

**CHIPPENHAM TOWN MUSEUM & HERITAGE
MANAGEMENT COMMITTEE**

22nd November 2011

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.

Dear Councillor

**MEETING OF CHIPPENHAM TOWN MUSEUM & HERITAGE
MANAGEMENT COMMITTEE – 29 November 2011**

You are summoned to attend a meeting of **Chippenham Town
Museum & Heritage Management Committee** to be held in the
Education Room, Chippenham Museum & Heritage Centre,
10 Market Place, Chippenham on **Tuesday 29th November 2011**
at **10.00 a.m.**

Yours faithfully

Mrs Sue Wilthew, BSc. (Hons), MILCM
Clerk & Chief Executive

AGENDA

CHIPPENHAM TOWN COUNCIL – Tuesday 29 November 2011

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

- (i) To receive a verbal question from Mrs Christine Dicker of Derriads Lane, Chippenham regarding her appeal for the return of a donated sewing machine.
- (ii) To receive any other written or verbal questions from the public.

4. MINUTES OF LAST MEETING

To receive the Minutes of the meeting held on Tuesday 6th September 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-seventh 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 the complete Chippenham Museum and Heritage Centre Forward Plan 2011-2013 (copy attached for Committee Members and sent to all other Members electronically).

12. MUSEUM DEVELOPMENT

To receive a verbal update from the Curator/Clerk & Chief Executive on current plans.

13. PRESS RELEASE

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