

**Abingdon-on-Thames Town Council**

**Draft Minutes of the County Hall Museum Management Committee held on  
Thursday 20<sup>th</sup> September 2018 at 7.00 pm in the Ceremony Room, Roysse  
Court, Abingdon-on-Thames**

Present

Cllr Monica Lovatt	Chairman
Cllr Dennis Garrett	Vice-Chairman
Cllr Samantha Bowring	
Cllr Angela Lawrence	
Cllr Margaret Crick	Mayor of Abingdon-on-Thames (ex-officio)

In Attendance

Mr Nigel Warner	Town Clerk
Mrs Susan Whipp	Treasurer/Responsible Financial Officer (Clerk to the meeting)

**M17 Apologies for Absence**

Apologies were received from Cllr Mike Badcock, Cllr Brian Hedley, Cllr Patrick Lonergan, Cllr Helen Pighills, and Mr Peter Clare (Museum Friends).

**M18 Declarations of Interest**

There were no declarations of interest made at the meeting.

**M19 Minutes**

The committee received and considered the minutes of the meeting of 24<sup>th</sup> May 2018.

**Resolved** that the minutes of the meeting of 24<sup>th</sup> May 2018 be agreed as a correct record and signed by the Chairman.

**M20 Matters arising**

There were no matters arising.

**M21 Public Participation**

No representations or questions from the public.

**M22 Report of the Museum Officers**

The Committee received and considered the report of the Museum Officers as circulated with the agenda. It was stated in the report that the postcards

currently on sale at the Museum would be brought to the meeting for members to review but both the Operations Officer and the Collections Officer were unable to attend the meeting. It was agreed that postcards would be reviewed at a future meeting of the committee.

The Chairman congratulated the museum staff on their continued success in receiving donations. The committee also thanked the officers for their successful work on the HLF grant application for the WWI posters. This meant that the use of the museum's earmarked reserve to cover any shortfall was no longer needed.

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

### **M23 Financial Report**

The committee received and considered the report of the Treasurer, including the Management Accounts for 1<sup>st</sup> April to 31<sup>st</sup> July 2018. Members considered the Treasurer's recommendation of setting up a working group to consider the revenue budget for 2019/20 and it was agreed that the Chairman Cllr Monica Lovatt, Cllr Samantha Bowring and the Vice-Chairman Cllr Dennis Garrett would form a working group with the Treasurer and meet prior to the next committee meeting. Cllr Dennis Garrett proposed, Cllr Angela Lawrence seconded and it was **resolved** that this report be approved.

### **M24 Abingdon Museum Friends**

The committee received and considered a report on the activities of the Friends. Mr Peter Clare was unable to attend the meeting and so the Chairman circulated his report. The report was noted.

### **M25 Report of the Treasurer**

The committee received and considered the report of the Treasurer which included a letter received from Museum volunteer and author, Mr Bob Frampton suggesting the setting up of an annual prize or award, to be funded from royalties the Museum will be receiving from Mr Frampton's book "*MG Made in Abingdon*".

The Committee thanked Mr Frampton for his suggestion and agreed it would be a worthwhile scheme. Members discussed the prizes and agreed that two prizes of £25 would be suitable, with the prizes being book tokens, encouraging spending in the local book stores.

It was **resolved** that:

- (i) An annual prize fund of £50 to be set up, with two prizes in the form of book tokens to be awarded for different age categories;

- (ii) The competition be split into two age categories – primary school pupils reception to year 6, and secondary school pupils up to and including year 11.
- (iii) The museum officers ask Mr Frampton to propose a topic for the competition for the first year and this be presented to the next meeting of the committee.

**M26 Dates and times of future meetings**

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

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

28<sup>th</sup> February 2019.

**M27 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.”

**M28 Confidential Report of the Town Clerk**

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

The committee considered the Town Clerk’s proposals. Following discussion, it was **resolved** that the recommendations in the report of the Town Clerk be approved:

1. That the future staffing model for the Museum be considered by the working group appointed to consider the budget for 2019/20 and that this group bring forward proposals for consideration by the Committee at its meeting on 13<sup>th</sup> December 2018;
2. That a delegation be sought from the Town Council for this Committee to have resolved powers in relation to this matter, subject to the costs of the future staffing model being within the existing budget for staffing.

The meeting rose at 8:05pm.