



**Minutes of a meeting of the Museum Committee held  
on 24 March 2021 via Zoom at 7.00pm.**

**Committee Members Present:** Councillor B Dean (Vice Chairman), B Buxton, V de Wit, A Dominy, N Dominy, J Hall (Manager), H Scharnhorst (Curator)

**Officers Present:** Town Clerk, V Ricketts.

**497. Apologies for absence**

Apologies for absence was received from the Chairman, Councillor D Cleaton and J Hale.

**498. Declarations of interest**

There were no declarations of interest.

**499. Public participation time**

There were no public present at the meeting and no submissions from members of the public had been received prior to the meeting.

**500. Confirmation of minutes of previous meeting**

**Resolved** that the minutes of the meeting held on 4 November 2020 be confirmed as a correct record and approved for signing by the Chairman.

**501. Matters arising from the minutes of the previous meeting:**

With regard to Minute 291, the Museum Manager reported that she had met with the Operations Manager and would meet again after 6 April and report back at the following meeting.

**502. Reports by Committee members**

The following reports of Committee members and those who represent the Museum on outside bodies were received:

- a) Report of the Curator (as appended to these minutes)
- b) Report of the Manager (as appended to these minutes)
- c) Report of the Webmaster – in the absence of the Webmaster, the Museum Manager reported that there was little to report as the museum is currently closed but the website continued to receive approximately 4 hits a day. Members wished to extend their continued thanks to the webmaster.

**503. Possible Re-opening on 17 May 2021**

A discussion took place on the current lockdown restrictions and proposed easing on 17 May to allow museums and community centres to reopen. It was agreed that a screen and other mitigating measures would be required in order to reopen safely.

It was noted that due to the restrictive size of the museum it would not be possible to reopen fully until all social distancing restrictions are lifted, however, members agreed that inviting 'social bubbles' or groups may be possible from 17 May.

It was noted that guidance was available from other museums to ensure that all covid risk measures were in place and that the Cultural Recovery Fund may be available to assist with costs.

**Resolved** that it be delegated to COG to work with the Town Council towards reopening the museum in line with social distancing restrictions and easing of lockdown measures as set by the Government.

#### **504. Health and Safety and Risk Assessment**

It was reported that a full clean would be required prior to reopening as well as work to tidy the office. The Covid19 risk assessment had been started and was following the same format as the Council's risk assessment.

The Town Clerk advised that from 12 April it would be possible for people to enter the building by prior appointment with 48 hours' notice. In the meantime, the Museum Manager and Curator were welcome to continue their scheduled visits, and additional visits if required under notice.

#### **505. Volunteer Rota**

The Town Clerk advised that the Administrative Assistant had been promoted to Mayor's Secretary and PA to the Town Clerk and under her new role would not have time to arrange the volunteers' rota. It was noted that, under the Terms of Reference of the Committee, it was a responsibility of the Committee to arrange the rota. The Curator acknowledged this and stated that the rota had only been passed to the Administration Officer when the Museum had been without a Manager. The Museum Manager agreed to take this matter to the next COG meeting in April.

#### **506. Forward Plan 2020-2023**

There was no update on the forward plan for this meeting.

#### **507. Accreditation**

The Curator reported that the accreditation process had been postponed until April 2022 but will be one of the first to be picked up for assessment once the process is restarted.

#### **508. Museum Decoration and Maintenance**

The Museum Manager advised that she would be meeting with the Operations Manager after 6 April to discuss decoration and maintenance issues.

#### **509. Job Descriptions**

The job descriptions of the Curator and Museum Manager were presented. With a minor amendment it was –

**Resolved** that the job descriptions of the Curator and Museum Manager (as appended to these minutes) be recommended to Council for approval.

**510. Charity Status**

A discussion took place on the possibility of the Museum applying for charity status and the benefits and disadvantages of such. It was noted that any such proposal would require Council approval and support.

**511. Budget**

The budget report was received. The Town Clerk advised that all purchasing must go through the Town Council Office for audit and VAT purposes, in line with the Council's Financial Regulations.

**512. Any other items the Chairman deems urgent:**

There were no matters of urgency.

**513. Date of next meeting**

It was noted that the next meeting of the Museum Committee was scheduled to be held at **7.00pm on 30 June 2021**.

Chairman..... Date.....

## Curator report for 24 March 2021

Heather Scharnhorst

- Weekly checks have continued over the winter period, during the current lockdown, with nothing of note.
- In January I started to produce videos whilst in the museum, to provide an update to our Museum supporters.  
These were initially published on our Facebook page but I have now set up a YouTube account for the Museum (linked to the Museum Gmail account) and have been publishing the videos online.  
These videos have been a great success and I will be continuing to make videos over the coming year.  
Volunteers were invited to make their own videos and Jacquie had hers uploaded on 6<sup>th</sup> March.
- Following on from the videos we have received several queries for more information and interest in visiting the Museum once we reopen.
- I have started discussions with several interested parties on the creation of a new display showing the history of Wareham's involvement in the clay history.  
The aim is to create the new display and have an exhibition in 2022, including talks and workshops.  
  
This is an exciting opportunity to be working with individuals who have dedicated their lives researching this area and a rare opportunity to display some of their personal collections.
- We hope that volunteers will be returning soon and we will be restarting the evening sessions, as we have a lot of work to do before the Museum can reopen.

### Facebook update

267 page likes

307 followers

Page insights 13/02-12/03

Post reach 6488

Post engagements (likes, shares etc) 901

New page likes 16

Homeschooling video 3500 views!

