

MINUTES

At a meeting of the Museum Committee held on MS TEAMS, on Tuesday 14th December at 18:30hrs

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

1546 ATTENDANCE

- a) **RESOLVED to receive apologies from:** Mr A Castle (stepped down from FOTM), Mrs J Hillman and Mr R Hillman.
- b) **RESOLVED to accept apologies received with reasons** from Mrs J Hillman and Mr R Hillman.

1547 MINUTES

- a) **RESOLVED to approve** as a correct record the Minutes of the meeting held on Tuesday 5th October (previously circulated).
- b) There were no questions.

1548 DECLARATIONS OF INTEREST

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

1549 CHAIR'S ANNOUNCEMENTS

Cllr Bridges noted the death of Phil Lucas who served for 15 years for museum. 1 minute silence was held.

1550 OPEN FORUM

No members of the public were present.

1551 CURATOR'S REPORT

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

Hannah & Kathy have started roles at the museum. They have fitted in perfectly and have been helping with collections and accreditation. Work has started with ASE and an intern from Ohio is expected in February 2022. They will spend 3 months working 1 day per week with the museum and 1 (or 2) days a week with ASE doing modules. Interns have previously been very competent as they get placed where mentors feel they are best suited. Florence is doing ancient history and business. **2.1** Audio visual equipment has been used and has proven to be a success.

2.2 Forward Plan is a very big part of our accreditation in March. Please feedback with any comments by end Jan/mid Feb so it can be submitted to the Arts Council quickly. If there are any amends it can be recirculated in the new year. How we tie in with the Arts Council needs to be aligned with the Council Strategy. We have a mission statement expressing how we hope to deliver this. Actions are on the P Drive so this will be reissued with these added to the document.

3.1 Emergency Plan – Collection Salvage plan. Staff and volunteers are trained regarding key boxes which are stickered and flooding materials are used to protect items. We are part of a subscription for trained conservators to come on site in an emergency.

Initial

3.7 Collections Development Policy – Agenda Item 7.

5 Learning & Outreach has been very busy.

6.1 Shop Sales – Lots of Christmas gifts have sold and the shop has been doing very well.

7 Research Library - Andrea has received training on how to catalogue the collection correctly.

1552 COLLECTIONS DEVELOPMENT POLICY (REPORT ITEM 3.7)

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

Moved by Cllr Blakemore, seconded by Cllr Bridges.

Nikki Ritson requested 2 members to join the committee to attend meetings during the week. Cllrs Bridges and Blakemore accepted the roles.

1553 DRAFT BUDGET 2022-2023 (APPENDIX B)

The Committee NOTED the Draft Budget 2022-2023.

Lance pointed out the last section of the budget. We assumed there would be £20k but this didn't arise. We assumed we would still be making claims from the HLF but this was incorrect, making a difference by £100k. We have made some cost savings to make up for a proportion of this. While the claim hasn't been made to the HLF it will be accrued next year. The shopping figure is a % margin on the stock purchase.

1554 QUARTERLY MANAGEMENT ACCOUNTS (Report item 10)

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

Town Clerk advised the same explanation for Qtr 2 as explained for the Draft Budget therefore it is a good result for the museum.

1555 FRIENDS OF TROWBRIDGE MUSEUM

The Committee considered a report from the Friends of Trowbridge Museum (previously circulated). The report was presented by Mr K J Hartley.

Mr K J Hartley was elected as Chairman for the next 3 years. He welcomed anyone to join the FOTM and to pick up the 30 Year Anniversary booklet to demonstrate the donations and artefacts contributed by the FOTM. As a member you will receive free of charge the regular FOTM MUSE magazine, new edition published 2 days ago, which contains a wealth of Trowbridge information.

“As you are aware at the last Friends AGM I was elected as the new Chairman of the Friends Group. The Friends of Trowbridge Museum has been going for over 30 years supporting the Trowbridge museum in many varied ways, including financial support. If you have not already joined the Friends we welcome you to join and support the work we carry out.

We have been fortunate to receive a donation from Newland Homes to go towards our new adventure of book publications. The 5th one in the series ‘The Changing Face of Trowbridge during the Last 21 Years’ will be published in February 2022. Please look out for this and the first 4 books are still available in the museum to purchase. All profits go back to the friends funds. (Newland Home received the Trowbridge Enhancement Award three times within the last 20 years).

We have also received a donation from Mr Charmbury

The new committee are organising a programme of events, including talks, visits, afternoon cream teas, Trowbridge historic walks, etc. The new programme will commence after the AGM in 2022. If you have any ideas on events or you know someone who would do a talk for us, please let us know.

Initial

The friends still continue with volunteering at the museum carrying out various activities to support the museum staff and welcoming the public.

When you are visiting the museum please take a look at the Friends display case, located on the 2nd floor in the far corner, currently we have a display of a wonderful collection of beautifully restored Teddy Bears by Jill Hillman with a PowerPoint presentation giving details on the Teddy Bears.

One of the committee members is looking after our social media sites. We have a facebook page and Instagram site to encourage engagement with the younger generation. The current audience with Facebook is 484.

The next edition of the Muse will be out soon. Contribution gratefully accepted.”

1556 DATE OF NEXT MEETING

NOTED the date of the next meeting to be held on Tuesday 22nd March 2022 at 6.30pm.
Location TBC.

1557 MEDIA RELEASE

None.

The meeting closed at 18.57 hrs.

To all Councillors for information.

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

Initial