

BRIDGWATER TOWN COUNCIL – MUSEUM SUB-COMMITTEE

MEMORANDUM OF UNDERSTANDING

Between

Bridgwater Town Council (BTC - the Museum Governing Body)

and

The Friends of Blake Museum (FOBM - the Volunteer body)

Museum Management Arrangements with effect from 1 July 2011

For the Museum Governing Body

Town Clerk (*in addition to customary duties*)

Holding and issuing keys to approved volunteer keyholders

Legal Disposals under Disposal Policy

Insurances other than FOBM below

Submitting Listed Building and Planning Consents

Honorary Museum Curator

Ensuring that the application of agreed policies & best practice is followed;

Providing specialist advice

Financial administration and budgetary control

Arranging IT Services including resources & admin websites

Agreeing and overseeing student placements

Liaison with other stakeholders e.g. BDAS, BDCS

Organising Strategies for the Old Mill

Honorary Deputy Museum Curator

Organising and effecting Museum Displays

Identifying and effecting Small Repairs

Organising building work programmes

Supervising volunteers dealing with research enquiries

Co-ordinating volunteer involvement with external meetings at the Museum

For the Friends of Blake Museum

FOBM strategic responsibilities

Regular reviews & reporting to BTC MSC (visitor numbers, volunteer support)
Consultees for (including preparation of) draft new policies & plans
Preparatory work in setting up CIO/Museum Trust
Identifying and organising preparation of building consents
Maintaining Accreditation
Implementing agreed Collections Care Policy
Monitoring Forward Plan and Action plan
Supervising documentation of collection
Supervising the Curatorial Team volunteers
Appointing the Designated Representative under the Code of Practice
Monitoring safety (fire, accidents and other duties as laid out in CoP)
External funding e.g. Your Heritage and HLF grants
Organising and monitoring publicity for the Museum

FOBM day-to-day responsibilities

Cleaning to Museum standards
Disposal of rubbish
Providing competent persons to carry out the daily duties of Museum Secretary
Opening/Closing Museum on the agreed opening days
Holding keys for same, including for security call-out
Greeting visitors
CCTV monitoring (cost of equipment BTC)
Monitoring visitor numbers and composition
Booking external meetings
Providing learning experiences in accordance with BTC policy
Maintaining garden (at FOBM expense)
Recruitment, training and retention of volunteers for above
Supervising work experience placements
Trustees' indemnity insurance
Operation and management of the franchised FOBM Sales area

and such other duties and responsibilities for the proper running of the Museum which the parties may from time to time jointly agree.