

LISKEARD TOWN COUNCIL

MINUTES of the **MUSEUM MANAGEMENT COMMITTEE** held in The Council Chamber, Liskeard on Monday 6 June 2016 at 7.30 pm.

PRESENT

The Mayor, Councillor Jane Pascoe Ex-Officio

The Deputy Mayor, Councillor Christina Whitty Ex-Officio

Councillor Hella Tovar - in the Chair

Councillors, Anne Purdon, Roger Holmes, Sue Pike, Rachel Brooks and Ian Goldsworthy

Old Cornwall Society Representative; Duncan Mathews

Stuart House Representative: Dave Howard,

Volunteers Jayne Buchanan and Gordon Stokes,

Town Clerk Steve Vinson

The Chairman advised those present of Housekeeping matters

15/16 APOLOGIES

Were received from Stephanie Meads and Tina Hitchings

16/16 DECLARATIONS OF INTEREST

None

17/16 ELECTION OF THE CHAIRMAN OF THE COMMITTEE FOR THE YEAR 2016/2017

Councillor Pike proposed, Councillor Purdon seconded and the Committee **RESOLVED** that Councillor Tovar be elected as Chair for the 2016/2017 year. There were no other nominations.

18/16 ELECTION OF THE DEPUTY CHAIRMAN OF THE COMMITTEE FOR THE YEAR 2016/2017

Councillor Tovar proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** that Councillor Pike be elected as Deputy Chair for the 2016/2017 year. There were no other nominations.

19/16 MINUTES OF THE MUSEUM MANAGEMENT COMMITTEE HELD ON MONDAY 21 MARCH 2016

Subject to noting that the revised Page 3 entry “The underspend in the Curators Salary budget be allocated to a nominated reserve for a new budget line in the 2016/2017 budget for Photography Archiving” had been approved by a subsequent meeting of the Finance and Strategy Committee. Councillor Tovar proposed and the Councillor Purdon seconded and the Committee **APPROVED** as correct the minutes of the meeting held in the Council Chamber at 7.30 p.m. on Monday 21 March 2016.

20/16 TOWN CLERK’S REPORT AND PROGRESS OF RESOLUTIONS FROM THE LAST MEETING

The Town Clerk updated:

Bodmin Town Council – details regarding the set up at the Bodmin Museum.

- The Town Council is the governing body.
- The Museum Committee is run by volunteers as a sub Committee of the Town Council’s Promotions Committee.
- Museum has an order book with orders needing authorisation by a responsible Town Council officer.
- The Museum follows the Financial Regulations of the Town Council.
- Councillor representation on the Museum Committee which meets regularly.

The number of Councillors on the Museum Committee would be researched.

Review of Town Council

This was being undertaken by an external consultant who had visited the Museum and spoken to the volunteers present and with Councillor Tovar. He indicated that the Museum was in his view “the jewel in the crown” of the Council’s asset’s and services.

South East Cornwall Museums Forum

The Town Clerk read out a letter from the Chairman of the South East Cornwall Museums Forum which thanked the Town Council for the use of the Public Hall on the 21st May 2016 for the “Grand Family History Day”. This was considered a great success in putting South East Cornwall on the map with external bodies such as Cornwall Council. It also provided networking opportunities for the 20 organisations that attended and the 125 visitors on the day.

21/16 PUBLIC PARTICIPATION

None

22/16 BUDGET REPORT TO 31ST MAY 2016

The Town Clerk explained that the 2015/2016 year end nominated reserves had been included on the 2016/2017 budget sheet below the £24,900. They amounted to £7,170 in total.

Gordon Stokes explained that donations were up 35% on the same period last year. He indicated that receipts at the TIC shop were 32% up.

23/16 CHAIRMAN's UPDATE

Further to the documents presented to the meeting the following points were made.

i. Visitors numbers and feedback.

Visitor numbers were up and feedback showed a high proportion of excellent and positive responses. Further analysis was being done on the catchment area by post code.

ii. CMM.

There had been 350 hours of volunteer time from the 22 volunteers. The Core Management Team consisted of 6 people and Stephanie Meads attended meetings. More "Meeters and Greeters" were needed especially in summer when there were more visitors and volunteers needed to take breaks.

iii. Full Volunteer's Meeting.

A new donations box, that would make a sound and light up when donations were made, was expected to be delivered next week.

iv. Object Entry Form.

Had been noted.

A question about the insurance cover for the Museum and the collection was asked.

It was confirmed that the building and the contents were insured and that the insurer had indicated that they would need to be informed if an item of significant value was to be added to the collection.

24/16 NOMINATION FOR VOLUNTEER GORDON STOKES TO BECOME A NON-COUNCIL MEMBER OF THE COMMITTEE

Councillor Tovar proposed, Councillor Pike seconded and the Committee **RESOLVED** that Gordon Stokes become a non-Council member of the Museum Committee.

25/16 DATE OF NEXT MEETING

The next meeting of the Museum Management Committee will be at 7.30 pm on Tuesday 5th September 2016.