

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 29th November 2011 at 10.00 a.m.

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

OFFICERS

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

ALSO

PRESENT: Mr & Mrs Dicker, Derriads Lane, Chippenham (part)

29. APOLOGIES

An apology for absence was received from Councillor MAC Packard.

30. DECLARATION OF INTEREST

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

31. PUBLIC QUESTION TIME

Members received a verbal question from Mrs Christine Dicker of Derriads Lane, Chippenham regarding her appeal for the return of a donated Essex Sewing Machine.

Some discussion took place and Members confirmed that the actions of the Council, to date, had followed the correct procedure. However, the machine had little significance with regard to our Collecting Policy or our future plans for display.

It was noted that should a similar situation arise in the future each application would be taken on merit.

RESOLVED that

Following the appeal Members agreed to de-accession the sewing machine and return the item to Mrs Dicker.

Mr & Mrs Dicker left the meeting.

32. MINUTES OF LAST MEETING

The Minutes of the meeting held on Tuesday 6th September 2011 were approved as a correct record and signed by the Chairman subject to the following:-

Minute 24 to read "*The Assistant Curator presented copies of images taken from an album of postcards of Chippenham which contained previously unseen images*".

33. MATTERS ARISING

There were no matters arising.

34. CHAIRMAN'S ANNOUNCEMENTS

The Chairman congratulated the Clerk & Chief Executive and the Museum Curator/Manager on their first year of working for the Town Council. Councillor Oakes also thanked the Curator/Manager for her presentation regarding the excellent work of the Museum to Members at the last Town Council meeting.

35. CURRENT PERFORMANCE

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

The Curator/Manager drew attention to the milestone of the 250,000 visitor to the Museum.

RESOLVED that the report be noted.

36. EDUCATION REPORT

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

It was noted that the Education Service is subject to a review.

RESOLVED that the report be noted.

37. 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 20 new accessions comprising 1046 objects. A number of these objects comprised of a transfer of documents from the Town Hall to the museum archive. One significant accession was an upright piano donated from Mr Eaton of Hullavington which was made by Arthur Spencer, Market Place, Chippenham; and is now on display in Gallery 3.

One of the new accessions, a Goldiggers Programme (dated 1983), was circulated for Members to view along with an oak box made by “Chequers” Coach Builders.

RESOLVED that the report be noted.

38. 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.

39. FORWARD PLAN

Members received the Final Forward Plan dated November 2011 – 2013.

RESOLVED that the Forward Plan be noted.

40. MUSEUM DEVELOPMENT

The Committee received a verbal Report from the Clerk & Chief Executive regarding the development plans.

Members were informed that the Tourist Information Centre would be relocated to the unit adjacent to the Town Hall as soon as planning regulations allow. Therefore, this allows the Yelde Hall to be refitted as an extension to the Museum & Heritage Centre.

The Committee discussed possible options for this and the approaching Golden Anniversary of the Chippenham Museum and Heritage Centre in 2013.

RESOLVED that

- (i) the Curator/Manager contact Atwell Wilson Motor Museum to negotiate the early return of the Chippenham Fire Engine
- (ii) that a “Friends of the Museum” be launched at the Annual General Meeting to be held on Tuesday 6th December 2011.

41. **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.