

## AGENDA ITEM 9f

### TAVISTOCK MUSEUM CHARITABLE TRUST

(website [www.tavistockmuseum.co.uk](http://www.tavistockmuseum.co.uk)- password sale1911)

MINUTES OF TRUSTEES MEETING HELD IN THE SUBSCRIPTION LIBRARY,

COURT GATE ON THURSDAY 18th APRIL 2019

	<b>Present</b>	Mr. R. Martin (Museum Manager) Mr. P. Gallie (Museum Treasurer) Mrs. B. Watson Mr. P. Croucher	Mr. K. Shorter Mrs. P. Warne, Mr. S. Ball
<b>Item</b>	<b>Minutes</b>		<b>Actions</b>
<b>1</b>	<b>Apologies for Absence</b>		
	<p>Mr. T. Young (Chairman), Mrs. S. Davies, Mrs. L. Elliott and Mrs. J. Whitcomb (TTC observer)</p> <p>Mr Kerswill has tendered his resignation as a trustee. It was agreed a letter should be sent thanking him for his services. Mr Ball was introduced and unanimously elected a trustee.</p> <p>Mrs Whitcomb has advised that she is not standing for re-election as a town councillor and therefore will be replaced as the TTC representative after the May elections. Subsequent to this meeting Mrs Whitcomb has become a museum volunteer.</p>		
<b>2</b>	<b>Minutes of Previous Meeting on the 8th November 2018</b>		
	Agreed as correct.		
<b>3</b>	<b>Matters Arising from Last Minutes</b>		
	<p>Mr Martin reported that according to the Arts Council website the date for our accreditation notification is March 2020 and for the accreditation submission is August 2020. A cautious start has already been made on upgrading the museum documentation.</p> <p>The <i>Tavistock's Blue Plaques</i> booklet has been printed and copies are now available for public sale at £3 per copy. Thanks are due to volunteers Martin Allen and Pamela Heale (proof reading), and to Andrew Thompson for technical advise.</p> <p>Mr Martin reported that he had applied for the full 20% discretionary grant from WDBC for the 2019-2020 financial year and had again been successful. This means that we pay zero rates. Compiling posters for the literary exhibition and churches had progressed more slowly than intended due to his other commitments. However they should be ready by the summer.</p> <p>Other matters are dealt with under the relevant headings.</p>		<p><b>All to Note</b></p> <p><b>RM</b></p>

<b>4</b>	<b>Report by Museum Manager</b>	
	<p>Mr. Martin reported that the museum re-opened on the 23rd March 2019. There was a new exhibition on Rationing – Your Fair Share and No More by Chris Rose, a pre-decimal coinage display by Peter Gallie, and a new childrens’ poster display of the 50p Beatrice Potter coins. Most of the volunteers who were stewards last year have returned and apart from on Saturdays there seems to be adequate daily cover.</p> <p>The infrastructure improvements around the market have not had a detrimental impact on our visitor numbers this Spring. It was also good news that the start of the Guildhall Improvements was delayed until at least August 2019. Concern was expressed by Mrs Warne that these works will restrict access to the museum, and she stressed the need for measures such as better sign posting / advertising to be in place to counteract the possibility of a declining number of museum visitors.</p>	
<b>5</b>	<b>Report by Treasurer</b>	
	<p>Mr. Gallie briefly reviewed the 2018 Audit Report. It was noted that income was slightly down on the previous year but our expenditure had been less resulting in a positive balance. Trustees queried the higher cost of electricity. However it was noted that the Dual Energy account is about £700 in credit but large monthly payments were still being taken by the energy company. Mr Gallie will send the accounts to Mr Ball and await his advice. It was also noted that the advertising costs were lower than in the previous year. This was due to less expenditure last year on website maintenance.</p> <p>He advised that to the time of the meeting there was £9,385 in the museum current account and £1,230 in the museum grant account. This year to date the income was £1,181 and the expenditure £2,123.</p> <p>There was a discussion about a more positive demand for donations from the public although once again the consensus view of the trustees fell short of ‘charging for entry’</p>	<b>PG/SB</b>
<b>6</b>	<b>Museum Building Management</b>	
	<p>Mr Martin reported that over the winter months Jane Miller, a museum volunteer, has completed the re-painting work to the ceiling in the Fenner Gallery. A note of thanks has been sent with a voucher.</p> <p>The door of the gardener’s shed had has been replaced and the shed swept out. It is intended this season to make a modest start on some planting boxes.</p> <p>Further deterioration of the wooden frame of the upstairs cottage window has been noted. The TTC have been informed and a landlord’s inspection has been formally requested. (There has since been two visits by the TTC architect and a proposal is awaited from the TTC.)</p>	<b>RM</b>
<b>7</b>	<b>Film Project</b>	
	<p>Mr Martin reported that the museum had won the Tesco Bags-of-Help for September / October 2018 and earlier this year had received a cheque for £3000. The remaining £1000 will be paid after we deliver the project. Earlier in the week a professional film company had carried out filming inside the museum for a Discover Devon series. For an agreed sum of £150 they undertook some additional filming and will put together a short film for the museum showing the upstairs galleries and ten museum objects. It is hope this will be will be adequate provision for disabled people and anyone who cannot get up the stairs. In many</p>	<b>RM</b>

	ways this will make the main film project more straight forward but a rapid re-think of the film script will now be necessary.	
<b>8</b>	<b>Museum Management Committee</b>	
	<p>Mr Martin stated that he wanted volunteers to take more responsibility and be better informed about what is going on in the museum.</p> <p><b>He proposed that membership of the Museum Management Committee be extended to all regular volunteers and that they should be circulated with minutes of meetings for information whether or not they actually attend any meetings. This was unanimously agreed.</b></p> <p>Mrs Watson will put up a notice to inform the volunteers.</p>	<p><b>All to Note</b></p> <p><b>BW</b></p>
<b>9</b>	<b>Tavistock Heritage Trust</b>	
	A meeting is pending with their Trustees and new Development Officer. A visit to the museum by the Heritage Trust has been arranged for the 3rd July.	<b>RM</b>
<b>10</b>	<b>Any Other Business</b>	
	The TLHS will need to vacate the room they have rented at the old Ward and Chowen building. An option they were considering was to move into the photographic store room at the back of the cottage. Mr Martin has informed them that this would not be acceptable to the museum on account of our own re-location of computer equipment due to remedial work to the front window. It is understood they are now considering other venues.	<b>RM/BW</b>
	Mrs Watson raised the matter of museum cleaning. This year the pre-season cleaning was carried out by a small group of volunteers but another year the use of a commercial company will be considered.	
	Mr Croucher raised the need for A6 museum flyers (500 have been printed and delivered).	
	A new list of volunteers contact details will be compiled.	<b>PC</b>
<b>12</b>	<b>Next Meeting</b>	
	The next trustees meeting will be held in th Museum at 4.30pm on the 21 <sup>st</sup> November 2019.	<b>All to Note</b>