

THE DEVELOPMENT COMMITTEE: MEETING 106 - 25.11.13

Held at the National Tramway Museum, Crich, Matlock, Derbyshire, on Monday 25th November 2013 at 10am.

Issue: 1

Present: L Greaves; M.C.Wright

106.1 Apologies for absence:

J Markham; A Thorpe; J Soper; I Dougill; A Smith

106.2 Minutes of Meetings

The minutes of meetings 103 (15 Dec 2012), 104 (21st March 2013) and 103 (16 Sept 2013) had all been circulated previously. Their adoption was deferred to the next meeting. Any immediate matters arising were dealt with below.

106.3 Terms of Reference (105.3)

The Terms of Reference were reviewed by the Board and adjusted. The agreed Terms are attached (appendix one).

106.4 Bandstand Area (105.7)

The out-of-keeping additional railing had not been replaced with the original one of the correct pattern.

Action: JDM

The survey of use of the area was in progress, some of the Comment Cards had yet to be reviewed.

Action: LG

106.5 Development Strategy (105.5)

A refurbishment of the Admissions building was included in the Winter Work Programme.

106.7 Town End (105.10)

The buggy park (but not the fencing), was included in the Winter Work Programme

106.8 Wakebridge (105.11)

Retail & Catering had no plans to continue their use of the Octagon. It was recommended that it be used as a covered picnic area, with information boards inside detailing the local wildlife. It could be opened and closed daily by tram crew as are the cabmen's shelter and substation.

Action: LG

106.9 Indoor Play Area (105.8)

Its refurbishment is included in the winter Work Programme

All other business being deferred, the meeting closed at 11.00.

Date of Next meeting: not fixed, but some time in February was recommended.

Action: JDM

Circulation: those present apologising, TMS Hon Sec.

Appendix One

Document number Dev Com November 2013, Issue 1

The Tramway Museum Society

Terms of Reference for the Development Committee

1.0 Purpose of the Development Committee:

To assist the Board in carrying out the Society's responsibilities specified in the Memorandum and Articles and in any Development Policies currently in effect;

To provide the Board with learned advice on the development of the built environment throughout the Museum.

2.0 Scope:

Matters relating to the development of the built environment undertaken at the National Tramway Museum (NTM) and by the Tramway Museum Society.

3.0 Membership of the Development Committee:

The Chairman will be appointed by the Board and will normally be a Board Member.

The Secretary will be appointed by the committee normally from among its own members and approved by the Board.

Ordinary members will consist of members or staff of the Society, appointed by the Board from various departments and interests. The departments concerned shall be determined from time to time by the Board.

Committee members will not serve solely as delegates of one department or funder, but shall seek to reflect the wider obligations of the Society in the conservation and demonstration of the form and function of historic tramcars.

4.0 Roles and Responsibility of the Development Committee:

4.1 To have a strategic role in the development of the built environment at the Museum such that a traditional British tramway atmosphere can be created and maintained .

4.2 To produce reports with recommendations to the Board on development strategy and review and update at least annually as part of the business plan.

4.3 To exercise a curatorial role relating to the appearance of the Museum and the acquisition of artefacts and their location at the Museum.

4.4 To identify activities to enhance the Museum by identifying items in store or available to the Museum which might be used to enhance or improve displays.

4.5 To consider all proposals and tenders for the design, modification, development and construction of buildings and other structures at the Museum and on all of the Society's properties in order to manage risk and to provide advice and recommendations to the Board and Committees as appropriate.

4.6 To monitor the performance of measures employed for any development activity

4.7 To work with all departments in order to deliver the remit of the Museum

4.8 To submit a budget application through the Society's normal budgeting process to enable the work of the Committee to be carried out.

4.9 To meet at regular intervals; to report to the next Board meeting by means of an action list or draft minutes and subsequently to provide minutes of its meetings via the Hon Secretary for all Board Members.

5.0 Authority:

These Terms of Reference are approved and authorised by the Board.

6.0 Review:

These Terms of Reference will be reviewed by the Board, at intervals of no longer than five years