

BRIDGWATER TOWN COUNCIL
MUSEUM SUB-COMMITTEE
HELD ON TUESDAY 20 JULY 2010 AT 10.00AM
IN THE TOWN COUNCIL OFFICES BRIDGWATER

PRESENT: Cllrs Granter and Turner

Also present:: Alan Hurford (Town Clerk), Dr Peter Cattermole (Honorary Museum Curator), John Robins and Tony Woolrich (Honorary Deputy Curators) Natalie Watson (Curatorial Advisor), Bryan Gillard (Chairman - FOBM)

Apologies: Cllr Smeed and Bernice Lashbrook

Decisions and recommendations:

1. **ELECTION OF CHAIRMAN:** Cllr Granter elected
2. **MINUTES 02/03/10:** Approved
3. **MATTERS ARISING:**
 - i Min 30 **Statement of Performance against Budget** – request for breakdown of contingency supplied as requested
 - ii Min 34 **Curatorial Advisor Agreement to May 2010** – (NW) content to continue - new contract to be signed at least to 31/03/11 - Agreed
4. **MEMORANDUM OF UNDERSTANDING – Interim Management Arrangements with effect from 01 April 2010:** Endorsed
5. **REPORTS of the Honorary Museum Curator and Deputy Curators and meeting of Curators held on 19 July 2010:** Accepted and approved – noted additional student placements; need for key holders / emergency contacts with possible need to offer call-out fees / honorarium (AH/PC) to resolve
6. **FORWARD PLAN REVIEW:** Progress noted: Recording of accessioned items to begin in August (R5) ; still need for specialist skills within volunteers ; signing in street and on Old Mill to be followed up ; sale of accessioned items – 3 months notice but limited interest – possibly advertise locally (NW/JR). Non-accessioned items some kept.
7. **STATEMENT OF PERFORMANCE AGAINST BUDGET:** Schedule dated 18/07/10 – approved (£141 underspend against £80,000) – extra expenditure within budget on picture cleaning / restoration ; book purchases ; electricity (now back on track)
8. **MUSEUM BUDGET 2010/11:** Approved by BTC
9. **REPORT OF THE FOBM (4th QUARTER) and Friends report from meeting held 19/05/10:** Noted - with increasing visitor numbers and school parties etc. ; successful short term exhibitions ; cleaners – further request to volunteers before alternative sourcing ; Rubbish disposal contract with Veoila – to be pursued ; Accreditation (NW) to report to next meeting ;
10. **LEARNING CO-ORDINATOR'S REPORT:** Approved with proposal to charge visiting parties including schools £2.00 per head
11. **REPORT OF CURATORIAL ADVISOR:** MLA small grant scheme up to £500 noted

12. **FORMATION OF TRUST - constitution and governance:** further meeting through (Nick Lunt) arranged for 02/08/10 ; Awaiting advice/government decision on Charitable Incorporated Organisations.
13. **SAFE WORKING PRACTICES:** Progress as set out in report including Museum Disaster Plan and Box and Old Mill use for storage safety notice – noted
14. **OLD MILL:** Work continuing with good progress to establish store and transfer shelving and items from Colley Lane – noted ; some more to move ; under £3000 spent on this work in current year (approved) and rendering estimated at £1500 recommended to BTC
15. **NEXT MEETING:** 14 Sept – 10am venue tba.
16. **ANY OTHER BUSINESS:**
 - i. SW Federation of Museums and Art Galleries – Take one picture scheme (NW)
 - ii. Small business rate relief – not applicable
 - iii. Ancient Order of Druids – Banner found at Labour Club – advise not able to display suggest Somerset County Museum (JT)

The meeting finished at 12.05pm

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Signed
Chairman