

Members' Library Service Request Form

Date of Document	24/06/13
Originator	Principal Museums Officer
Originator's Ref (if any)	
Document Title	Dunbar Town House Museum & Gallery

Please indicate if access to the document is to be "unrestricted" or "restricted", with regard to the terms of the Local Government (Access to Information) Act 1985.

Unrestricted	<input checked="" type="checkbox"/>	Restricted	<input type="checkbox"/>
--------------	-------------------------------------	------------	--------------------------

If the document is "restricted", please state on what grounds (click on grey area for drop-down menu):

For Publication

Please indicate which committee this document should be recorded into (click on grey area for drop-down menu):

Cabinet

Additional information:

Authorised By	Tom Shearer
Designation	Head of Policy & Partnerships
Date	28/06/13

For Office Use Only:	
Library Reference	156/13
Date Received	28/06/13
Bulletin	June13

REPORT TO: Members' Library Service

DATE:

BY: Head of Policy & Partnerships

SUBJECT: Dunbar Town House Museum and Gallery

1 PURPOSE

- 1.1 To update members on a name change for Dunbar Town House Museum to Dunbar Town House Museum and Gallery.
- 1.2 To advise Members about the contract to be entered into between East Lothian Council and Dunbar and District History Society with regard to the operation of two rooms within Dunbar Town House Museum and Gallery.

2 RECOMMENDATIONS

- 2.1 That Members note the content of this report.

3 BACKGROUND

- 3.1 East Lothian Council Museums Service manages the following museums: Prestongrange Museum, the John Gray Centre Museum and Dunbar Town House Museum and Gallery. The Service also manages John Muir's Birthplace in Dunbar on behalf of the John Muir Birthplace Trust and supports Musselburgh Museum and Heritage group to operate Musselburgh Museum. A Museums Education Service is offered throughout the County and the Museum Collection is held in Haddington in an environmentally controlled store.
- 3.2 A Review of Museums was approved by the Council 23 October 2007. It identified the potential to increase community engagement and partnership working. This has informed the approach to planning for all recent museum developments in Haddington, Musselburgh, Dunbar and North Berwick. This has informed the approach taken to the development of the Dunbar Town House following a refurbishment project (2008 – 2011).

- 3.3 Following on from the refurbishment of the Dunbar Town House the ELC Arts Service will now work in partnership with the Museums Service to programme of the display space in the Town House to work with the extensive and mature network of artists and makers in Dunbar. By rebranding the Town House Museum as the Town House Museum and Gallery the market for the venue is broader and the extensive artistic community in Dunbar has a very high quality venue available to showcase their work.
- 3.4 Dunbar Town House Museum and Gallery is open on a seasonal basis (April to September) with limited staffing resources. To enable one additional display room and a local history research room to be open to the public during the season and also in the winter Dunbar and District History Society will operate two rooms within the Town House under contract with East Lothian Council. This contract defines the relationship between DDHS and ELC and lays out the responsibilities of each party and the terms under which the contract is made and can be dissolved. It also gives DDHS licence to occupy two rooms on the ground floor of the Town House.
- 3.5 The two rooms will be operated by a team of volunteer stewards managed by Dunbar and District History Society.

4 POLICY IMPLICATIONS

- 4.1 The development of Dunbar Town House Museum and Gallery as a community project supports the strategic objectives of the ELC Heritage Strategy, 2007 – 2010.

5 EQUALITIES IMPACT ASSESSMENT

- 5.1 All capital developments for the Museums Service are informed by the need to satisfy equalities legislation including the Disability Discrimination Act (2005).
- 5.2 The operation of the Museums Service is informed by its Access Policy, which was approved by Council in June 2013. This document will be used to inform the work undertaken in Dunbar Town House Museum and Gallery.

6 RESOURCE IMPLICATIONS

- 6.1 **Financial** - There are no financial implications, within the contract as it defines the working relationship between Dunbar and District History Society and ELC. The utilities/services costs of the operation of the whole building are met from within revenue budget of the Museums Service.

