

BRIDGWATER TOWN COUNCIL
MUSEUM SUB-COMMITTEE
HELD ON TUESDAY 22 MARCH 2011 - 10.00AM

PRESENT: Cllrs P. Smeed and J. Turner

Also present: Alan Hurford(TC), Dr Peter Cattermole (HMC), John Robins & Tony Woolrich (HDCs) & Nick Wallis (Chairman – FOBM), Bryan Gillard (Vice - Chairman)

Apologies: Bernice Lashbrook, Kay Robins & Natalie Watson

Decisions and recommendations:

1. **CHAIRMAN:** Cllr Smeed appointed (*Cllr Smeed in the Chair*)
2. **MINUTES & NOTES OF 18/01/11:** Approved
3. **MATTERS ARISING:** follow up correspondence with MLA on Accreditation and presentation of report from visitors. Listed building application for signage on Old Mill and rear of Museum in preparation. Finger post signage in town centre to be reconfigured. Confirmation of extension of curatorial advisor agreement with Natalie Watson agreed.
4. **STATEMENT OF PERFORMANCE AGAINST BUDGET:** Schedule dated 13/3/11 circulated and revised at 21/3/11 approved. Minor variations and virement agreed. Position with fixed costs at less than 50% of total noted together with establishment of sinking fund for repairs and maintenance. Contributions from FOBM for conservation of picture and software for cataloguing appreciated.
5. **DRAFT BLAKE MUSEUM BUDGET 2011/12:** Final draft approved as revised at 21/3/11 and submitted. Members noted changing role of FOBM more a working role than principally fund raising.
6. **POLICY UPDATES:**
 - a) Forward Plan Review March 2011 (2009-2) – key aims adopted (various items discussed including need to strengthen volunteer base.
 - b) Collection and building care statement - adopted (still some issues within house-keeping guidelines in terms of cleaning)
 - c) Documentation plan statement – adopted
 - d) FOBM report – adopted
 - e) Action plan for learning activities – adopted (thanks to Kay Robins for her hard work – noted with regret standing down and replacement needed)
 - f) Museum and Learning Paper (as approved under MOU 01 April 2010) approved
7. **REPORTS of the Honorary Museum Curator/Deputy Curators:** Accepted and approved – training day organised, additional alarm key holder sought, and new shop manager appointed.
8. **LEARNING CO-ORDINATOR REPORT:** Noted and accepted.
9. **FOBM** – Chairman's 8th report covering January and February received. Next meeting 9 May 2011 10am at the Museum.

10. **HONORARY CURATORIAL ADVISOR:** No report received (see Min 3 above)
11. **FORMATION OF TRUST: Constitution and Governance** – in hand – copies of information and form GD1 to be made available to prospective trustees and meeting convened.
12. **SAFE WORKING PRACTICES:** Noted all ok.
13. **AOB** – Position in relation to 'Listed' brick building over Durleigh Brook noted.

NEXT MEETING: 16 May 2011 – 10.00am – at the Museum

The meeting finished at 1155.

SignedChairman