



**Trowbridge
MUSEUM**

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

15th December 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 K J Hartley, Mrs J Hillman, Mr R Hillman, Mr B Mitchell

Dear Councillor/Co-opted Member,

You are hereby summoned to a meeting of the **Museum Committee** to be held on **Tuesday 20th December at 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. **If you wish to attend this meeting in person please contact council.secretary@trowbridge.gov.uk by 16:00 on Monday 21st November.** Where it is not possible for you to attend due to reaching the capacity limit, access will be available online via Microsoft TEAMS: please go to the Town Council Website – Your Council – [Meetings](#) to find the link. Only 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

This meeting will be recorded.

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 11th October 2022 (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. **MANAGER'S REPORT**

To consider the Museum Report quarter 2 (copy attached).

7. **MOTIONS**

To consider motions received from councillors by the deadline: Thursday 8th December 2022

8. **QUARTERLY MANAGEMENT ACCOUNTS**

To consider the 2022/23 Q2 Accounts (Appendix A).

9. **DRAFT BUDGET 2023/2024**

- a. **To consider** the motion passed at Full Council; That the Museum Committee investigate cost savings (cuts), which may include; reducing energy usage, reducing opening times (closing an extra day during the week) and perhaps introducing charging or having a discretionary donation entry charge (with Gift Aid promoted).

Town Clerk's response: Gift Aid can only be applied to charity donations and the Museum is not a charity. It is wholly appropriate for each committee to consider carefully the services that the council continues to support and financial subsidy provided to those services.

- b. **To approve** Fees and Charges for 2023/2024.

- c. **To approve** the draft budget for the committee for presentation to the Policy & Resources Committee on 10th January 2023.

10. **FRIENDS OF TROWBRIDGE MUSEUM**

To consider a report from Friends of Trowbridge Museum.(Circulated with the agenda)

11. **DATE OF NEXT MEETING**

To note the date of the next meeting to be held on Tuesday 28th March 2023 at 6.30pm.

12. **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.