6.2 **Personnel** - There are no personnel implications.

6.3 **Other** – There are no other implications.

7 **BACKGROUND PAPERS**

7.1 Appendix 1: Contract and Licence to Occupy.

AUTHOR'S NAME	Kate Maynard
DESIGNATION	Principal Museums Officer
CONTACT INFO	Tel: 01620 820604 Email: kmaynard@eastlothian.gov.uk
DATE	27 June 2013

Contract for Services

between

East Lothian Council, a local authority incorporated under the Local Government etc. (Scotland) Act 1994 having a place of business at John Muir House, Brewery Park, Haddington, East Lothian EH41 3HA

(the "**Council**")

and

The Dunbar and District History Society, Dunbar Town House, High Street, Dunbar, EH42 1ER

(the "**History Society**")

Preamble

The aim of this Agreement is to regulate the operation and management of Dunbar Museum (the "**Museum**") and as such it is hereby agreed between the Council and the History Society the following terms and conditions:

1. **The Agreement**
 - a. This Agreement consists of this contract for services together with the attached 2 Appendices attached hereto ("**Agreement**").
2. **Commencement, duration and renewal of the Agreement**
 - a. The Agreement will come into effect on 31st January 2013 ("**Date of Commencement**");

- b. Subject to the terms of Clause 13 below, this Agreement is valid for one year following the Date of Commencement. The Council shall have two options to extend this Agreement for a year to a total maximum duration of three years following the Date of Commencement.

3. **The History Society**

The History Society shall, for the duration of this Agreement:

- a. assume full responsibility for the operation of the Museum, (aside from any responsibility allocated to the Council under this Agreement) and employ such methods of operation as are from time to time agreed between the Council and the History Society;
- b. use all reasonable endeavours to ensure that the Museum is kept open and accessible to the public during such hours and on such dates as the History Society specifies in the seasonal plan prepared by the History Society in April and November each calendar year and approved by the Council, such approval not to be unreasonably withheld or delayed (the “**Opening Hours**”);
- c. Notwithstanding Clause 3b above the Opening Hours shall consist of not less than six (6) hours per week over Friday, Saturday and Sunday throughout the calendar months of April, May, June, July, August and September;

- d. allow for members of the public to access the Museum free of charge during the Opening Hours (notwithstanding the foregoing, the History Society is permitted to collect donations and may also, with the prior consent of the Council, accept payment for activities carried out within the Museum beyond granting access provided that any funds received thereby are treated as Museum Funds in accordance with the terms of this Agreement);
- e. allow for members of the public access to the Museum outwith Opening Hours by way of appointment free of charge;
- f. not take any action and not omit from taking any reasonable action which would cause the History Society to cease to be a properly constituted association;
- g. act at all times in accordance with its constitution and all applicable rules of law;
- h. maintain an ongoing programme of training to ensure that staff and volunteers receive a level of training appropriate to allow them to carry out their role effectively;
- i. maintain all fixtures, fittings, display cases and other furniture owned by the History Society to satisfactory and functioning standard reasonably required for the operation of the Museum; and
- j. ensure that a representative of the History Society attend when requested by the Council the Dunbar Town House building management meetings.

4. **The Council**

The Council shall, for the duration of this Agreement:

- a. provide two rooms at the Dunbar Town House, High Street, Dunbar, EH42 1ER as outlined in red on the plan detailed in Appendix 1 (the "**Museum Rooms**") which is fit for the purpose of being used as the Museum, in accordance with the occupancy agreement contained in Appendix 1 (for the avoidance of doubt, it is the express intention of the Council and the History Society that nothing in this Agreement creates any subsisting property or occupancy right in the Building in favour of the History Society outwith the rights granted pursuant to the aforementioned occupancy agreement);
- b. ensure that the Museum Rooms remain fit for purpose;
- c. ensure that the Museum Rooms are maintained in compliance with the Council's standard policy and procedures for the management of its estate and are cleaned at suitably regular intervals;
- d. ensure that the Museum Rooms are supplied with telecommunications services - namely a telephone line and broadband internet connection or equivalent;
- e. ensure that the Museum Rooms are connected to the mains electricity supply and mains water supply (and are supplied with those services);
- f. ensure that the Museum Rooms have suitable fire safety equipment required by law;

