

Minutes for Museum Meeting 29th March 2018

Please see the agenda for the Liskeard museum meeting on Thursday.

CLlr D Ambler Chair for the First Section of the Meeting

1) Present

Stephanie Meads, Brian Oldham, Jayne Buchanan, Keith Chapman, Tina, Francis, Francis, Phil Chapman, Jane

Apologise Anna Clarke, Josh, Katherine and Richard

2) Agree last minutes.

Approved.

3) Budget Review

It was confirmed that there was an underspend on the shop line budget.

It was noted that the volunteer expenses had gone over budget, by £112 as of 26/3/18

4) Matters Arising

CLlr Ambler thanked everyone for attending the meeting and the work contributed to the museum by all of the volunteers and MMT.

a) Stocks

Propose an acknowledgment of thanks from the museum to St Cleer church, the LTC facilities team and office for their work in getting the stocks transferred?

Action: Stocks to be recorded using the museum loan procedure.

Action: Jayne to write a letter of thanks to St Cleer PCC, LTC office/facilities team.

Action: Francis and Brian to create an information display to support the loan of the stocks in the LTC public hall?

b) Missing items update.

CLlr Ambler thanked everyone for their time in searching for the missing bottles.

He then provided an update. In conjunction with Yvette, (Support Service Manager) and Jayne Buchanan a number of actions/decisions have been taken.

To insure all legal obligations have been met, LTC is currently awaiting advice from Sgt Rupert Engley. So far LTC have been advised that technically the matter should be treated as a theft, and a discrepancy which should therefore be reported to the Health and safety Executive.

Yvette has contacted HSE to make the report and sent the necessary details by email as requested.

Cllr Ambler explained that the plan is to review PPE, first aid and eye baths in the museum. Stephanie Meads is discussing with the SW conservation officer training for museum staff to handle potentially dangerous items - such as explosives/poisons brought in by members of the public.

Action: Keith to ask Katherine and Richard to complete another stock take of the store to try and identify the missing items. This is not to be carried out until advice from the police on whether they wish to treat the missing items as potential theft.

Action: Brian Oldham to contact Heather to see if she remembers any items similar to those that are missing being brought into the museum.

Action: Stephanie offered to guide the new coordinator on museum processes.

Brian Oldham confirmed that he is trained in First Aid. Cllr D Ambler to confirm who with the TIC is First Aid training.

Action: The first aid box in the museum had become buried and laid flat on a shelf. MMT to contact Facilities to mount the First Aid Box in a visible location. An accident book is to be produced. First aid box to be audited and an eye bath purchased. MMT to ask if new coordinator has or wishes to be first aid trained.

Action: MMT to check the emergency disaster box and to remind volunteers of its location. MMT and volunteers to consider training on emergency box and audits. MMT to identify suitable PPE, (Personal Protection Equipment) for the museum.

Action: MMT didn't feel a CCTV camera was required to cover the store. Instead an entry log is to be created.

Action: Stephanie to follow up about training for volunteers on how to handle potentially dangerous items being brought in to the museum. It was suggested Liskeard could host a training day for museums in the area.

c) Coordinator.

Update museum on appointment of coordinator.

Notes from Yvette, Support Service Manager, LTC

Karen Partington is due to start on Wednesday 4 April at 10am, and work the Wednesday, Thursday and Friday that week (10am – 4pm). This is dependent on the receipt of references.

It is hoped that during the first week Karen will meet as many volunteers as possible and have any necessary inductions.

d) CCTV

Update on CCTV. Cameras to be considered to cover outside store.

CCTV monitor has been installed on middle floor. Volunteers asked to maintain a visual check on monitor and support TIC staff safety.

The issue of supporting volunteers with disabilities was raised.

Action: Cllr D Ambler and Stephanie to investigate options and procedures to support youth volunteers those with disabilities.

Action: Cllr D Ambler to follow up about a panic button. Stephanie mentioned that Bodmin museum has a system, which maybe suitable and should be investigated.

e) Expenses

The issue of expenses has been an ongoing discussion within the MMT. If no agreement can be reached at today's meeting, then as a way forward, a vote is to be taken on the various options discussed over the last few months. The result of this vote will then be referred to LTC's Communication and Engagement Committee, (or Finance and General Purpose Committee) for discussion and hopefully endorsement.

Options to consider or be voted on:

- To keep the current system, with a risk to the museum budget and a lack of funds to cover expenses later in the year.**
- To propose a cap on the number of days per week a volunteer can claim for?**
- To propose a mileage radius of 7 miles maximum that can be claimed for – 40p per mile – return would be maximum 14 miles?**
- Reallocate some of the budget underspends to increase volunteer expenses.**
- Allocate a maximum amount that can be claimed each day £10.**

Students and those on supported living arrangements to be excluded from any cap?

Action: A blind vote was taken, (excluding Stephanie and Cllr D Ambler) and a decision to adopt option 3 was taken, (To propose a mileage radius of 7 miles maximum that can be claimed for – 40p per mile – return would be maximum 14 miles?). This decision will be passed back to either F&GP or C&E for confirmation and to allow any objections to be raised. The votes were: 4 for option 3. 2 for option 2. 1 for option 1. 1 for option 5. The

question over whether these rules can/should apply to those on pensions is required, (C&E, F&GP).

5) Museum Atmosphere

Cllr Ambler reiterated that the museum is appreciated by LTC. He also reminded everyone of the need to create a positive atmosphere in the museum and to work alongside the new coordinator. Volunteers were reminded that they can report inappropriate behaviour and that LTC has procedures to support this. Those who wish to report issues can do this either through the MMT, Town Councillors, Stephanie Meads, Town Clerk and the Support Service Manager. Everyone should feel appreciated for the great work they put into the museum.

Brian Oldham chaired the remainder of the meeting. Cllr D Ambler left. 11.20.

6) Discuss priorities for new coordinator

Museum volunteers to consider priorities for the new coordinator, which may for example include a revision of museum procedures and the development of the volunteer base? The coordinator job description is attached. Please remember the coordinator is to work alongside the MMT, volunteers and LTC to support the museum's aims.

7) Photographs from John Rapson

There are both photographs and cameras in the collection. A procedure on how to deal with them needs to be agreed on. Storage facilities will need to be identified. Keith to report on how much space is needed. Tony and Dave will collect. There was a discussion on how to decide what to keep and what to do with items that do not fit with the museums policy.

Action: Tina and Francis to arrange to meet David Hambly and explain that cameras do not form part of the collection policy (unless there is something of special interest)

8) AOB

A number of issues need maintenance support. Tony will need to be contacted for these

Next meeting: Thursday 26th April