

LISKEARD TOWN COUNCIL

AT A MEETING of the **MUSEUM MANAGEMENT COMMITTEE** held at the Museum on Monday 4 November at 7.30 pm there were present:

Councillor Ian Goldsworthy - in the Chair

Councillors: Anne Purdon Roger Holmes, Anne Purdon, James Shrubsole and Hella Tovar

The Museum Curator: Anna Monks

Co-opted Members: David Howard, Stuart House

Town Clerk Mr Andrew Deacon

Minute Clerk - Mr Stuart Houghton

The Chairman advised those present of Housekeeping matters

420/13 OPEN SESSION

No Parishioners were present.

421/13 APOLOGIES

Apologies were received from Councillor Rachel Brooks and the Mayor, Councillor Sue Pike.

An apology was also received from Duncan Mathews, Old Cornwall Society.

422/13 DECLARATIONS OF INTEREST

No Members declared an interest either Pecuniary or Non Pecuniary.

423/13 MINUTES OF THE MEETING HELD ON 30 JULY 2013

Councillor Goldsworthy proposed, Councillor Tovar seconded and the Committee **APPROVED** the Minutes of the meeting held on Tuesday 30 July 2013.

424/13 MINUTES OF THE MEETING HELD ON MONDAY 9 SEPTEMBER 2013

Councillor Goldsworthy proposed, Councillor Purdon seconded and the Committee **APPROVED** the Minutes of the meeting held on Monday 9 September 2013

425/13 MATTERS ARISING

1. Minutes of the meeting held on Tuesday 30 July 2013.

None.

2. Minutes of the meeting held on Monday 9 September 2013.

None.

426/13 BUDGET REPORT TO 31 OCTOBER 2013

The budget report to 31 October 2013, had been circulated and was discussed.

- At present the expenditure was within the budget
- Donations and receipts were in line with last years; it was expected that they would be higher by the end of the financial year

The Town Clerk reported that a reduction in the Rateable Value for the Foresters Hall of about £3k had been agreed with Cornwall Council. This would translate into a reduction of rates of about £1200.

427/13 CURATORS REPORT

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

The highlight of the last period had been the launch of the Podcasts and the Mines, Moors and Minerals leaflet. The launch day had been very successful and the event was a boost to the whole surrounding area.

Councillors congratulated the Curator, the Museum Volunteers and the TIC staff for the hard work they had done to produce such a successful event.

428/13 EMILY HOBHOUSE DISPLAY BOARDS

This was discussed under resolutions.

429/13 RESOLUTIONS

1. Application for Viridor Credits Grant.

The Museum was undergoing a substantial reorganisation stimulated by an injection of funds from the Caradon Hill Area Heritage Project. The Museum was finding its role as an interpreter of the geology, engineering, social and economic elements of an important mining centre.

Museum staff had received assistance from several quarters and were in the process of redesigning all the galleries to make them more accessible and exciting for all visitors. In order to implement the new layouts the Museum lighting and Display Cabinets need to be renewed.

Funding was being sought from the World Heritage Site Committee and this

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226/13

Committee was asked to approve an application to the Viridor Credits Scheme.

Councillor Goldsworthy proposed, Councillor Purdon seconded and the Committee **RESOLVED** that the Curator should apply to Viridor Credits for funding for new energy-efficient lighting and accessible display cabinets.

2. Purchase of Trolley

The Curator and Volunteers often had to transport heavy or delicate objects around the Museum. For safety reasons these objects should be moved on a heavy duty trolley, the purchase of which was long overdue.

Councillor Goldsworthy proposed, Councillor Tovar seconded and the Committee **RESOLVED** to the purchase an appropriate trolley at a price not exceeding £370.

3. Emily Hobhouse Display Boards

As a part of the reorganisation the Museum were creating new permanent displays telling the story of Emily Hobhouse who was born at St. Eve. Staff had been working closely with Churchwardens from St. Ive, who were also promoting the Church and village to visitors. In order to create a meaningful visitor experience, we would promote the Museum and the Village of St. Ive as a package.

The Museum was creating banners for the permanent display; it would be a gesture of goodwill to commission a spare banner for St. Ive Church. The material would be a timeline of Emily Hobhouse's life. The Museum's budget included provision for displays and the additional amount would be about £150. This could be funded from the current year donations, if the budget was fully spent.

Councillor Goldsworthy proposed, Councillor Holmes seconded and the Committee **RESOLVED** to the purchase of a banner for St Ive Church, at a price not exceeding £160.

4. Pay Pal Account

Museums in Cornwall were providing an e-commerce section on their Website for member Museums to make on-line sales of specialist items. The Curator and a TIC colleague had received training in using this function, provided by the Cornwall Museums Group. This feature could also be included on our new Museum Website.

There was a range of unique or unusual postcards, booklets and images which could be sold in this way. It would require the Town Council to open a PayPal account for the Museum, which would require the accounts officer to transfer receipts periodically. The Curator and Museum volunteers would post the items to customers.

It was recommended that the Committee requests the Council to open a PayPal account for the Museum.

