

BRIDGWATER TOWN COUNCIL – MUSEUM SUB-COMMITTEE

MEMORANDUM OF UNDERSTANDING

Between

Bridgwater Town Council (BTC - the Museum Governing Body)

and

The Friends of Blake Museum (FOBM - the Volunteer body)

Museum Management Arrangements with effect from 2 March 2015

For the Museum Governing Body

Town Clerk (*in addition to customary duties*)

Legal Disposals under Disposal Policy

Insurances

Submitting Listed Building and Planning Consents

Appointing the Designated Representative under the Code of Practice

The Curatorial Team consists of:

Honorary Museum Curator

Ensuring that the application of agreed policies & best practice is followed

Organising and effecting Museum Displays in conjunction with the Deputy Curators

Supervising volunteers dealing with research enquiries

Agreeing and overseeing student placements

Liaison with other stakeholders e.g. BDAS, BDCS

Organising building work programmes

Organising Strategies for the Old Mill

Maintaining Accreditation

Honorary Deputy Museum Curators

Financial administration and budgetary control

Arranging IT Services including resources & admin websites

Holding and issuing keys to approved volunteer keyholders

Implementing agreed Collections Care Policy

Supervising documentation of collections

Monitoring Forward Plan and Action plan

Organising and monitoring publicity for the Museum

Providing training for volunteers

For the Friends of Blake Museum

FOBM strategic responsibilities

Regular reviews & reporting to BTC MSC (visitor numbers, volunteer support)
Consultees for draft new policies & plans
Monitoring safety (fire, accidents and other duties as laid out in CoP)
External funding e.g. Your Heritage and HLF grants

FOBM day-to-day responsibilities

Cleaning to Museum standards
Disposal of rubbish
Providing competent persons to carry out the daily duties of Museum Secretary
Opening/Closing Museum on the agreed opening days
Holding keys for same, including for security call-out
Greeting & caring for visitors
CCTV monitoring
Monitoring visitor numbers and composition
Co-ordinating volunteer involvement with external meetings at the Museum
Providing learning experiences in accordance with BTC policy
Effecting repairs under supervision of the Curatorial Team
Maintaining garden (at FOBM expense)
Recruitment, training and retention of volunteers for above
Supervising work experience placements (other than students)
Operation and management of the franchised FOBM Sales area
and such other duties and responsibilities for the proper running of the Museum
which the parties may from time to time jointly agree.

Alan Hurford
Town Clerk 2 March 2015