

Abingdon-on-Thames Town Council

**Minutes of the County Hall Museum Management Committee held on Thursday
14th December 2017 at 7.00 pm in the Roysse Room, Guildhall,
Abingdon-on-Thames**

Present

Cllr Monica Lovatt	Chairman
Cllr Samantha Bowring	
Cllr Margaret Crick	
Cllr Brian Hedley	
Cllr Angela Lawrence	
Cllr Patrick Lonergan	
Mr Peter Clare – Friends of Abingdon co-opted member	

In Attendance

Mrs Susan Whipp	Treasurer/RFO (Clerk to the Meeting)
Ms Elin Bornemann	Museum Collections

31 Apologies for Absence

Apologies were received from Cllr Dennis Garrett.

32 Declarations of Interest

There were no declarations of interest made at the meeting.

33 Minutes

Resolved that the Committee receive the minutes of 21st September as a correct record to be signed by the Chairman.

34 Matters arising

There were no matters arising.

35 Public Participation

No representations or questions from the public.

36 Report of the Museum Officers

Cllr Margaret Crick entered the meeting, the time being 7:08pm.

The Committee received and considered the report of the Museum Officers.

The Treasurer / RFO updated the Committee about a suggestion which had been made to the Town Clerk by another member, regarding the potential production of postcards of a painting which is in Tate Britain and depicts the view from Thames Street and the beginnings of the Old Gaol. The Museum Officers are currently investigating whether this would be possible.

Mr Peter Clare requested a digital copy of the prospective Museum Guide and suggested that the Museum Friends could perhaps contribute towards this in return for advertising within the Guide. It was agreed that digital copies would be emailed out to all members of the committee.

Resolved: that report of the Museum Officers be approved.

Cllr Samantha Bowring entered the meeting, the time being 7:15pm.

37 Financial Report for year to date and Estimates 2018/19

The committee received and considered the Management Accounts for the year 2017-18 up to 31st August.

It was **resolved** that the Management Accounts be approved.

The Committee noted the projected outturn for the year end and agreed that this was due to a realistic budget being set for 2017/18.

The Committee then considered the proposed budget for 2018/19. In particular the committee discussed the reduced marketing / advertising budget and wondered if this was appropriate. Members agreed that further work should be carried out to identify the different categories of visitors to the museum as a means to then best target future advertising. Completed visitor surveys would be useful for this task. Cllr Patrick Lonergan reminded officers that space is available to advertise Museum events on the North Abingdon noticeboard and any posters could be left with the Information Centre to be passed to him for display.

The committee discussed the arrangements for charging for ad hoc events such as teacher training sessions. It was agreed that the Museum Manager would propose a flat fee for each of the types of events the museum staff offer to external groups in time for the next meeting of this committee in March 2018.

It was proposed by Cllr Margaret Crick and seconded by Cllr Patrick Lonergan that it should **be recommended to the Finance and General Purposes Committee:**

That a revenue budget for 2018/19 for the County Hall Museum Management Committee be set at £209,055.

38 Abingdon Museum Friends

The committee received and considered the report on the activities of the Friends. The Chairman expressed thanks to the Friends for their continued support of the museum.

The report was noted.

39 Dates and times of future meetings

The committee noted the date of the committee meeting and the start times for the remainder of 2017/18:

8th March 2018 7:00 pm

40 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.”

41 Confidential Report of the Museum Manager

The committee received and considered the confidential report of the Museum Manager.

The report was approved.

Meeting rose at 7:52 pm