

5th April 2024

Dear Councillor,

STAMFORD TOWN COUNCIL – NOTICE OF MEETING

You are hereby summoned to attend the Museum Committee Meeting scheduled on **MONDAY 15th April at 6.30pm** in Stamford Town Hall for the purpose of considering and passing such resolutions as may be necessary with respect of each item on the agenda attached.

Yours sincerely,



Acting Town Clerk (Proper Officer)

(For information only to those Members not on the Committee)

Members:

Councillor	Andrew Croft	Ex Officio (Town Mayor)
Councillor	Shaun Ford	(Chairman)
Councillor	Amanda Wheeler	(Vice Chairman)
Councillor	Bret Allibone	
Councillor	Ed Fancourt	
Councillor	Breda-Rae Griffin	
Councillor	Yvette Diaz-Munoz	
Councillor	Max Sawyer	

AGENDA
FOR MEETING OF THE MUSEUM COMMITTEE

to be held at Stamford Town Hall on
Monday April 15th 2024 at 6.30pm

Members of the Public and Press are welcome to attend.

Anyone wishing to attend in person and speak at the meeting is required to register their request with the Council 48 hours prior to the meeting date.

For ease the public may view proceeding remotely by clicking on the link [HERE](#) to join the meeting

- 1. To receive any public representation in respect of business on the agenda** – *In accordance with Standing Order 3e*
- 2. Apologies and reasons for absence** - *Committee to receive and resolve reasons for absence in accordance with the requirement of the Local Government Act 1972*
- 3. Declarations of Interests** - *Committee to receive declarations of interest in accordance with the requirements of the Localism Act 2011, and to consider any applications for dispensations in relation to disclosable pecuniary interests or personal interests.*
- 4. Minutes of the Previous Meeting** – *To sign the minutes of the meeting held on 12 February 2024 and approved at the Town Council meeting of 26 March 2024.*
- 5. Report on preparing of policies and procedures to support Accreditation:**
 - a. Organisational Health**
Museum Forward Plan – Final Draft for Consideration and Approval
Emergency Plan - Final Draft for Consideration and Approval
Stamford Town Hall Collections Risk Register – Final Draft for Consideration and Approval
 - b. Collections**
Mace Conservation assessment
Modes update & Inventory next steps
Mayoral Boards – Phase III
 - c. Users & Experiences**
Schools workshop update
Volunteers – next steps
- 6. Update on Collection Transfer**
 - a. Review of meeting with LCC re: next steps Museum Store transfer**
- 7. Consider Budget and Funding Opportunities**
 - a. Review of priorities**
- 8. Museum Location**
 - a. Feasibility study – next steps**
- 9. Timeline objectives for Escape Rooms Project, Collection Transfer and Accreditation submission**
 - *Installation of MODES, transfer of existing data and training of staff (on hold)*
 - *Forward planning for Museum services (Feb 2024) completed*
 - *Commence basic inventory of Town Hall Collections onto Excel (April 2024)*
 - *Collections Development Policy & Documentation Policy drafted (June 2024)*
 - *Re-drafting of the Transfer of Collections Agreement between LCC and STC (Jan 2025)*

Date of Next Meeting Monday 17th June 2024



Town Clerk – 05/04/24