

LISKEARD TOWN COUNCIL

AT A MEETING of the **MUSEUM MANAGEMENT COMMITTEE** held in The Council Chamber, West Street, Liskeard on Monday 28th April 2014 at 7.30 pm there were present:

Councillor Ian Goldsworthy - in the Chair

The Mayor: Councillor Susan Pike ex officio

Councillors: James Shrubsole, Rachel Brooks

Cornwall Council Museum Co-ordinator Stephanie Meads

The Museum Curator: Anna Monks

Co-opted Members: David Howard (Stuart House).

Town Clerk Mr Andrew Deacon

The Chairman advised those present of Housekeeping matters

974/13 OPEN SESSION

No Parishioners were present.

975/13 APOLOGIES

Apologies were received from Councillors Hella Tovar and Anne Purdon, and Duncan Paul Mathews (Old Cornwall Society)

976/13 DECLARATIONS OF INTEREST

No Members declared an interest either Pecuniary or Non Pecuniary.

977/13 MINUTES OF THE MEETING HELD ON 13 JANUARY 2014

Councillor Goldsworthy proposed, Councillor Brooks seconded and the Committee **APPROVED** the Minutes of the meeting held on Monday 3rd March 2014.

978/13 MATTERS ARISING

None.

979/13 ACCESS STATEMENT

The Curator presented the Access Statement for the Museum (as annexed hereto) for adoption. Councillor Ian Goldsworthy proposed, Councillor James Shrubsole seconded and the Committee **RECOMMENDED** that the Council **ADOPT** the Access Statement.

980/13 ENVIRONMENTAL POLICY

The Curator presented the Environmental Statement for the Museum (as annexed hereto) for adoption. Councillor Ian Goldsworthy proposed and Councillor James Shrubsole seconded and the Committee **RECOMMENDED** that the Council **ADOPT** the Environmental Policy.

981/13 CURATORS REPORT

The full text of the Curator's Report is annexed hereto.

The Curator presented her report and stated that she hoped that the Accreditation would be granted. Stephanie Meads said that she would be very surprised if it had not especially bearing in mind the very hard work that the Curator had put in to gaining the accreditation.

The Curator confirmed that the lighting work had now been completed and there was a vast improvement.

The Curator thanked Tony Misson and Michael Crabb for their help in moving out the old cabinets.

The Curator wished to proceed with the decoration of the Daniel Gumb Room the cost of which was to come from the Museum reserves. Councillor Ian Goldsworthy proposed and Councillor James Shrubsole seconded and the Committee **RECOMMENDED** that a sum of £1000 be taken from the Museum reserves to pay for the said decoration.

982/13 CHAHP PURCHASES

The Report relating to the purchases is annexed hereto. Councillor Ian Goldsworthy proposed and Councillor Rachel Brooks seconded and the Committee **RECOMMENDED** that the Council authorise the expenditure to a maximum of £7400 as stated in the Report.

983/13 PART II (Confidential Session)

There were no matters required under this item

984/13 ANY OTHER BUSINESS

None.

985/13 DATE OF NEXT MEETING

It was agreed that the next meeting of the Museum Management Committee would be held on a Monday 9th June 2014 in The Council Chamber.

Liskeard & District Museum

CHAHP Project Report to Museum Management Committee: 28 April 2014

1. Purpose of Report

1.1 To request authorisation for expenditure on items required for the Caradon Hill Area Heritage Project (CHAHP)

1.2 All of the items are budgeted for in the project and the monies are lodged with Liskeard Town Council. It should be noted that the budget can only be spent on the CHAHP project.

1.3 It is not possible to identify specific suppliers for items that are bought online as offers fluctuate. However, the best price from **reliable** suppliers will be sought at the point of purchase.

1.4 In the case of the Tactile Stone Wall it is anticipated we will use one specialist supplier. The supply of local minerals is limited and the price is inelastic therefore purchases will have to maximise the benefit from the available budget.

1.5 The committee is asked to authorise or recommend expenditure as follows:

- 2 x apple Mac laptops (CHAHP oral history project)
@ up to £1150 each
- LED 50" (or close) screen and stand (for microscope project)
@ up to £2000
- Exemplary minerals from local mines (for microscope and geology wall) max 2
@ up to £400 each
- Adobe Flash Pro software (for geology and history interactives) @ up to £800
- Stone (granite and Killas), frame and title panel (for geology project tactile wall) @ up to £2500

Maximum spend £7,400

Liskeard & District Museum

Curator's Report to Museum Management Committee: 28 April 2014

1. Purpose of Report

1.1 For information: to update the Committee on activity since the last meeting and for decision on expenditure for re-organisation.

2 Accreditation

2.1 We supplied additional information in response to requests from the Arts Council regarding

- cataloguing backlog
- disposals
- environmental policy and
- access provision

2.2 The Accreditation panel met on 24th April and we await the outcome.

3 Museum Re-organisation

3.1 This has become a very complex project. Progress is as follows:

3.1.1 New LED Lighting (Viridor project) completed on Friday 25 April

3.1.2 New Display Cabinets – manufacturer visiting 28 April for final discussions and measuring up.

3.1.3 Old Display cabinets – thanks to inspired work from our chair and head caretaker the old cabinets have been successfully redeployed as bookcases and shop display cabinets.

