

**TAVISTOCK MUSEUM CHARITABLE TRUST**

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**MINUTES OF TRUSTEES MEETING HELD IN THE MUSEUM**

**ON THURSDAY 21<sup>st</sup> NOVEMBER 2019**

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|  | <b>Present</b> | Mr. T Young (Chairman)<br>Mr. R. Martin (Museum Manager)<br>Mr. P. Gallie (Museum Treasurer)<br>Mrs. B. Watson<br>Mr. P. Croucher | Mr. K. Shorter<br>Mrs. P. Warne,<br>Mr. S. Ball<br>Mrs. L. Elliott<br>Mr. T. Fey (TTC observer) |
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| <b>Item</b> | <b>Minutes</b>   | <b>Actions</b> |
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| <b>1</b>    | <b>Apologies for Absence</b>   |                |
|             | Apologies from Mr. Ward (TTC observer).<br>Mr. Young welcomed Mr. Fey (TTC observer).<br>The museum trustees and volunteers send their best wishes to Mrs. Whitcomb, previously the TTC observer and now a volunteer with the museum, who is recovering from a nasty fall.   |                |
| <b>2</b>    | <b>Minutes of Previous Meeting on the 18<sup>th</sup> April 2019</b>   |                |
|             | Agreed as correct.   |                |
| <b>3</b>    | <b>Matters Arising from Last Minutes</b>   |                |
|             | A successful visit by the Heritage Trust volunteers in July has helped to establish closer day-to-day co-operation between the two organisations. The visit was arranged by their Development Officer who was appointed earlier this year but unfortunately leaving her post shortly.<br>An up -to-date list of museum volunteer contacts has been made.<br>The museum volunteers have progressed a number of documents in preparation for the Accreditation Submission next March.<br>Other matters are dealt with under the relevant headings. |                |
| <b>4</b>    | <b>Report by Museum Manager</b>  |                |
|             | Mr. Martin reported that the museum closed for the winter on the 31 <sup>st</sup> October 2019. Entry records show that there had been 4768 visitors this season which compares with 5053 visitors in 2018 and 7097 visitors in  |                |

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|          | <p>2017. Again this year there had been a noticeable absence of coaches in the town.</p> <p>Both the museum computers were put out of action in September / October with the loss of some software and file contents. This is believed to have been a result of Microsoft upgrading the computers remotely. Nearly everything has now been restored but at the time these were big setbacks.</p> <p>On the positive side the income from the museum shop and archway sales has been good. Our exhibitions <i>Tavistock's Blue Plaques, WW2 Rationing – Your Fair Share and No More</i> and <i>Pre-Decimalisation Coinage</i> have proved popular. The museum did well in the Britain in Bloom competition retaining Level 4 – thriving grading and there was a successful coffee morning in aid of MacMillans Cancer Support. Also a booklet about the Blue Plaques published by the museum has sold well and has been re-printed.</p> <p>The museum has recently been donated three large temperance / Band of Hope banners which have been erected in the archway stairwell. Also a large quantity of crockery specifically made for local chapels.</p> |           |
| <b>5</b> | <b>Report by Treasurer</b>  |           |
|          | <p>Mr. Gallie reported that to the time of the meeting there was £11,621 in the museum current account and £1,230 in the museum grant account. This year to date the income was £13906 (includes grant of £3000 towards a film from Tesco) and the expenditure £11,585 (includes £3000 paid to film company). Income from visitor donations was £2733 (averages at £0.61 per entry) and archway sales / museum shop was £7998.</p>  |           |
| <b>6</b> | <b>Museum Building Management</b>   |           |
|          | <p>Mr. Martin reported that since the last meeting there had been been two visits made by the TTC General Manager and council's architect to inspect the two window frames on the first floor of the cottage. The top arch of these window frames has become cracked and broken. No remedial work has been carried out despite the matter being raised on a number of occasions.</p> <p>There is concern that the deterioration of the window frames is caused by dry rot and any further inaction will result in it spreading. The cause of the problem is believed to be the inadequacy of the external drains leading from the roof causing rainwater to spill down the outside wall of the building into the porous stonework.</p> <p><b>It was agreed that Mr Martin continues to discuss this matter with the Town Council and keeps the trustees informed of progress.</b></p>   | <b>RM</b> |
| <b>7</b> | <b>Film Project</b>   |           |
|          | <p>Mr. Martin stated that he had hoped to show the new <i>This Is Tavistock</i> film that evening but unfortunately our computer expert was still finding out how to put the new film on the reinstalled computer software.</p> <p>The museum had won the Tesco Bags-of-Help for September / October 2018 and were awarded a grant of £4000 towards the cost of making a new film <i>This Is Tavistock</i> of length ten minutes. The purpose being two fold: firstly to have a more general film about the town to show in the museum, and secondly to have a film which promotes the modern town. The film has been made by Denham Productions, the makers of the previous two films, and a number of museum volunteers have assisted.</p> <p>A short cut-back of the final film will be made which will be available to tourism agencies and holiday</p>   | <b>RM</b> |

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|           | <p>accommodation providers.</p> <p>(The Trust have been advised by Tesco that our project completion report was accepted and the remaining £1000 of the grant has been paid into our account)</p>  |                    |
| <b>8</b>  | <b>Guildhall Projects</b>  |                    |
|           | <p>The new planned layout of infrastructure for the Guildhall Square had been circulated to trustees.</p> <p>There was discussion about the impact of the Guildhall construction work on the museum next season but the consensus view was that this would probably be minimal provided the scaffolding is reduced early next spring. Also there was a discussion about better signage and advertising to help increase visitor numbers.</p>   |                    |
| <b>9</b>  | <b>New Lease</b>   |                    |
|           | <p>Mr. Martin reported that a request has been made by the Trust to the Town Clerk to have a new lease agreement for twenty years which will effectively extend museum occupancy of the Court Gate until 2040. Six years remain on the existing lease but grant agencies require longer. Also having an extended lease is crucial to any forward planning.</p> <p>The Trust were informed by the Town Clerk that the matter would be put before the TTC Properties Committee in November but it was disappointing to learn no decision had been made. The Town Clerk has advised that the TTC are reviewing the leasing arrangements they have for a number of council owned properties and the matter will be considered again at the next Committee meeting in early January 2020.</p> | <b>All to Note</b> |
| <b>10</b> | <b>Exhibitions Next Year</b>   |                    |
|           | <p>Mr. Gallie advised that he is organising an exhibition based on the Battle of Waterloo. He is also arranging a visit by the 32<sup>nd</sup> Regiment of Foot re-enactors on the museum opening day next March.</p> <p>Tony Rose is researching the local toll houses for an exhibition.</p>   |                    |
| <b>11</b> | <b>Any Other Business</b>  |                    |
|           | <p>Mr Ball agreed to assist Mr Gallie in reviewing offers from both the out-of-contract electrical suppliers and selecting a single provider for both electrical supplies.</p>   |                    |
| <b>12</b> | <b>Next Meeting</b>  |                    |
|           | <p>The next trustees meeting will be held in the Spring 2020.</p>  | <b>All to Note</b> |