

## **LISKEARD TOWN COUNCIL**

**MINUTES** of the **MUSEUM MANAGEMENT COMMITTEE** held in The Council Chamber, West Street, Liskeard on Tuesday 8 December 2015 at 6.00 pm.

### **PRESENT**

Councillor Hella Tovar - in the Chair

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

Museum Volunteers, Tina Hitchings and Jayne Buchanan

Outside Representative Museum Mentor, Stephanie Meads

Town Clerk, Steve Vinson

Minute Clerk, Stuart Houghton

The Chairman advised those present of Housekeeping matters

### **524/15 APOLOGIES**

Apologies were received from the Mayor, Councillor Phil Seeva, volunteer Gordon Stokes and Duncan Mathews (Old Cornwall Society).

Councillor Jane Pascoe, apologises for late arrival.

### **525/15 DECLARATIONS OF INTEREST**

None.

### **526/15 MINUTES OF THE MUSEUM MANAGEMENT COMMITTEE HELD ON TUESDAY 13 OCTOBER 2015**

Councillor Pike proposed, Councillor Purdon seconded and the Committee **APPROVED** the Minutes of the meeting held in the Council Chamber at 6.15 p.m. on Tuesday 13 October 2015.

### **527/15 PUBLIC PARTICIPATION**

None.

### **528/15 TO RECEIVE AN UPDATE ON PROGRESS ON RESOLUTIONS FROM THE LAST MEETING (TOWN CLERK'S REPORT)**

The Town Clerk reported that all items would be covered by the agenda.

In response to a question he said that contact had been made with Bryony Robins and she had originally expressed concern about producing the information within the constraints that had been set. However once it was clear that Stephanie Meads, with her knowledge of the Museum, was the contractor the outputs appeared to be deliverable.

Stephanie Meads said that she had discussed this work with Bryony Robins who had expressed concern about who would do what. Bryony had said that she could provide a plan and information, but could not provide hands on assistance. However, once informed of actions to date, Bryony was satisfied with the arrangements in hand.

It was stated that Stephanie Meads was the Museums mentor for its accreditation, and that any further information produced could be sent to Bryony Robins for comment.

## **529/15 BUDGET**

### **1. Committee budget to 30 November 2015**

The Committee Budget to 30 November 2015 was noted.

The Town Clerk reported that the format of the budget for the 2016/2017 year was being changed to show more detailed and realistic headings.

### **2. Setting the budget for the 2016/2017 year**

The Town Clerk said that to assist with setting future budgets the Council was now asking Committees to produce a three year financial plan to the 2018/2019 year. The Financial Plans were live documents and subject to review. Members commented;

- i. Standing charges should be increased by 2%
- ii. Travelling expenses should be looked at. it was suggested that they could be paid on a radius basis, not mileage
- iii. Car sharing should be used whenever possible
- iv. Two persons should attend each training session attended where possible
- v. Items included in the running costs would be checked as some of the original items now had a separate budget line
- vi. The inclusion of an Honorarium was discussed, historically the Museum had used this as a way of paying for regular work done in the Museum. The previous Curator was paid an honorarium before being employed by the Council. This was an accepted way of making payments by Museums
- vii. The line for "collection enhancement" included new acquisitions, displays. Interpretation, graphic designs, stand, displays and making the displays interesting for visitors
- viii. The additional budget headings would support the accreditation process as they corresponded with its requirements

### **530/15 TO DISCUSS THE AIMS AND OBJECTIVES AND THREE YEAR WORK PROGRAMME**

The Chair reported that the Museum Core Team had met and agreed that the Aims and Objectives were being complied with as being the reason for the Museum.

The Museum action Plan 2015/2016 was discussed. It was agreed that this was a live document and would be regularly updated, but was in format that was required by the accreditation process, not as the document used by the Committees of the Council. It would be possible to provide information in another format, but this format had been chosen as it best suited the needs of the Museum as it had different needs to the Council.

The Museum's accreditation would be renewed in 2017, it was proposed to have the papers completed by December 2016.

### **531/15 FAMILY HISTORY DAY**

The Chair said that she was excited by this event. It would be held in the Public Hall on 21 May 2016.

The event was being hosted by the Museum, for the South East Cornwall Museums Forum, and would provide an opportunity for the public to learn how to trace their ancestors and heritage, and at the same time help to raise the profile of local museums and other societies who can help!

### **532/15 PROGRESS ON WORK BY THE MUSEUM CONSULTANT**

The report by the Museum Consultant, Stephanie Meads, had been circulated and Stephanie explained that;

- i. The report had been based on the work in progress and the Action Plan
- ii. The Action Plan had been developed to suit the requirements of the accreditation scheme and the needs of the Museum
- iii. It provided help to the volunteers
- iv. The proposed management structure was still a draft document that would be circulated for agreement

Councillor Pike proposed that the Committee thanked the Chair and Stephanie Meads for the work they had completed, they had been the engine for the Museum. The Committee agreed to this.

### **533/15 NOMINATIONS FOR VOLUNTEERS TO BECOME NON-COUNCILLOR MEMBERS OF THE COMMITTEE**

The Chair introduced Tina Hitchings and Jayne Buchanan, they both worked as volunteers in the Museum and wished to take more responsibility. They had both been involved with the improvements that had recently taken place.

There was a third museum volunteer, Gordon Stokes, who she would propose when he returned to the Museum in January.

She asked Tina and Jayne to give a brief history of their reasons for wanting to be part of the Committee following which;

The Chair proposed, Councillor Goldsworthy seconded and the Committee **RESOLVED** that Jane Buchanan be elected as a non-Councillor member of the Museum Management Committee.

Councillor Pike proposed, Councillor Brooks seconded and the committee **RESOLVED** that Tina Hutchings be elected as a non-Councillor member of the Museum Management Committee.

### **534/15 COUNCILLORS VISIT TO THE MUSEUM**

The Chair invited all Councillors to visit the Museum on Thursday morning 14 January 2016 to see the changes and improvements that are being made in the museum, and to more fully understand the underlying and unseen essential procedures that have to be followed if accreditation is to be maintained. The Museum would reopen to the public on 13 February 2016.

### **535/15 DATE OF NEXT MEETING**

The next meeting of the Museum Management Committee would be at 7.30 pm on Monday 8 February 2016.