

LISKEARD TOWN COUNCIL

AT A MEETING of the **MUSEUM MANAGEMENT COMMITTEE** held at the Museum on Monday 9 September at 7.30 pm there were present:

Councillor Ian Goldsworthy - in the Chair

Councillors: Rachel Brooks, Roger Holmes, Anne Purdon, James Shrubsole, Hella Tovar and the Mayor Councillor Sue Pike

The Museum Curator: Anna Monks

Co-opted Members: Duncan Matthews, (Old Cornwall Society) and Jackie Jenkins, (Museum Volunteer)

Minute Clerk - Mr Stuart Houghton

The Chairman advised those present of Housekeeping matters

250/13 OPEN SESSION

No Parishioners were present

251/13 APOLOGIES AND ABSENTEE

Apologies were received from Councillor Anne Purdon and the Town Clerk Mr Andrew Deacon

252/13 DECLARATIONS OF INTEREST

No Members declared an interest either Pecuniary or Non Pecuniary.

253/13 INTRODUCTIONS

Councillor Goldsworthy introduced the new members of the Committee

254/13 MINUTES OF THE MEETING HELD ON 25 MARCH 2013

The minutes of the meeting held on Monday 25 March 2013 were noted.

255/13 MATTERS ARISING

None

256/13 CURRENT YEAR BUDGET REPORT

The Curator had provided a breakdown of individual items in the attached papers. She was happy with this report and asked that Members looked at the 21% spend which did not include grants and receipts therefore represented the actual expenditure. We are halfway through the year and have only used 21% of the budget.

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257/13 FORWARD PLAN BUDGET

The Curator explained that the Forward Plan was required for the accreditation of the Museum. This Budget showed how it would be financed, but she was not aware of the allocations for salaries and heating etc.

Councillor Goldsworthy said that these matters were included in the Property and Finance Committees. He could see some benefit in having all costs in one pot and thought that this could be changed when the next Precept was set.

258/13 2012/2013 BUDGET OUTTURN

The attached budget was discussed. The Curator said she had provided this breakdown to give the new Councillors an idea of the running costs of the Museum. Stock was shown on a separate sheet. She would not normally provide this breakdown which had been taken from the Sage accounting system. The travelling expenses are for herself, Councillor Holmes and Volunteers to attend meetings and to receive training. Refreshments are for special events and daily consumables.

The Curator was disappointed that she had been unsuccessful in obtaining the grant from Heritage Lottery Fund, but she was not surprised. It had been a long procedure and they had had a change of personnel.

/25913 CURATORS REPORT

The Curator's report and Museum Management Structure, attached, were circulated.

The importance of the Conservation Officer, financed by the Arts Council, was expressed. This person was very experienced and provided helpful advice.

The Museum's Accreditation was an important step, it opened the way to apply for grants, showed those who donate items to the Museum that the artefacts were well kept and was a way of borrowing exhibits from other Museums to keep our displays fresh. The accreditation will be renewed in February 2014. The South West Federation of Museums and the South East Cornwall Museum Forum are organisations that are also very helpful. They provide free training and are a source for networking, and show that we do not work in a vacuum. We are also a Heritage Site Interpretation Centre and will be inspected on the 12 September 2013.

The Curator is also working with the Caradon Hill Project, as a paid Project Manager on Five projects. One of the projects has been completed; the remainder have to be complete by the end of 2013. The Caradon Hill Project would provide quality exhibits, would broaden the Museum's audience, and we should now consider attracting more foreign visitors. The Museum receives many Dutch visitors and would like to have Dutch and French versions of the website.

Councillor Goldsworthy asked if the Museum and Tourist Information Centre should consider a joint or separate venture for the translations. He thought that this was an item for the Communication and Engagement Committee and should be implemented by Spring 2014.

260/13 PROPOSED WEBSITE

The Curator's report is attached.

Councillor Goldsworthy asked if the proposed website should be constructed in house or by a contractor. He suggested that there should be some commonality between the Town Council, Museum and TIC websites for format and appearance, i.e. a Liskeard identity. The Curator replied that she had received training and could prepare a website from a template, and would like to do this.

