



# ABINGDON-ON-THAMES TOWN COUNCIL

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14<sup>th</sup> September 2018

## To All Members of the County Hall Museum Management Committee

Cllr Monica Lovatt	Chairman
Cllr Dennis Garrett	Vice Chairman
Cllr Samantha Bowring	
Cllr Brian Hedley	
Cllr Angela Lawrence	
Cllr Patrick Lonergan	
Cllr Helen Pighills	
Cllr Mike Badcock	Chairman of F&GP / Leader / (ex-officio)
Cllr Margaret Crick	Mayor of Abingdon-on-Thames (ex-officio)

To all other Members for information.

Dear Member

Your attendance is requested at a meeting of the County Hall Museum Management Committee at **7pm on Thursday 20<sup>th</sup> September 2018** in the Royse Room at the Guildhall, Abingdon-on-Thames.

Yours faithfully

**Nigel Warner**  
Town Clerk

**ABINGDON-ON-THAMES TOWN COUNCIL**  
**COUNTY HALL MUSEUM MANAGEMENT COMMITTEE**  
**THURSDAY 20<sup>TH</sup> SEPTEMBER 2018**

**AGENDA**

1 **Apologies**

To receive any apologies for absence.

2 **Declarations of Interest**

To receive any declarations of interest from Members in relation to any items to be considered at the meeting in accordance with the Local Code of Conduct.

3 **Minutes**

To sign as a correct record the minutes of the meeting of the County Hall Museum Management Committee held on 24<sup>th</sup> May 2018 (previously circulated and approved by the Town Council as a report of the meeting).

4 **Matters arising**

To discuss any matters arising from the previous meeting which are not covered elsewhere on the agenda.

5 **Public participation**

Members of the public are permitted to make representations, ask questions and give evidence in respect of any item of business included in the agenda for any meeting of the Council (with the exception of the Annual Meeting) and its standing committees.

Notice should be submitted in writing to the Town Clerk no later than 5pm on Tuesday 18<sup>th</sup> September 2018. This may either be by letter to the address above or by email to [enquiries@abingdon.gov.uk](mailto:enquiries@abingdon.gov.uk), with a copy to [nigel.warner@abingdon.gov.uk](mailto:nigel.warner@abingdon.gov.uk).

6 **Report of the Museum Officers**

To receive and consider the above report.

7 **Financial report**

To receive and consider the report of the Treasurer / RFO.

8 **Abingdon Museum Friends**

To receive the report from the Museum Friends (to follow).

9 **Report of the Treasurer**

To receive and consider the above the report.

10 **Dates and times of future meetings**

To note the dates of the Committee meetings for 2018/19:

13<sup>th</sup> December 2018

28<sup>th</sup> February 2019

11 **Exclusion of the Press and the Public**

The Chairman will move 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.”*

12 **Confidential Report of the Town Clerk**

To receive and consider the confidential report of the Town Clerk (to follow).

*The law allows members of the public and press to record meetings of the council. Should you wish to record at any meeting which is open to the public it is requested that you inform the Town Clerk of your intention to film or record before the day of the meeting, by emailing [enquiries@abingdon.gov.uk](mailto:enquiries@abingdon.gov.uk) or telephoning 01235 522642.*

**Abingdon-on-Thames Town Council**

**Draft Minutes of the County Hall Museum Management Committee held on  
Thursday 24<sup>th</sup> May 2018 at 7.00 pm in the Roysse Room, Roysse Court,  
Abingdon-on-Thames**

Present

Cllr Monica Lovatt	Chairman
Cllr Dennis Garrett	Vice-Chairman
Cllr Samantha Bowring	
Cllr Brian Hedley	
Cllr Angela Lawrence	
Cllr Patrick Lonergan	

In Attendance

Mr Nigel Warner	Town Clerk
Mrs Susan Whipp	Treasurer/Responsible Financial Officer
Ms Elin Bornemann	Museum Collections Officer (Clerk to the Meeting)
Mr Peter Clare	Friends of Abingdon Museum

**M5 Apologies for Absence**

Apologies were received from Cllr Helen Pighills, Cllr Mike Badcock and Cllr Margaret Crick.

**M6 Declarations of Interest**

There were no declarations of interest made at the meeting.

**M7 Co-opted Members**

It was proposed by Cllr Pat Lonergan, seconded by Cllr Angela Lawrence and **resolved** that Mr Peter Clare of the Friends of Abingdon Museum be co-opted to serve on the committee for the Council year 2018/19.

