

## Abingdon-on-Thames Town Council

**Draft Minutes of the County Hall Museum Management Committee held on Thursday 21<sup>st</sup> September 2017 at 7.00 pm in the Roysse Room, Roysse Court, Abingdon-on-Thames**

### Present

Cllr Monica Lovatt	Chairman
Cllr Samantha Bowring	
Cllr Margaret Crick	
Cllr Brian Hedley	
Cllr Patrick Lonergan	

### In Attendance

Mrs Susan Whipp	Treasurer/Responsible Financial Officer
Mr Matthew Stevens	Museum Manager
Ms Elin Bornemann	Museum Collections Officer (Clerk to the Meeting)
Mrs Sue Stevens	Friends of Abingdon Museum

### **19 Apologies for Absence**

Apologies were received from Cllr Dennis Garrett, Cllr Angela Lawrence and Mr Peter Clare.

### **20 Declarations of Interest**

-There were no declarations of interest made at the meeting.

### **21 Minutes**

*Cllr Samantha Bowring entered the meeting, the time being 7:03pm.*

**Resolved** that the Committee receive the minutes of 10<sup>th</sup> May 2017 and 25<sup>th</sup> May 2017 as a correct record to be signed by the Chairman.

### **22 Matters arising**

There were no matters arising.

### **23 Public Participation**

No representations or questions from the public.

## 24 **Report of the Museum Officers**

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

The Museum Manager reported on the exhibition programme, income generation, events and family activities, collections projects, the Museum shop and the café.

The Chairman thanked Emma Rose, Museum Café Supervisor for her hard work which had resulted in achieving a 5-star environmental health hygiene rating.

The Museum Manager invited the councillors' feedback on the [draft new](#) Forward Plan [\(dates\)](#). It was noted that the County Hall Museum Management Committee was deemed to be representative of the Council as a whole, with delegated responsibility for the Museum Service, and therefore input was sought from the Committee, However the [draft](#) Forward Plan is available to all councillors as a committee paper. [– Approval later?](#)

The Museum Manager requested a decision from the Committee regarding the publication of the book about the MG factory written by museum volunteer Bob Frampton. It was **resolved** that the museum will contract a publisher to produce and print the book, with the museum receiving royalties and discounted stock. It was also **resolved** that the procedure regarding future publications will be decided by the Committee on a case by case basis.

**Resolved:** that report of the Museum Officers be approved.

## 25 **Financial Report for year to date**

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

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

## 26 **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 support of the museum and in particular their financial assistance regarding the recent acquisition, “Early Spring Near Abingdon” oil painting.

The report was noted.

## 27 **SWOT (Strengths, Weaknesses and Opportunities /PESTLE Analysis of the museum** [explain acronym](#)

The committee received and considered the draft SWOT/PESTLE analysis of the museum prepared by the Museum Manager. The Museum Manager asked the committee for their input to be given directly to him during the next two weeks.

**28 Dates and times of future meetings**

The committee noted the dates of the committee meetings and the start times for the remainder of 2017/18:

14<sup>th</sup> December 2017      7:00 pm

8<sup>th</sup> March 2018            7:00 pm

**29 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.”

*Mrs Sue Stevens left the meeting, the time being 8:30 pm.*

**30 Confidential Report of the Museum Manager**

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

The committee commended the Café Supervisor for her competent handling of the recent essential maintenance works, and thanked the museum staff for their hard work.

*Meeting rose at 8.45 pm*