

LISKEARD TOWN COUNCIL

MINUTES of the **MUSEUM MANAGEMENT COMMITTEE** held in The Council Chamber, West Street, Liskeard on Monday 21 March 2016 at 7.30 pm.

PRESENT

The Deputy Mayor, Councillor Jane Pascoe - Ex-Officio

Councillor Hella Tovar - in the Chair

Councillors, Sue Pike, Anne Purdon and Ian Goldsworthy

Museum Volunteers, Tina Hitchings, Jayne Buchanan and Gordon Stokes

Outside Representative Museum Mentor, Stephanie Meads

Town Clerk, Steve Vinson

Minute Clerk, Stuart Houghton

The Chairman advised those present of Housekeeping matters

891/15 APOLOGIES

Apologies were received from Councillor Rachel Brooks and Duncan Matthews (Old Cornwall Society).

892/15 DECLARATIONS OF INTEREST

None.

893/15 MINUTES OF THE MUSEUM MANAGEMENT COMMITTEE HELD ON MONDAY 8 FEBRUARY 2016

Minute 687/15

Chairman's Update, (5, Preparation for accreditation Renewal paragraph iii) correct the spelling of "Fair"

Minute 687/15

Chairman's Update, (5, Recommendation) First line insert an apostrophe to read "Curator's Salary."

Minute 698/15, Page 5,

1. end of top paragraph, delete after at Easter "when the Museum reopened"
2. second line of the last paragraph, replace "at Easter" with "at February half term"

Councillor Pike proposed, the Deputy Mayor seconded and the Committee **APPROVED** the Minutes of the meeting held in the Council Chamber on Monday 8 February 2016 with the above amendments.

894/15 TO RECEIVE AN UPDATE ON PROGRESS ON RESOLUTIONS FROM THE LAST MEETING (TOWN CLERK'S REPORT)

The Town Clerk informed the Committee that the Town Council would have its Functions and Activities assessed by an external body. This review would look at all aspects of the Town Council's business, which would include the performance of the Committees. The Consultant had indicated that he would like the opinions of external people associated with the Council as well as the Staff and Councillors; the Town Clerk thought that the Museum Volunteers would be a good source for this input. The start date for the review was not yet known.

The Town Clerk also reported that he had, unsuccessfully to date, tried to contact Bodmin Town Council to discuss their arrangements for the management of their Museum.

895/15 PUBLIC PARTICIPATION

No members of the public were present.

896/15 BUDGET

1. The Committee's budget to 29 February 2016 was noted.
2. The Chair reported that the current budget had been assessed by Gordon Stokes who had prepared recommendations, they were;
 - a. That the underspend in the Committees £5k budget for Computers & Training, be brought forward to the 2016/2017 financial year as a nominated reserve for the same purpose.
 - b. That the underspend on Curators Salary be brought forward to the 2016/2017 financial year as two nominated reserves
 - i. £1k to be allocated to Collection Enhancement
 - ii the remainder to the new 2016/2017 Photography Archiving budget
 - c. The present budget line for Museum Donations be separated into three headings
 - i. Museum Donations (Public)
 - ii Museum Donations (Education/Social Care)
 - iii Museum Donations (Family History/Groups)
 - d. That the Monthly Budget and Nominal Ledger details be provided to Gordon Stokes on a monthly basis

Councillors discussed these recommendations and commented;

- a. Details of the allocation of the Museum Consultants charges will be sought from the Accounts Clerk. It was noted that the consultant had not made any charges to date.
- b. The invoice for the model of Frank Beer display case had been received; this was £1020 less than the budgeted figure.
- c. The Museum Consultant reported that she was working on items from the original scope of work, supporting the accreditation requirements, training and providing support. When the original scope of work was completed a review of current needs would be made.

The Committee was asked to vote on these recommendations.

- a. Councillor Goldsworthy proposed, Councillor Pike seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council carries forward the underspend on Computers and Training to the 2016/2017 financial year as a nominated reserve under the same heading.
- b. Councillor Goldsworthy proposed, Jayne Buchanan seconded and the Committee **RESOLVED** to **RECOMMEND** that the Council;
Transfer the surplus from the Frank Beer Display case budget to the 2016/2017 Collection Enhancement budget
- c. Councillor Pike proposed, Councillor Purdon seconded and the Committee **RESOLVED** to **RECOMMEND** to Council that the budget line for Museum Donations be split into three items
 - i. Public
 - ii. Education/Social Care
 - iii. Family History/Groups
- d. Councillor Pike proposed, the Deputy Mayor seconded and the Committee **RESOLVED** to **RECOMMEND** to Council that Gordon Stokes be provided with the monthly budget and nominal ledger details

897/15 CHAIRMAN'S UPDATE

The Chair reported that the MODES system was fully functional and training completed; the cost of the training had been shared with the Looe Museum. The system was easy to use and work was progressing to catch up the backlog of entries.

The Chair continued; the model of Frank Beer was now encased and commended the volunteers for the hard work they had completed, they had completed more than 460 hours in the last month.

The Museum had also been visited by members of the Microscopic Society who had made suggestions on how to improve the mineral displays, had offered to attend as volunteers and possibly provide a workshop for minerals in the Museum. Other comments included;

- a. The Heritage Lottery Fund had guides that valued volunteers work; at the basic rate the value of work completed last month would have been over £3k, but if the skilled rate was applied to 4 people the value would have been about £6k.
- b. Visitor numbers for the last month had increased compared with the same period last year, details were analysed to determine where people had travelled from and the reasons for visiting the Museum. It was pleasing to note that the number of children visiting the Museum had doubled over the number that had visited last year. Details of the feedback comments were attached to the report, all were positive.
- c. Notes from the Core Management Group meeting held on 2 March 2016 had been circulated and reported on Training, preparation for Accreditation, Budget monitoring, Volunteer recruitment, induction and management, Housekeeping, Website development and Future exhibitions.
- d. It was intended to have the Accreditation papers ready to present to Council by December 2016 for submission next year.
- e. It was intended to monitor volunteers expenses, currently the 40p per mile rate was being used; this might be revised to a payment on a pre-set radius.
- f. The study trip to Tiverton had been worthwhile; that Museum was very Town orientated showing old photographs of the Town and residents. Some inspiring ideas had been presented which might lead to cost savings; a PowerPoint presentation might be available to show at the next Core Management Group meeting.

In response to a question, the Chair replied that it had been worthwhile to attend the Community Fair; a lot of interest had been shown in the mystery objects but it was thought that most of the visitors were the other stall holders.

The circulation of the Loan Agreement Form had not yet been circulated; the acceptance would be deferred until the next meeting.

The Deputy Mayor expressed her gratitude for the enthusiasm and hard work provided by the Volunteers.

898/15 DATE OF NEXT MEETING

The next meeting of the Museum Management Committee would be at 7.30 pm on Monday 6 June 2016.

A meeting was arranged in the Museum for Thursday 14 April 2016, at 6.00 pm, between Councillors and the Museum Core Management Group.