

	<p>its care and safekeeping is now deemed to be their sole responsibility.</p> <p>This year the museum re-opens on Easter Saturday 30th March. Good progress has already been made setting up the main exhibitions.</p> <p>It is intended to have a 're-opening ceremony' on Easter Saturday principally for stewards and those involved with the extension works and exhibitions. Later in the year the members of the town council will be invited to visit. This arrangement proved very successful last year. There followed some discussion about how the museum will operate this season with the possibility of using two entrances however it was generally agreed that this season the MMC has to experiment and see what works and what does not work..</p> <p>The Annual Report Spring 2013 has been written and will be issued shortly.</p>	RM
5	Report by Treasurer	
	<p>Mr. Kerswill stated that the museum has approximately £2,500 in the bank account. He also reported that he had asked the insurers to increase the value of IT equipment in the policy to £5,000 in order to allow for the new audio-visual unit. This will be at no additional cost until the next renewal in August 2013.</p> <p>The December 2012 accounts have now been audited by Mr. Mineer. The trustees wished to record their thanks to him for this service.</p> <p>A copy of the audited accounts are attached as an Appendix to these minutes. Mr. Kerswill briefly explained the main elements of these accounts.</p> <p>The Trust had recently received notification of a grant of £3,000 from Devon County Council and the trustees wished to thank our county coucillor, Mrs Sellis, for her support. They also wished to thank the local branch of the Masonic, the Tavistock Lions, and the former Tavistock Enhancement Group for donations which had been received. Mrs. Elliott was thanked for her donation of 100 copies of her new book.</p>	
6	Biffa Award Implementation	
	<p>Mr. Martin reported that the full amount of £50,000 had been used on the project and claimed back from the funders. All but £500 has been received. The Tavistock Town Council has been reimbursed in full for the architect's fees and for the building works. The consensus of opinion was that the work was very satisfactory and had improved many aspects of the museum. Mr. Martin and Mr. Croucher were thanked for the time and effort they had put to co-ordinating the work.</p> <p>Unfortunately there were two unresolved matters:</p> <p>Firstly a problem with the ropeway on the cottage stairs. There were signs already that the rope mountings were being pulled out from the wall. Many of the stewards thought the rope was unsafe since it did not give any support when coming down the stairs, and if pulled out by a person going up the stairs they could fall backwards. Mr. Martin stated that a small amount of Biffa Award funding remained sufficient to pay for a handrail. It was also proposed to meet with the architect to discuss how the staircase could best be improved or replaced.</p> <p>Secondly continuing difficulties over an external sign. Recently the Conservation Officer has offered to support our LBC application for a sign above the doorway providing it is a high quality metal sign.</p>	

	<p>Typical cost £1,500. It was agreed that a small low-level sign (which does not require planning approval) is erected for the time being.</p> <p>Mr. Martin confirmed that a health and safety risk assessment, and fire risk assessment would be carried out before the public opening.</p>	RM
7	Forward Planning	
	<p>Mr. Martin reported that the forward planning by the MMC is now influenced very much by the need to pay £2,500 to Cornwall Council in September 2013.</p> <p>Since the transfer of the sarcophagus from the back courtyard the MCC thought that improvements in this area, such as re-building the wash house, were no longer urgent. They considered improvements to the cottage staircase and the installation of a CCTV system (approximately £4,500) were now the priorities.</p>	
8	Town Heritage Partnership	
	<p>Mr. Eberlie had attended a briefing of the heritage group. He reported that a planning application had been submitted by Devon Historic Buildings Trust for three accommodation units in the former police premises, an application which he thought will be successful.</p>	
9	Any Other Business	
	<p>Mrs. Davies confirmed there were no plans at present to sell local author's books from the museum unless they could be purchased in bulk very cheaply.</p>	
10	Next Meeting	
	<p>To be held in October 2013.</p>	All to Note

APPENDIX

Tavistock Museum - Accounts to 31st December 2012

1 Income and Expenditure Account

Income	£	p	£	p
Visitor (milk churn) Donations	1908	06		
Private Donations	642	00		
Museum Book Sales	53	90 o/d		
Archway books	1653	15		
Grants	50	00		
DVD Sales (net income)	126	70		
Fairs	119	00		

			4445	01
Expenditure				
Fixtures and Fittings (displays etc)	602	22		
Insurance (Less T&DLHS cont.)	756	38		
Repay Cornwall Council	2000	00		
Maintenance	353	46		
Affiliation Fees	320	00		
Museum Extension (Cottage)	4475	94		

			8508	00

Balance of Expenditure over Income	4062	99
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2 Bank Account

Closing Balance @ 31st December 2011	6753	20
Closing Balance @ 31st December 2012	2690	21

	4062	99

Notes to the Accounts

- 1 Our assets (Bank) of £2690 are currently insufficient to meet known liabilities of £2500– Cornwall Council (due in September 2013) and £2500 – Private Loans.
- 2 Museum books show a loss because we have had to buy stock from the history society.
- 3 Fairs made a profit by selling books in the Pannier Market.
- 4 Maintenance costs were mainly to KK Controls to meet legal requirement for fire inspections.
- 5 Furniture and fittings include a cover for the Bedford Cottages model and revamp to timeline.

I have examined the accounts of the Tavistock Museum for the period 1st January 2012 to 31st December 2012 and from the vouchers and information given to me I believe them to be correct.

G.R. Meneer

Auditor

Dated