The Town Clerk reported that the matter of electronic payments was under discussion for all of the Council's business. The Consultation and Engagement Committee would be discussing implementing an electronic payment scheme for the Council tomorrow evening.

Councillor Goldsworthy proposed, Councillor Shrubsole seconded and the

Committee **RECOMMENDED** to the Council that a PayPal account be implemented for the Museum.

430/13 PART II

None.

431/13 ANY OTHER BUSINESS

1. Museum Volunteers

The Curator said that in the past Councillors had volunteered to be on the stand by rota for duty at the Museum, should any of the regular volunteers be unable to attend, would any Councillor like to be included?

Councillor Tovar volunteered.

2. Christmas and New Year Closing

The Museum would close for the Christmas period from end of normal hours on Monday 23 December 2013 to normal opening time on Tuesday 2 January 2014. The upstairs displays would be refurbished in the New Year and would reopen for Easter.

432/13 DATE OF NEXT MEETING

It was agreed that the next meeting of the Museum Management Committee would be held on a Monday 13 January 2013.

Curator's Report to Museum Management Committee: 4 November 2013

1. Events Since Last Committee

1.2 The following activities have happened or are in progress:

- Liskeard History group formed. I acted as temporary secretary to help get the group underway. The start up funding will come from the Caradon Hill Area Heritage Project (CHAHP). The museum is helping the Group by providing a venue and research resources.
- The *Mazed* project (co-ordinated by Sue Field) got underway. This project aims to records stories from South East Cornwall. As a project partner the museum is providing a meeting venue and research resources. I have joined the research group and have attended oral history training provided by CAVA. There will be a *Mazed* exhibition in the museum next July.
- The biggest autumn project was the *Mines Moors and Minerals* podcast and leaflet. This project was born from an idea for a leaflet I had three years ago. The TIC put in a funding bid when approached by ECLAG and they encouraged us to make a podcast with the leaflet as an extra. ECLAG agreed to us making translations in French German and Dutch. We believe that there is a great interest in industrial archaeology in northern Europe and we hope that this podcast will draw new visitors to the Liskeard area.
- Delivery of the project and the launch event represents excellent teamwork by the Museum Staff and Volunteers, TIC staff, Office Staff and Caretakers. We all worked hard to tight deadlines and have produced a product which seems to be very well received.
- I have also worked on the partnership with the Hypatia Trust and St Ive Churchwardens to produce the coming Emily Hobhouse Study Day.

2. Coming Events

2.1 We will be holding our regular children's craft sessions each half term and on Liskeard Lights Up day. We are very grateful to our volunteer who organises this despite suffering severe pain from a permanent physical condition.

2.2 We are delighted to report that for Liskeard Lights Up we will also be hosting the Cornish Storytellers as they tell Cornish Christmas Stories. This event has been arranged by Sue Field as part of the *Mazed* project.

2.3 On Saturday 7 December to tie in with Vintage Week, Michael Denny will be holding a Meccano Open Day at the museum. We are lucky to have such an expert working with us. Our visitors book shows how popular his Meccano models are with visitors.

2.4 Meanwhile our special exhibitions will depict Armistice and Women at War. Some volunteers and others have been researching material for both displays. We hope to have more materials from South Africa to show at the time of the commemoration events for the Women's Memorial on 16th December.

3. Curatorial Work

3.1 The museum will undergo a major reorganisation over the winter. We have the CHAHP funded displays in train. We also need funding for new display cases and lighting. I am making grant applications in the hope of raising about £30,000 for the appropriate equipment and works. If we are not successful we will have to complete the displays piecemeal. Please see separate report for formal resolution to apply to Viridor Credits.

3.2 We have nearly completed the horrendous cataloguing backlog. This is down to the dedication of all volunteers who by taking on various tasks have created capacity for the work to be done.

3.3 The Museum Re-accreditation process has begun. There are some new criteria and our Museum Mentor is guiding me through the paperwork. The management committee will be asked to approve some new procedures in January or Early February to meet the submission deadline of 16 February 2014.

3.4 We continue to try to return long term loans and dispose of unwanted stuff. It would be much appreciated if any member could occasionally deliver items or help dispose of them.

3.5 I have attended training in Online sales and I am working on the new website.

4. Visitor Numbers and Sales

4.1 Due to other priorities we have not been able to update the visitor numbers record for some weeks. Numbers will be reported at the meeting.

4.2 Sales this year to 30th September are £363. We have earned £21 for research.

5. Volunteers and Student placements

5.1 Lately we have taken on one postgraduate and two undergraduates. The new volunteers are bringing youth and energy as well as knowledge and skills to the museum. The downside is that they are temporary, but I am hoping that we will get established as a good placement.

5.2 Training is a major part of my work and essential to running the museum effectively.

5.3 Traditionally, members of the management committee have volunteered to do cover duties when the rota is bare! This requires basic reception and safety training. It would be marvellous if any members could join the rota. I will be organising some reception training for new and established volunteers in late November. Please do step forward for this rewarding activity!

Anna Monks, Curator, October 2013

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230/13