The Chairman, Cllr Monica Lovatt, thanked Mr Clare for his continued service to the committee.

**M8 Minutes**

The committee received and considered the minutes of the meetings of 8<sup>th</sup> March 2018 and 9<sup>th</sup> May 2018.

Cllr Angela Lawrence asked that the minutes be corrected to record that she was absent on 8<sup>th</sup> March but present on 9<sup>th</sup> May.

**Resolved** that, subject to the correction above, the minutes of the meetings of 8<sup>th</sup> March 2018 and of 9<sup>th</sup> May 2018 be agreed as a correct record and signed by the Chairman.

**M9 Matters arising**

There were no matters arising.

**M10 Public Participation**

No representations or questions from the public.

**M11 Report of the Museum Officers**

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

The Chairman congratulated the museum staff on their success in adopting new ways to ask for donations and increasing the amount raised.

The committee considered the proposals for the framing of World War I posters. The Collections Officer explained that a grant is being applied for which may cover the total cost (expected to be between £5,000 and £6,000). However, the grant received may be less than required and members agreed that, if required, funding could be sought from the museum acquisitions earmarked reserve. *(The Terms of Reference for this committee require any transfers from earmarked reserves to be referred to Finance and General Purposes Committee who then are required to recommend to Full Council for approval).*

It was recommended to Finance and General Purposes Committee: that the release of funds from the earmarked reserve up to a maximum of £5,000 be approved for the framing of the World War I posters, if insufficient grant funding is received.

It was **resolved** that subject to the above the report of the Museum Officers be approved.

**M12 Financial Report**

The committee received and considered the Management Accounts for the year 2017-18. Cllr Dennis Garrett proposed, Cllr Angela Lawrence seconded and it was **resolved** that this report be approved.

**M13 Abingdon Museum Friends**

The committee received and considered a report on the activities of the Friends given by Mr Peter Clare. The report was noted.

**M14 Dates and times of future meetings**

The committee noted the dates of the committee meetings for 2018/19:

27<sup>th</sup> September 2018;

13<sup>th</sup> December 2018;

28<sup>th</sup> February 2018.

**M15 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.”

*The Museums Collections Officer left the meeting at this point, the time being 7.22pm.*

**M16 Confidential Report of the Town Clerk**

The committee received and considered the confidential report of the Town Clerk.

Regarding staffing matters, the committee considered the Town Clerk’s proposals. Following discussion the Committee recommended to the Town Council, through the Finance and General Purposes Committee, that the recommendations in the report of the Town Clerk be approved subject to an addition at the end of recommendation (i) to add the words “fixed-term contract of two years.”

Regarding building matters, the committee noted the report.

The meeting rose at 8:00pm.

**ABINGDON-ON-THAMES TOWN COUNCIL**  
**COUNTY HALL MUSEUM MANAGEMENT COMMITTEE**  
**THURSDAY 20<sup>th</sup> SEPTEMBER 2018**  
**AGENDA ITEM 7: REPORT OF THE MUSEUM OFFICERS**

**1. Education:**

Education programme is currently strong and regular school visits continue to bolster our education remit. Regular school visits continue from Abingdon School, St. Nicolas', Our Lady's and Europa School. We have also nurtured several language school visits and hope to continue to establish regular visits from them. We have developed the relationship with their groups and expect repeat visits from the English Studies Centre and the British Studies Centre who made numerous visits with different groups during the summer. They have tended to spend well in the shop and entry donated during each visit as well as visiting the roof.

The AAHS exhibition has produced several interesting talks and activity workshops that have been successful and we are in discussion with the society to introduce a regular component into next year's routine format. This would include free talks and workshops and will help to bind the society into a closer relationship with the museum which will produce interesting research archaeology projects.

We are continuing to work with Abingdon and Witney College media students and course leader to provide work experience opportunities that will benefit the museum also. Their first project will encompass videoing the November Gareth Howell lecture and preparing an interactive that compliments the WW1 posters exhibition.

**2. Exhibitions:**

The AAHS exhibition has been very well received by public and archaeology professionals alike. The exhibition has showcased Abingdon's rich history and engendered a refreshed enthusiasm for its archaeology and history in visitors and school groups, who will hopefully go on to become contributors to the work of the society.

