

BRIDGWATER TOWN COUNCIL
MUSEUM SUB-COMMITTEE
HELD ON MONDAY 18 July 2011 - 10.00AM
at the Blake Museum

PRESENT: Cllrs GJ Granter (Chairman) KF Richards and J. Turner
Also present: Cllr Pat Morley, Alan Hurford(TC), Dr Peter Cattermole (HMC), Tony Woolrich (HDC), Kay Robins (Learning Co-ordinator) Nick Wallace & Bryan Gillard (Chairman & Vice-Chairman - FOBM) & Natalie Watson (Curatorial Advisor)
Apology: Bernice Lashbrook

Decisions and recommendations:

- 12** **MINUTES & NOTES OF 16/05/11:** Approved
- 13** **MATTERS ARISING:** none
- 14** **STATEMENT OF PERFORMANCE AGAINST BUDGET:** Schedule dated 05/07/11 circulated and approved. Attention drawn to increase in income, action taken to reduce electricity costs and other measures. Position with Business rates and Insurance explained.
- 15** **POLICY UPDATES: Updated Memorandum of Understanding - Adopted Forward Plan –** Discussed in detail. Existing plan through to end March 2012 new draft being worked up subject to consultation. Will become key issue in new Accreditation scheme. Highlighted continuing need for behind scenes skilled volunteers and training. Deletion of street signage A6 – largely actioned. **Part 2 Ideas for future –** All encouraged to consider – useful ideas including extension to building or other premises possibly within Town Hall. Need suitable for Chubb collection. Agreed to find suitable room within Town Hall for 'Douglas Allen' photos. New build grant possibilities HLF referred to FOBM, Old Mill scheme including alternative energy (EDF?), pursue Trust and consider succession planning for key volunteers and cover of jobs (cleaning etc.) Consider in future need to salary Curator (MA grant ?).
- 16** **REPORTS of the Honorary Museum Curator/Deputy Curator:** Accepted and approved. NW offer of free training cleaning etc. to be referred to FOBM. Opportunity to continue repairs to north wall of Durleigh Brook along Museum garden to Old Mill – refer to Finance Committee with request to commission contractor at maximum £8K (utilising Environment Agency authorisation). Funding available through BHRP reserve. Skulls found at Grey Lake Quarries – internationally recognised – publicity event on Friday. Further lorry damage to Old Mill – in hand to be pursued with delivery companies.
- 17** **FOBM –** Chairman's 10th report covering May, June & July received and items noted. List of exhibitions presented. Also two water colours of Bridgwater Fair. Museum survey results noted – suggest amendment to questions.
- 18** **LEARNING CO-ORDINATOR REPORT:** Noted and accepted with thanks for for hard work of (KR) including sources of funding for projects. Steps in hand to recruit replacement.
- 19** **HONORARY CURATORIAL ADVISOR:** Correspondence and further information on future of Accreditation and role of Arts Council. Course details to be forwarded to FOBM.

- 20 **FORMATION OF TRUST: Constitution and Governance** – in hand – copies of information and form GD1 made available to prospective trustees and meeting being set up. CIO and Company Limited by Guarantee best option.
- 21 **SAFE WORKING PRACTICES:** Noted.
- 22 **ANY OTHER BUSINESS:** Key holders to be confirmed (MC & PS ?)
- 23 **NEXT MEETING:** Monday 12 September 2011 – 10.00am – at the Museum

The meeting finished at 11.48.

SignedChairman