

**BRIDGWATER TOWN COUNCIL**  
**MUSEUM SUB-COMMITTEE**  
**HELD ON TUESDAY 14 SEPTEMBER AT 10.00AM**  
**IN THE TOWN COUNCIL OFFICES BRIDGWATER**

PRESENT: Cllrs Smeed and Turner

Also present: Alan Hurford(Town Clerk), Dr Peter Cattermole(Honorary Museum Curator),  
Tony Woolrich(Honorary Deputy Curator)& Bryan Gillard(Chairman – FOBM)

Apologies: Cllr Granter and Bernice Lashbrook, John Robins and Natalie Watson

**Decisions and recommendations:**

1. **ELECTION OF CHAIRMAN for the meeting:** Cllr Turner elected.
2. **MINUTES 20/07/10:** Approved subject to removal of John Robins from those in attendance to apology.
3. **MATTERS ARISING:**
  - i Min 5 Key holder/emergency contacts – still to be addressed
  - ii Min 6 Street signing to Museum – follow up with SDC (Reg Winslow)
  - iii Min 16 Banner of Ancient Order of Druids – possible locations for display advised
4. **STATEMENT OF PERFORMANCE AGAINST BUDGET:** Schedule dated 31/08/10 approved. Heading cover budget, amount spent and remaining – expenditure on bookcase and drawer and cupboard fronts noted.  
Income figures from all sources to be updated (AGH). Discussion on FOBM review of refreshment charges; need for sinking fund for major repairs say £10K per annum; charging for admission (future discussion item); notional time for volunteers (TW)
5. **REPORTS of the Honorary Museum Curator/Deputy Curators and meeting of Curators held on 19 July 2010:** Accepted and approved – noted difficulties with student placement; Old Mill overseeing of works, letter of thanks to Homberg (PC) and FOBM separate fund £600 to Old Mill project; next lean-to roof and examine area above Mill Wheel for us (PC & AGH); request confirm checks of Health Safety monthly (JR); comments in visitors book (All); and request position on accreditation to be confirmed (AGH/NW); response to Dept. of Culture widely shared emphasising need for NW post or similar to lend support – AGH possible alternative via North Somerset Council and WSM Museum. Winter work programme noted (TW)
6. **LEARNING CO-ORDINATOR REPORT:** Noted and accepted.
7. **FORMATION OF TRUST – Constitution and Governance:** Position noted including discussion between Nick Lunt and PC. As advised, Town Clerk to engage follow-up meeting with NL. Trustee volunteers noted as well as skills needed. CIO's not likely to be in place for another year if then. Steps: BTC: MSC:Trustees: FOBM/Volunteers
8. **FOBM:** Recommend review constitution and amend, if necessary with proposer and seconder. Should enable current Chairman to continue and Treasurer to be resolved. Approach to GO'L.
9. **SAFE WORKING PRACTICES:** Noted all ok. Emergency box complete.
10. **NEXT MEETING:** 16 November 2010 – 10.00am – town council offices

The meeting finished at 12 noon.

Signed ..... Chairman