3.1.4 The Daniel Gumb Room needs to be repainted before the new installations arrive from Falmouth. The installations will not be easy to take out for repainting if we wait and the new lighting shows up the shabbiness of the paintwork. The building has not been redecorated internally since it was handed over in 2001.

(see recommendation below)

3.1.5 All other rooms need to be repainted and this will need to be done as and when it is feasible.

3.1.6 The interactive displays have been tested at Falmouth University and will be delivered near the end of May.

3.1.7 The curator and volunteers will work on the remaining new displays and interpretation with a target date of 5 July when there will be another Phoenix 100. The milestones will need to be placed outside by then.

3.1.8 The planning application for two display boards should be determined today (28 April).

3.1.9 The website is almost ready for public viewing. The domain name is www.liskeardmuseum.org.

4. Visitor Numbers, Donations and Sales

4.1 We ended the year by beating last year's figure of 4200 which represented a 350 increase if we take into account Torch Day. Child visitor numbers were up by two hundred.

4.2 We do not have the outturn figures but they have continued to rise.

5. Special Exhibitions

5.1 We are currently hosting an exhibition by the Liskeard Bowling Club which is celebrating its centenary. It was launched on Saturday with John Rapson as guest of honour.

5.2 The next special exhibition is being planned in partnership with the Mazed Project based on stories collected during the project it will contain contributions from local schools and elderly people.

5.3 "Mazed" will run from 28 July until 5 September 2014.

6. Visits

6.1 Before Easter I opened late for the local retained fire-fighters to visit as part of their training. It is good for us to familiarise the fire-fighters with the building in case there is ever an incident.

6.2 Last week I hosted a lunchtime meeting of the SECTA. This was very well attended and was a great opportunity to make accommodation providers of the museum's function as an attraction. Some good suggestion came from this.

7. Recommendation: Redecorating Daniel Gumb Room and Street Entrance Exterior Wall

7.1 We have been trying to get quotations for this work which is needed urgently now that the electricians have left the site.

7.2 We have had three visits and two quotes so far.

7.3 We have found a probable contractor but need to negotiate timing as this is crucial.

7.4 To ensure that the correct paint is used – it must be environmentally friendly and appropriate for use on lime plaster – we will order the paint separately.

7.5 Recommended:

7.5.1 that the committee resolves to authorise the expenditure of up to £1000 for redecorating the Daniel Gumb Room (limit £700) and exterior walls (limit £300) and up to £500 on paint, the expenditure to be met from the museum reserve.

Liskeard & District Museum: Access Statement

We aim to improve the accessibility of the museum to all potential audiences.

Physical Access

Visitors can reach all galleries by lift or stairs and there are chairs all galleries. New display cases are being commissioned to display objects at wheelchair height which will make it easier for wheelchair users and children to see them properly.

We have not yet made any special provision for blind people and we are conscious that this group is in need of help and encouragement to access the museum.

Interpretation

Written and graphic interpretation is provided in a variety of forms so that there is plenty of material for our deaf visitors to browse. We produce large font labels and interpretation sheets for visually impaired visitors. However we do not yet have much in place for blind visitors. We are planning to increase our tactile displays and are looking at ways of adding audio interpretation without impinging on those who find it intrusive.

Social

The museum is free and we run free events aimed at local families. Ours is an area of sporadic deprivation and the museum is making a deliberate effort to welcome those who think they do not belong here.

Our Location

We are hampered by our location which is a steep street with little legal parking. It can be difficult for wheelchair users to get to the front gate which discourages some groups from visiting.

Online Access

We have a very busy e-mail correspondence with people who cannot get to the museum and will be developing a new website with more information soon.

Liskeard & District Museum: Environmental Policy

1. General Principles

Liskeard & District Museum aims to provide an excellent museum experience with the least environmental impact.

Staff and volunteers are encouraged to reduce, re-use and recycle whilst carrying out museum tasks.

2. Energy Use

2.1 The central heating and hot water installations will be kept under review to avoid wasteful energy consumption.

2.2. All galleries and display cases are being converted to LED lighting in spring 2014. This will reduce electricity consumption and bulb replacement frequency.

2.3 Computing equipment will be replaced with more energy-efficient units each time it is renewed.

3. Materials

3.1 As far as is compatible with conservation requirements we will use re-useable or natural materials for preservation, storage and display.

3.2 Packaging from deliveries is to be kept and re-used and cardboard and paper to be recycled when they have no further function.

3.3 As far as possible we will purchase recycled stationery for office use.

3.4 Stationery, textile and other offcuts are used for children's creative craft sessions.

4. Cleaning and Maintenance

4.1 We continue to source non-toxic materials for cleaning and maintaining the building and its contents.

5. Travel

5.1 Staff and volunteers attending training and meetings are encouraged to use public transport where possible or car-share where appropriate.

5.2 Museum publicity promotes public transport access – we recognise that many holiday makers travel to Liskeard by train.

6. Publications

6.1 We employ printers who use sustainably sourced paper and environmentally – friendly inks.

Updated March 2014