

CHIPPENHAM TOWN COUNCIL

Minutes of a meeting of the Chippenham Town Museum & Heritage Management Committee held in the Education Room at the Museum & Heritage Centre, Market Place, Chippenham on Tuesday 15th March 2011 at 10.00 a.m.

PRESENT: Councillor Mrs JM Wood (Chairman)
Councillors Mrs LK André, Mrs SA Gibson, ACG Noblet and RHP Purdon

OFFICERS

PRESENT: Mrs S Wilthew (Clerk & Chief Executive)
Mrs M Barnett (Curator/Manager)
Mr P Connell (Assistant Curator)

40. APOLOGIES

Apologies for absence were received from Councillors MAC Packard and WA Wood.

41. DECLARATION OF INTEREST

No Declaration of Interest as defined by the Code of Conduct in the current approved Standing Orders was received.

42. PUBLIC QUESTION TIME

There were no written or verbal questions from the public.

43. MINUTES OF LAST MEETING

The Minutes of the meeting held on Tuesday 30th November 2010 were approved as a correct record and signed by the Chairman (copy previously circulated).

44. MATTERS ARISING

There were no matters arising.

45. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that the Museum & Heritage Centre had exceeded the visitor target for 2010/2011 of 22,000 visitors. The Chairman said that the Museum was a vibrant place to be and congratulated the staff on its continued growth and development.

46. CURRENT PERFORMANCE

The Committee received the fifty-fourth Performance Report of the Chippenham Museum & Heritage Centre from the Curator/Manager (copy in Minute Book).

The rise in visitor numbers, donations and sales were highlighted, along with the impressive list of forthcoming activities and events.

RESOLVED that the Report be noted.

47. **EDUCATION REPORT**

The Committee received a written performance report on the Education Service (copy in Minute Book) from the Assistant Curator.

Members discussed the low attendance figures at the Christmas holiday activity workshops.

RESOLVED that the Report be noted and to concentrate future workshop activities in other, more fruitful, school holiday periods.

48. **REPORT ON THE ACQUISITION OF NEW ITEMS TO THE COLLECTION**

Members received a verbal report on the new acquisitions from the Assistant Curator. Since the last meeting there had been 17 new accessions comprising 682 objects.

RESOLVED that the Report be noted.

49. **COLLECTIONS MANAGEMENT REPORT**

The Committee received an updated report on the above from the Assistant Curator (copy in Minute Book).

The Assistant Curator presented some recent acquisitions and a recent loan for Members to view:-

- A painting, done from memory, of an apprentice and foundry man at work in the Foundry, Westinghouse, dated 1949; Members were asked if this item became available for purchase would permission be granted to do so. It was agreed that the Museum & Heritage Centre could investigate the purchase of this item.
- Boer War Medal;
- Laundry marking machine;
- floor tiles from the site of Stanley Abbey;
- A print of agricultural produce in Wiltshire in World War II.

RESOLVED that the Report be noted.

50. STRATEGIC PLAN / MUSEUMS SERVICE

Members received a verbal report from the Curator/Manager on the elements of the Strategic Plan relating to the Museums Service.

RESOLVED that an amended version of the Strategic Plan be circulated to all Members of the Museum & Heritage Management Committee in due course.

51. “FRIENDS OF CHIPPENHAM MUSEUM & HERITAGE CENTRE”

Members received a verbal and written report from the Curator/Manager regarding the formation of the above group.

The Committee were very interested and supportive of this initiative, however it was

RESOLVED that this matter be deferred until a later date.

52. PRESS RELEASE

RESOLVED that no formal press release be issued.

The meeting concluded at 11.30 a.m.

These Minutes are subject to confirmation at the next meeting.