

At a meeting of the Museum Committee held in the Pitman Committee Room at The Civic Centre, St Stephen's Place, on Tuesday 10th July 2018 at 6.30pm

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

1406 ATTENDANCE

RESOLVED to accept apologies received with reasons from Cllr Bateman-Gay, Cllr David Halik, and Mr R Hillman.

1407 MINUTES

- a) **RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 27th March 2018 (previously circulated) with amendments to Minute 1400 – Kevin Hartley not Kevin Lane.**
- b) There were no questions.
- c) **RESOLVED to Co-opt Kevin Hartley, Philip Lucas, Helen Montague-Smith and Hannah Randall-Morris on to the Museum Committee.**

1408 DECLARATIONS OF INTEREST

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

1409 CHAIR'S ANNOUNCEMENTS

There were no Chair's Announcements.

1410 OPEN FORUM

There were no members of the public present.

1411 CURATOR'S REPORT

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

Hannah Lyddy thanked the volunteers for all their help so far with the decant, which is on schedule. Various meetings are taking place with contractors regarding the final move off site and pest treatment etc; it's all go but very positive.

Clare reported how good it is that we worked with Chippenham Museum & Heritage Centre, showing good partnership working and building links by loaning them objects for their temporary exhibition which is 'Gossip & Scandal in Georgian Chippenham'. It highlights the importance of partnership working and building links with other museums in the county. Clare reiterated the importance of Learning & Outreach and all that it does. Hannah confirmed the Museum will be advertising for new collectables, as and when Hanne Dahl identifies gaps within the collection. Advertising is carried out through social media and the museum receives monthly offers of donations, some of which are accessioned.

Cllr Deb Halik enquired about the plans for Christmas, following a report that the museum had met with the Shires and Trowbridge Chamber of Commerce. Hannah confirmed they hope to work collaboratively with the Chamber and Leisure & Information Services to create a Victorian themed market in Fore Street, with some craft workshops such as a Christmas lantern making class.

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

The Chair and Vice Chair, Cllr David Cavill, thanked the Curator, Hannah and staff for the comprehensive report and the committee for putting in so much work.

1412 DEACCESSIONING OF TROWBRIDGE MUSEUM OBJECTS (Report Item 3.4)

RESOLVED That Trowbridge Museum proceeds with deaccessioning the following items which are Generic historical items which are not directly relevant to Trowbridge (hoovers, irons, typewriters, sewing machines, lace, wooden leg, weights, cameras, signs):

1413 TRANSFER OF OBJECTS TO CHIPPENHAM MUSEUM (Report item 3.5)

RESOLVED That the following items in Trowbridge Museum's collection are transferred to Chippenham Museum: TRWBM:1997.350, TRWBM:1997.372, TRWBM:1997.373, TRWBM:1997.375, TRWBM:1997.381

1414 QUARTERLY MANAGEMENT ACCOUNTS

RESOLVED to approve the End of Year Accounts, copies of which had been previously circulated with the Agenda.

1415 FRIENDS OF TROWBRIDGE MUSEUM (FOTM)

Phil Lucas reported as follows:

The Friends have negotiated with TCAF to utilise The Hub in the Shires on Wednesdays from 10-12noon and for two short sessions on Saturdays. They will be publicising the Museum and ensuring that it remains in the public eye whilst selling a few shop items e.g. books. Staff members on Saturdays will also be looking to provide activity including working looms and crafts.

Helen Montague-Smith, the new Chairman of the FOTM, reported that the Friends will be handing over a large cheque to the Mayor and Cllrs Bridges and Cavill, at the Full Council meeting on Tuesday 17th July 2018. Cllr Brice recorded thanks to the Friends in anticipation of receiving the cheque.

1416 DATE OF NEXT MEETING

NOTED the date of the next meeting to be held on Tuesday 25th September 2018 at 6.30pm at the Civic Centre.

1417 MEDIA RELEASE

RESOLVED to make the following press releases:

- **Activity continuation during decant period & closure of Museum**
- **Utilising the Hub, Shires during closure & include an appeal for Volunteers/new leaflet**

The meeting closed at 18.52hrs.

To all Councillors for information.

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

MUSEUM & TOURISM COMMITTEE MEETING 10th JULY 2018**ACTION LIST**

ACTION	BY WHOM	DATE COMPLETED
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MEDIA RELEASE RESOLVED to make the following press release: <ul style="list-style-type: none"> • <i>Activity continuation during decant period & closure of Museum</i> • <i>Utilising the Hub, Shires during closure & include an appeal for Volunteers/new leaflet</i> 	CL	