

At a meeting of the Museum Committee held in the Pitman Committee Room at The Civic Centre, St Stephen's Place, on Tuesday 11th December 2018 at 6.30pm

Present: Councillors: Blackmore, Brice, Bridges (in the Chair), Cavill, Fuller, David Halik, Deb Halik & Kemp.
Co-opted members: Mr K Hartley & Mr P Lucas
Officers: C Lyall, H Lyddy & Mr L Allan (Minutes)
Public: Cllr E Kirk, Cllr G Whiffen
Press: I

1429 ATTENDANCE

The committee noted apologies received from Cllr Blakemore, Mrs Montague-Smith and Mrs Randall-Morris

1430 MINUTES

- a) **RESOLVED** to approve as a correct record the Minutes of the meeting held on Tuesday 25th September (previously circulated).
- b) There were no questions.

1431 DECLARATIONS OF INTEREST

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

1432 CHAIR'S ANNOUNCEMENTS

There were no Chair's Announcements.

1433 OPEN FORUM

There were no questions from members of the public present.

1434 CURATOR'S REPORT

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

3.1 Decant – Hannah reported that the decant is now concluded and that the staff would be moving to the Bowyer Room in the Civic Centre in April allowing the contractors to undertake their work on the project.

The Curator thanked the staff for all their hard work in making the decant process run so smoothly.

8.1 Marketing – Councillors asked about marketing feedback. The Museum Manager said that consideration would be given to additional feedback mechanisms.

The possibility of time-lapse filming during the project was raised. This would be considered. Some had already been undertaken for the moving of the machines.

The option of having a countdown to opening in the window was suggested. This would be considered.

Questions about Access were asked. The Curator confirmed that an Access Audit had been undertaken and the recommendations were being implemented as part of the project, including the new lift.

10.1 Museum Accreditation – The Curator was pleased to report to the committee that temporary accreditation had been confirmed and would need to be extended in one year's time, prior to full accreditation following the opening of the expanded museum.

11.3 Arc Theatre – The committee noted the excellent partnership with the Arc Theatre.

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

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

1435 QUARTERLY MANAGEMENT ACCOUNTS

The Town Clerk provided explanations for the major variances.

RESOLVED to approve the 2nd Quarter Accounts, copies of which had previously been circulated with the Agenda.

1436 DRAFT BUDGET 2019/2020

RESOLVED to RECOMMEND the draft budget for the department to the Policy & Resources Committee.

1437 FRIENDS OF TROWBRIDGE MUSEUM

Kevin Hartley gave the report which had been compiled by Helen Montague-Smith.

“As chair of the Friends, I attended the Annual Conference of the British Association of Friends of Museums (BAfM) in Newcastle in October. Several eminent speakers gave excellent talks and presentations based around the conference theme – The Value of Friends' Organisations in a Changing Social and Economic Climate. I found these very informative and I also enjoyed discussions with other Friends from all over the country.

Towards the end of the afternoon, the presentations were made for the BafM Newsletter Awards 2018 and I was very pleased to receive not only a certificate but also a £100 cheque as The Muse came second in the Small Groups category. Thanks for this are entirely due to the excellent work of Rob and Jill Hillman who design and edit this publication. The evening dinner in the Assembly Rooms was another opportunity to socialise with others from the museum world. I was interested to discover that only one other delegate was a qualified Museum Curator as well as a Friend. She had spent all her working life in Newcastle and is now the Chair of BafM. I managed to avoid being appointed onto the committee!

Back in Trowbridge, several Friends and Volunteers were involved with the collections before the decant in the autumn. Since then, a few of us have been working behind the scenes sorting out years of paperwork which has proved very useful for the staff. Others continue to support David and Nicky who are continuing a programme of events and workshops. A Christmas Grotto in the Town Hall will again be funded by the Friends.

The Ecoffee cups are now on sale in Leykers, the Tourist Information Office and the Museum.

I am just starting the design work on a book by Ken Rogers which the Friends will be funding and publishing. It is a detailed account of Woollen Industry Processes from cottage to factory industry. This will be a four colour, bound book, based on the two 'Yellow Books' printed in 2006 and 2008.

On behalf of the Friends, I am also attending the regular progress meetings with the Project Manager, Architect, Town Clerk and Museum staff as preparations are made to start work on both floors of the Museum.”

The Chair thanked Kevin for the report.

1438 DATE OF NEXT MEETING

NOTED: the next meeting to be held on Tuesday 26th March 2019 at 6.00pm at the Civic Centre.

1439 MEDIA RELEASE

RESOLVED to make the following press releases:

- **Accreditation**
- **Events**

The meeting closed at 18:52hrs.

To all Councillors for information.

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

MUSEUM COMMITTEE MEETING 11th DECEMBER 2018**ACTION LIST**

ACTION	BY WHOM	DATE COMPLETED
Time-lapse filming to be considered during the project.	CL	
Marketing feedback to be considered	HL	
Countdown to the project display in the window	HL	
<u>MEDIA RELEASE</u> <i>RESOLVED to make the following press releases:</i> <ul style="list-style-type: none">• <i>Accreditation</i>• <i>Events</i>	CL/HL	
Draft Budget to go forward to Policy & Resources.	LA	