- g. arrange annual safety checking on all fire safety equipment and electrical equipment which is in the Museum Rooms in compliance with all relevant legislation;
- h. that a representative of the Council is asked to be present at meetings of the History Society's Management Committee constituted under its constitution (such representative shall not hold trustee status in relation to the History Society);
- i. retain ownership of all items which it provides to the History Society by virtue of the operation of this Agreement; and
- j. pay all charges relating to the items referred to in this Clause 4.

5. **Regulatory Compliance by the History Society**

The History Society shall, in relation to the operation of the Museum:

- a. comply in all respects with any and all applicable and relevant legislation and regulations including but not limited to Health and Safety Legislation, Equality and Discrimination Legislation, Disability Legislation (each as from time to time amended);
- b. indemnify and keep indemnified the Council against all losses, claims, damages, liabilities, costs and expenses (including legal costs) incurred by the Council in respect of any breach of Clause 5.a of this Agreement by the History Society;
- c. comply in all respects with any obligations under the Protection

of Vulnerable Groups Legislation (the “**PVG legislation**”) including but not limited to ensuring each and every individual, including staff, seasonal workers, volunteers as is required complies with the PVG legislation;

- d. indemnify and keep indemnified the Council against any loss, claim, damage, cost expenses incurred as a failure by the History Society to comply with Clause 5c of this Agreement (in the event that the History Society requires to take any action whatsoever under the PVG legislation, the History Society shall notify the Council forthwith); and
- e. ensure that it develops and implements an appropriate policy or policies and appropriate procedures in relation to all of the matters referred to in this Clause 5 so far as they are relevant to the History Society’s responsibility to operate the Museum in terms of this Agreement.

6. **Regulatory Compliance by the Council**

The Council shall:

- a. in relation to the performance of its duties under, or matters ancillary to, this Agreement, comply in all respects with any and all applicable and relevant legislation and regulations including but not limited to Health and Safety Legislation, Equality and Discrimination Legislation, Disability Legislation (each as from time to time amended);
- b. indemnify and keep indemnified the History Society against all losses, claims, damages, liabilities, costs and expenses (including legal costs) incurred by the History Society in respect

of any breach of Clause 6a of this Agreement by the Council;

- c. ensure that the Building and the Fittings comply for the duration of this Agreement with all applicable laws, including, without limitation, the Disability Discrimination Act 1995, the Equality Act 2010 and all applicable laws pertaining to health and safety, fire prevention or fire safety (each as from time to time amended); and
- d. indemnify and keep indemnified the History Society against all losses, claims, damages, liabilities, costs and expenses (including legal costs) incurred by the History Society in respect of any breach of Clause 6c of this Agreement by the Council.

7. **Exhibitions and Collection Management**

- a. The History Society shall provide a plan for all future exhibitions (the 'Forward Plan') to the Council. The Forward Plan shall be a rolling plan detailing all the exhibitions due to be held in the Museum for next three years and a draft Forward Plan shall be issued to the Council by 30 September of each contract year. The Council shall liaise with the History Society to agree the Forward Plan before 31 October of each contract year. A style of the Forward Plan is contained within Appendix 2 of this Agreement.
- b. The Council and the History Society shall agree a method statement detailing the operational management issues of the Museum before the start March of each contract year (the 'Method Statement'). A style of the Method Statement is contained within Appendix 2 of this Agreement.

