

## Museum Governance

Following a number of changes in the volunteer group at the museum and the engagement of a Museum Coordinator, the working structure for the museum has been under review.

The review has been guided by the 'Terms of reference for the future success and governance of the museum ' adopted at Full Town Council meeting 24 January 2017. (Attached)

To create a defined means of decision making

To develop and maintain plans and policies

To monitor and make decisions regarding finance (income and spending)

To relieve volunteers who do not wish to be involved in the strategic planning

To allow volunteers to concentrate on projects and day to day functioning of the museum

A Museum Management Team has been created consisting of:

1. Town Councillor (chair) (two councillors were appointed at the Annual Town Meeting)
2. Volunteer (nominated and voted in by the volunteer group)
3. Volunteer (nominated and voted in by the volunteer group)
4. Museum Coordinator
5. Museum Mentor

The first meeting was held 25<sup>th</sup> July 2018. The minutes of these meetings will be available to the committee and made public.

Discussed at the meeting were:

- terms and reference for the group including the museum mission statement, purpose and scope (working draft attached) The final document will be forwarded to C&E for agreement
- structure in the museum (draft attached)
- accreditation
- Forward Plan, Collections policy, volunteer expenses
- Budget and donations
- Project progress

A structure of museum functions is being developed which is aligned with the Forward Plan. This helps to define roles and required skills. (draft attached).

Volunteer meetings will take place on a monthly basis to discuss project progress and procedures. These meetings will report to the Core Museum Management Team.

## Rural Proofing

The museum has signed up to a Rural Proofing and Resilience Programme. The programme is designed to encourage and enable museums to function independently by addressing the organisations needs through a combination of tools such as e-learning, workshops, peer networking and mentoring with hands on support from skilled professionals, covering areas such as Business and Forward Planning, Finance, Marketing, Fundraising, Leadership and Governance.

16 museums over the South West have been invited to take part in the mentored programme. The scheme provides funding toward the training and requires a commitment to change and the participation of at least two members of staff or volunteers to complete the training and workshops.



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