

**CHIPPENHAM TOWN MUSEUM & HERITAGE  
MANAGEMENT COMMITTEE**

8<sup>th</sup> March 2011

Dear Colleague

NOTICE is hereby given that a meeting of the **Chippenham Town Museum & Heritage Management Committee** will be held in the Education Room, Chippenham Museum & Heritage Centre, 10 Market Place, Chippenham at which your attendance is requested on **Tuesday 15<sup>th</sup> March 2011 at 10.00 a.m.**

Yours faithfully

Sue Wilthew  
Clerk & Chief Executive

To Councillors: Mrs LK André  
Mrs SA Gibson  
RHP Purdon  
Mrs JM Wood  
WA Wood

ACG Noblet (ex-officio)  
MAC Packard (ex-officio)

To all Town Councillors and other interested parties  
for information.

## AGENDA

1. APOLOGIES

2. DECLARATION OF INTEREST

All Town Councillors are reminded to declare any interest they may have in any business of the Council, its Committees or Sub-Committees, in accordance with the Code of Conduct included in current approved Standing Orders.

3. PUBLIC QUESTION TIME

To receive any written or verbal questions from the public.

4. MINUTES OF LAST MEETING

To receive the Minutes of the meeting held on Tuesday 30<sup>th</sup> November 2010 (copy previously circulated).

5. MATTERS ARISING

To note any matters arising not covered elsewhere on the Agenda.

6. CHAIRMAN'S ANNOUNCEMENTS

7. CURRENT PERFORMANCE

To receive the fifty-fourth Performance Report of the Chippenham Museum & Heritage Centre (copy attached) from the Curator/Manager.

8. EDUCATION REPORT

To receive a written performance report on the Education Service (copy attached) from the Assistant Curator.

9. REPORT ON THE ACQUISITION OF NEW ITEMS TO THE COLLECTION

To receive a verbal report on the new acquisitions from the Assistant Curator.

10. COLLECTIONS MANAGEMENT REPORT

To receive an updated report on the above from the Assistant Curator (copy attached).

11. STRATEGIC PLAN / MUSEUMS SERVICE

To receive a verbal report from the Curator/Manager and consider any revisions or amendments as required to the relevant extract (copy attached).

A full copy of the current draft Strategic Plan was previously emailed to Members on 25 February 2011.

12. “FRIENDS OF CHIPPENHAM MUSEUM & HERITAGE CENTRE”

To receive a verbal report from the Curator/Manager regarding the formation of the above group.

13. PRESS RELEASE

To consider, if necessary, the issue of a Press Release arising from the meeting.