

Liskeard and District Museum

Museum Management Meeting – 27th September 2018

Those present

Museum: Councillor D Ambler, K Partington, J Buchanan, A Soady

Museum Mentor:

Apologies: S Meads

1.0 Minutes of last meeting : Minutes agreed. Actions Noted

2.0 Chair

2.1 Communications & Engagement Committee are happy with the current structure and reporting arrangements

3.0 Volunteers

3.1 Project Reports

- John Rapson Collection – The project is currently on time. Photographs are being identified and recommendations for accession based on the Collections Policy. Negatives are being scanned. D Ambler recommends contacting Pauline Hubner regarding advice on photo storage. **Action: A. Soady**
- Deaccessioning – The project is progressing. The group was asked for permission to dispose of a couple of sewing machines as all processes and avenues have been exhausted. The group recommends investigation into private sale, freecycle or charity shops. **Action: A Soady**
- Loans – A number of loan items have been returned. One collection has now been donated. Volunteers have asked if the items should remain on the database. The group advised that they should show their status as returned but investigation should be made as to whether a separate file should be created on MODES. **Action A Soady**
- Audio – A temporary trial was in place for the Liskeard Unlocked evening which received positive comments. The project will continue to install background sounds with a simple system and then movement activated and time delayed sounds.

3.2 Liskeard Unlocked event – There were not many visitors just for the museum evening opening. One came in because they had seen activity and looked it up on the facebook page. There were 15 visitors after the walk & talk given by Brian Oldham.

3.3 We currently have no data for the Zappar Augmented reality App. J Buchanan is trying to obtain full graphics to provide display at different levels plus a Perspex frame to align the maggots image to the wound on the manekin. **Action J Buchanan** The app does not appear to be used very much so the group request that volunteers, particularly on a Saturday, highlight the facility to visitors and demonstrate its use. More volunteer stewards are needed. **Action K Partington**

4.0 Coordinator

4.1 The revised structure chart for the museum was agreed but the structure for higher levels of governance needs to be clarified (**Action from previous meeting**)

4.2 We currently have 6 regular volunteers and 4 additional volunteers occasionally available or taking a break. We are struggling to attract suitable volunteer applications. A recruitment day, social media posts and advertising in the Cornish Times are strategies being considered. J Buchanan suggested speaking to students at Plymouth University (**Action J Buchanan**) and business cards for current staff and volunteers (**Action K Partington**).

4.3 The Cultivator Programme and Rural Proofing & Resilience Programme have identified marketing as an area they can provide assistance. A Marketing Plan will be developed. Targets will be decided at a Management Group level.

4.4 There has been no further news regarding the Accreditation Review.

4.5 Visitor numbers have been down for the summer period on last year but are more on track for the whole year figure. It is thought that the hot weather attracts tourists to the beach. J Buchanan reported that the new attraction in Looe (The Sardine Factory) seems to have had good visitor numbers. More regular events at the museum may help to attract visitors. This will be included in planning for next year (**Action J. Buchanan**). Signage to the museum is poor. The museum must be considered in any signage planning by the Town Council (**Action D.Ambler**).

5.0 Policies & Plans

5.1 Forward Plan – The process for updating the Forward Plan has begun with input from members of the group. We need to include improvements for access and inclusion particularly for visually impaired and hard of hearing and including baby changing facilities or signposting to facilities in town.

5.2 There is no Business Plan for the museum but this will be picked up during the Cultivator Programme.

5.3 The Collections Policy is still being reviewed and updated

5.4 The Volunteer Expenses policy draft has been updated to include parking costs but obtaining a receipt may be difficult if the mobile app is used to make payment. It was agreed to limit the mileage claim to the area covered by the museum as specified in the Collections Policy. **Action K Partington** to investigate whether receipts can be obtained and whether a receipt is required for a mileage claim.

5.5 Loans Policy – This is being put together with advice from the museum mentor

6.0 Finance

6.1 Budget - We are over budget on the volunteer expenses. **Action K Partington** to identify why and, in light of the Expenses Policy, advise on forward spending and consider realigning the budget.

6.1.1 J Buchanan recommended hiring a professional story teller for half term events and asked the group to agree a spend of about £20 per hour. The group agreed that the cost could be covered from the donations budget line as it would create events giving back to the community.

6.1.2 The group noted that budget setting for next financial year is in November.

6.1.3 The group recommended that funding for the Museum Coordinator role continue next year.

6.1.4 K Partington reported that there is difficulty sourcing and purchasing individual items for the museum or small amounts of stock for the shop where immediate payment is required rather than invoicing.

7.0 Other Business

7.1 There have been delays and difficulties due to IT problems with internet connection and data storage which have been reported. Barry is looking into solutions.

Next Meeting: 25th October 2.15pm New Liskeard Room