

BRIDGWATER TOWN COUNCIL
MUSEUM SUB-COMMITTEE
MINUTES OF MEETING
HELD ON WEDNESDAY 19 AUGUST 2009 AT 11AM
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) and Tony Woolrich (Friends of Blake Museum)

14. MINUTES:

RESOLVED: That the Minutes of the Meeting held on 15/07/09 be approved and signed by the Chairman as a correct record,

15. MATTERS ARISING:

i. Scale of Charges for Museum services (Min 09):

RESOLVED:

1. That the scale of charges as now submitted be effective from today's date;
2. that as a general rule photography within the Museum, including galleries and showcases, be not permitted unless specifically approved under the terms of the schedule of charges or by agreement with the Friends of Blake Museum

16. STATEMENT OF PERFORMANCE AGAINST BUDGET:

Dr Cattermole gave a summary confirming that performance against budget was appropriate, including some non-capital projects and refurbishment as at 10/08/09. Following consultation he recommended virement in relation to items covered by decorations and tools provision of telephone and web links, DLP projector screen and digitisation of photographs.

RESOLVED:

1. That the budget as set out be noted and approved and proposed virements confirmed;
2. that the receipt of the exhibit fund in the sum of £1808.19 from SDC be noted;
3. that enquiries continue into the whereabouts of the funding presented by Homberg in relation to the Old Mill, estimated to be in the region 1600 deutschmarks.

17. BLAKE MUSEUM FORWARD PLAN 2009/2012:

RESOLVED:

1. That the forward plan be adopted;
2. that the progress illustrated through the Year 1 Infrastructure Action Plan, previously approved, be noted;
3. that the thanks and appreciation of the Chairman and Committee be extended again to the Friends of Blake Museum and volunteers for the exceptional work being carried out.

18. SAFE WORKING PRACTICES:

Members noted the progress as set out in the e-mail dated 10/08/09.

RESOLVED: That the statement of the current position be accepted and retained as an item on the Agenda for regular review at each meeting.

19. GOVERNANCE STATEMENT & INTERIM ARRANGEMENT PAPERS COVERING MEMORANDUM OF UNDERSTANDING, BTC/FOBM AND MUSEUM AND LEARNING:

The Museum governing body's statement of responsibilities had been approved at the previous meeting. Arising there from, interim arrangement papers covering the memorandum of understanding on functions and responsibilities and the museum and learning activities were presented.

Discussion took place, in particular in relation to the size of parties of young people permitted; it was also recommended that all visiting parties should be appraised of the fire regulations and exits on each occasion.

RESOLVED:

1. That following on from the Governance Statement, the Memorandum of Understanding between BTC and FOBM be approved;
2. that the Museum and Learning paper be approved, increasing the maximum number to 30 and including the fire evacuation requirements, subject to review on or before 31/01/10, and the supporting papers by Kay Robbins (Learning Co-ordinator) be endorsed.

20. ACCREDITATION RETURN:

Members were acquainted with the self-assessment requirements and applications necessary to retain accreditation.

RESOLVED: That the Town Clerk and the Chairman of the Friends of Blake Museum, in conjunction with the Honorary Museum Co-ordinator, be authorised to complete the application for accreditation status and its submission, noting those areas where additional information is being finalised.

21. DISPOSAL OF NON-ACCESSIONED ITEMS:

The Honorary Museum Co-ordinator outlined the situation in relation to the Sedgemoor Battle model and the inventory of education stock – most of which if not all were replicas, and many of which were unfound. Members considered a contribution to the removal cost of the battle model would be appropriate, subject to the resources available through the Zoyland Heritage Fund. This would relocate the model within St Mary's Church Westonzoyland.

RESOLVED:

1. That the Sub-Committee sanction the removal of the Sedgemoor Battle Model to Westonzoyland, subject to the agreement in relation to the removal costs;
2. that the Sub-Committee agree to the disposal of items included in the inventory of education stock, as appropriate, where these are replicas and unwanted, given the purpose and stated objectives of the Museum.

22. NEXT MEETING:

RESOLVED: That a date be finalised in October, with meetings generally be held on a quarterly basis.

23. BUILDING IN BLAKE GARDENS BUILT ACROSS DURLEIGH BROOK:

The Chairman of FOBM considered that this building under the ownership of SDC would be a useful addition to Blake Museum, both as storage and possibly as a facility for serving refreshments in Blake Gardens. Enquiries so far had suggested that this was in poor condition and could raise health and safety issues, although the Conservation Officer was of the view that the building had some worth.

RESOLVED:

1. That Members of the Sub-Committee make a point of examining the building;
2. that Town Clerk seek out a condition survey, if one exists and estimates of costs to bring the building into beneficial use.

24. CURATORIAL ADVISOR:

The Curatorial Advisor reported positive feedback through articles appearing in the Somerset Museum's circular relating to Blake Museum and similar congratulations had been received from Tom Mayberry, Head of the Somerset Heritage Services.

25. ANY OTHER BUSINESS:

- i. Museum telephone number 456127 – Town Clerk to request automatic transfer from disused museum telephone numbers;
- ii. Roger Evans – books and photographs of (part of) squibs collection purchased by Charter Trustees – Town Clerk to contact Mr Evans

The meeting finished at 12.30pm

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Signed
Chairman