The projected exhibition schedule as of September 2018 is as follows:

DATE	SESSIONS GALLERY	ATTIC GALLERY	NOTES
7 July – 23 September 2018	AAAHS 50 years celebration	Proud Tradition	
6 October – 23 December 2018	Great War Propaganda	Proud Tradition	The Indian Army in WW1
Spring 2019	Beatrice Hoffman – Sculptures	Proud Tradition	
Summer 2019	<i>Waste Not Want Not</i> (Abingdon Museum, VWHDC and Virridor)	Proud Tradition	
Autumn 2019	Abingdon in Picture; paintings from the collection.	Proud Tradition	
Winter 2019	The Abingdon Fairs; A medieval tradition	Proud Tradition	Alternative option: Bill Pike/Diccon Dadey, Thames inspired art

### 3. Collections

The museum was successful in its application of the HLF grant. The sum awarded is £9,300, and this will fund the World War 1 Propaganda exhibition along with attendant conservation, documentation, education and outreach work. Historian Rick Stevens, who has worked with the museum on the previous World War 1 exhibition, has agreed to loan the museum objects from his own World War 1 collection for the display cases in the temporary exhibition area. The posters are currently being framed which accounts for a large part of the grant. The accompanying publication is also in final production phase and on time for the opening of the exhibition on 6th October.

The mirror currently on loan to Fairfax House in York is due to return on 19th September. The museum will receive copies of the exhibition catalogue and visitor statistics, so we will have an impression of the kind of audience our object reached by going on loan. Fairfax House is holding a Georgian Studies Symposium to which the Collections Officer will contribute a presentation.

The museum has acceded to a request to use three images from our collection in a publication called 'Weather and Climate at Oxford since 1767', to be published by Oxford University Press in 2019. The request came from the authors, two scientists at the University of Reading. The pictures are of the Great Frost 1891 and of the blizzard in April in 1908.



At the committee meeting held on 8<sup>th</sup> March 2018, it was resolved that postcards from the collection should be produced. The museum shop currently stocks cards with archaeological objects and paintings by Oswald Couldrey. Members are requested to review the postcards already on sale and a decision be made whether additional designs should be commissioned. The current postcards will be available for members to review at the committee meeting. See section 4 of this report.

#### **4. Retail report**

##### **Sales**

At this half way point in the year income is at £3,690, which is £0.32 spend per visitor, approximately in line with last year, compared to donations at £0.27 and roof £0.33 respectively. As such we currently average £0.92 per visitor per visit across our front of house income modestly up from last year's £0.91

##### **Visitors**

The visitor graph line is almost identical to the previous few years; the museum visitor base is strong and consistent.

##### **Donations**

The donations project is now embedded in the museum daily process and continues to be fruitful. The total is £3091 to date which represents £800 donations box, £340 from craft activities and £1951 by entry donation on the reception desk.

##### **Roof**

Roof visits income year to date is £3757.

##### **New postcards**

Further to the committee recommendation that new postcards relating to the collection should be produced, we note that there are already a number of collection related postcards on sale in the shop, but it is proposed that for the 'Abingdon in Picture; Paintings from the collection' exhibition a number of images could be used for scenic postcards of Abingdon that would represent this collection and be suitable for the tourist market.

Elin Bornemann – Collections Officer

Dan Sancisi – Operations Officer

10<sup>th</sup> September 2018

**County Hall Museum Management Committee**

**Thursday 20<sup>th</sup> September 2018**

**Agenda item 7: Report of the Treasurer / Responsible Financial Officer**

**Introduction**

- 1.1 Please find attached the Committee's draft management accounts for the year to date (APPENDIX A)
- 1.2 The report shows the actual income and expenditure for the period 1<sup>st</sup> April to 31<sup>st</sup> July 2018 (Actual YTD). The full year budget for 2018/19 is also shown in column 3.
- 1.3 For comparison purposes the actual income and expenditure for 2017/18 is also included.

**General commentary**

- 2.1 Total expenditure to date is £71,087. This represents 28.3% of the annual budget (£251,523). Total income received to date is £12,267 which is 28.9% of the annual budget (£42,468). Net expenditure is £58,820, 28.1% of £209,055 budget. There are no significant variances which require Members' attention.

**2019 / 20 Revenue budget planning**

- 3.1 Members will remember that a working group was set up last year to assist with the planning of the revenue budget for this committee. This worked well and so the Treasurer recommends a similar approach this year. The draft revenue budget is required to be presented to the committee at its next meeting on 13<sup>th</sup> December 2018. It is suggested that an initial meeting of the working group be agreed for mid-October. This will then allow for further work and a subsequent meeting in November, prior to the formal committee meeting in December.

