

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