8. **Funds**

- a. The History Society may apply to the Council for funding for aspects of the operation of the Museum, the History Society's other obligations in terms of this Agreement, or matters relating thereto. Such applications are separate and distinct to the terms of this agreement and will be considered in accordance with the Council's existing policy and procedures as they are constituted at the time of such an application.
- b. The History Society may undertake fundraising activities outwith the scope of Clause 8a of this Agreement for the purposes of raising funds to be applied to the operation of the Museum, the History Society's other obligations in terms of this Agreement, or matters relating thereto or as otherwise permitted pursuant to Clause 8a.
- c. The History Society will open and maintain a separate bank account within which to retain any and all funds which it holds howsoever obtained for the purposes of the operation of the Museum, the History Society's other obligations in terms of this Agreement, or matters relating thereto ("**Museum Funds**").
- d. The History Society will set out clearly in advance the purpose of the generation of any income. On receipt of funds the History Society shall determine accordingly the disposition of such funds. In the absence of such affirmation the History Society shall assume that those funds are to be classified as Museum Funds and deposit and apply them appropriately in terms of this Agreement.
- e. Nothing in this agreement precludes the History Society from

making an application to the Council or otherwise raising funds for activities outwith the scope of this Agreement. Such applications are separate and distinct to the terms of this Agreement and will be considered in accordance with the Council's existing policy and procedures as they are constituted at the time of such an application.

- f. The History Society may operate a gift shop within the Building. The History Society may undertake other forms of trading within the Building only with the written consent of the Council (such consent not to be unreasonably withheld or delayed). The profits of any trading within the Museum, whether by the operation of a gift shop or otherwise will be treated as Museum Funds.
- g. The History Society shall keep and maintain records to the reasonable satisfaction of the Council of all income and expenditure in relation to the operation of the Museum in terms of this Agreement. The History Society shall submit to the Council, annually by 30 September, a copy of such parts of its independently examined accounts as pertain to the operation of the Museum, the History Society shall comply with Accounting Procedures as set out as appropriate by the Office of the Council.

9. **Insurance**

- a. The History Society will indemnify the Council against all liabilities, proceedings, costs, expenses, loss or damage arising from or incurred by reason of any claim, demand or action arising from any breach of this Agreement or failure or negligence by its staff, volunteers or agents in connection with the Museum.

- b. The Council will ensure that suitable insurance is in place in relation to the Building and its contents including, without limitation, the Council Collection.
- c. The History Society has sole responsibility for ensuring that appropriate and adequate insurance is in place throughout the duration of this Agreement to cover its liabilities in terms of this Clause 9a.
- d. The appropriate and adequate insurance referred to in Clause 9c above will include Employer's Liability insurance, Public Liability insurance and policies of insurance to provide protection against claims caused by, or alleged to be caused by, the negligence or malpractice of any staff member or volunteer of the History Society in the operation of the Museum.
- e. Insurance will be deemed to be appropriate and adequate only if it meets or exceeds the following minimum levels of cover:

£5 million for Public Liability Insurance
£10 million for Employer's Liability Insurance.
- f. The History Society shall provide evidence of valid insurance policies that meet the criteria contained in this Agreement to the Council on request.

10. **Variation**

The terms of this Agreement may only be varied by the mutual agreement in writing of the Council and the History Society.

11. **Breach**

- a. Either party may at any time by notice in writing terminate this Agreement in accordance with Clause 13a if the other party commits any material breach of any of the terms of this Agreement and that breach (if capable of remedy) is not remedied within 30 days notice being given requiring the breach to be remedied.
- b. In the event of a minor breach, the non-defaulting party may notify the defaulting party in writing of the minor breach and allow the defaulting party at least 30 days to remedy the breach. Where the party in breach fails to remedy the breach within the relevant period, the breach shall thereafter be treated as a material breach (and may accordingly form grounds for termination in accordance with Clause 11a).
- c. Without limitation, a party shall be considered to be in material breach of this Agreement if it takes any action which is (or omits from taking any reasonable action which, by its omission, is) reasonably likely to bring the other party into substantial disrepute.

