



# WAREHAM

## Town Council

Town Hall  
East Street  
Wareham  
Dorset  
BH20 4NS

28 October 2020

To: All Members of the Wareham Town Museum Committee

**NOTICE IS HEREBY GIVEN** that a meeting of the **MUSEUM COMMITTEE** will be held on **4 November 2020** via Zoom at **7.00pm** for the purpose of transacting the business set out in the Agenda below.

### **Public Participation**

Due to the current government coronavirus response, the Town Council will be meeting online. Members of the public are encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details below:

The Zoom meeting ID is: 88391145580

Or click here: <https://us02web.zoom.us/j/88391145580>

Vanessa Ricketts  
Town Clerk

***Please contact the Town Council office on 01929 553006 if you need any further information on this agenda.***

### **Members of the Museum Committee**

Councillor D Cleaton (Chairman)  
B Buxton  
A Dominy  
J Hall (Manager)

Councillor B Dean (Vice Chairman)  
V De Wit (Curatorial Adviser)  
N Dominy  
H Scharnhorst (Curator)



**WAREHAM TOWN  
MUSEUM COMMITTEE  
AGENDA**

**4 November 2020**

- 1. Apologies for absence**
- 2. Declarations of interest**
- 3. Public participation time**

Members of the public have been encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these have been made available to all Councillors. The response to these questions or comments will be addressed at this point

- 4. Confirmation of minutes of the Committee meeting held on 4 March 2020**
- 5. Matters arising from the minutes of the Committee meeting held on 4 March 2020**
- 6. Reports by Committee members**

To receive reports of Committee members and those who represent the Museum on outside bodies:

*Report of the Curator*

*Report of the Manager*

*Report of the Webmaster*

- 7. Accreditation**

To agree the documents needed complete the accreditation process which will be sent separately to the agenda papers by the Museum Manager.

- 8. Forward Plan**

To agree the forward plan which will be sent separately to the agenda papers by the Museum Manager.

- 9. Health and Safety**

To consider any health and safety issues that have come to light since the previous meeting.

- 10. Museum Maintenance**

To consider any maintenance issues that have come to light since the previous meeting.

**11. Job descriptions and responsibilities**

To recommend to Council the attached job descriptions for the Curator and Museum Manager.

**12. Budget**

To note expenditure against the 2020 budget and agree a budget for 2021/2022. (report attached)

**13. Any other items the Chairman deems urgent**

For report, information or for the agenda at the next meeting of the Museum Committee.

**14. Date of next meeting**

To note the date of the next meeting scheduled for **24 March 2021 at 7.00pm.**



**Minutes of a meeting of the Museum Committee held on Tuesday 4 March 2020 in the Council Chamber, Town Hall, East St, Wareham at 7.00pm.**

**Committee Members Present:** Councillors D Cleaton (Chairman), B Buxton, V de Wit, N Dominy, J Hall (Manager), H Scharnhorst (Curator)

**Officers Present:** T Bailey, Committee Clerk

**36. Apologies for absence**

Apologies for absence were received from Councillor B Dean, A Dominy and M Barber.

**37. Declarations of interest**

There were no declarations of interest.

**38. Public participation time**

There were no members of the public present.

**39. Confirmation of minutes of the previous meeting**

The minutes of the Museum Committee meeting held on 4 November 2020 were presented by the Chairman.

**Resolved** that the minutes of the meeting held on 4 November 2020 be confirmed as a true and accurate record and signed by the Chairman.

**40. Matters arising from the minutes of the previous meeting**

There were no matters arising from the meeting of 4 November 2020.

**41. Reports by Committee Members**

The Curator presented her report and welcomed any queries.

The Museum Manager presented her report and welcomed any queries.

The Chairman presented the Webmaster's report and noted the Committee's appreciation to the Webmaster for keeping the website up to date and keeping a track of statistics.

**42. Museum Forward Plan**

The Forward Plan is currently being reviewed with a view to creating a new Forward Plan, for the upcoming three years, to be in place by the end of March.

The Committee were pleased with how many aspirations had been met or indeed exceeded within the current Forward Plan.

V De Wit noted that Dorset Council were carrying out a large-scale review of the funding that goes to Museums and that Wareham may wish to apply for this. V De Wit made the Committee aware that it was possible to apply for a grant of up to £1,000 via 'Small grant, big improvements' and information was available on the South West Museum Development website. Closing date was in early to mid-April.

Arts Councils had just announced that they wish to invest in cultural projects in Purbeck and Dorset Council had agreed that Purbeck is an under-invested area.

#### **43. Health & Safety**

Due to the current closure there was little to report but users of the museum were to be reminded that they should be cautious due to the clutter created by reorganisation. Volunteers entering the Museum would be monitored to ensure that they were aware of any hazards.

It was noted that the Emergency Plan had been created.

In house health and safety training had been planned for 17 & 25 March.

#### **44. Budget**

It was noted that the budget for training had been spent due in large to mileage claims for 2019/20 and that the budget for 2021/22 may need to be adjusted to make additional allowances for mileage and a reduction in training.

