

Draft Minutes of the County Hall Museum Management Committee held at 7.00 pm on 19 May 2009 in the Old Abbey House, Abingdon.

Present: Councillor Margaret Crick
Councillor Alastair Fear
Councillor Patrick Lonergan
Councillor Julie Mayhew-Archer (Chair)
Councillor Martin Smith (Vice Chair)
Councillor Lorraine Smith
Chair Finance and General Purposes Committee/ Leader (ex-officio)
Mayor of Abingdon, Cllr Pat Hobby (ex officio)

1 **Election of Chair**

It was proposed and seconded that Cllr Julie Mayhew-Archer be Chair of the County Hall Museum Management Committee for the municipal year 2009/10.

2 **Election of Vice Chair**

It was proposed and seconded that Cllr Martin Smith is Vice Chair of the County Hall Museum Management Committee for the municipal year 2009/10.

3 **Co-Opted Members of the Committee**

It was agreed that a representative from the Vale of White Horse District Council and a representative from the Museum Friends would be co-opted members of the County Hall Museum Management Committee.

4 **Declarations of Interest**

Councillors Julie Mayhew-Archer and Patrick Lonergan declared a personal interest as Members of the Vale of White Horse District Council who grant aid the Museum. Cllr Lesley Legge declared a personal interest as a Member of Oxfordshire County Council with whom the Council has an agency agreement in relation to curatorial and support services.

5 **Apologies for Absence**

Apologies were received from Peter Clare (Museum Friends).

6 **Minutes**

It was agreed that the minutes of the meeting held on 24 February 2009 were a true and correct record.

The minutes of the Special Meeting held on 15 April 2009 were agreed subject to the following amendments:

- Councillor Alastair Fear was present at the meeting.
- Page 2 – 2nd paragraph 4th line should read: On this occasion the matter had not been referred to the Finance and General Purposes

7 **Matters Arising**

Special Meeting Minutes 15 April – Page 4, 4th bullet point. Further clarification was sought as to the where the replacement tree would be placed. The Committee agreed that if there was not sufficient space on the site the tree would be placed in another area.

8 **Financial Monitoring & Best Value Report**

Members received and considered the report of the Town Clerk in relation to the above. The Town Clerk reported that there would be some changes to the figures in relation to 2008/09 when all the end of year adjustments had been carried out; these would

be reflected in the history column of management accounts at future meetings. He stated that Museum sales amounting to £11,002 had exceeded the original budget for 2008/09 (£10,500) but had not reached the revised estimate (£12,500). However margins had increased.

The County Hall Access (HLF Grant) claim for January 09 to March 09 (final quarter) was by agreement with HLF being submitted quarterly in arrears.

It was **resolved** that the Committee's objective for the year in the Council's Corporate Performance Plan would be the County Hall and Museum Improvement and Access Project.

8 **County Hall and Museum Improvement and Access Project**

- The Committee received and considered the Minutes of the County Hall and Museum Access and Improvement Project Board of 19 January, 24 February and 6 April 2009; it was noted that within 6.2 of the Minutes of 6 April that the Arts Officer is a Vale of White Horse District Council Officer and not Town Council Officer.
- The Committee received and considered the notes from the public meeting which took place on 16 April 2009, and agreed to amend the following:

P5 – first answer – Should read: English Heritage is responsible for all maintenance and painting of this building and the existing public spaces.

P5 – 4th and 5th questions – names of questioners were added.

P5 – 6th answer should be extended to say: The person working in the café would act as a second person on the premises.

P6 – Comment should read: Uncle serviced the pump for years and explained one of the two gas engines was a spare.

The Committee relayed their thanks to everyone who arranged and participated in the public meeting.

- The Committee noted the agreed the application for Planning Permission and Listed Building Consent for the Project which was submitted to the Vale of White Horse District Council, as Local Planning Authority, on 11 May 2009.

The Town Clerk reported that at the last meeting of the Town Council, delegation was given to him in consultation with the Chair of the County Hall Museum Management Committee and the Curator to make a decision regarding whether the plans for the basement should include provision for the lowering of the basement floor and the proposed storage pits. The Town Clerk asked the Committee to extend that delegation further to allow him to approve amendments to any aspects of the planning application and listed building consent provided that such amendments were not material to the overall objectives and finances of the project. It was likely that changes would be required as part of the planning process; for example planning officers at the District Council may request changes be made. Such a delegation would be important of the application was to proceed and delays were to be avoided delays. It was **RECOMMENDED** that delegation should be given to the Town Clerk in consultation with the Chair and Vice Chair of the Museum Management Committee and the Curator to approve amendments to any aspects of the planning application and listed building consent provided that such amendments

were, in his opinion, not material to the overall objectives and finances of the project.

The Committee noted the Position Statement from Ridge and Partners and the project time plan. The Chair stated that the key dates for the project were:

23 September Outcome of Planning Application
30 October – HLF State 2 application
End of March - Outcome on decision on Stage 2 application

Cllr Lesley Legge asked that consideration be given for archaeological sections to be viewed from the glass side of the lift.

9 **Exhibition Programme**

Members considered and received the report on exhibitions. It was reported that the 70s exhibition was a success and congratulations were relayed to Chris Gale. The recent launch of the Tudor exhibition was also successful - Clare Cottrell put the exhibition together and had done an excellent job.

The September exhibition was agreed, and further exhibitions for January – March and March to the time the Museum closed will be agreed at the next meeting of the County Hall Museum Management Committee.

10 **Administrator's report**

Members considered and received the report of the administrator together with schedules of visitor figures and shop goods sales for 2009. It was noted that the light sensor in the undercroft was broken and would therefore need fixing.

11 **Education and family-friendly activities**

Members received and considered the report in relation to education and family-friendly activities.

12 **Museum Friends**

Members receive the update on the recent meetings and activities of the Museum Friends. The Committee relayed their thanks to Philippa Dolphin for the donation to the Museum Friends.

13 **Dates of meetings 2009/10**

The meeting agreed that dates for the remaining scheduled meetings for the 2009/10 year:

Tuesday 1 September 2009

Tuesday 13 October 2009

Tuesday 1 December 2009 (meeting will include consideration of estimates)

Tuesday 23 February 2010

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.