

LISKEARD TOWN COUNCIL

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Mr S Vinson
Town Clerk
3/5 West Street
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27 May 2016

Dear Councillor

You are summoned to attend a meeting of the MUSEUM MANAGEMENT COMMITTEE which will be held in the Council Chamber **at 7.30** pm on **MONDAY 6 JUNE 2016**.

Yours faithfully

Stephen Vinson
TOWN CLERK

The Chairman will advise those present of Housekeeping matters

Members of the public are invited to attend and take part in the meeting

AGENDA

1. To receive apologies for absence
2. Declarations of Members Interest, Registerable or Non-Registrable
3. Election of Chairman of Committee for the year 2016/2017
4. Election of Deputy Chairman of Committee for the year 2016/2017
5. To receive and approve the Minutes of the Museum Management Committee Meeting held on Monday 21st March 2016
6. Town Clerk's Report and update of progress of resolutions from the last meeting
7. Public Participation, if required
8. Budget to 31 May 2016
9. Chairman's Update, including
 - i Visitor numbers and feedback
 - ii CMM (Core Management Meeting)

- iii report of the meeting held on 22nd April, 2016
 - iii Full Volunteers Meeting
 - report of the meeting held on the 6th May 2016
 - iv Object Entry Form (for loans and gifts)
10. Nomination for Volunteer Gordon Stokes to become a non-council member of the Committee
 11. Date of next meeting – proposed 5th or 12th September at 7.30 in the Museum.
 12. Part II, if required

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, the Press and Public be excluded from the meeting for the following item of Business.

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 or 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 6pm. All interested volunteers to be invited.

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.

A volunteers Barbecue lunch will be held for all volunteers and their partners/families on Sunday 17th July at 12.30 for 1.00pm. All food to be provided, guests to bring their drinks.

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

Record of Full Volunteers Meeting - Friday 6th May 2016

Present: Amanda, Gordon, Hella, Jo, Julia, Kate, Keith, Sue, Tina H.

Apologies: Jayne, Frances, Richard, Stephanie, Malcolm, Yvonne, Tina B

- 1) Welcome and thank you extended to all.
- 2) Expenses
there was a reminder that these will only be paid monthly and claim forms should be in the office by the first week of the month.
- 3) Name badges for Volunteers
Pros and cons were discussed of pin-ons, magnetic and lanyards. There was a general preference for lanyards but they might need to be double sided. The question of what to put on the badge was raised, and a decision made for Christian names, Volunteer and the current logo. Hella to look into cost.

The question of the logo only being accepted for a year was raised, and a suggestion made by Sue that in order to save taxpayers/council money the logo should be omitted as if it is not accepted following this year that would mean a further cost next year if they had to be reissued.

Overall, volunteers want to use the logo for this year, since they want the public to see it.

- 4) Hella showed the design for a new donations box for the TIC area which those present approved off (this to be a donation) and Gordon has been in touch with the designers at Tiverton. He will order a box that lights up (as per the Tiverton model) when donations are made for the area outside the disabled WC. This will cost in region of £300, plus the cost of running in power for same. The logo panel will be used initially, but this of course could be changed at any point, to suit future displays, etc. if so desired.
- 5) Volunteers reports
 - i Julia reported that her listing of the books in our reference library was nearly finished - she was looking forward to stamping them in officially!!! Those accessioned have remained so, and location has been put on modes. She is producing a spreadsheet for the same. The cardboard box was full of unaccessioned books - probably unwanted - for volunteers to go through - check they are not wanted and then finding ways to dispose of them was discussed.

The family History Day on 21st May might be a good place to start, offering books for a donation!

- ii Keith had a request for more clarification of what has been done in the Storerooms, and asked whether a plan could not be issued for the storerooms. A lengthy discussion followed as to procedures and best practice. Amongst many others, the following points were made:
 - a Photos are for identification, and the process was clarified.
 - b Location should never put on an object. Sellotape and bubblewrap were also not recommended.

- c The Rapson Store is almost completed, (but it would be good to indicate with red dot/stars once a shelf/area has been completed.
- d The Jeanne Rees Room has begun, but there is still no clarity on exactly what's been done.
- e Carport store has not been done. Many display items are neither accessioned nor labelled.
- f The question of duplication of effort, and the desire to have a record/proof of what we are achieving is important.
- g Because volunteers come of different days, please use the message book to communicate what has been done and for all communication. Volunteers need to check this every time they come in please!

After a lot of talk, overall the feeling was that we are doing our best! There is no quick fix for this work and changes to Modes! It was appreciated that it would be good to know that progress is being made. Communication is vital and more volunteers would be good too!

It was agreed that at the next meeting, volunteers would share what they have done!

- iii Kate and Kelly had done the induction with Jayne and Kate said she had her handbook! Jayne has pointed out that all volunteers need to do an induction (even the old-timers) and should have a booklet (part of accreditation requirement). It was agreed that it could be done in a group!

6. Training

Hella encouraged all volunteers to keep an eye on the courses that come up and if they see one that they are interested in to apply. Many/most courses are free and there is money in the budget for travel expenses for this purpose. It is also an opportunity to meet other museum-minded people!

7. Future Displays

A meeting to be held on Tuesday 17th May at 2.00pm to discuss ideas for displays for next year. Once ideas are in place, then they can be developed along the lines Stephanie suggested in her talk on setting up displays. There needs to be good, clear strategic planning. If volunteers are unable to come they should leave their ideas in the "Display" file by the laptop computer in JR room.

The point was raised that the public need to be asked (as the Tiverton model) but in view of the time constraints this year, this will be deferred to next year. However, the suggestion was made to add a question on to our customer surveys, prompting ideas.

The number of volunteers was also raised (Tiverton has 79!) - this is a reality check for us. At the end of the day our displays will always be dictated by our resources - both of artefacts and volunteers capacity and enthusiasm!

8) The Website

is now ready to get going - Tina (who is setting up for us) is asking the web domain holder if payment can be made with a cheque - to facilitate council payment procedures. The cost would be £60 per annum.

- 9) Gordon stressed that the shop sales made £88.96 in profit this last month. A 400% increase on the same period last year. Tina emphasised that we need to keep reviewing our stocks and our sales.

- 10) Once new shelving is in the TIC, then Hella proposed that we use the old display cabinets and have a final burst of loans from Liskeard residents - all of whom who have been inspired by the toys collection! This to be accompanied by a press release.
- 11) The Man Engine
Is coming to Liskeard was raised and all agreed that the Museum needs to take part, but not with new displays. Ideas mentioned were: exhibiting selected artwork (or a certain quality), making miners hats, or drawings. Timing 10.30 - 12pm before arrival of Man Engine. A mineral related quiz was also suggested, which could be extended for a summer visitor activity! ?Tina to action?
- 12) Cornwall Family History Day
Hella asked that as many volunteers as possible be there to help on the day - between 10 and 3pm. Frances has already prepared some old photos and plans to bring the microfiches. We also proposed moving unaccessioned materials and flyers and books asking for donations.

Dates for the Diary

Tuesday 17th May - Ideas for New Displays 2017 - 2.15pm

Saturday 21st May - Cornwall Family History Day - Public Hall 10 am - 3pm

Sunday 17th July - Volunteers BBQ - 12.30pm

Friday 9th September - Full Volunteers Meeting - 2.15pm

