

Draft Minutes of the County Hall Museum Management Committee held on Tuesday 25th February 2014 at 7pm in the Committee Room, Old Abbey House, Abingdon-on-Thames

Present

Cllr. Julie Mayhew-Archer Chairman
Cllr Patrick Lonergan
Cllr Monica Lovatt
Cllr Helen Pighills
Cllr Andrew Todd

In Attendance

Mr Peter Clare Abingdon Museum Friends (Co-opted)
Mrs Jane Bowen Curator (Clerk to the Meeting)
Mr Matthew Stevens Education Administrator & Facilities Assistant
Mr Nigel Warner Town Clerk

M40 Apologies for Absence

Apologies for absence were received from: Cllr Samantha Bowring (Mayor, ex-officio), Cllr Jason Fiddaman and Cllr. Sandy Lovatt (Chairman Finance and General Purposes / Leader (ex-officio); and Carol Anderson (Museum Services Officer, OCC).

M41 Declarations of Interest

Cllrs Julie Mayhew-Archer, Patrick Lonergan and Helen Pighills declared a non-pecuniary interest in items on the agenda as Members of the Vale of White Horse District Council, who provide grant aid towards the Museum.

M42 Minutes

The Committee received and considered the minutes of the meeting of the County Hall Management Committee of 19th November 2013, as circulated with the agenda.

Resolved that the minutes of the County Hall Museum Management Committee held on 19th November 2013 be approved as a correct record and signed by the Chairman.

M43 Matters Arising

It was noted that there was still building work linked to damp issues in the basement which were being requested under snagging following the main contract. The retention sum should cover these works. A CCTV survey of the rainwater drains has also been requested. There were no matters arising not covered elsewhere on the agenda.

M44 Financial Report

The Committee received and considered the report of the Town Clerk in relation to the above. The position was very similar to that reported during the budget cycle and the financial position of the Museum was good, with the Museum operating within the budget set at the start of the year and likely to show an out turn at year end within the agreed estimates.

Resolved: that the report be received and adopted.

(The Town Clerk left the meeting at this point, it being 7.20 pm).

M45 Report of the Museum Officers

The Committee received and considered the report of the Curator and Museum Officers, as circulated with the agenda.

The Curator drew the Committee's attention to the need for a temporary store for the museum collections from Summer 2014 until the new permanent store in the Guildhall would be available. The options already investigated were discussed and a formal recommendation to propose that the Museum should have use of the Abbey Room in the Guildhall as a temporary store was proposed by Cllr Patrick Lonergan, seconded by Cllr Monica Lovatt and approved by the Committee for referral to the Guildhall Committee.

The Committee also approved unanimously the project to make the fossil collection more accessible, for the Museum to have a stall at 'Fun in the Park' on 7 June and for the proposed WW1 themed event in the Market Place on 13 September 2014 linked to Heritage weekend. A formal application would be made to the Finance and General Purposes Committee to create a market on 13 September 2014 to enable trading to take place at that event.

Resolved that the report be approved.

M46 Abingdon Museum Friends

The Committee received and considered the report from the Museum Friends. The Museum Friends Treasurer noted that as a Charity they were able to reclaim gift aid, and over £6,000 had been reclaimed in the last two years.

The Museum Friends Treasurer proposed that in future an annual evening event for all Museum Friends should be arranged and paid for by the Friends.

The Museum Committee Chairman, on behalf of the Committee, thanked the Abingdon Museum Friends Fundraising sub-committee for all their hard work

over the last few years and asked that this message should be relayed to everyone concerned.

Resolved that the report be approved.

M47 **Museum Accreditation**

The Museum Curator outlined the current requirements for ACE Museum Accreditation and the following documents which had been circulated prior to the meeting were discussed and approved unanimously:

- The Committee approved the Museum Forward Plan 2014 – 2017
- The Committee approved the Oxfordshire Museums Service Collections Development Policy 2013 – 2018
- The Committee approved the Abingdon County Hall Museum Collections Development Policy 2014 – 2019

M48 **Dates of meetings for 2014/15**

It was noted that the calendar of meetings for 2014/15 was due to be issued shortly. Members of the Committee confirmed that the current meeting day and time, Tuesdays at 7 pm, remained their preferred arrangement.

M49 **Exclusion of the Press and Public**

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

“In accordance with the 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 press) be excluded from the meeting because of the confidential nature of the business to be transacted.

M50 **Confidential appendix to minutes**

The Committee received and considered the confidential appendix to the minutes of the County Hall Museum Management Committee meeting of 19th November 2013, as circulated with the agenda.

Resolved: that the Committee approve the confidential appendix to the minutes of the above meeting as a correct record and that they be signed by the Chairman.

M51 **Confidential Report of the Museum Curator**

The Committee received and considered the confidential report of the Museum Curator in relation to the above.

Resolved: that the report and the recommendations contained therein be approved.

The meeting rose at 9.05pm