

Minutes of the County Hall Museum Management Committee held on Thursday 3rd January 2013 at 7pm in the Committee Room, Old Abbey House, Abingdon-on-Thames.

Present

Cllr Julie Mayhew-Archer
Cllr Jason Fiddaman
Cllr Patrick Lonergan
Cllr Hermann Matheson
Cllr Aidan Melville
Cllr Helen Pighills
Cllr Andrew Todd
Mr. Peter Clare

Chairman
Vice Chairman

Abingdon Museum Friends (co-opted)

In Attendance

Mrs Carol Anderson

Mrs. Jane Bowen
Mr Nigel Warner

Museum Services Manager Oxfordshire County
Council
Curator
Town Clerk (Clerk to the meeting)

M45 **Apologies for Absence**

Apologies for absence were received from Cllrs Monica Lovatt (Mayor) and Sandy Lovatt (Chairman, Finance and General Purposes Committee).

M46 **Declarations of Interest**

None

M47 **Minutes**

Resolved that the minutes of the County Hall Museum Management Committee held on 6th November 2012 be approved as a correct record and signed by the Chairman.

M48 **Matters Arising**

There were no matters arising not covered elsewhere on the agenda.

M49 **Financial Report**

Members received and considered the report of the Town Clerk in relation to the above, as circulated with the agenda.

Resolved that the above report be adopted and approved.

M50 **Reports of Officers**

The Committee received and considered the reports of the Curator; the Audience Development Officer; and the Collections Officer, as circulated with the agenda.

Further to the reports, the Curator stated that based on current visitor figures she was hopeful that a total of 30,000 will have been received by the Museum by the time the anniversary of its re-opening has been reached. This would achieve the development target for visitor numbers.

In response to queries from Members, the Curator considered the it had been very worthwhile joining the “Store Net” scheme. This scheme links local shops and businesses either direct to a control station or to the PCSOs, when they are on duty; membership of the scheme allowed the front of house staff to be more aware of what was happening in the town and gave them an increased degree of reassurance.

In relation to building issues, the Curator stated that she was of the view that the condensation in the basement was due to a lack of ventilation and that this matter was being addressed with the surveyors and the builders.

A Member raised the issue of the old electric services box in need of painting, which was on Council land adjacent to the south elevation of the County Hall. Following discussion, it was **resolved** that the Museum and Facilities Assistant be tasked with contacting Scottish and Southern Electricity to ask them to either remove, replace or decorate the services box as appropriate.

In relation to the schools’ visits, a Member asked that consideration should be given to widening the target area for these schools.

With regard to the report of the Collections Officer, a Member raised the issue of the new Council portal and the Museum’s involvement. It was noted that the Museum was a partner for the portal and it was agreed that the Curator should give consideration regarding the template to be used by the Museum and data transfer arrangements and to contact the Deputy Town Clerk to discuss this matter further.

It was **resolved** that the reports of the Curator; the Audience Development Officer; and the Collections Officer should be adopted. The Committee thanked them for their informative reports.

M51 **Licensing of Museum for sale and consumption of alcohol**

The Committee considered the above matter. It was **resolved** that no application be made for a licence at this stage as there was no call to sell alcohol at the moment, but that the matter be kept under review.

M52 **Abingdon Museum Friends**

Mr. Peter Clare updated the meeting regarding the activities of the Abingdon Museum Friends. He stated that the Friends were interested in their website being linked to the Town Portal.

M53 **Oxfordshire Museums Joint Museums Working Group**

The Chairman, Cllr Julie Mayhew-Archer, stated that the Museum is part of the Oxfordshire Museums Joint Museums Working Group. This is a networking group which enables Museums to exchange good practice and meets on a quarterly basis. The Chairman requested that the reports and minutes in relation to this meeting be circulated to Committee Members when available.

M54 **Dates of meetings for 2012/13**

The Committee noted that the date of the next meeting was Tuesday 26th February 2013.

M55 **Exclusion of the Press and the Public**

The Chairman moved and it was **resolved that:**

“In accordance with section 1 (2) of the Public Bodies (Admissions to Meetings) Act 1960 (as extended by Section 100 of the Local Government Act 1972), the public (including the press) be excluded from the meeting because of the confidential nature of the business to be transacted.”

See also confidential appendix to the minutes for further detail of confidential items relating to the matters detailed below.

M56 **Confidential appendix to minutes of 6th November 2012**

Resolved: that the confidential appendix to the minutes of the meeting of 6th November 2012 be approved as a correct record and signed by the Chairman.

M57 **Property Matters**

Members received and considered the confidential report of the Town Clerk in relation to the above.

Resolved: that the report, including the recommendations, be approved.

M58 **County Hall Museum Improvement and Access Project**

Members received and considered the confidential report of the Town Clerk in relation to the above.

Resolved: that the report, including the recommendations, be approved.

The Committee received an update on the Project from the Museum Curator, as detailed in the confidential appendix, which includes a resolution in relation to this matter.

The meeting rose at 9.15 pm.