

LISKEARD TOWN COUNCIL

MINUTES of the **MUSEUM MANAGEMENT COMMITTEE** held in The Council Chamber, West Street, Liskeard on Tuesday 10 February 2015 at 6.45 pm.

PRESENT

The Deputy Mayor -Ex-Officio

Councillor Ian Goldsworthy - in the Chair

Councillors: Rachel Brooks, Roger Holmes, Anne Purdon and Sue Pike

Cornwall Council Museums Representative Stephanie Meads

Old Cornwall Society Representative Duncan Mathews

Stuart House Representative David Howard

Town Clerk Steve Vinson

Minute Clerk Stuart Houghton

The Chairman advised those present of Housekeeping matters

624/14 OPEN SESSION

No Parishioners were present.

625/14 APOLOGIES

Councillors Pike and Holmes apologised for their late arrival.

Apologies were received from The Mayor, Councillor Phil Seeva and also from Councillors Tony Powell and Hella Tovar and from the Museum Curator Anna Monks

626/14 TO AGREE THE PROCEDURE TO RECRUIT A NEW CURATOR FOR THE MUSEUM

The Chair introduced the subject, the Curator had agreed to remain in post until the 31 March 2015 to allow time for the recruitment of a replacement Curator.

The Chair took the opportunity to personally thank the Curator for the hard work she had put into the Museum. She had completed the cataloguing of the exhibits, ordered the collection of mining and minerals, had new displays and lighting installed; she had reached out to involve schools and youth groups with the Museum and had received international recognition from South Africa.

The Chair proposed, Councillor Brooks seconded and the Committee unanimously

thanked the Curator for her hard work, enthusiasm and achievements whilst in post.

A Job Description and Person Specification had been circulated with the agenda.

Tonight a Contract of Employment and a more up to date Job Description had been tabled.

The Chair allowed time for Members to read the new documents.

Comments included;

- A description of the Museums current status should be added to encourage applicants
- The Curator had developed a strong forward plan for the Museum, this should also be reflected in the information given for applicants to consider
- Some of the work would be specialised in relation to the Mining and Heritage Site.

The Chair proposed, Councillor Purdon seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council **ADOPT** the revised Job Description and the Person Specification.

The Committee discussed how the position should be advertised.

Stephanie Meads suggested that the Counties e-mail out service could be used and details should also be posted on specialist websites. The Specialist websites would include Leicester University which support this work. She also said that many Museums in the County are run by volunteers, supported by Cornwall Councils professionals.

Members comments included;

- The Terms and conditions might change at interview to suit an applicant
- The working hours might need to be reconsidered
- The fact that this was a paid position would indicate to candidates the importance the Council places on the Museum

The Chair proposed, Councillor Purdon seconded and the Committee **RESOLVED** to **RECOMMEND** to the Town Council that the position be advertised, with the current Terms and Conditions, using expertise available from Cornwall Council and to include specialist websites.