

Abingdon-on-Thames Town Council

Draft Minutes of the County Hall Museum Management Committee held on Thursday 13th December 2018 at 7.50 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 Robert Hall	
Cllr Angela Lawrence	
Cllr Helen Pighills	
Cllr Margaret Crick	Mayor of Abingdon-on-Thames (ex officio)
Mr Peter Clare	Friends of Abingdon Museum

In Attendance

Mrs Susan Whipp	Treasurer/Responsible Financial Officer
Ms Elin Bornemann	Museum Collections Officer (Clerk to the Meeting)
Mr Dan Sancisi	Museum Operations Officer

M29 Apologies for Absence

Apologies were received from Cllr Mike Badcock (ex-officio, Leader) and Cllr Patrick Lonergan.

M30 Declarations of Interest

There were no declarations of interest made at the meeting.

M31 Minutes

The committee received and considered the minutes of the meeting of 20th September 2018.

Cllr Dennis Garrett proposed, Cllr Margaret Crick seconded and it was **resolved** that the minutes of the meeting of 20th September 2018 be agreed as a true record and signed by the Chairman.

M32 Matters arising

There were no matters arising.

M33 Public Participation

No representations or questions from the public.

Cllr Samantha Bowring entered the meeting, the time being 8.04 pm.

M34 Report of the Museum Officers

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

The committee was requested to consider the theme which Museum volunteer and author Mr Bob Frampton suggested for the first prize competition to be funded from royalties the museum will be receiving from his book "MG Made in Abingdon". The theme is "*What is my family doing about recycling? Could they do a lot more?*" The committee approved Mr Frampton's proposal and it was agreed that the competition would run later in the year, to coincide with the planned exhibition *Rubbish! The archaeology of the future and past*, planned for 6th April 2019 to 30th June 2019.

It was **resolved** that the Report of the Museum Officers be approved.

M35 Financial Report

The committee received and considered the report of the Treasurer/RFO.

It was **resolved** that the management accounts for the period up to 31st October 2018 be approved.

The committee noted the projected year end outturn 2018/19, which showed a projected net underspend, largely due to the Museum Manager vacancy.

The committee was requested to consider the opening hours of the café on Sunday. The Chairman stated that the formal decision concerning the Sunday permanent opening hours would be a matter for the next council to consider. However, it was **resolved** that the café will remain closed on Sundays until a decision is made, and that the proposed draft estimates for 2019/20 be amended to reflect this.

The committee then reviewed the proposed draft estimates for 2019/20. The Treasurer updated the committee on the significant changes to the estimates. These are largely costs which are out of the committee's direct control such as business rates and utility charges. The Treasurer drew members' attention to the electricity costs budget and explained that the current contract is due to expire on 31st December 2018 and a new five-year fixed contract has been entered into for the County Hall which has resulted in 18% price increases. The

Treasurer recommended that an additional 3% is included in the estimates for the next five years, with a view to building up an earmarked reserve to be used to cover future price increases in five years' time. This had already been included in the proposed estimates and members approved this recommendation.

Cllr Samantha Bowring asked why was it proposed to amend the Marketing and Publicity budget from £3,500 to £2,700. The Treasurer explained that the Operations Manager felt that some of the future marketing could be carried out in-house, which would mean a saving on external printing costs. An amount of £800 has been moved from the Marketing and Publicity line to the Photocopier line within the draft estimates.

The draft estimates for 2019/20, adjusted for the decision on Sunday opening hours for the café consists of:

Proposed Expenditure	£254,319
Proposed Income	<u>£ 32,825</u>
Net expenditure	<u>£221,494</u>

It was proposed by Cllr Dennis Garrett, seconded by Cllr Angela Lawrence seconded and **resolved** that a net expenditure budget of £221,494 for 2019/20 be recommended to the meeting of the Finance and General Purposes Committee on 15th January 2019.

M36 Abingdon Museum Friends

The committee received and considered a report on the activities of the Friends given by Mr Peter Clare. The Chairman, Cllr Monica Lovatt, once again thanked Mr Clare for the work of the Friends.

M37 Dates and times of future meetings

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

28th February 2019

The meeting rose at 8.42 pm.