B Buxton floated that idea of producing a book to contain documents and photographs relating to Sandford pottery were in the possession of the Museum that had not been widely circulated before, that might make a profit for the museum. A loan would be required carry out the printing. V De Wit noted that Sherborne and Beaminster do some publishing but understood that they struggle to sell the books. Some museums do digital publishing so that it could be a download option which could also create revenue. There was no decision as to whether the idea to publish a book should be progressed.

#### **45. Future Events**

The Museum opening event was planned for 10<sup>th</sup> April 2020, with the theme of Saxons.

#### **46. Education Officer**

A volunteer had been nominated as the Educations Officer (Sue Cullinane). Another volunteer had noted that they might be interested in taking on the role.

#### **47. Any other items that the Chairman urgent**

The Chairman had no urgent items but requested that the Museum banner be hung in time for the opening of the Museum.

**48. Date of next meeting**

It was noted that the next meeting of the Museum Committee was scheduled to be held at 7.00pm on 8 July 2020.



**WAREHAM TOWN COUNCIL**

**TERMS OF REFERENCE FOR THE MUSEUM CURATOR**

**Introduction:**

The Museum Curator's terms of reference listed herewith set out the particulars of his/her role as a representative of Wareham Town Council and the Town of Wareham. The Museum Curator is not an employee of the Council, but it is recognised that the Museum Curator is in receipt of an annual honorarium.

**Purpose:**

1. To manage the collections of the Museum in line with the Museum's policies, ensuring they are correctly recorded, stored and conserved and are accessible to and interpreted for as wide an audience as is possible.
2. To manage the planning, researching and organising of exhibitions, lectures and visits.
3. To promote the Museum in the local media and wider community through the use of advertising, websites etc. in conjunction with the Museum Manager.
4. To act as the lead officer on Accreditation work and to support the Museum Manager in strategic forward planning and budget management to help secure the Museum's future.
5. To be a member of the Town Council's Museum Committee and other administrative groups in support of the Museum's functions.
6. To act as a link regarding general curatorial matters with the Town Clerk.

**Responsibilities:**

- responsibility for a collection of artefacts or works of art
- acquiring objects or collections of interest to the museum or gallery
- cataloguing acquisitions and keeping records
- carrying out background research and writing catalogues
- displaying objects or collections in a way that makes them accessible and engaging to the general public
- writing materials and articles for the website
- writing articles for internal and external publications
- planning, organising, interpreting and presenting exhibitions and lectures
- collection documentation and management

## ITEM 11

- collaborating with other museum departments, such as education, fundraising, marketing and conservation
- writing bids
- negotiating loan items, external loans and the accompanying funding
- handling enquiries from researchers and the public
- dealing with and understanding computer-generated imagery and website software as part of enhancing visitor interaction and experience
- budget planning, forecasting and reporting
- staff management, recruitment, annual appraisals and disciplinary matters
- staff training, promotion and development
- dealing with enquiries from clients and stakeholders
- liaising with voluntary groups, the community and industry (including schools, local history and other community groups), as well as grant agencies to secure sponsorship for events, publications and development projects
- liaising with management boards, governors, trustees and local council and political groups to secure the future of the museum
- networking with other museum and art gallery professionals and outside agencies.

### Reporting to

The Museum Curator reports to the Town Clerk as the first point of contact with the Town Council.

1. The Museum Curator may on occasion be requested to participate in other events that may be thought appropriate at the discretion of the Town Clerk/Mayor e.g. a visit of school children to the Town Hall/Town Museum or visit of an MP/VIP etc, on an occasional basis.

### Other

1. The Museum Curator is free to take on commercial work as long as it does not conflict with the work of the Town Council or the Wareham business community.
2. Activities with other organisations are to be restricted to non-religious, non-political and non-contentious activities – any doubts are to be referred immediately to the Town Clerk.

### Honorarium

To be agreed each year by Council.

**Health and Safety**

The Museum Curator is reminded that he/she has a statutory duty to observe all Health and Safety regulations whilst engaged in activities for the Town Council and is to take all reasonable care to promote the health and safety of him/herself, officers of the Council and Councillors.

**Review Date:** when considered appropriate by Wareham Town Council or on advice of the Town Clerk.

.....

I have read and understood these Terms of Reference for the Wareham Town Crier and confirm my agreement to them.

Signed..... Date.....

Name .....



**WAREHAM TOWN COUNCIL**

**TERMS OF REFERENCE FOR THE MUSEUM MANAGER**

**Introduction:** The Museum Manager is a volunteer and, as such, is not a paid employee of Wareham Town Council. It is recognised, however, that he/she is in receipt of an annual honorarium in return for certain managerial, administrative and other functions which are set out in detail in this Job Description.

**Purpose:**

1. To ensure the operational capability and smooth running of the Museum on a day to day basis.
2. To contribute to the forward planning, Accreditation work and budget management to help secure the future of the Museum.
3. To ensure the security of the Museum at all times, in conjunction with the Town Hall caretaking staff and the Town Clerk as appropriate.
4. To be a member of the Town Council's Museum Committee.
5. To act as a link regarding general Museum administrative matters with the Town Council's Administration Officer.

