

At a meeting of the Museum Committee held in the Pitman Committee Room at The Civic Centre, St Stephen's Place, on Tuesday 26th March 2019 at 18:00hrs

Present: Councillors: Blackmore, Blakemore, Brice, Bridges (in the Chair), Cavill, Fuller, David Halik & Deb Halik
Co-opted members: Mr K Hartley, Mr P Lucas, Mrs H Montague-Smith & M/s H Randall-Morris
Officers: C Lyall, H Lyddy & T Carpenter (Minutes)
Press: I

In the initial absence of the Chair, the Vice Chair Cllr Cavill chaired the meeting.

A minute's silence was held in memory of Councillor Graham Payne who passed away on Saturday 23rd March 2019.

The Chair, Councillor Bridges joined the meeting at 18.05hrs.

1440 ATTENDANCE

RESOLVED to accept apologies received with reasons from Cllr Kemp.

1441 MINUTES

RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 11th December 2018 (previously circulated). There were no questions.

1442 DECLARATIONS OF INTEREST

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

1443 CHAIR'S ANNOUNCEMENTS

The Chair, on behalf of the Committee, offered Kevin Hartley sincere condolences on the passing of his father. The Chair also reported that Ken Roger's wife, Helen, had sadly passed away. Sympathy cards were circulated at the meeting for signature.

1444 OPEN FORUM

There were no members of the public present.

1445 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 Curator reported that the volunteer support is invaluable and that the Museum staff really appreciate their support. The Museum Manager reported that it is a real benefit to have Grace Hopkins on a work placement at the Museum as she is studying for an MA in Heritage Management and is able to see things from an external perspective. Grace started on 13th February and is with the Museum until August, and will help with WEFT as her main project.

The Museum Manager also reported that the Museum staff will be relocating next Wednesday/Thursday to The Civic, working in the Bowyer Room. Staff could be in The Civic for at least a year before moving back to the newly expanded Museum. The Handling Collection will accompany them as staff will continue to run the Learning & Outreach service, and also some research material such as their photographic collection.

Cllr Deb Halik enquired if the Historical Walks could utilise the new minibus to go outside of town to local historical sights. The Curator reported that the Museum has a very detailed activity plan which includes people learning about what we have in the town. The Chair reported that the Civic Society have organised a walk in April following the Pitman Trail.

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

Councillor David Halik enquired as to when the Museum is commencing its marketing of the new Museum. The Museum Manager confirmed that they will have a presence at the Wiltshire Armed Forces Weekend where they will promote the new Museum. In addition, they will be recruiting a Marketing & Events officer for two years paid for by the HLF. Staff also intend to have a presence at other summer events. Councillor David Halik suggested they could use the 'countdown' to the opening of the newly expanded Museum within their marketing strategy; the Curator confirmed that it could be incorporated as part of the art project with schools on hoardings. It was also suggested that banners could be placed on Bridge House or the skatepark so as to be visible from the railway station.

ACTION: The Museum Manager confirmed she could approach Bridge House regarding this possibility.

The Museum Manager also confirmed that in the initial stages of the Project's development, the staffing element had been thoroughly assessed. The staffing structure will be staying the same, but with the addition of 2 new posts – Marketing & Events Officer, and an Income and Retail Officer, utilising funding from the HLF, who will be recruited in September. The Museum Manager reported that more information would be included on the next report on the staffing structure and their respective roles. They will also focus on recruiting more volunteers.

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

1446 QUARTERLY MANAGEMENT ACCOUNTS (Report item 11.1)

It was noted that some Cost Centres will be realigned in the End of Year Accounts which will give a more accurate picture of the expenditure.

RESOLVED to approve the 3rd Quarter Accounts, copies of which had been previously circulated with the Agenda.

1447 FRIENDS OF TROWBRIDGE MUSEUM

Chairman of the Friends, Mrs Helen Montague-Smith reported as follows:

"The Friends are still supporting the Museum as the start of the re-build draws nearer. You will have seen reports from others about this. I am very happy to attend monthly progress meetings on behalf of the Friends.

As before, we paid £500 towards the splendid Christmas activities organized by the Museum staff. The Friends are also paying for the storage of Ken Roger's archive during the re-construction of the Museum.

I recently finished working on Ken's book, Woollen Industry Processes, which he seems very pleased with. 100 copies have now been printed and will be sold for £15.00 a copy. We are hoping to do a book launch and signing, possibly in Waterstones in The Shires. We shall definitely have copies available at our AGM on April 11th.

Rob Hillman is working on Ken's next book, Trowbridge Market Place and the Friends will also fund that.

The painting of Henry de Bohun by local artist Paul Workman has recently been purchased by the Friends (£2,299). This life-size portrait will be accessioned by the Museum and will be on display when the Museum re-opens next year. The artist will store the painting until it can be displayed. We have now a very fine photograph of the work which we are able to use."

The Chair thanked the Friends of Trowbridge Museum for all they do for the Museum, confirming the Museum couldn't survive without them.

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

I 448 DATE OF NEXT MEETING

a) **NOTED** the date of the next meeting **to be held on the amended date of Tuesday 28th May 2019 at 6.00pm** at the Civic Centre.

b) **RESOLVED** to hold all future meetings of the Museum Committee at 18.00hrs in 2019/20.

I 449 MEDIA RELEASE

RESOLVED to make the following press/social media releases:-

- Ken Rogers' Book - HMS
- Relocation of Museum staff to The Civic - HL
- Friends of Trowbridge Museum donations – HMS/CL

The meeting closed at 19.17hrs.
To all Councillors for information.

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

MUSEUM COMMITTEE MEETING 26th MARCH 2019**ACTION LIST**

ACTION	BY WHOM	DATE COMPLETED
RESOLVED to hold all future meetings of the Museum Committee at 18.00hrs in 2019/20.	All to note	
RESOLVED to make the following press/social media releases:- <ul style="list-style-type: none">• Ken Rogers' Book• Relocation of Museum staff to The Civic• Friends of Trowbridge Museum donations	H Montague-Smith Hannah Lyddy H Montague-Smith/CL	