12. **Force Majeure**

- a. In this Agreement a "Force Majeure Event" means any event materially affecting the performance by a party of its obligations under this Agreement arising from any act, event, omission, happening or non-happening beyond its reasonable control, which will include, but not be limited to, war or civil unrest, terrorist attack, natural disasters, acts of God and major accidents causing disruption beyond a small localised area.

- b. Where either party's performance is affected or likely to be affected by a Force Majeure Event that has occurred, it must inform the other party as soon as practical. The party affected will be required to produce a plan indicating how it intends to remedy the breach and mitigate its effect on performance of its obligations.
- c. Where either party is unable to perform its obligations under this Agreement due to a Force Majeure Event then that party will be given a period of at least three months to resume performance.
- d. Neither party shall be deemed to be in breach of this Agreement, or otherwise be liable to the other, by reason of any delay in performance, or non-performance, of any of its obligations under this Agreement to the extent that such delay or non-performance is due to any Force Majeure Event of which it has notified the other party. Where, after three months, the party affected by the Force Majeure Event has failed to resume performance to reasonable satisfaction of the other party, that other party may terminate this Agreement with immediate effect on giving written notice to the party affected by the Force Majeure Event.

13. **Termination**

- a. Where a material breach of the terms of this Agreement has occurred and the breach has not been otherwise remedied under the terms of this Agreement, the party not in breach may give three months' notice in writing of the termination of this Agreement, such termination having immediate effect on the expiry of the said notice period.

- b. The History Society may terminate this Agreement if there has been a material change in the History Society's constitution which shall prevent it from meeting its obligations under this Agreement by giving three months written notice to the Council. Such termination having immediate effect on the expiry of the said notice period. During the period of notice both the Council and the History Society will continue to fulfil their obligations under this Agreement.
- c. The Council may terminate this Agreement at any time following the first anniversary of the Date of Commencement for any reason by giving three months written notice to the History Society. Such termination having immediate effect on the expiry of the said notice period. During the period of notice both the Council and the History Society will continue to fulfil their obligations under this Agreement.

14. **Confidentiality, Data Protection and Freedom of Information.**

- a. Both the Council and the History Society are required to comply with data protection legislation. Nothing contained in this Clause 14 shall prejudice these statutory obligations.
- b. Where either party providing information requests that the information is kept confidential, the receiving party will not disclose this information to any third party (third party will not include agents or contractors in this clause), save (i) as required by law and/or (ii) to the extent that the information:
 - is already in the public domain or it subsequently comes into

- the public domain other than by breach of this Agreement;
- was demonstrably already known to the receiving party prior to its acquisition from the disclosing party; or
 - has been received from a third party who did not acquire it in confidence from the disclosing party, nor from someone owing a duty of confidence to the disclosing party.
- c. Where either party is requested to disclose information provided by, or concerning the other, to the extent permitted by law, the party who received the request must inform the other party of the request and its intended response before that response is issued.
- d. Where either party is required by statute to provide information the party receiving the request will ask for the consent of the other party to the release of the information. Where such consent is not given the party responding to the request must be satisfied that they are required by law to release the information before doing so.
- e. The Council may release information contrary to this Clause 14 where it is satisfied that it is in the public interest to do so. The determination of whether the release of any information is in the public interest will rest solely with the Council.
- f. The Council is required to judge each '*Freedom of Information request*' on its own merits. The Council reserves the right to release this information where it feels that it is required by law or good practice to do so.
- g. The obligation to keep information confidential will continue after the expiry of this Agreement.

15. **Insolvency**

- a. The Council may terminate this Agreement immediately if the History Society becomes insolvent as defined in the Insolvency Act 1986 (as amended) or if a liquidator, receiver or administrator is appointed to the History Society.
- b. The Council may at its discretion work with any liquidator appointed to the History Society.

