

MINUTES

At a meeting of the Museum Committee held at The Civic, on Tuesday 22nd March at 18:30hrs

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

1558 ATTENDANCE

- a) **RESOLVED** to receive apologies from: None
- b) **RESOLVED** to accept apologies received with reasons None

1559 MINUTES

- a) **RESOLVED** to approve as a correct record the Minutes of the meeting held on Tuesday 14th December (previously circulated).
- b) There were no questions.

1560 DECLARATIONS OF INTEREST

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

1561 CHAIR'S ANNOUNCEMENTS

None.

1562 OPEN FORUM

No members of the public were present.

1563 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 Museum Manager highlighted that policies were previously issued. Accreditation will be submitted later this month so minor amends can be discussed today.

1. Staffing – Volunteers are hugely valuable to the museum. There is still lots of interest in volunteering. Claire Lyall has now officially retired so we wish her well.

2.1 Forward Plan – Cllr Hill queried p.26, the income figures, could this be talked through please? Museum Manager stated this is where we include budgets for the last 2 financial figures. **The figures on the far right, this will need to be referred to the Town Clerk.** It was highlighted that this covers 5 years so please do ask any questions on the operational budget.

2.2 Access Policy – There are a number of documents but this policy underpins our attitude to access and inclusion. The additional documents will be uploaded shortly. An auditor assessed our access and drafted a plan from that. We will hold a workshop in April. Some recommendations are easy changes others are larger and more costly. Louise Weissel was the auditor. An Access Statement was compiled by the Collections and Exhibitions Officer to highlight any issues for those people with additional needs. Cllr Piazza asked whether other parts of the Town Council has any

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documents like this? Is there a reason why the review date is reviewed in 2025? For large changes this can be altered but generally policies are reviewed every 4 years.

2.3 Accreditation – Policies and plans are kept in a folder in the museum for viewing if required. It will be approx. 8 weeks before we get feedback on our audit.

2.4 Museum Roof – Part of the wall is a problem. This will be addressed by neighbourhoods tomorrow but might need to go to planning if further cladding is needed.

3.4 Accessioning - 200 objects have been taken on. Please email Nikki Ritson if you would like further details.

3.5.2 Film covering our windows reducing our UV levels protecting our collections.

4.2 WEFT launches on 17th June. Due to Covid we didn't have an official opening so we will send out invitations for the launch in June.

5 Learning & Outreach – We have had 2-3 schools per week.

6.3 Museum made products - Hand woven items in the shop been woven by people either recently or previously.

7 Research Library – We had some volunteers in today so we are adding Dewey Decimal labels. We have been making good progress with this. When we have our launch date the library will be open for viewing.

Cllr Cooper stated that we are trying to welcome Ukrainians in the town. Could we welcome them into the museum and give an hour's presentation as an introduction to Trowbridge? Museum Manager agreed that it would be great to welcome them into the town using the museum.

1564 FORWARD PLAN

The committee considered the recommendation and it was;
RESOLVED that Trowbridge Museum's Forward Plan is approved.

1565 ACCESS POLICY

The committee considered the recommendation and it was;
RESOLVED that Trowbridge Museum's Access Policy is approved.

1566 DOCUMENTATION POLICY

The committee considered the recommendation and it was;
RESOLVED that Trowbridge Museum's Documentation Policy is approved.

1567 COLLECTIONS CARE AND CONSERVATION POLICY

The committee considered the recommendation and it was;
RESOLVED that Trowbridge Museum's Collections Care and Conservation Policy is approved.

1568 QUARTERLY MANAGEMENT ACCOUNTS

RESOLVED to approve the 3rd Qtr Accounts, copies of which had been previously circulated with the Agenda.

Cllr Bridges left at 18.54

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1569 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.

"Firstly, I must thank the committee for all its hard work since the last meeting.

The most significant item to report is that the friends have funded essential work in the museum to ensure the top floor can continue to exhibit paintings, textiles and other artefacts. The friends funded, with a donation of £8,808.37, the protective film for the windows and several blackout blinds as recommended in the Wiltshire Council CMAS report to reduce the light levels, as well as a couple of showcases. The museum will acknowledge the donation with some plaques.

The other significant thing the friends are doing is the reintroduction of a 'programme of events' for the 2022/2023 year. There will be walks, visits, talks. For the first time the friends will do a public lecture in November. We would like to thank the museum for hosting these events. The museum Councillors are invited to attend these events. The friends are still active with volunteering at the museum, helping behind the scenes and at the shop welcoming visitors.

Don't forget to purchase your Trowbridge books from the museum; We currently have four available, the last one being Four Lost Houses – Cutteridge Mansion, Conigre House, The Old Rectory and Wyke House, written by Ken and Helen. The next book is based on the changing face of Trowbridge over the last 21 years, by Kevin Hartley and will be launched in April at the museum (Newand Homes donated a sum of money to the friends to go towards their publications). All councillors invited to attend the launch, details soon. Ken Rogers is working on his next book."

1570 DATE OF NEXT MEETING

NOTED the date of the next meeting to be held on Tuesday 14th June 2022 at 6.30pm at The Civic.

1571 MEDIA RELEASE

- o Welcoming Ukranian refugees.
- o Opening event (inviting Points West)

The meeting closed at 18.56 hrs.

To all Councillors for information.

Signature.....14th June 22..... Dated.....GB.....

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