

BRIDGWATER TOWN COUNCIL
MUSEUM SUB-COMMITTEE
HELD ON MONDAY 16 January 2012 - 10.00AM
at the Blake Museum

PRESENT: Cllrs GJ Granter (Chairman) KF Richards and J Turner
Also present: Alan Hurford(TC), Dr Peter Cattermole (HMC), and Tony Woolrich (HDC),
Nick Wallace (Chairman - FOBM) and Mike Searle (Secretary)
Apologies: Bryan Gillard, Lyn Tyrrell and Natalie Watson

Decisions and recommendations:

- 46** **BRYAN GILLARD:** The MSC recorded best wishes to Bryan and a speedy return to active participation
- 47** **MINUTES & NOTES OF 14/11/11:** Approved
- 48** **MATTERS ARISING:** 35. Old Mill lorry damage – both payments of £150 received; 36. CID employed as Alarm Company – Logiscan cancelled and claim submitted ref. poor performance; 37. (1) Insurance cover of loans at W/Z confirmed – photos of items awaited; (2) Battle Room refurbishment well underway (MS); (3) Durleigh Brook flap – feasibility estimate £225k declined by SDC Capital Planning Group – Noted and hold to 'regular' de-silting
- 49** **STATEMENT OF PERFORMANCE AGAINST BUDGET:** Schedule dated 04/01/12 circulated and approved. HMC notes to sheet noted. FOBM revised decision and agreed to £1000 for Blake House furniture as well as showcase. Sinking fund established by BTC for on-going maintenance and repairs.
- 50** **REPORTS of the Honorary Museum Curator/Deputy Curator:** Accepted and approved. Volunteer cleaning work still an issue to be resolved and training to be offered – need for 'deep' clean. Other training to be planned (Esther Checketts since offered to organise) inc. CCTV. Museum Accreditation file to be placed for viewing by all FOBM and signed to confirm. Notice Board for FOBM to be displayed. Opening planned for Spaxton Mosaic display. Nomination to deal with PR and Advertising: NW to follow-up with FOBM all outstanding above. Scanning of items by Somerset Heritage Centre still outstanding (PC).
- 51** **FOBM** – Chairman's 13th report covering November and December received and items noted – including request to FOBM to assist with exhibition sets.
- 52** **LEARNING CO-ORDINATOR REPORT:** Noted and accepted; reference to Symposium in February. Revised quiz sheets being produced.
- 53** **NEW ACCREDITATION SCHEME and FORWARD PLAN 2012/15:**
Noted and approved for submission to Arts Council.
- 54** **FORMATION OF TRUST: Constitution and Governance** – Report of further meeting of potential trustees received and notes of informal meeting and resulting memorandum for framework of trust supplied – approved. Shadow trust to be put in place, Secretary and Treasurer nominations needed but to defer stting up until March 2012 and prospect of CIO regulations.

55 **SAFE WORKING PRACTICES:** Request for all FOBM and Trustees to confirm viewing of file on safe practices and to be displayed for public / volunteer / employee information.

56 **AOB:** 1. Rear door to courtyard flood prevention and relaying paving – offer to undertake free of charge; 2. Rear sign to be commissioned – entrance via Blake Street – **AGREED**; 3. Mike Cresswell established as key holder.

and NEXT MEETING: Monday 19 March 2012 – 10.00am – at the Museum

The meeting finished at 11.40.

SignedChairman