16. **Dispute Resolution and Jurisdiction**

- a. The Council and the History Society will aim to resolve any difference or dispute arising in relation to this agreement through amicable and informal discussions. Where such resolution is not reasonably possible Clause 16b. hereof applies:
- b. Any dispute or difference arising between the Council and the History Society hereto regarding the construction or implementation of this Minute of Agreement shall be referred for the purpose of arbitration to a person to be agreed upon by the Council and the History Society or, failing agreement within twenty (20) working days after any party has given to the other a written request to concur in the appointment of an arbiter, a person to be appointed on the request of a party by the President of the Law Society of Scotland for the time being. The arbiter shall receive submissions from the Council and the History Society within twenty (20) working days of this appointment and shall undertake as a condition of his appointment to issue his decision within forty (40) working days

of the date of his appointment. The decision of the arbiter (including any award of expenses) shall be final and binding of the Council and the History Society.

17. **Assignment**


The History Society may assign its obligations under the Agreement with the prior written consent of the Council, such consent shall not to be unreasonably refused or delayed.

18. Interpretation

This contract shall be interpreted in accordance with Scots Law.
Subject to Clause 16, the Scottish Courts shall have jurisdiction.

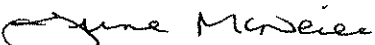
These presents typewritten on this and the foregoing [16] pages together with the Appendix in [2] Parts and attached and executed as relative hereto are subscribed as follows:

Signed on behalf of East Lothian Council by:

Signature: 

Print name: THOMAS W. SUTHER

Designation: HEAD of Policy & PARTNERSHIP

Witness Signature: 

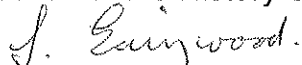
Witness name: JUNE McNEILL

Signing Place: JOHN MUIR HOUSE

Address: BREWERY PARK, HADDINGTON


Date: 01/02/2013

Signed on behalf of the History Society by:

Signature: 

Print name: G. EASINGWOOD

Designation: CHAIRMAN

Witness Signature: 

Witness name: PAULINE SMEED

Signing Place: DUNBAR TOWN HOUSE

Address: HIGH STREET

Date: 22-01-2013

This is the Appendix to the Contract for Services between East Lothian Council and Dunbar and District History Society

Appendix 1

Licence to Occupy Museum Premises and Storage Space

WITH RESPECT THAT East Lothian Council and Dunbar and District History Society have come to an Agreement ("the Agreement") to regulate the operation and management of Dunbar Museum ("the Museum").

We, East Lothian Council, incorporated in terms of the Local Government Etc (Scotland) Act 1994 and having our principal office at John Muir House, Haddington, EH41 3HA ("the Council"), hereby grant a licence to occupy to Dunbar and District History Society, having its principal office at Dunbar Town House, High Street, Dunbar, EH42 1ER ("the History Society") for the purposes described in the Agreement in relation to the subjects known as History Society Exhibition and History Society Workroom within Town House, Dunbar as shown outline in red on the attached plan and annexed as relative hereto, East Lothian, which subjects for part and portion of ALL and WHOLE those subjects known as the Town House, Dunbar, in the County of East Lothian, being the subjects more particularly described in and disposed by (One) Disposition by Prison Board of the County of Haddington in favour of the Provost, Magistrates & Councillors of the Burgh of Dunbar dated 15 April and recorded in the division of the General Register of Sasines for the County of East Lothian on 4 October 1864 and (Two) Disposition by Keith Murray MacConnachie in favour of East Lothian Council dated 14 and recorded in the said division of the General Register of Sasines on 18, both days of April 2008, (hereinafter referred to as "the Building"); but subject to the following conditions:-

(ONE) This licence to occupy the Building shall commence on 31st January 2013 ("Date of Commencement"). This licence to occupy the Building is valid from the Date of Commencement to 31st January 2014 continuing thereafter on an annual basis in accordance with the terms of the Agreement.