Councillor Brooks said that she thought that the Museum site should be started and it could contain links to the Town Council and TIC sites. The Curator said it would be cost effective to have separate sites with links to the others. In response to the Mayors question the Curator said that she would not have time in her normal working hours to build the website but thought it could be done in an additional 40 hours. Currently she updated the current site in her working week and may be able to find a volunteer to do this, which would give her more time to build the new site.

Councillor Goldsworthy said that the first step would be to establish a budget, and he proposed that the website be designed in house, this was seconded by the Mayor. Councillor Brooks added that if a contractor designed the website an operating manual would be provided. Would the Curator provide a manual, or preferably, have another person to share in the website build and operation.

The Curator asked if she could commission a painting from a local artist of the Forester's Hall to be the front page of the new website.

The Committee **RESOLVED** that the website design should be made in house and that the curator could commission the painting of the Forester's Hall.

261/13 PROPOSED CHARGES FOR FAMILY RESEARCH AND OUTREACH SERVICES

Councillor Goldsworthy expressed his agreement to this but asked how would the monies be received, was a credit/debit card terminal available?

The Curator said that it was not, we need a turnover of £10k per annum, but she was to receive training in the use of PayPal during September. In response to a question from the Mayor, the Curator said that Looe Museum charged £7 per hour for these facilities. We are VAT registered and the PayPal commission fee could be negotiated. The Museum already receives cash and cheques and needed a system to receive overseas payments.

Councillors Goldsworthy and Holmes thought they had provided information of a smart phone payment system to the Town Clerk. He said that if the additional visitors created by the Olympic Torch event last year were ignored the visitor numbers were holding up, the Curator replied that she hoped to hold more events during the winter, events usually increase visitor numbers.

Councillor Goldsworthy proposed, Councillor Brooks seconded and the Committee **RESOLVED** in principle to charge for Family Research and Outreach Services, the details of the charges and payment method are to be agreed.

262/13 PROPOSED PUBLIC SUBSCRIPTION FOR A DISPLAY CASE FOR THE FRANK BEER MANNEQUIN

Councillor Goldsworthy said that the Town Council had previously agreed that a display case should be provided for this display.

Councillor Holmes said that this was a very special exhibit and needed proper keeping. A plain wooden case would not protect the exhibit from degradation; a special glass case was required which could cost £5k. His opinion was that the Town Council had some responsibility for this and that they should contribute about £3.5k, from their reserves, towards the cost of the case, the remaining cost to be obtained from other sources. He felt that the Council did not spend much on providing materials for the Museum, St Agnes Council had recently spent £10k on purchasing a painting. As a Cornwall Councillor he was willing, if allowed, to donate funds from his allowance for this.

Councillor Goldsworthy asked if any grants could be obtained for the case and Councillor Pike asked if the frame would be wooden or metal.

The Curator said that these details were a red herring, the report was asking for permission to purchase a case. She had previously received quotations, the lowest from a South Wales company. The Royal Naval Association had offered to make a donation towards the cost. Currently she did not have time to take this on as a project.

Councillor Goldsworthy said that his opinion was that Councillor Holmes was best placed to take this project on, Councillor Holmes accepted the task.

263/13 OUTGOING CHAIRMAN'S REPORT

the outgoing chairman read his report which is attached..

264/13 FREQUENCY OF FUTURE MEETINGS

It was agreed that meetings would be held every two months, unless urgent business needed dealing with.

265/13 PART II

None

266/13 ANY OTHER BUSINESS

1. Mr Mathews informed the Committee that he had researched the history of a Jack Parsons who had been a Vicar at Liskeard. He had taken part in the last mounted cavalry charge at Gallipoli, and was one of only two survivors of the charge. After the Second World War he had his swords made into plough sheres, one of which has been found at the Worcestershire Yeomanry Museum at Worcester. He has negotiated for its loan so that it could be displayed at the Remembrance day service.

Mr Mathews is willing to collect the shere, but a letter of guarantee is required for the Worcester Museum to release their shere, would the Town Council do this?

2. Councillor Holmes produced a piece of velum containing the Bishop Trelawney Charter, which he wants to have interpreted. It was suggested that Vivian at Trelawney Manor might help.

The Curator said that this was an example of what donations were used for.

267/13 DATE OF NEXT MEETING

It was agreed that the next meeting of the Museum Management Committee would be held on a Monday 4 November 2013.

