

BRIDGWATER TOWN COUNCIL
MUSEUM SUB-COMMITTEE
HELD ON WEDNESDAY 02 MARCH 2010 AT 10.30AM
IN THE MEETING ROOM TOWN HALL BRIDGWATER

PRESENT: Cllrs Granter (Chairman) Smeed and Turner

Also present: Alan Hurford (Town Clerk), Dr Peter Cattermole (Honorary Museum Co-ordinator), Natalie Watson (Curatorial Advisor), Bryan Gillard (Chairman) Bernice Lashbrook, John Robins, John Wilcocks and Tony Woolrich (Friends of Blake Museum)

Decisions and recommendations:

26. MINUTES: Approved

27. MATTERS ARISING:

- i Min 21.1 **Sedgemoor Battle Model** – transferred to Westonzoyland Church – transport cost paid by BTC other costs paid by Westonzoyland Heritage Trust
- ii Min 23 **Blake Gardens building** – further enquiries about the state of the bulding cofirmed it was not worth bothering with
- iii Min 25.ii **Roger Evans and BTC photos** – to be followed up against CD of photos (AH/PC)

28. ACCREDITATION RETURN:

Interim Statements for Collection and Building Care and Documentation Plan submitted - lack of adverse comment noted (NW)

29. FORWARD PLAN REVIEW:

Key aims reviewed as at March 2010 together with Guiding Practical Objectives – excellent progress to high standards with thanks to FOBM and TW in particular as Works Co-ordinator - endorsed

Only area of concern 012 – volunteer base, need for more and proper training – to be programmed and check made with volunteers

Aim A6 – New signs for museum arranged estimated cost of £250.00

TIC – question continued location and space in Bridgwater House

30. STATEMENT OF PERFORMANCE AGAINST BUDGET:

Schedule dated 24/02/10 – approved

Breakdown of contingency sum used – to be provided (PC)

Objective to achieve balanced budget by 31/03/10 – agreed (AH/PC)

Vfm attributed to volunteers to be costed for future reference

31. MUSEUM BUDGET 2010/11: Approved

32. REPORT OF HONORARY MUSEUM CO-ORDINATOR:

- 1. Blake House – recommend to Finance Committee £10k per annum to building sinking fund with maximum to be determined
- 2. Equipment – position noted

3. Collections - care in taking additional items and approval of due process and principles for disposals subject to report on individual items to be disposed of
4. Accreditation – training programme to be established with help (NW) - Sub-Committee members agreed to support objectives and encourage participation and FOBM to check prospective trainees
5. Retirement of Co-ordinator – thanks and appreciation for job well done

33. REPORT OF THE FOBM:

Second quarterly and third quarterly reports received and noted. Emerging interest from schools (3 primary) and tertiary students. 2 training sessions for Custodians organised

34. REPORT OF CURATORIAL ADVISOR:

Curatorial Advisor Agreement in place to May 2010 - (NW) happy to re-sign up to end March 2011- Agreed

35. SAFE WORKING PRACTICES:

Progress as set out in the e-mail dated 24/02/10 – noted

36. ADMINISTRATIVE ARRANGEMENTS FROM 31/03/10:

Move to Trust not as quick as might have wished and unlikely to materialise in near future given progress on building and re-ordering. Paper from (BL) on strengths and weaknesses appreciated accepting skill needs. Emphasis on securing management regime which works for museum in current situation and see as staged process giving FOBM time to develop. Include greater involvement for Sub-Committee in interim with regular contact with FOBM organisation – accepted and need for additional key-holders acknowledged

37. OLD MILL:

Work continuing with good progress to use as store. Additional grant from BTC of £1k to replace floor to enable transfer of shelving and items from Colley Lane – noted (5 more boxes (various items) recovered from Town Hall)

38. NEXT MEETING:

April – date to be arranged and two monthly thereafter for the time being

39. ANY OTHER BUSINESS:

- i. Report to SDC due under terms of agreement (AH)
- ii. Launch of new Town Trails guide and Wembdon Road Cemetery recording – Saturday am 27/03/10 at the Museum

The meeting finished at 12.30pm

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Signed
Chairman