

**At a meeting of the Museum Committee held on MS TEAMS,  
on Tuesday 30<sup>th</sup> March at 18:30hrs**

**Present:** Councillors: Bates, Blackmore, Blakemore, Bridges (in the Chair), Cavill, Halik, Hill, Kirk, Palmen and Piazza.  
Co-opted members: Mr K Hartley, Mr T Porter.  
Officers: L Allan (Town Clerk/RFO), Cllr Brice, Cllr Fuller, H Lyddy & A Quick (Minutes), Cllr Trigg.  
Press: 1 Public: 2

**1512 ATTENDANCE**

***RESOLVED to accept apologies received with reasons from Helen Montague-Smith.***

**1513 MINUTES**

**a) *RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 15<sup>th</sup> December (previously circulated).***

**b) There were no questions.**

**1514 DECLARATIONS OF INTEREST**

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

**1515 CHAIR'S ANNOUNCEMENTS**

Cllr Bridges declared two announcements;

1. There is mounting evidence of an archaeological find in the immediate vicinity. This has been described as being potentially of National Importance. The evidence comprises of Parch-mark photos, earthworks, magnetometry and LIDAR images. There is every indication that a hitherto unknown settlement is on our doorstep. Historic England have mandated that a full survey should take place to verify the presence of the suspected finds. A local archaeologist with a proven track record in finding these sorts of sites has prepared an illustrative map which has been shared with Historic England to direct their survey. At this point in time we have been asked not to publicise the whereabouts of the site for protection from detectorists and treasure hunters, but hopefully in the coming weeks we can begin to let this into the public domain.
2. Thank you to fellow Councillors, staff and Friends of Trowbridge Museum, both old and new. They have helped to sort and categorise items, helped in the shop and have been an invaluable support to the museum. Thanks were also given to Cllr Brice for his years of service to the museum and Council.

**1516 OPEN FORUM**

Mr Mitchell asked the value of damaged museum items which are going to be written off? HOS stated she couldn't give a value in monetary terms as it is a not for profit organisation. Any value has to go back into the collection. There was some crockery damaged, they were duplicates or do not fit into our current collections relating to Trowbridge. The Aplins jar which got damaged was a generic item and we still have a very strong collection of such items.

Mr Mitchell also asked if it is possible to have an invitation to the Museum opening due to previous connections with the museum?

Cllr Blakemore asked if the damaged items were insured? HOS stated that it was inevitable that some damage would occur in transit. A couple of high value items were damaged, for which we claimed insurance, as shown in the financials. Smaller damaged items do not have monetary value, just historic value, therefore we didn't claim for these. We did use a specialised removal company and a low percentage of damage occurred.

**1517 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 community opening date is Saturday 22<sup>nd</sup> May. We have applied for a Royal to attend the official opening later in the summer.

From next week we will be working as a single bubble of 6 and welcoming back volunteers after the Covid restrictions.

**2.3** Final fire inspection sign off is complete and we have training booked for April, including use of the fire safety chairs.

**3.4** Regarding the money for conservation of the 2 flapper dresses. We raised £330 from the Just Giving campaign. We have submitted a grant application to AIM to hopefully receive the remaining funds to get these completed by a conservator in Bristol. This would be a month after our opening.

**3.8** Deaccessioning is a difficult thing for a museum to do. There are strict guidelines; The items need to be damaged, they don't fit into the collections policy (available on our website) or the items are hazardous. These will always go to committee. Items can be offered to other museums, personal collections or community groups. It is part of good collection management. Cllr Blakemore asked who is involved in deciding on deaccessioning items? HOS responded that it is brought to the committee as a recommendation tonight. Co-opted members can be consulted but ultimately it is the Museum Committee which makes the final decision. Cllr Fuller asked about the last item to be disposed of, could we offer it back to Bratton where it came from? HOS responded that offering it back to the Parish Council is a good idea.

## **1518 DEACCESSIONING (Report item 3.8)**

The Committee considered the following;

**RESOLVED** That Trowbridge Museum proceeds with deaccessioning the following objects that are Generic historical items, are not directly relevant to Trowbridge or the woollen cloth industry (no longer fitting into our collection policy), are damaged or are duplicates. (See Report Item 3.8.1).

Cllr Bridges commented that damaged items should be shown to a non-staff member in order to safeguard the staff. HOS agreed that this can be added to the Collection Development Policy.

## **1519 QUARTERLY MANAGEMENT ACCOUNTS (Report item 10)**

The Committee considered the 3<sup>rd</sup> Qtr accounts, previously circulated with the agenda.

**RESOLVED** to approve the 3<sup>rd</sup> Qtr Accounts, copies of which had been previously circulated with the Agenda.

HOS commented that we are slightly over budget due to the loan repayment interest and the income which we haven't managed to meet due to Covid, although we have met donations. We are down on education, events and workshops due to restrictions. Operational costs are in the black for almost every item.

## **1520 FRIENDS OF TROWBRIDGE MUSEUM**

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

*Since the last meeting of this committee in December, with the country in lockdown again, I feel that we have all been hibernating! Longer days are so welcome and the best news will be the re-opening of the Museum in May.*

*The Friends and volunteers have been unable to help the staff in the Museum – we will not be allowed back in until April 12<sup>th</sup> – not too long to wait now. The staff have been doing amazing work despite the limitations caused by the Covid restrictions and we have tried to support them in any way we can. I have been consulting with my treasurer and committee members and we have managed to pass or post cheques when needed. We hope to meet again next month in the Museum and then schedule an AGM for some time in June. Jayne Tetik our treasurer will be stepping down after several years in post – we are very grateful for all she has done. I shall also step down having completed my three year term of office.*

*The Friends have purchased a new showcase which will be delivered to the Museum in April. We are aiming to put on display as many of the objects bought by the Friends as we possibly can. Over the years – the Friends were established in 1990 – we have contributed some very notable items to the Museum*

*collections. Some will already be on display in other areas. Rob and Jill Hillman continue to work on The Muse and there should be another edition in the spring.*

*I am working on yet another book with Ken Rogers. Sadly, he is losing his sight but is still able to work on a modified computer. His brain is as wonderful as ever with a huge knowledge of Trowbridge history. He has written about Three Lost Houses (Cutteridge; Conigre House; Wyke House) and I have written about the fourth – St James's Rectory so the book will be entitled Four Lost Houses. These are just a few of the many lovely buildings demolished in the town over the years. We hope to publish in time for the re-opening of the Museum in May.*

Cllr Blakemore gave a vote of thanks to Helen Montague-Smith for her service over the last 3 years. Cllr Brice thanked the staff for all their work and the professional way they have run the museum, especially all the educational work done over the last 30 years.

**I 521 DATE OF NEXT MEETING**

**NOTED** the date of the next meeting to be held on Tuesday 22<sup>nd</sup> June 2021 at 6.30pm.  
Location will be on MS TEAMS or in person. To be decided by the newly elected committee.

**I 522 MEDIA RELEASE**

**Press release on Museum opening.**

The meeting closed at 19.05 hrs.

To all Councillors for information.

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