

**At a meeting of the Museum Committee held on MS TEAMS,
on Tuesday 6th October 2020 at 18:30hrs**

Present: Councillors: Bates, Blackmore, Blakemore (Vice Chair), Bridges (in the Chair), Halik, Hill, Kirk, Palmen and Piazza.
Co-opted members: Mr K Hartley, Ms H Montague-Smith, Mr T Porter & Ms H Randall-Morris
Officers: C Lyall, H Lyddy & A Quick (Minutes)
Press: 2 Public: 0

I492 ATTENDANCE

RESOLVED to accept apologies received with reasons from Cllr Cavill.

I493 MINUTES

- a) **RESOLVED to approve as a correct record the Minutes of the meeting held on Tuesday 30th June (previously circulated).**
- b) There were no questions.

I494 DECLARATIONS OF INTEREST

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

I495 CHAIR'S ANNOUNCEMENTS

- a) Thanks to staff and volunteers for their hard work unpacking and noting documents for the many items in the collection. Particular thanks to Tim Newman for all his help.

I496 OPEN FORUM

There were no members of the public present.

I497 CURATOR'S REPORT

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

New staff members, Tessa and Andrea, were introduced to the Committee. They started in January 2020 so have only attended meetings via MS TEAMS so far. C.Lyall commended their work and welcomed them as a brilliant addition to the team. Andrea was thanked for sourcing a 5.5k grant for iPads and tour guiding equipment to keep services going through Covid. This allows socially distanced tours around the town and assists with school presentations. H. Lyddy reiterated Cllr Bridge's thanks to the team and volunteers, acknowledging it is an exciting next stage to the project. The Committee was updated on the socially distanced school tours run by the staff. David ran a Zoom workshop to schools and further enquiries have been made regarding other classes.

Gary Baker thanked the museum staff for allowing Trowbridge Nub News around the museum over the last couple of months. Cllr Palmen saw David touring the town with a group of school children which was great to see. Cllr Kirk asked about the borrowing on the leasehold on the building in the event of the need of the building to be sold. C.Lyall stated this was investigated and we have assurance that legally an alternative building would have to be found to accommodate us. C.Lyall will consult with the Town Clerk and will forward relevant information to Cllr Kirk regarding the lease in order to answer his question.

Cllr Halik asked about the safeguarding of the museum building and if we have finalised staffing requirements for the museum? H. Lyddy responded that the staffing requirements will be exactly as it is at the moment but we will be recruiting for volunteers to help man 2 floors. There will be 2 staff offices, 1 on each floor.

C.Lyall gave an update on the building element of the project. There have been some issues with Roof lights and fire alarms. There was a leak through one of the windows which the site manager

and a rep from the window manufacturers will be returning next week to resolve the issue. We met with the National Lottery Fund remotely on 15th July who have been supportive and flexible in terms of increasing the grant and how it can be spent. We have another meeting with them next week. There is an issue with the Shires regarding the fire alarm. We have said we would be willing to take responsibility for this alarm system but they will need to remove their wiring within the stairwell that correlates to the fire alarm. Simon Davies (Zurich Alliance Ltd.) needs to make the decision to spend £3,000 to do this. We are awaiting verification that he will process these costs so that the work within the stairwell can commence.

Gary Baker (Trowbridge Nub News) will email his question to Clare and Hannah regarding the museum.

1498 QUARTERLY MANAGEMENT ACCOUNTS (Report item 11.1)
RESOLVED to approve the 1st Qtr Accounts, which were included in the report.

1499 FRIENDS OF TROWBRIDGE MUSEUM

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

Despite the lockdown, the Friends have continued to support the museum and the staff. As soon as we were allowed, Friends and volunteers came back into the museum to help with the huge task of dealing with the return of the collections. The Friends committee have just met in the museum and are planning to hold their AGM there next month, as a committee representing the members, with the latter able to see a video of the meeting.

The Friends agreed to pay for the conservation of the spinning jenny and this happened during the summer (Cost £4,600 with no vat as done through TTC). We also agreed to pay £300 towards the cost of the Haden's lamp post and I understand that this money has been handed over.

Now that the museum is being put back together, we are being asked to support various aspects of the running of the museum. Andrea has been successful in obtaining a grant for the education department of over £4k and has asked if we could help by providing an extra £300. This has paid for Tour Guide units.

There is a shortage of archival boxes. We are still using most of the ones I organised with Martin Norgate in 1989!! We can now use plastic boxes with lids for certain items and this would be much cheaper and easier. These boxes give off no gas, are waterproof, provide a micro climate and are pest free. Archival cardboard boxes start at about £10 each for a shoe box size...

The Friends have just agreed to fund £1000 to start this project.

The library and research room may need more shelving and I think there will be other items which we could help with before the proposed opening in February next year.

We (Kevin, Glyn and I) have just had a very useful meeting with the staff to put in place a policy with regards to objects or items accepted by the Museum from The Friends. This will be agreed by both parties to avoid confusion in the future over the status of any asset.

On a personal note, I have finished sorting and filing the Trevor Porter archive. I'm now going through the information files, also in the library and reference area which I am helping to set up.

Ken has also just given me his latest book which he hopes the Friends will publish. It is about Ashton and Courts Mill and the whole area which used to be known as the Lower Courts. It is about half the length of his last two books but contains lots of splendid images. During this lovely clear weather, I have been around the area now taking photos for him.

Mrs Montague-Smith and Cllr Bridges mentioned that Ken is in the RUH doing well.

C.Lyall gave thanks to Helen and The Friends of Trowbridge Museum for their support which is much appreciated.

1500 DATE OF NEXT MEETING

NOTED the date of the next meeting to be held on Tuesday 15th December 2020 at 6.30pm (Venue TBC).

1501 MEDIA RELEASE

No press or social media releases were noted.

The meeting closed at 19.00hrs.

To all Councillors for information.

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