

MINUTES

At a meeting of the Museum Committee held on MS TEAMS, on Tuesday 5th October at 18:30hrs

Present: Councillors: Blackmore, Bridges (in the Chair), Cavill, Cooper, Hill, Lincoln, Palmen and Piazza.
Co-opted members: Mrs J Hillman, Mr R Hillman
Additional attendees: 0
Officers: H Lyddy, N Ritson & A Quick (Minutes)
Press: 0 Public: 0

1533 ATTENDANCE

- a) **RESOLVED to confirm co-opted members of the Museum Committee appointed by the Friends of Trowbridge Museum:** Mr A Castle, Mr K J Hartley, Mrs J Hillman, Mr R Hillman
- b) **The committee NOTED that a Register of Interests** has been sent to the new co-opted members by the Council Secretary.
- c) **RESOLVED to accept apologies received with reasons** from Mr K J Hartley and Mr A Castle (Friends of Trowbridge Museum) and Cllr Blakemore.

1534 MINUTES

- a) **RESOLVED to approve** as a correct record the Minutes of the meeting held on Tuesday 22nd June (previously circulated).
- b) There were no questions.

1535 DECLARATIONS OF INTEREST

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

1536 CHAIR'S ANNOUNCEMENTS

Cllr Bridges declared there were no announcements.

1537 OPEN FORUM

No members of the public were present.

1538 CURATOR'S REPORT

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

1.1 Staff Changes - Hannah Randall-Morris and Kathy Davis will start as new museum workers. Their roles are to support the officers in a range of areas such as retail, outreach etc. Tessa will be leaving in December as this was a 2 year fixed term contract. It is anticipated that the team will work together with great success. Tessa's responsibility was for events and marketing which was a new role but hasn't worked quite as we had expected. It was impacted partly by Covid but events are now part of learning & outreach and all members of the team run activities collectively. Museum Manager took on some of the marketing and other assistants can support this role.

Initial

1539 **DEACCESSIONING**

The Museum Manager explained that there is a strict procedure which we will have to go through to deaccession items, such as offering to other museums, to community groups, to handling groups (care homes, play centres etc). If not, we can potentially sell them but the money will come back to the collections. Cllr Palmen suggested advertising on Facebook group. Following a brief discussion, the Committee;

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 attached Appendix I)

All voted in favour.

1540 **COLLECTIONS DEVELOPMENT POLICY**

This a key document to us and it is good timing that it is up for ratification now as we are due to have accreditation in March 2022. We are happy with this policy which was developed with Tim Burge and was used by South West Federation of Museums & Galleries as a gold standard collection policy. Cllr Cooper asked whether we have any change in the number of items? Museum Manager replied that we do as some items will have been added. Following a brief discussion, the Committee;

RESOLVED: That Trowbridge Museum's Collections Development Policy is approved.

Proposed by Cllr Cavill, seconded by Cllr Stewart.

All voted in favour.

1541 **RESEARCH LIBRARY**

We were approached by Weavers, Spinners and Dyers Guild who were interested in our research library. They have their own collection of books which are at different Guild members' houses. They would like to house their national collection of books in our research library. We would house the collection and they would pay us a £500 per year fee. We would catalogue them but they would remain in the ownership of the guild. They would be accessible to both Guild & Non-Guild members.

Cllr Cavill questioned whether this might bring extra administration to the museum, are you confident that you can manage this with current staffing? Collection & Exhibitions Officer advised that a volunteer who is an ex librarian will be doing this role. We have a number of volunteers since the new opening. Cllr Cooper asked whether the museum will incur any responsibility for the books? Museum Manager answered no, they will continue to be owned & insured by the Guild. Following a brief discussion, the Committee;

RESOLVED: That Trowbridge Museum partner with the AGWSD and house their nationally significant collection of books within the Museum Research Library.

Proposed by Cllr Cavill, seconded by Cllr Cooper.

All voted in favour.

1542 **QUARTERLY MANAGEMENT ACCOUNTS (Report item 10)**

The Committee considered the 1st Qtr accounts, previously circulated with the agenda.

RESOLVED to approve the 1st Qtr Accounts, copies of which had been previously circulated with the Agenda.

Initial

1543 **FRIENDS OF TROWBRIDGE MUSEUM**

The Committee considered a report from the Friends of Trowbridge Museum (previously circulated). The report was presented by Cllr Bridges.

Firstly some sad news Phil Lucas is unfortunately very poorly and currently in RUH Hospital.

We held our AGM on 21st July within the museum, where several members attended and this was our first real meeting since the Covid-19 lockdowns. After the meeting a short presentation by Kevin Hartley took place, illustrating previous museum exhibitions and activities of the Mayors using his photographic collection.

Helen completed her 3 year term as being Chair and at the AGM Kevin Hartley was duly elected as the new Chair.

Committee Meeting

Since the AGM I have held my first committee meeting, again held at the Museum. I think we should note that Helen and the previous chair Andy Milroy, who lead the Friends committee of the last 6 years, have done an excellent job and the significant efforts was with the involvement towards the Onwards and Upwards project.

The Friends committee main objective is to restart the visits and talks, as Covid-19 is easing, and to promote the friends. At the meeting various roles and responsibilities were confirmed for the committee members.

*At the committee meeting we passed a resolution to support the museum by providing **£1000** for a plinth for the chemist drawers on display and to provide barriers to protect the St James Church model, which has already been damaged. The museum agreed to provide small plaques to record our donation.*

30th Anniversary Booklet

The friends were formed 30 years ago and our anniversary was in 2020 for which we produced a booklet (although delayed due to Covid-19) detailing our history and the support given to the Museum. Copies available for Councillors on Town council Museum Committee.

Current updates from the Friends Committee

The next Muse will hopefully be out in December, this is an excellent magazine by the friends. We are always looking for articles for the magazine, and would welcome content from the councillors; Any memories of Trowbridge at any time in the past would be of interest, of any length. Possibly even what it means to be on the Museum Committee!

The friends are still active with volunteering at the museum, helping behind the scenes and at the shop.

*Our newest book is now on sale in the museum - £15. **Four Lost Houses** - Cutteridge Mansion, Conigre House, The Old Rectory and Wyke House, written by Ken and Helen. About these houses and the people who lived in them before all were demolished. The next book is based on the changing face of Trowbridge over the last 21 years, by Kevin Hartley. Hannah Randall-Morris looks after our social media links, where we keep members and the public informed of the friends, particularly trying to attract the younger generation.*

I 544 DATE OF NEXT MEETING

NOTED the date of the next meeting to be held on Tuesday 14th December 2021 at 6.30pm.
Location will be at The Civic Centre.

I 545 MEDIA RELEASE

Publicise the Heritage Festival.
Formal Opening Date/Party in May 2022.

The meeting closed at 1900 hrs.

To all Councillors for information.

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

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