

## 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 6<sup>th</sup> September 2011 at 10.00 a.m.

PRESENT: Councillor Mrs SE Oakes (Chairman)  
Councillors Mrs LK André, ACG Noblet, MAC Packard, Mrs JM Wood  
and WA Wood

### OFFICERS

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

#### 16. APOLOGIES

An apology for absence was received from Councillor RHP Purdon.

#### 17. DECLARATION OF INTEREST

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

#### 18. PUBLIC QUESTION TIME

There were no written or verbal questions from the public.

#### 19. MINUTES OF LAST MEETING

The Minutes of the meeting held on Tuesday 14<sup>th</sup> June 2011 were approved as a correct record and signed by the Chairman.

#### 20. MATTERS ARISING

There were no matters arising.

#### 21. CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that she had very much enjoyed the official launch and publication of the "Chippenham and the Wilts and Berks Canal" book by Ray Alder, which was the second in the Chippenham Series publications.

## 22. CURRENT PERFORMANCE

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

The Curator brought to the attention of the Committee the rise in visitor figures over the summer period which had overtaken all previous records. This was due to children's activities which were held every day over the summer holiday and attendance at a number of festivals and outside events.

It was noted that donations and shop sales had also increased.

The Clerk & Chief Executive proposed that a presentation be given to full Council outlining the work of the Museum & Heritage Centre in order that all Members be brought up to date with current exciting developments.

**RESOLVED** that the Report be noted.

## 23. EDUCATION REPORT

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

Points to note were:-

- Now most schools were using the Museum service on a regular basis.
- Messy Mondays and Noisy Fridays continue to flourish as a resource for younger members of the community.
- Reminiscence sessions are in much demand and are being developed for older members of the community.
- A very successful summer outreach programme also included our own "Festival of Archaeology" which was filled to capacity.
- September would see the re-launch of the Saturday Club.
- Curator's Choice, a lunch time drop-in session, would commence in October.

The Committee chair congratulated the Education team on their continued success which was reflected in the report. The Clerk & Chief Executive informed the Committee that the future development of the service will be discussed at a Performance Review Sub-Committee in October.

**RESOLVED** that the report be noted.

24. 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 59 new accessions comprising 428 objects.

The Assistant Curator presented to Members an album of postcards of Chippenham which contained previously unseen images and a coarse linen round cap, of unknown date, recently found in the wall of No. 38, The Causeway, Chippenham.

**RESOLVED** that the report be noted.

25. COLLECTIONS MANAGEMENT REPORT

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

**RESOLVED** that the Report be noted.

26. FORWARD PLAN

Members received a verbal Report from the Curator.

An update of the Forward Plan would be submitted to the Clerk & Chief Executive by 30<sup>th</sup> September 2011.

**RESOLVED** that the Report be noted.

27. MUSEUM DEVELOPMENT

The Committee received a verbal Report from the Curator regarding the development plans.

The Curator is awaiting plans from the architect, Jack Konyneburg. After which a working party will be convened.

A "Friends of the Museum" would be launched in the near future. The Curator would attend the next meeting of the Chippenham Civic Society to present outline plans for the future of the Chippenham Museum & Heritage Centre.

28. 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.