



**Trowbridge
MUSEUM**

Civic Centre
St Stephen's Place
TROWBRIDGE
Wiltshire
BA14 8AH
info@trowbridge.gov.uk

16th March 2022

SUMMONS

To members of the Museum Committee: Councillors; Blackmore, Blakemore (Vice Chair), Bridges (Chair), Cavill, Cooper, Halik, Hill, Lincoln, Palmen & Piazza.

Friends of the Museum Co-opted members: Mr A Castle, Mr K J Hartley, Mrs J Hillman, Mr R Hillman.

Dear Councillor/Co-opted Member,

You are hereby summoned to a meeting of the **Museum Committee** to be held on **Tuesday 22nd March 6.30pm in the Civic Centre, St Stephen's Place, Trowbridge.**

Yours faithfully,

Lance Allan
Town Clerk

Members of the public are welcome to attend meetings of the Council and Committees, unless specifically excluded due to the confidential nature of business. As a result of the restrictions imposed to control the pandemic, public access will be limited. **Please contact info@trowbridge.gov.uk by 16:00 on 21st March if you wish to attend this meeting in person.** Those attending in person will be able to ask questions and make statements at the meeting during the public period. Questions and statements can otherwise be submitted in advance.

AGENDA

1. **ATTENDANCE**

- a) **To receive** apologies from those members unable to attend.
- b) **To consider for acceptance** those apologies received with reasons.

2. **MINUTES**

- a) **To approve** as a correct record the Minutes of the meeting held on [14th December 2021](#) (previously circulated).
- b) **To consider** any questions arising from those minutes.

3. **DECLARATIONS OF INTEREST**

To receive Declarations of Interest not already included on the Register in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and with the provisions of the Localism Act 2011 in respect of members.

4. **CHAIR'S ANNOUNCEMENTS**

a) **To receive and note** any announcements from the Chair of the meeting.

5. **OPEN FORUM**

To receive any questions from the Public, which may be answered but not debated.

6. **CURATOR'S REPORT**

To consider the Museum Report (copy attached).

7. **FORWARD PLAN (Report Item 2.1)**

RECOMMENDATION That [Trowbridge Museum's Forward Plan](#) is approved.

8. **ACCESS POLICY (Report Item 2.2)**

RECOMMENDATION That [Trowbridge Museum's Access Policy](#) is approved.

9. **DOCUMENTATION POLICY (Report Item 3.1)**

RECOMMENDATION That [Trowbridge Museum's Documentation Policy](#) is approved.

10. **COLLECTIONS CARE AND CONSERVATION POLICY (Report Item 3.2)**

RECOMMENDATION That [Trowbridge Museum's Collections Care and Conservation Policy](#) is approved.

11. **QUARTERLY MANAGEMENT ACCOUNTS (Report item 10)**

To consider the 2021/22 Q3 Accounts (Appendix A).

12. **FRIENDS OF TROWBRIDGE MUSEUM**

To consider a report from Friends of Trowbridge Museum.

13. **DATE OF NEXT MEETING**

To note the date of the next meeting to be held on Tuesday 14th June 2022 at 6.30pm.

14. **MEDIA RELEASE**

To consider if the Council should make a press or social media release regarding any of the issues considered by this meeting.

To all other councillors for information.