**MAIN DUTIES**

**Duties relating to Museum Management**

1. Day to day management of the Museum, liaising with the Curator as appropriate. Daily duties include responding to queries from volunteers via the front desk book, advising on retail purchases, organising key-holders, meeting new volunteers and leaflet distribution.
2. To be responsible for the locking up and opening of the Museum, when the Town Council Caretaker is otherwise disposed.
3. To work with the Forward Planning Group and other volunteers to support the future of the Museum and so maintain\increase visitor numbers and use of the collection.
4. To assist with the writing of reports, new policies\procedures and the timely review of current policies\procedures with the Core Operational Group (COG).
5. Budget management
6. Obtaining funding from external sources through the submission of bids for grants.
7. Ongoing promotion of the Museum ie. via advertising and the website.
8. Ensuring the highest possible levels of customer service.
9. General maintenance, ensuring that the Museum is fit for purpose, safe to open to the public and that any maintenance problems are promptly resolved.

S:/Honorariums/Terms of Reference/Museum Manager

Date: 25 November 2019

## ITEM 11

10. To liaise with the Health and Safety Co-Ordinator for the Museum with a statutory duty to observe all Health and Safety regulations whilst engaged in activities for the Museum and to take all reasonable care to promote the health and safety of him/herself, other Museum voluntary staff, volunteers, members of the public and Council staff working in the Museum.
11. In conjunction with the Curator, to project manage permanent displays and exhibitions and their interpretation.
12. In conjunction with the Curator, organise temporary displays and exhibitions.
13. In conjunction with the Curator, organise special events in the Corn Exchange or other venue.
14. Liaise with Museum Committee Chairman, attend pre-agenda meetings and other meetings, suggesting items for the agenda as appropriate, attend Museum Committee meetings and any other meetings deemed necessary for the smooth running of the Museum.
15. To act in conjunction with the Curator as a point of contact for enquiries whether by correspondence, e-mail, telephone or personal and to ensure they are responded to promptly, efficiently and courteously.
16. To liaise, as appropriate, with outside bodies on behalf of the Museum Committee, which may include local history and community groups, other museums, galleries, schools, uniformed youth groups and tourist bodies. Organise museum visits, private viewings (including out of 'season') and appointments as necessary.
17. In conjunction with the Museum Curator, liaise with the Museum Advisor for Bournemouth, Dorset and Poole.
18. To be a fully participating member of COG, attending monthly meetings.
19. To attend quarterly volunteer meetings (pre-Museum Committee).

### General

1. These terms of reference recognise the voluntary role of the Museum Manager who, in receipt of an honorarium from Wareham Town Council, is to fully abide by its terms at all times.
2. This document is intended to cover the range of principal duties and areas of work relating to the voluntary post, ensuring that the volunteer is aware of the actual and potential range and level of duties and responsibilities and areas of operation which may be required.
3. Other tasks may be delegated to the postholder by the Town Council, acting in conjunction with the Museum Committee Chairman, as considered appropriate to the post.

I have read and understood the terms of this Job Description

Signed .....

Name ..... Date .....

S:/Honorariums/Terms of Reference/Museum Manager  
Date: 25 November 2019

# Financial Budget Comparison

Comparison between 01/04/20 and 27/10/20 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised	Actual Net	Balance
<b>INCOME</b>					
<b>Council</b>					
<b>Museum</b>					
100	Donations	£1,600.00	£0.00	£0.00	£0.00
150	Events	£300.00	£0.00	£0.00	£0.00
200	Sales Income	£1,000.00	£0.00	£0.00	£0.00
201	Sundry income	£0.00	£0.00	£0.00	£0.00
<b>Total Museum</b>		<b>£2,900.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Museum</b>					
2500	Museum Rates	£1,650.00	£1,650.00	£1,047.00	£603.00
2515	Museum Events	£300.00	£300.00	£0.00	£300.00
2520	Museum Telephone	£200.00	£200.00	£10.22	£189.78
2525	Museum Stationery	£100.00	£100.00	£0.00	£100.00
2530	Museum Security Alarm	£500.00	£500.00	£499.78	£0.22
2535	Museum Stock for Resale	£500.00	£50.00	£0.00	£50.00
2540	Museum Subscriptions	£250.00	£250.00	£1.00	£249.00
2545	Museum Equipment New				
2545/1	Display Cabinet Reserve	£250.00	£250.00	£0.00	£250.00
2545/2	Museum New Equipment General	£500.00	£500.00	£0.00	£500.00
2545	Total	£750.00	£750.00	£0.00	£750.00
2550	Museum Equipment Maintenance	£250.00	£250.00	£0.00	£250.00
2555	Museum Cleaning/Maint/Improvements	£175.00	£175.00	£0.00	£175.00
2560	Museum Training	£180.00	£180.00	£0.00	£180.00
2565	Museum Signage	£200.00	£200.00	£0.00	£200.00
2570	Museum Mileage	£50.00	£50.00	£10.00	£40.00
2575	Museum Sundries	£25.00	£25.00	£48.14	-£23.14
<b>Total Museum</b>		<b>£5,130.00</b>	<b>£4,680.00</b>	<b>£1,616.14</b>	<b>£3,063.86</b>