

BRIDGWATER TOWN COUNCIL – MUSEUM SUB-COMMITTEE

MEMORANDUM OF UNDERSTANDING

Bridgwater Town Council (BTC) and Friends of Blake Museum (FOBM)

(Interim arrangements paper)

Within the overall mantle of the **Museum Governing Body – Statement of Responsibilities** - the following will apply in the relationship between BTC and the FOBM:

FOBM day-to-day responsibilities -

Opening/Closing Museum on the agreed opening days
Holding keys for same, including for security call-out
Greeting visitors
Dealing with research enquiries
External meetings at Museum (liaise with Musco for bookings)
Providing learning experiences in accordance with BTC policy
Small repairs
Cleaning
Maintaining garden (at FOBM expense)
Sales area
CCTV monitoring (cost of equipment BTC)
Publicity
Friends' website
Recruitment, training and retention of volunteers for above
Monitoring safety under joint Code of Practice (fire, accidents and other duties as laid out therein)
Acting in conjunction with the (emerging) Disaster Plan
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 (safety, visitor numbers, progress)
Consultees for (including preparation of) draft new policies & plans
Preparatory work in setting up CIO/Museum Trust

FOBM with Musco (interim) -

Maintaining Accreditation
Acquisitions
Collections care & displays
Documentation of collection
Resources website
Building maintenance/repair
Curatorial team volunteers
Action plan & work programmes
Liaison with other stakeholders e.g. BDAS

BTC/Town Clerk/Musco -

BTC expenditure
Grant budget including external transitional funding
Legal
Disposals
Insurance (not shown above)
Admin website
Buildings including Old Mill

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

Alan Hurford
Town Clerk

19 August 2009