

**MINUTES OF THE MEETING OF THE MUSEUM SUB-COMMITTEE HELD WEDNESDAY  
7<sup>TH</sup> OCTOBER 2015 AT 7.30 P.M. IN THE COUNCIL CHAMBER,  
THE TOWN HALL, 9 DEVON SQUARE, NEWTON ABBOT, TQ12 2HN**

**PRESENT** Councillors R Jenks (Chairman) Presiding

Councillors Mrs C. Bunday  
M Hocking  
D Howe  
M. Ryan (Mayor)

In attendance: Felicity Cole – Museum Curator  
Samantha Scott – Deputy Town Clerk

**M11. APOLOGIES**

An apology for absence was received on behalf of Councillors, D Corney-Walker, C. Parker, K Purchase and Mrs L. Sheffield

**M12. MINUTES**

The minutes of the meetings of the Museum Sub-Committee held on 10<sup>th</sup> June 2015 were received and signed as a correct record.

**M13. INTERESTS**

None declared.

**M14. PUBLIC PARTICIPATION**

Nil.

**M15. MUSEUM CURATOR'S REPORT**

**a)** The Sub-Committee received the Museum Curator's report (previously circulated). The Curator made reference to the following areas:-

- ❖ The wood carving demonstration held on 26<sup>th</sup> June 2015 had been well attended and much positive feedback had been received.
- ❖ The travelling exhibition had been displayed in a number of locations within Teignbridge and had attracted a significant amount of visitors. The Newton Abbot Station Manager had been incredibly accommodating and was keen to discuss future railway themed exhibitions at Newton Abbot Railway Station.
- ❖ The South West Museum Development Programme – the museum had been selected to participate, (along with only 8 other museums in Devon) in a South West Museums visit survey group. This was considered to be beneficial to the museum as it would provide live data which would assist in the development of future exhibitions, audiences to target and would assist in the museum gaining further funding in the future.
- ❖ Poppy display at the War Memorial for November 2015-2018. The plan was to plant wooden crosses with names of those men who lost their lives during

the Great War of 1914-1918, who were not currently included on the Newton Abbot War Memorial. There were 433 names to be displayed on wooden crosses over the four year period.

- ❖ Ipplepen Romano-British Dig 'Open Day'
- ❖ The object led exhibition for 2016/2017.
- ❖ The Museum Forward Plan for 2015-2018.
- ❖ The Save Our Signal Gantry project proposal.
- ❖ St Leonard's Tower volunteers – Gratitude was expressed to the dedicated tea of volunteers who had given their time freely during the season. £720 had been raised to date and 792 people had visited the Tower.
- ❖ 100<sup>th</sup> birthday celebrations for Mrs Christiania Ditchburn, a long-serving volunteer.
- ❖ The sad, imminent departure of the Museum Administrator.

The Chairman thanked the Curator for the comprehensive update and continued zeal and ardour and asked members to consider the following:

- ❖ The possibility of adding missing names to the Newton Abbot War Memorial;
- ❖ The future of the Museum Administrator post.

Arising from the discussion, it was

**RESOLVED** that

- a) the missing names from the Newton Abbot War Memorial be recommended to a meeting of the Full Council for further investigation, with a view to be included at a later date.
- b) The Clerk be requested to call a meeting of the Staffing Sub-Committee to review existing resources when considering the future of the Museum Administrator role.

**M16. MUSEUM INCOME AND EXPENDITURE TO DATE AND ANY OTHER FINANCIAL MATTERS**

The income and expenditure statement (previously circulated) covering the period 1<sup>st</sup> April to 30<sup>th</sup> September 2015 inclusive was received and noted. The current underspend of £26,307.86 was noted; however, members were advised that this balance was to fund the exhibition costs for 2016/2017.

The schedule of estimated costs for the 2016/17 exhibition (previously circulated) were received and noted.

The Deputy Town Clerk reported that she had been working through the proposed budget with the Museum Curator and had arrived at a realistic budget recommendation for 2016/2017, (which included the cost of two exhibitions).

Arising from the discussion it was

**RESOLVED** that a detailed financial report, to provide a further breakdown of requirements exhibitions during 2016/2017 and 2017/18 be hereby recommended to the Amenities Committee for consideration.

**M20. LATE CORRESPONDENCE**

None.

**M21. DATE OF NEXT MEETING**

The next meeting of the Museum Sub-Committee was to be held on Wednesday 30<sup>th</sup> March 2016.



Chairman