

BRIDGWATER TOWN COUNCIL
MUSEUM SUB-COMMITTEE
HELD ON MONDAY 16 MAY 2011 - 10.00AM
at the Blake Museum

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

Decisions and recommendations:

1. **CHAIRMAN:** Cllr Granter appointed (*Cllr Granter in the Chair*)
2. **MINUTES & NOTES OF 22/03/11:** Approved subject to inclusion of an apology from Tony Woolrich and Min. 6c) Documentation Plan – noted rather than approved.
3. **MATTERS ARISING:** a) Documentation Plan – adopted; and b) Deputy Curator – possibilities discussed following resignation of John Robins. Sub-committee pleased to note that John was continuing to pick up some of the responsibilities allocated as was Bryan Gillard on a temporary basis. A designated shop manager was needed although an additional key holder had been recruited (Tina C) and an out of hours emergency contact (MC). Approaches to be made to MC and PS and FOBM requested to continue seeking active volunteers to take on specific roles (Overall numbers had increased to 50 which was welcomed).
4. **STATEMENT OF PERFORMANCE AGAINST BUDGET:** Schedule dated 06/05/11 circulated and approved. Attention drawn to increase in fixed costs, though performance generally OK and some increase evident in income.
5. **REPORTS of the Honorary Museum Curator/Deputy Curators:** Accepted and approved including paper from JR – FOBM reminded of need to be familiar with MLA manual; addition of web-site photos should improve income generation; ways to ensure rota available weekly to all – e-mail responsibility suggested; and completion of roofing works imminent and within budget. Lorry damage to Old Mill – repairs in hand.
6. **LEARNING CO-ORDINATOR REPORT:** Noted and accepted with appreciation for hard work of (KR) and development of good relations with schools. Replacement identified (MH).
7. **FOB M** – Chairman's 9th report covering March and April received and items noted. Possibility of local artist (AF) working from Museum.
8. **HONORARY CURATORIAL ADVISOR:** Correspondence and summaries on the future of Accreditation – actions needed noted. Supply calender to (NW)
9. **FORMATION OF TRUST: Constitution and Governance** – in hand – copies of information and form GD1 to be made available to prospective trustees and requested to convene meeting.
10. **SAFE WORKING PRACTICES:** Noted all ok as (JR) paper.
11. **NEXT MEETING:** Monday 18 July 2011 – 10.00am – at the Museum

The meeting finished at 11.35.

SignedChairman