(TWO) The provision of insurance, maintenance, services and utilities to the Building

and the payment of any charges relating thereto shall be in accordance with the terms of the Agreement.

(THREE) In respect of this licence to occupy the Building, no charge shall be payable by the History Society to the Council.

(FOUR) In the event of a conflict between the terms of this licence to occupy and the Agreement the terms of the Agreement shall have precedence.

(FIVE) This licence to occupy is not a lease; the Council and the History Society, in entering into this Agreement, acknowledge that nothing contained in the this licence to occupy is to be construed as conferring on the History Society the rights of a tenant.

IN WITNESS WHEREOF

Signed on behalf of East Lothian Council by:

Signature: *Morag Ferguson*

Print name: MORAG FERGUSON

A proper officer for the purposes of Section 235(3) of the Local Government (Scotland) Act 1973 (as amended);

Signing Place: HADDINGTON

Address: JOHN MUIR HOUSE

Date: 06/02/2013

Affix Common Seal:

Signed on behalf of the History Society by:

Signature: *J. Eastwood*

Print name: G. EASTWOOD

Designation: CHAIRMAN

Witness Signature: *P. Smeed*

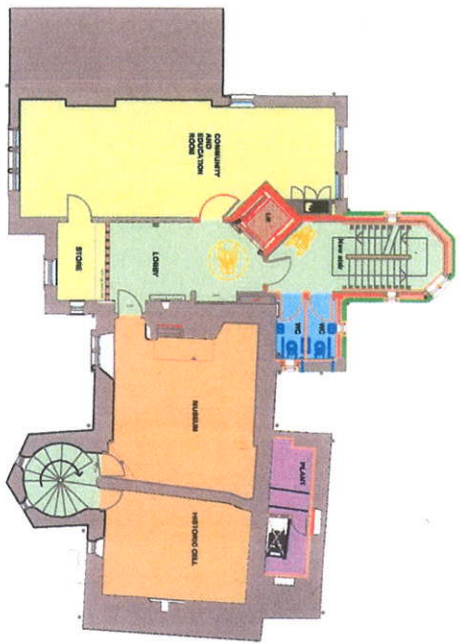
Witness name: PAULINE SMEED

Signing Place: DUNBAR TOWN HOUSE

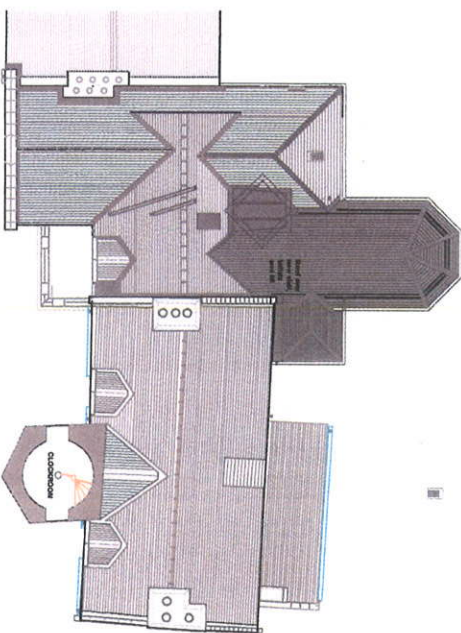
Address: HIGH STREET

Date: 22 - 01 - 2013.