### YouTube update

14 Subscribers

Jacquie's walk video, 274 views

Heather's things to look out for on walk, 214 views

## Museum Manager's report 24 March 2021

I have kept in touch with the volunteers, and they are eager to get back to opening the Museum, and to helping during the closed season with cleaning, and much still needs to be sorted and put away.

Hopefully, we may be able to continue more accession work during April onwards.

PAT testing has taken place recently, and more electrical work is to be done, as well as painting by Council staff.

We had hoped to see the Museum opened on Good Friday 2021, which obviously has slipped. The Government has given a provisional date of not earlier than 17 May.

We would need to obtain a Perspex panel for the Reception desk, as well as wipes and sanitiser.

The Town Council will be involved in advising the setting up of the access etc.

Maybe we could arrange pre-booked visits from schools or family groups/bubbles, as an easing into a full opening.

## JOB DESCRIPTION

**Title:** Museum Curator

**Reporting to:** Chairman, Museum Committee

**Reviewed:** November 2020

**Introduction:** The Museum Curator 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 curatorial and other functions, which are set out in detail in this Job Description.

- Purpose:**
1. To manage the Museum's collections in line with the Museum's policies, ensuring they are correctly recorded, stored, and conserved.
  2. To ensure the collection is accessible to and interpreted for as wide an audience as is possible
  3. To contribute to the forward planning, accreditation work and budget management to help secure the future of the Museum
  4. To be a member of Wareham Town Council's Museum Committee

- Duties:**
1. Day to day management of the Museum, liaising with the Manager as appropriate.
  2. To work with Core Operational Group, and attend regular meetings
  3. To assist with the writing of reports, new policies/procedures, and the timely review of current policies/procedures with the Core Operational Group
  4. Budget Management
  5. To promote the Museum in conjunction with the Museum Manager, through advertising, social media and the website
  6. In conjunction with the Museum Manager obtain funding from external sources through the submission of bids for grants
  7. To acquire objects or collections of interest to the Museum, and to catalogue them.
  8. To document and manage the collection, and negotiate loan items
  9. To liaise with the Museum's H & S Co-ordinator, observing all H & S regulations, whilst engaged in Museum activities. It is a statutory duty, so all reasonable care should be taken to promote the health and safety of him/herself, volunteers, members of the public and Town Council staff when working in the Museum.

10. In conjunction with the Museum Manager, project manage temporary and permanent displays, exhibitions, and their interpretation

11. In conjunction with the Museum Manager organise special events in the Corn Exchange or other venues.

12. In conjunction with the Museum Manager, liaise with outside bodies, which may include local history and community groups, other museums, galleries, schools, uniformed youth groups and tourist bodies, which may lead to museum visits, talks, private viewings (including out-of-season), and arrange appointments as necessary.

13. In conjunction with the Manager, liaise with the Museum Advisor for Dorset.

**General:** This Job Description recognises the voluntary role of the Museum Curator, who, in receipt of an honorarium from Wareham Town Council, is to fully abide by its terms at all times.

Other tasks may be delegated to the Museum Curator by the Museum Committee Chairman, as considered appropriate to the post

Reviewed November 2020

I have read and understood the terms of this Job Description

Signed.....

Name.....

Date.....

Post title.....

## JOB DESCRIPTION

**Title:** Museum Manager

**Reporting to:** Chairman, Museum Committee

**Reviewed:** November 2020

**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 act as a link regarding general Museum administrative matters with Wareham Town Council's staff
  3. To contribute to the forward planning, accreditation work and budget management to help secure the future of the Museum
  4. To be a member of Wareham Town Council's Museum Committee
  5. To ensure the security of the Museum at all times, in conjunction with the Town Hall caretaking staff, and the Town Clerk, as appropriate.

### Duties:

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, and meeting new volunteers
2. To work with Core Operational Group, prepare agendas, attend meetings and work with other volunteers to support the future of the Museum, to maintain/increase visitor numbers.
3. To assist with the writing of reports, new policies/procedures, and the timely review of current policies/procedures with the Core Operational Group
4. Budget Management
5. In conjunction with the Museum Curator obtain funding from external sources through the submission of bids for grants
6. To promote the Museum in conjunction with the Museum Curator, through advertising, social media and the website
7. To ensure the highest possible level of customer service
8. To ensure the Museum is fit for purpose, safe to open to the public, and to resolve any maintenance issues promptly.
9. To liaise with the Museum's H & S Co-ordinator, observing all H & S regulations, whilst engaged in Museum activities. It is a statutory duty, so all reasonable care should be taken



to promote the health and safety of him/herself, volunteers, members of the public and Town Council staff when working in the Museum.

10. In conjunction with the Curator, project manage temporary and permanent displays, exhibitions, and their interpretation
11. In conjunction with the Curator organise special events in the Corn Exchange or other venues.
12. Liaise with the Museum Committee Chairman regarding agenda preparation, and attending any meetings required to ensure the smooth running of the Museum.
13. Act as the primary point of contact for enquiries from correspondence, e-mail, telephone or personal, and ensure they are responded to in a prompt, efficient and courteous manner.
14. In conjunction with the Museum Curator liaise with outside bodies, which may include local history and community groups, other museums, galleries, schools, uniformed youth groups and tourist bodies, which may lead to museum visits, talks, private viewings (including out-of-season, arrange appointments as necessary.
15. In conjunction with the Curator, liaise with the Museum Advisor for Dorset.

**General:** This Job Description recognises 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.

Other tasks may be delegated to the Museum Manager by the Museum Committee Chairman, as considered appropriate to the post

Reviewed November 2020

I have read and understood the terms of this Job Description

Signed.....

Name.....

Date.....

Post title.....