**Decisions**

- 4.1 Members are requested to adopt this report (this will be a resolved matter for this Committee).

Susan Whipp  
Treasurer / Responsible Financial Officer  
7<sup>th</sup> September 2018

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>CH Museum Management Committee</u></b>								
<b>101</b>	<b><u>MUSEUM</u></b>							
4001	SALARIES & WAGES	129,494	34,428	133,224	98,796		98,796	25.8 %
4003	AGENCY SERVICE AGREEMENTS	15,771	3,943	15,771	11,828		11,828	25.0 %
4008	OTHER STAFF-RELATED	934	0	1,500	1,500		1,500	0.0 %
4011	RATES	7,941	3,475	9,604	6,129		6,129	36.2 %
4012	WATER RATES	488	0	507	507		507	0.0 %
4014	ELECTRICITY & GAS	9,448	1,128	10,800	9,672		9,672	10.4 %
4016	JANITORIAL	7,176	3,191	6,607	3,416		3,416	48.3 %
4020	MISC. ESTABLISH COST	218	204	260	56		56	78.4 %
4021	TELEPHONE/FAX/E-MAIL	1,487	286	1,595	1,309		1,309	17.9 %
4023	STATIONERY	526	45	623	578		578	7.2 %
4024	PHOTOCOPIER	1,898	937	2,014	1,077		1,077	46.5 %
4025	INSURANCE	6,233	6,567	6,476	-91		-91	101.4 %
4026	SUBSCRIPTIONS	150	85	228	143		143	37.3 %
4032	PUBLICITY/MARKETING	2,263	0	3,500	3,500		3,500	0.0 %
4040	PROPERTY/ EQUIPMENT	12,033	4,129	9,000	4,871		4,871	45.9 %
4042	MAINTEN'CE CONTRACTS	3,768	1,021	5,539	4,518		4,518	18.4 %
4061	BANK CHARGES	1,111	243	1,032	789		789	23.5 %
4101	EXHIBITION COSTS	2,418	735	2,000	1,265		1,265	36.7 %
4105	EVENTS (free admission)	93	336	200	-136		-136	168.0 %
4108	EDUCATION AND FAMILIES	1,850	315	2,500	2,185		2,185	12.6 %
4190	Conservation	423	40	468	428		428	8.6 %
4905	WKS SALARY RECHARGE	120	176	139	-37		-37	126.3 %
4906	WKS O'HEAD RECHARGE	20	32	436	404		404	7.3 %
4907	AGENCY RECHARGES	14	15	19	4		4	78.7 %
4950	TARGET BUDGET REALIGNMENT	0	0	-1	-1		-1	0.0 %
	<b>MUSEUM :- Expenditure</b>	<b>205,876</b>	<b>61,329</b>	<b>214,041</b>	<b>152,712</b>	<b>0</b>	<b>152,712</b>	<b>28.7 %</b>
1020	GRANTS REC'D GENERAL	1,939	0	2,000	-2,000			0.0 %
1021	GRANTS REC'D VVHDC	10,000	0	0	0			0.0 %
1022	DONATIONS REC'D	6,753	2,412	6,500	-4,088			37.1 %
	<b>MUSEUM :- Income</b>	<b>18,693</b>	<b>2,412</b>	<b>8,500</b>	<b>-6,088</b>			<b>28.4 %</b>
	<b>Net Expenditure over Income</b>	<b>187,184</b>	<b>58,917</b>	<b>205,541</b>	<b>146,624</b>			
<b>102</b>	<b><u>MUSEUM TRADING</u></b>							
3001	COST OF SALES	4,049	690	3,000	2,310		2,310	23.0 %
3003	Cost of Events	1,408	119	750	631		631	15.9 %
	<b>MUSEUM TRADING :- Direct Expenditure</b>	<b>5,457</b>	<b>809</b>	<b>3,750</b>	<b>2,941</b>	<b>0</b>	<b>2,941</b>	<b>21.6 %</b>

