conjunction with an external advisor is underway and they have taken advice from accreditation experts and amended according. The Arts Council have also looked at it and guided the Museum.

The Curator confirmed they are very prescriptive when it comes to de-commissioning objects. Cllr David Halik enquired if Trowbridge items are being sent outside of Trowbridge. The Curator confirmed nothing at the moment and re-assured councillors any such items would be brought to the committee first for approval. The museum is currently offering archaeological items as they do not have the correct atmospheric storing conditions.

A vote took place and it was

RESOLVED 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 and
b) to approve Trowbridge Museum's revised Collection Development Policy.

1425 QUARTERLY MANAGEMENT ACCOUNTS

Internal transfers - 4970 maintenance of the building resides with the Facilities Manager so those building costs fall under that remit and are transferred. The pipework for the toilet has always been a problem and this necessary work has been carried out on it as we have a duty of care.

Museum shop income - 1112 – The museum has been reticent in buying new council stock due to the closure. This will be reviewed when the museum re-opens. Whilst Hannah has a contact at the Bath Spa University to discuss the possibility of students producing products for sale in the shop, Cllr Deb Halik suggested Wiltshire College might be interested as it has university status in photography now.

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

1426 FRIENDS OF TROWBRIDGE MUSEUM

Helen Montague-Smith gave the following report:-

On 17th July, the Friends presented a large cheque for £150, 000 to full Council towards the Onwards and Upwards museum project.

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

We have continued to support the Museum in many ways following its closure in June. Friends and volunteers have been helping to prepare the collection for its decant, which is happening this week.

We have purchased a laptop, which will remain the property of the Friends, for use by the Museum staff, Friends and Volunteers. The modest cost of a tea urn was shared between the Museum and the Friends and was first used on 31st August on the upper floor of Home Mills. During a social afternoon, the Friends held a General Meeting at which their Revised Constitution was adopted.

I am about to attend the AGM of the British Association of Friends of Museums (BAFM) in Newcastle next month. The Friends newsletter – The Muse – has again been entered in the national competition for such publications which the Friends won in 2016.

On a less positive note, the Friends decided to withdraw their financial support for the TCAF Hub in The Shires. Over the two months of July and August, the footfall was extremely small and we felt that we had wasted £480 and were not prepared to spend more. (see 11.3 of the Curator's report).

Also, sadly, the history conference, Rebels and Radicals, has been cancelled due to lack of support. The Friends have already provided financial support for the publicity for this conference and would have hoped to sell Museum shop items at the venue.

The Chair thanked Helen for her report.

1427 DATE OF NEXT MEETING

NOTED: the next meeting to be held on Tuesday 11th December 2018 at 6.30pm at the Civic Centre.

1428 MEDIA RELEASE

RESOLVED to make the following press releases:

- **Revised activities in The Shires Shopping Centre**
- **Christmas event**

The meeting closed at 19.02hrs.

To all Councillors for information.

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

MUSEUM & TOURISM COMMITTEE MEETING 25th SEPTEMBER 2018

ACTION LIST

ACTION	BY WHOM	DATE COMPLETED
<p><i>Museum shop income - 1112</i> -- Income under Museum Shop –</p> <p>ACTION: this coding needs to be checked.</p>	CL	
<p><u>COLLECTION DEVELOPMENT POLICY</u></p> <p>RESOLVED</p> <p>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.</p> <p>b) That Trowbridge Museum’s revised Collection Development Policy be approved by the Museum Committee.</p>	CL/HL	
<p><u>MEDIA RELEASE</u></p> <p>RESOLVED to make the following press releases:</p> <ul style="list-style-type: none"> • Revised activities in The Shires Shopping Centre • Christmas event 	CL/HL	