

Liskeard & District Museum report to Communication & Engagement Committee Nov 2018

1. Museum Management Structure

The core group had agreed a structure composing of:

- a chairman Councillor proposed by C&E with a deputy
- the museum coordinator (LTC staff member)
- 2 volunteer representatives (voted by volunteer group)
- Museum Mentor

However, due to other commitments it has not been possible to maintain attendance of all at the meetings so the remaining group have proposed to reduce the structure to:

- 2 volunteer representatives (voted by volunteer group)
- & the museum coordinator (LTC staff member acting as a conduit to C&E committee)
- with the Museum Mentor acting as advisor when necessary

2. Projects in the museum are progressing well including the process of policy implementation, recording the collection, rationalisation and planning. It has been recognised that the John Rapson photographic collection will take a significant time to digitise so the time line has been extended.
3. A Volunteer Expenses Policy with an ethos that no volunteer should be 'out of pocket' as a result of volunteering' aligned with expense policies for LTC & CC.

The Management Group seeks agreement from C&E committee

4. The Museum Management Group recommend that funding for the Museum Coordinator Role (which is a fixed term contract) be extended for next year.

The Management Group seeks agreement from C&E committee

5. The museum contributed to information boards for Liskeard Unlocked and held a temporary display of puppets made by student at Hillfort School. Extended evening opening hours only brought in one visitor additional to those hosted after Brian Oldham's evening walk & talk.
6. Reduced visitor numbers this year may be a consequence of fewer events so the museum hired a professional story teller for two days at half term holiday. The story incorporated a tour of the museum and a craft session with good attendance. More sessions are planned for future school holidays. There was also a Halloween origami session on the Saturday.
7. The reduced number of regular volunteers at the museum means that it is difficult to run events and make any major changes to the displays however the group of volunteers have been working very hard to lay good foundations to meet the standards required for an accredited museum and plan for future developments. Both the volunteer group and Museum Management Group recognise that more volunteers are needed to achieve the goals for the museum.
8. The Museum Management Group agreed £180 spending for an LED screen with USB port to show film and extracts to support information on the Medical Display.
9. The Museum Management Group agreed a contribution of £500 toward the Women in Liskeard trail and to continue the payment for the LTC Zappar Licence for the museum which will also cover the proposed town trail.
10. The Museum Management Group have considered the budget for 2019/2020 and put forward their recommendation which includes:
 - an increased budget for volunteer expense reflecting a realistic expectation for a full compliment of the required level of volunteers from Liskeard and the surrounding parishes
 - expenditure for collection care and maintenance, displays and exhibitions, events and community outreach from donations received

- Donation reserves carried forward

Associated Documents

Museum Management Group Meeting minutes 27/09/18

Museum Management Group Meeting minutes 25/10/18 – not yet available