

Abingdon-on-Thames Town Council

**Draft Minutes of the County Hall Museum Management Committee held on
Thursday 16th July 2020 at 7.00 pm online**

Present

Cllr Patrick Lonergan	Chair
Cllr Helen Pighills	Vice Chair
Cllr Andy Foulsham	
Cllr Jim Halliday	
Cllr Charlie Birks	Mayor of Abingdon-on-Thames (ex-officio)
Cllr Samantha Bowring	Chair of F & G P Committee (ex-officio)

In Attendance

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

M69 Apologies for Absence

No apologies for absence were received.

M70 Declarations of Interest

There were no declarations of interest made at the meeting.

M71 Public Participation

A question for the Chair of the Museum Committee had been received prior to the meeting from Mr Dennis Garrett:

Having read the Agenda and Reports for the Museum Committee Meeting on 16th July will the Committee now finally make the decision to permanently close the Mousehole Café.

M72 Minutes

The committee received and considered the minutes of the meeting of 27th February 2020.

It was **resolved** that the minutes be signed by the Chair as a true record of the meeting.

M73 Matters arising

There were no matters arising.

M74 Report of the Operations Officer

The committee received and considered the report of the Operations Officer as circulated with the agenda.

It was **resolved** that the report be approved.

M75 Report of the Collections Officer

The committee received and considered the report of the Collections Officer and the Documentation Policy as circulated with the agenda.

It was **resolved** that the report and the Documentation Policy, subject to the corrections to the paragraph numbering, be approved.

The Chair, Cllr Patrick Lonergan, thanked the officers for the quality of the reports produced for this meeting.

M76 Abingdon Museum Friends

In the absence of Mr Peter Clare (co-opted member from the Museum Friends) the committee received and considered a report from the Abingdon Museum Friends given by Mr Steven Purnell (Secretary of the Museum Friends). The Annual General Meeting of the Abingdon Museum Friends had been postponed and will take place in October.

The Abingdon Museum Friends are offering to help with the costs of reopening the museum. They are liaising with the Operations Officer about the most effective way of supporting the museum.

The committee noted the report.

M77 Financial Report

The committee received and considered the report of the Treasurer, including the management accounts for full year 2019 – 2020, the management accounts for the period 1st April – 31st May 2020, and the financial implications of the lockdown in relation to the museum service.

The Treasurer stated that no income was received during the period 1st April – 31st May 2020 due to the closure of the museum.

It was **resolved** that the management accounts for 2019 – 2020, the management accounts for 1st April – 31st May 2020 and the report be approved.

M78 Reopening Risk Assessment

The committee received and considered the report of the Operations Officer in relation to risk assessments carried out to ascertain additional arrangements needed prior to reopening.

Regarding the management of air quality in indoor spaces, the Operations Officer reported that an air conditioning engineer had been consulted. According to the advice received, it is possible to install portable air purifiers in the Sessions Gallery. Based on the volume of the room it was calculated that nine such machines would be needed, at a cost of £2,000 each. The Operations Officer stated that further research would be conducted into how many machines would be required, considering that the Sessions Gallery is an airy and light space.

Regarding the provision of a separate space to deal with a sudden Covid emergency at the museum, the Operations Officer stated that the existing procedures for medical emergencies are sufficient. Furthermore, a matrix would be created to be used by the Museum Assistants outlining the actions to take in case of a sudden Covid emergency. Staff training will commence in good time prior to a reopening of the museum.

Mr Steven Purnell asked whether machines using Hepa filters could be used for air quality in the Sessions Gallery as the cost would likely be lower. The Operations Officer replied that further research would be done into the requirements for air quality in the Sessions Gallery, and that quotes from several suppliers would be sought before making a decision.

The Chair, Cllr Patrick Lonergan, suggested that the online booking system to manage museum visits after reopening could be tested by the members of the committee.

The Operations Officer agreed and suggested that the museum's reopening procedures could be practised with visits by families and friends of staff members and committee members.

The committee noted the report.

M79 Review of the Mousehole Café

The committee received and considered the report of the Treasurer.

The Chair, Cllr Patrick Lonergan, proposed, Cllr Charlie Birks seconded and it was **resolved** that the Mousehole Café remains closed at the moment and any

decision on the future of the café would be deferred until the next committee meeting on 8th October 2020.

M80 Environmental implications

No matters not already discussed at other items on the agenda were identified.

M81 Publicity

It was noted that the museum has expanded its online presence during the lockdown period and aims to build on that in the future.

The Vice Chair, Cllr Helen Pighills, suggested that more advertising could be done on the outside of the museum doors to keep the public informed on what is happening while the museum is still closed. The Operations Officer stated that the poster frames which are affixed to the outer doors are only visible when the doors are open. New posters would be put into the frames, which would be visible whenever staff are on the premises with the outer doors open.

Cllr Andy Foulsham thanked the museum for the excellent craft activities which are presented online during the lockdown.

No other matters not already discussed at other items on the agenda were identified.

M82 Dates and times of future meeting

The committee noted the dates of future committee meetings:

8th October 2020
19th November 2020 (budget setting)
28th January 2021
25th March 2021
10th June 2021

M83 Exclusion of the public, including the press

The Chair moved:

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.

Mr Steven Purnell left the meeting, the time being 7.52 pm.

M84 Confidential Appendix

The committee received and considered the confidential appendix to the minutes of the County Hall Museum Management Committee held on 27th February 2020.

It was **resolved** that the minutes be signed by the Chair as a true record.

The meeting rose at 7.58 pm.

DRAFT