

# 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