

Contact name and direct tel no Sandra Hill 01235 468340

To Members of the County Hall Museum Management Committee

Cllr Julie Mayhew-Archer	Chairman
Cllr Monica Lovatt	Vice Chairman
Cllr Jason Fiddaman	
Cllr Patrick Lonergan	
Cllr Hermann Matheson	
Cllr Helen Pighills	
Cllr Andrew Todd	
Chair Finance and General Purposes Committee/ Leader	(ex-officio)
Mayor of Abingdon	(ex officio)
Cllr Marilyn Badcock	Vale of White Horse District Council Representative (co-opted)
Mr Peter Clare	Museum Friends (co-opted)

To all other Members for information

Dear Member

Your attendance is requested at a meeting of the County Hall Museum Management Committee to be held in the Committee Room at the Old Abbey House, on **Tuesday 10 January 2012 at 7pm.**

Yours sincerely

Mr Nigel Warner
Town Clerk

AGENDA

1 **Apologies for Absence**

To receive apologies for absence.

2 **Declarations of Interests**

Members are reminded that they must declare their interests orally at the meeting and specify (a) the nature of the interest and (b) which items on the agenda are

relevant items. This applies also to items where members have interest virtue of their membership of county and district councils. For further clarification refer to the notes at the bottom of the agenda.

3 **Minutes**

To sign as a correct record the minutes of the Museum Management Committee held on 1 November 2011 (attached).

4 **Matters Arising**

To discuss any matters arising from the previous meetings that are not covered elsewhere on the agenda.

5 **Financial Report**

To receive and consider the report of the Town Clerk in relation to the above (to follow).

6 **County Hall Museum Improvement & Access Project**

To receive and consider the report of the Curator and Team's Three-Monthly Work plan (attached).

7 **Monks Map**

The curator will verbally update the committee on the developments in relation to the restoration of the Monks Map.

8 **Human Remains Policy**

Members are asked to receive and consider the attached report of Ms Carol Anderson, County Museums Officer, with a view of adopting the policies and principles for the care of human remains as laid down in the Oxfordshire Museum Service's Human Remains Policy (attached).

9 **Abingdon Museum Friends**

To receive and consider the report of the Museum Friends (attached).

10 **Future Meeting Dates**

Dates for the municipal year 2010/2011 are:
28 February 2012

During the course of the year, additional special meetings may be required, particularly to consider the County Hall and Museum Improvement and Access Project. As much notice as possible will be given of any such meetings.

CONFIDENTIAL APPENDIX

11 **Minutes**

To sign as a correct record the minutes of the confidential appendix of the County Hall Museum Management Committee held on 1 November 2011 (attached).

12 **Staffing**

Members are asked to receive and consider the report of the curator in relation to the above (to follow).

Notes on Declarations of Interest

1. Any member arriving after the start of the meeting is asked to declare personal interests, as necessary, as soon as practicable after their arrival even if the item in question has been considered.
2. With the exception of the circumstances listed in paragraph 9(2) of the Local Code of Conduct for Members, a member with a personal interest also has a prejudicial interest if it is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest. In such circumstances, the member must withdraw from the meeting room and should inform the Chair immediately.
3. It is not practical for the Town Clerk to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should also be regarded as prejudicial.