

## Notes/minutes of Core Management Meeting - 22nd April 2016

Present: Stephanie Meads, Gordon Stokes, Amanda Soady, Tina Hutchings, Tina Barrett, Hella Tovar. Also present was Keith Charman  
Apologies: Jayne Buchanan

The meeting opened with a discussion about the position of the museum management committee and its relationship with the Town Council, following a request for a meeting. It was suggested and agreed that we will now wait for the findings of the current consultation re Town Council practices and its committees. Hella will inform all Councillors of our decision.

### Website

Tina Barrett showed what she has designed, and the options. It was approved and agreed to start with the option of £6 a month - the mention of an online shop was brought up, but decided to start small!

### Admin

Amanda had nothing to report - all going well. The presentation to the Cornwall Museum Group of the visit to Tiverton Museum was available for all volunteers who wished to see it.

Yvonne had informed her that Liam Carey would be happy to help us identify the glass in our collection. As he was not sure when he could fit it in, we are prepared to fit this in out of museum hours if necessary. It was suggested that it could be worth tape-recording his visit.

### Finances

Gordon had at this point nothing to report. We were now into the new budget, with £24,900 available to us.

### Documentation/Accreditation

Gordon has drafted the collections policy, and had also drawn up a forward plan for Arts Council Reaccreditation. However there needs to be an evaluation of how we have achieved the last plan and also we need to consult with stakeholders who use the museum services.

Stephanie pointed out that lines of communication between the Town Clerk, Councillors and volunteers must be clear and transparent - agreement must be reached on the structure, and yearly reviews that we are on course to achieve arts council/accreditation targets.

### Volunteers

Hella said we had two new volunteers and tasks need to be worked out according to their abilities and inclinations. She mentioned the role of room guides, which Jayne has been proposing so that we can have volunteers as guides - perhaps students, and job seekers. They would need to be trained in customer care and have some information about exhibits.

The next full volunteers meeting is Friday 6th May.

### Collections

The management of the Gladilova School of Dance collection was discussed - needs to be accessioned, photos counted, copied and researched. Hella to ask Mrs. Jackson to come in again and see if they can be put into decade order for easier reference.

### Accessions

Amanda showed the objects for accessioning, and these were discussed and decisions made. Queries were raised and Stephanie discussed the options for the way forward. Amanda made notes and actions will be taken.

### New Displays

All members are aware that planning for new Exhibitions need to start now. To that end, Stephanie is to hold a training session on Wednesday 4th May in the Jeanne Rees Room starting 6.pm. Ideas for displays to be sought then and at the next volunteers meeting, Friday 6th May at 2.15pm

### Deaccessioning

The procedure for this was set out by Stephanie, and is to be an ongoing process, starting with the easy option with the non-accessioned objects. Keith was keen to point out that in the Spectrum book good practice was clearly stated and the core management needs to take the time to read this. Stephanie agreed.

### Any other business

Tina and Hella are to visit a Toy Fair in Exeter - with a view to enhancing the collection.

Next Core Management Meeting - Wednesday 1st June at 2.15pm