

**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)

***Interim* Museum Management Arrangements with effect from April 2010**

**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 and best practice is followed

Providing specialist advice

Financial administration and budgetary control

Arranging IT services including resources and admin websites

Agreeing and overseeing student placements

Overseeing works at the Old Mill

**Honorary Deputy Museum Curator (*Collections and Operation*)\**

Maintaining Accreditation

Implementing agreed Collections Care Policy

Monitoring Forward Plan and Action plan

Supervising documentation of collection

Supervising the Curatorial Team volunteers

Designated Representative under the Code of Practice

Monitoring safety (fire, accidents and other duties as laid out in CoP)

**Honorary Deputy Museum Curator (*Buildings and Communications*)**

Identifying and effecting Small Repairs

Organising building work programmes

Identifying and organising preparation of building consents

Supervising volunteers dealing with research enquiries

Co-ordinating volunteer involvement with external meetings at the Museum

Organising and monitoring publicity for the Museum

Liaison with other stakeholders e.g. BDAS, BDCS

**For the Friends of Blake Museum**

**FOBM day-to-day responsibilities**

Opening/Closing Museum on the agreed opening days  
Holding keys for same, including for security call-out  
Greeting visitors  
Providing competent persons to carry out the daily duties of Museum Secretary  
Cleaning to Museum standards  
Disposal of rubbish  
CCTV monitoring (cost of equipment BTC)  
Monitoring visitor numbers and composition  
Providing learning experiences in accordance with BTC policy  
Maintaining garden (at FOBM expense)  
Operation and management of the franchised FOBM Sales area  
Recruitment, training and retention of volunteers for above  
Supervising student placements  
Trustees' indemnity insurance FOBM public liability insurance  
**FOBM Strategic responsibilities**  
External finance e.g. Your Heritage and HLF grants  
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  
and such other duties and responsibilities for the proper running of the Museum which the parties may from time to time jointly agree.

Town Clerk

1 April 2010