

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 14th June 2011 at 10.00 a.m.

PRESENT: Councillors Mrs SE Oakes, RHP Purdon, Mrs JM Wood and WA Wood

ALSO

PRESENT: Councillor JA Phillips

OFFICERS

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

1. APOLOGIES

Apologies for absence were received from Councillors Mrs LK André, ACG Noblet and MAC Packard.

2. DECLARATION OF INTEREST

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

3. ELECTION OF CHAIRMAN

Councillor Mrs JM Wood invited nominations for the post of Chairman of Chippenham Town Museum & Heritage Management Committee for the ensuing Municipal Year.

Councillor Mrs SE Oakes was proposed and duly seconded.

RESOLVED that Councillor Mrs SE Oakes be appointed Chairman of the Chippenham Town Museum & Heritage Management Committee for the ensuing Municipal Year.

Councillor Mrs SE Oakes in the Chair.

4. ELECTION OF VICE CHAIRMAN

The Chairman invited nominations for the post of Vice-Chairman of the Chippenham Town Museum & Heritage Management Committee for the ensuing Municipal Year.

Councillor Mrs JM Wood was proposed and duly seconded.

RESOLVED that Councillor Mrs JM Wood be appointed Vice-Chairman of the Chippenham Town Museum & Heritage Management Committee for the ensuing Municipal Year.

5. PUBLIC QUESTION TIME

There were no written or verbal questions from the public.

6. MINUTES OF LAST MEETING

The Minutes of the meeting held on Tuesday 15th March 2011 were approved as a correct record and signed by the Chairman (previously circulated).

7. MATTERS ARISING

There were no matters arising.

8. CHAIRMAN'S ANNOUNCEMENTS

The Chairman and the Curator/Manager presented Councillor Mrs JM Wood with flowers and a card to mark her retirement as Chairman of the Museum & Heritage Centre Committee; a post Councillor Mrs Wood has held for the last 10 years. Councillor Mrs JM Wood was thanked for her guidance and staunch support of the Museum & Heritage Centre during that time.

9. ANNUAL REPORT

Members received the Eleventh Annual Report of the Chippenham Museum & Heritage Centre (copy in Minute Book) that had been prepared by the Curator/Manager and Museum staff.

The Clerk & Chief Executive complimented the Curator/Manager on an excellent Annual Report, which would form part of the Town Council's overall Annual Report.

The Curator/Manager clarified two points:

- that attendance numbers at the Council Chamber in the Yelde Hall were slightly below target as the building had been closed for a period of time
- that research enquiries were a little lower than normal as more in depth enquiries were being received that required more detailed research.

The Administrative Officer was congratulated on the number of enquiries dealt with and the positive feedback from members of the public.

10. CURRENT PERFORMANCE

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

The visitor attendance figure for 2010/2011 was 22,000 and this was exceeded by 3,778. The amended target attendance figure for 2011/2012 is 26,000.

RESOLVED that the Report be noted.

11. EDUCATION REPORT

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

A discussion took place regarding the Saturday Club and suggestions were made on how to improve the existing service. Also the Chairman expressed a wish for the Museum & Heritage Centre to further its links with Chippenham Secondary Schools.

RESOLVED that the Report be noted.

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

Members received a verbal report on new acquisitions from the Assistant Curator. Since the last meeting there had been 22 new accessions comprising 105 objects along with 44 other objects from the archaeology backlog.

Recent acquisitions were presented to the Committee, namely:

- the new Robin Tanner wood cut etching
- framed photographs of Slade Brewery and Chippenham Cycling Club
- Orwell House School Hat Band and Cloth Badge
- Westinghouse Brake & Signal Company Ltd, Photograph Album c.1948
- a number of Silver Trophies from the Chippenham Dart Club
- A gable cap reputed to be from Stanley Abbey.

RESOLVED that the Report be noted.

13. COLLECTIONS MANAGEMENT REPORT

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

The Curator/Manager informed the Committee that discussions were currently taking place between the Museum & Heritage Centre and the Sevington School Trust with regard to the Museum acquiring items that are currently on loan as a gift of the Trust. Also, that the Sevington School Trust had formally gifted the “Neeld” Bath Chair to the Museum & Heritage Centre.

The Assistant Curator raised the issue of a sewing machine that had been gifted to the Museum in 2005. Members of the family were requesting the return of the machine.

RESOLVED that

- i. the Report be noted.
- ii. adhering to the Museum Collecting Policy the sewing machine should not be returned.

14. **STRATEGIC PLAN / MUSEUMS SERVICE**

Members received a draft report entitled “Chippenham Museum Forward Plan” prepared by the Curator (circulated to Committee Members at the meeting - copy in Minute Book).

The Curator/Manager pointed out that this was merely an information document to update the Committee on possible changes to the Chippenham Museum Forward Plan (2010 – 2015).

The Curator requested that the Draft Forward Plan be circulated to those members of the Committee not present at the meeting and that comments be returned to her by 22nd July 2011.

The Assistant Curator brought to the Committee’s attention the fact that after the Museum & Heritage Centre gained Accreditation in 2009 the Museum was advised, under that Accreditation, to complete an enhanced Forward Plan. He felt that this was the opportunity for the Curator/Manager and the Clerk & Chief Executive to implement this enhancement.

RESOLVED that the Report be noted.

15. **PRESS RELEASE**

RESOLVED that a Press Release, including a photograph, be issued marking the retirement of Councillor Mrs JM Wood who had been Chairman of the Museum & Heritage Committee for the last ten years.

The meeting concluded at 11.30 a.m.

These Minutes are subject to confirmation at the next meeting.