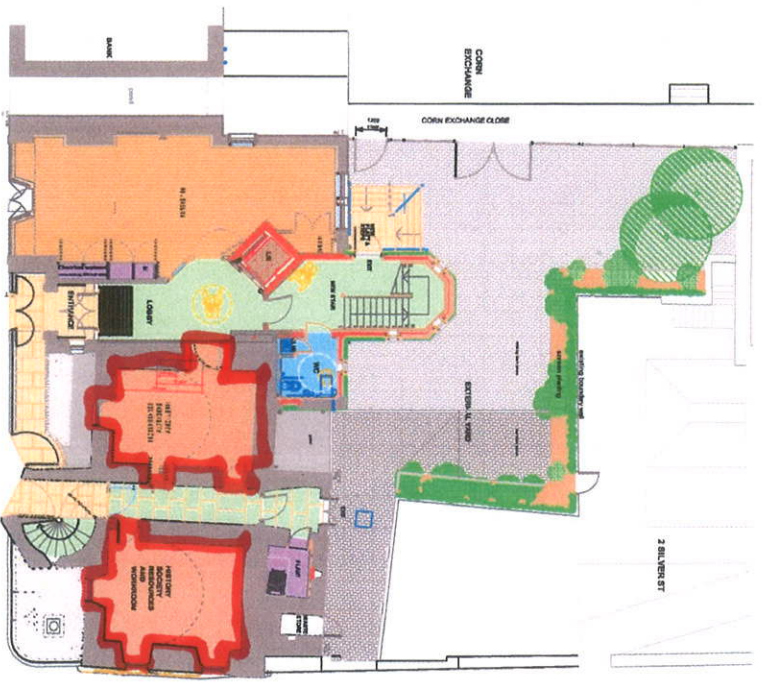
Plan of Rooms



FIRST FLOOR PLAN



ROOF PLAN



GROUND FLOOR PLAN

SILVER STREET

2 SILVER ST



SECOND FLOOR PLAN

NOTES
 1) ALL DIMENSIONS TO BE VERIFIED ON SITE.
 2) ALL DIMENSIONS TO BE VERIFIED ON SITE.
 3) ALL DIMENSIONS TO BE VERIFIED ON SITE.
 4) ALL DIMENSIONS TO BE VERIFIED ON SITE.

*Walter Ferguson
 J. Garwood*



GRAY MARSHALL & ASSOCIATES
 CHARTERED ARCHITECTS
 25 South Road, Edinburgh, EH1 3JH
 0131 552 3000
 www.graymarshall.co.uk

Project:
DUNBAR TOWNHOUSE
PHASE 2
 Drawing Title:
PROPOSED PLANS
ALL FLOORS

Drawing No.	Rev.
Scale	Purpose/Status
1:100 @ A1	Display
Drawn: PC	Date: 10/03/08
DO NOT SCALE THIS DRAWING	

John Muir
 Author

Appendix 2 – Style Method Statement and Style Forward Plan

East Lothian Council Museums Service (ELCMS) and Dunbar and District History Society (DDHS)

Operational Method Statement

The History Society Exhibition Room and Workroom will be managed by DDHS under contract to ELCMS

The DDHS Committee consists of:

Chair

Secretary

Treasurer

Any other committee members elected by the Society membership

East Lothian Council Museums Service consists of:

Principal Museums Officer

Museums Officer (East/West)

Education Officer

Collections Officer

Visitor Services Officers (East/West)

Conduct of meetings:

1. Meetings will be held quarterly at Dunbar Town House
2. At least two members of the DDHS Committee and the ELCMS Principal Museums Officer or his/her representative must be present for the meeting go ahead
3. The ELCMS Principal Museums Officer will chair the meeting
4. In the absence of the ELCMS Principal Museums Officer, his/her representative will chair that meeting
5. Meeting dates will be set well in advance (2 weeks minimum)
6. An agenda will be circulated well before the meeting
7. Notes will be issued promptly after meetings
8. East Lothian Council Museums Service staff will compile the agenda and meeting notes
9. Extra meetings can be called by either party if required/necessary, with sufficient notice (as above)
10. This operational method statement will be subject to annual review by DDHS and ELCMS

Items to be covered in quarterly meetings:

1. Contract
2. Partnership management

- communication
- proposed quarterly meetings agree administration timetable including reports and forward planning Proposed monthly bulletin from ELCMS
- building and working manual

3. building update

- maintenance
- visitor facilities / services
- development

4. long term development and forward planning

- events and activities
- exhibitions and displays
- staffing / volunteers

Ullas Gysen
J. Fairwood.