

**At a meeting of the Museum Committee held on MS TEAMS,
on Tuesday 15th December 2020 at 18:30hrs**

Present: Councillors: Bates, Blackmore, Bridges (in the Chair), Cavill, Halik, Hill, Kirk, Oldrieve (substitution for Cllr Blakemore), Palmen and Piazza.
Co-opted members: Mr K Hartley, Ms H Montague-Smith
Officers: L Allan (Town Clerk/RFO), C Lyall, H Lyddy & A Quick (Minutes), Cllr Trigg.
Press: 0 Public: 0

1502 ATTENDANCE

RESOLVED to accept apologies received with reasons from Cllr Blakemore.

1503 MINUTES

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

1504 DECLARATIONS OF INTEREST

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

1505 CHAIR'S ANNOUNCEMENTS

Cllr Bridges and Hannah Lyddy attended Roger Newman's funeral today and would like to hold a memorial at an appropriate date when more people are able to attend.

1506 OPEN FORUM

There were no members of the public present.

1507 CURATOR'S REPORT

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

H.Lyddy announced Nicky's promotion to Collections and Exhibitions Officer. We are now short of a Learning & Outreach Assistant so once this is filled we will have our full staffing resumed. We returned to working in our 2 separate bubbles in the 2nd lockdown. We are signing off the exhibition panel this week, to be installed in January. We are hoping to raise money using crowdfunding for the Flapper Dresses, which is currently on the Facebook page. There are positives despite it being a strange quarter. C. Lyall acknowledged Nicky has built up considerable knowledge and deserves the opportunity. H. Lyddy confirmed there is more installation to be done in January. We are in partnership with Court St. Gallery for 'Illuminating the Overlooked'. This involves the community and some members of the skate park.

We are working towards our opening in March 2021 which is very exciting. C.Lyall congratulated the team for their hard work behind the scenes to achieve a complex job in difficult circumstances. Andrea has been running 2 pop up shops with another 3 to go in January. This has been trialled in a Covid secure manner. We have taken over £300 and it has been great to have people on site. The community is looking forward to the March opening and positive feedback has been received on the stock available.

Cllr Oldrieve asked what we are planning to do for the March opening? Would it be an idea to invite particular people behind the scenes before the opening to increase the anticipation for the community. H. Lyddy agreed it's a great idea to invite members of the press to provide an insight before we open. 27th March is opening day, with a preview evening on 26th for Councillors, volunteers etc. For the Official Opening we hope to invite a Royal, press etc. Cllr Bridges agreed with Cllr Oldrieve that thanks will be given on 26th. Cllr Halik asked if there is anything in particular that the people of Trowbridge would like to see? H. Lyddy agreed that we need to continuously evaluate expectations/satisfaction using surveys, mood boards etc. to get an overall view in a creative manner. C. Lyall clarified that we did surveys before the project to determine

what was wanted. Cllr Halik asked about the fire safety element, how much capacity is there for people in wheelchairs? H.Lyddy answered that we have a maximum capacity of 300 in terms of fire safety limits but there is no limit in terms of disabilities. She will speak to the Facilities Manager regarding Fire Safety training in using Evacuation chairs installed in the building.

1508 QUARTERLY MANAGEMENT ACCOUNTS (Report item 11)

The Committee considered the 2nd Qtr accounts, previously circulated with the agenda.

H.Lyddy and C.Lyall stated there are explanations given on the accounts.

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

1509 MUSEUM BUDGET 2021/2022 (Report Item 12)

The committee considered the draft budget request to go forward to the Policy & Resources Committee on 5th January.

Cllr Piazza asked whether the Heritage Fund is a grant volunteer fund for the Armed Forces and the Museum? Town Clerk answered that there is a £3,000 grant to provide a heritage event in the park next year. Cllr Piazza asked if this would be run by museum and TTC staff? Town Clerk anticipates it would be run by a number of staff and volunteers. Cllr Piazza asked if there is a guarantee this will happen in 2021/22? Town Clerk responded that it is difficult to plan anything in advance due to Covid and the unknown restrictions which will be in place.

Town Clerk summarised Net operational cost is showing a reduction of just under £9,000. Proposed figure £137,000 is slightly lower than the current £246,000 figure. We believe there will be approx. £80,000 left at the end of the project. If we continue beyond 2022 with the same staffing levels we will not be receiving the grant at that stage. The project budget will disappear altogether. We make a grant to the historic buildings fund of £3,000 each year and a grant to the Town Hall Trust. The 3 year deal done with The Town Hall Trust is that it would reduce from £15,000 to £10,000, showing a reduction of £5,000. The net reduction is £14,000 compared to current year. At the end of this year there is an underspend of £20,000 which will go into reserves. There is an element of the facilities budget, related to the museum building, which increases from current year to the proposal for next year by £6,500, most of which is related to insurance. Cllr Halik asked if we could have a list of major events we would like to have which are budgeted for ahead of the committee? Town Clerk answered that we have money in the draft budget for these events. It was asked if it is possible to state the number of staff in the staffing column for each area for transparency? Town Clerk confirmed yes this is possible.

RESOLVED to approve the draft budget for the committee for 2021/2022

1510 FRIENDS OF TROWBRIDGE MUSEUM

The Committee considered a report from Helen Montague-Smith, Chair of Friends of Trowbridge Museum;

“Since the last meeting of this committee at the beginning of October, the country has again been placed in lockdown. We had a few short weeks to help in the museum before we were exiled again at the start of November. Progress was good and Friends and volunteers were able to help as needed to complete the unpacking of the collection and to help the staff to sort out objects to be put on display.

Our area is now in tier 2 so we are still not able to go into the museum. However, the committee has been ‘active’ in the background. We have just ordered a new Friend’s showcase for the museum which will match the other newly installed ones. This will contain some of the many objects which we have purchased for the museum over the years.

The next issue of The Muse will hopefully be published just before Christmas. Ken Rogers latest book, Ashton and Courts Mills is with the printers and will be published by The Friends this month. It is a fascinating history of the biggest mill complex in the town – one which is sadly bisected by County Way. Many of the early buildings have been demolished over the years but there are a few remaining ones to remind us of the scale of the site. These stretch from Ashton Mill, near Tesco to the newly transformed terrace, originally Courts Mill/Court Mills and Courtfield House which is being re-furbished at this time. The book will be on sale for £15.00 in the museum.

Ken is still working happily at his huge computer screen and is amazingly cheerful. He still keeps up to date with the progress of the museum and the activities of the Friends which he founded 20 years ago. We were all very saddened to hear of the death of Roger Newman who had been a stalwart Friend for many years. We are all looking forward to a return to the museum and the re-opening next year.”

1511 DATE OF NEXT MEETING

NOTED the date of the next meeting to be held on Tuesday 30th March 2021 at 6.30pm on MS TEAMS.

1511 MEDIA RELEASE

No press or social media releases were noted.

The meeting closed at 19.10 hrs.

To all Councillors for information.

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