

**CHIPPENHAM TOWN MUSEUM & HERITAGE
MANAGEMENT COMMITTEE**

7th June 2011

Dear Councillor

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 14th June 2011 at 10.00 a.m.**

Yours faithfully

Sue Wilthew
Clerk & Chief Executive

To Councillors: Mrs LK André
Mrs SE Oakes
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. ELECTION OF CHAIRMAN

To elect a Chairman of Chippenham Town Museum & Heritage Management Committee for the ensuing Municipal Year

4. ELECTION OF VICE CHAIRMAN

To elect a Vice-Chairman of Chippenham Town Museum & Heritage Management Committee for the ensuing Municipal Year

5. PUBLIC QUESTION TIME

To receive any written or verbal questions from the public.

6. MINUTES OF LAST MEETING

To receive the Minutes of the meeting held on Tuesday 15th March 2011 (previously circulated).

7. MATTERS ARISING

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

8. CHAIRMAN'S ANNOUNCEMENTS

9. ANNUAL REPORT

To receive the Eleventh Annual Report of the Chippenham Museum & Heritage Centre (copy to follow).

10. CURRENT PERFORMANCE

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

11. EDUCATION REPORT

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

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

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

13. COLLECTIONS MANAGEMENT REPORT

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

14. STRATEGIC PLAN / MUSEUMS SERVICE

To receive a draft report entitled “Chippenham Museum Forward Plan” prepared by the Curator. (To be circulated to members of the Museum & Heritage Centre Management Committee only).

15. PRESS RELEASE

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