

CHIPPENHAM TOWN MUSEUM & HERITAGE MANAGEMENT COMMITTEE

30th August 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 6th September 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. PUBLIC QUESTION TIME

To receive any written or verbal questions from the public.

4. MINUTES OF PREVIOUS MEETING

To receive the Minutes of the meeting held on Tuesday 14th June 2011 (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-sixth 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. FORWARD PLAN

To receive a verbal report.

12. MUSEUM DEVELOPMENT

To receive a verbal report.

13. PRESS RELEASE

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