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1002	ROOF VISITS	6,274	2,508	6,000	-3,492			41.8 %
1003	EVENTS INCOME	2,280	283	1,000	-717			28.3 %
1016	Commissions rec'd on sales	378	0	500	-500			0.0 %
1050	SALES	7,421	3,073	3,900	-827			78.8 %
	<b>MUSEUM TRADING :- Income</b>	<b>16,353</b>	<b>5,865</b>	<b>11,400</b>	<b>-5,535</b>			<b>51.4 %</b>
	<b>Net Expenditure over Income</b>	<b>-10,896</b>	<b>-5,056</b>	<b>-7,650</b>	<b>-2,594</b>			
<u>104</u>	<u>Museum cafe</u>							
4001	SALARIES & WAGES	22,655	6,987	24,329	17,342		17,342	28.7 %
	Museum cafe :- Expenditure	<b>22,655</b>	<b>6,987</b>	<b>24,329</b>	<b>17,342</b>	<b>0</b>	<b>17,342</b>	<b>28.7 %</b>
3055	REFRESHMENT COSTS	7,855	1,962	9,403	7,441		7,441	20.9 %
	Museum cafe :- Direct Expenditure	<b>7,855</b>	<b>1,962</b>	<b>9,403</b>	<b>7,441</b>	<b>0</b>	<b>7,441</b>	<b>20.9 %</b>
1135	REFRESHMENTS	18,072	3,990	22,568	-18,578			17.7 %
	Museum cafe :- Income	<b>18,072</b>	<b>3,990</b>	<b>22,568</b>	<b>-18,578</b>			<b>17.7 %</b>
	<b>Net Expenditure over Income</b>	<b>12,437</b>	<b>4,959</b>	<b>11,164</b>	<b>6,205</b>			
Museum Management Committee :- Expenditure		<b>241,843</b>	<b>71,087</b>	<b>251,523</b>	<b>180,436</b>	<b>0</b>	<b>180,436</b>	<b>28.3 %</b>
Income		<b>53,118</b>	<b>12,267</b>	<b>42,468</b>	<b>-30,201</b>			<b>28.9 %</b>
<b>Net Expenditure over Income</b>		<b>188,725</b>	<b>58,820</b>	<b>209,055</b>	<b>150,235</b>			

## County Hall Museum Management Committee

Thursday 20<sup>th</sup> September 2018

### Agenda item 9: Report of the Treasurer / Responsible Financial Officer

#### Introduction

- 1.1 At the committee meeting on 21<sup>st</sup> September 2017 members discussed the latest book written by museum volunteer, Bob Frampton. Mr Frampton had kindly donated the book to the Museum and it was **resolved** that the museum would contract a publisher to produce and print the book, with the museum receiving royalties and discounted stock.
- 1.2 The Council has entered into an agreement with a publisher and the book, *MG, Made in Abingdon*, has now been published. Initial sales have been promising and the Council has recently received a first payment of royalties.
- 1.3 A suggestion has been made by Mr Frampton to use some of the royalties to set up an annual prize or award relating to the Museum, with entries from local children. A copy of a letter from Mr Frampton which details his suggestion is attached.

#### Decisions

- 2.1 It is requested that members consider Mr Frampton's suggestion. Your officers suggest that the prize of £50 value could be shared into two prizes of £25 value, split into two age groups.
- 2.2 Should the committee resolve to approve to accept Mr Frampton's suggestion, members may also wish to consider any conditions which allow the prize fund to continue in future years.

Susan Whipp  
Treasurer / Responsible Financial Officer  
14<sup>th</sup> September 2018

2<sup>nd</sup> September 2018

Abingdon Town Council Museum Management Committee  
Abingdon Town Council  
Roissey Court  
Abingdon

Dear Chairperson

**'MG'-Made in Abingdon' – Royalties**

I understand that royalties produced by this book are subject to a contract between Veloce Publishers and Abingdon Town Council Museum Management Committee. Also, that these sums will be passed to the Abingdon County Hall Museum for its use.

I have a suggestion as to the use of these monies which I hope will meet with your approval. Rather than the money simply going into a general Museum fund, I was wondering if you would consider the setting up of an annual prize or award relating to the Museum. Particularly it might be a prize won by local school-children. I thought a value of £50 might be adequate. Below are some ideas about the prize/award. You may of course wish to suggest other possibilities:

- An essay concerning some aspect of Abingdon's history
- Some research into an object displayed in the Museum
- An original story based on local events or persons past or present
- An essay on the problems of single-use plastics particular to Abingdon
- 'Changes I would like to see in Abingdon'

I have had no thoughts yet as to the prize/award's title, nor as to how a submission might be judged and would leave these until later.

If you could find time in your busy schedule to consider my ideas I would greatly appreciate it.

I look forward to hearing from you,

Bob Frampton

