

Abingdon-on-Thames Town Council

Draft Minutes of the County Hall Museum Management Committee held on Thursday 24th May 2018 at 7.00 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 Angela Lawrence	
Cllr Patrick Lonergan	

In Attendance

Mr Nigel Warner	Town Clerk
Mrs Susan Whipp	Treasurer/Responsible Financial Officer
Ms Elin Bornemann	Museum Collections Officer (Clerk to the Meeting)
Mr Peter Clare	Friends of Abingdon Museum

M5 Apologies for Absence

Apologies were received from Cllr Helen Pighills, Cllr Mike Badcock and Cllr Margaret Crick.

M6 Declarations of Interest

There were no declarations of interest made at the meeting.

M7 Co-opted Members

It was proposed by Cllr Pat Lonergan, seconded by Cllr Angela Lawrence and **resolved** that Mr Peter Clare of the Friends of Abingdon Museum be co-opted to serve on the committee for the Council year 2018/19.

The Chairman, Cllr Monica Lovatt, thanked Mr Clare for his continued service to the committee.

M8 Minutes

The committee received and considered the minutes of the meetings of 8th March 2018 and 9th May 2018.

Cllr Angela Lawrence asked that the minutes be corrected to record that she was absent on 8th March but present on 9th May.

Resolved that, subject to the correction above, the minutes of the meetings of 8th March 2018 and of 9th May 2018 be agreed as a correct record and signed by the Chairman.

M9 Matters arising

There were no matters arising.

M10 Public Participation

No representations or questions from the public.

M11 Report of the Museum Officers

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

The Chairman congratulated the museum staff on their success in adopting new ways to ask for donations and increasing the amount raised.

The committee considered the proposals for the framing of World War I posters. The Collections Officer explained that a grant is being applied for which may cover the total cost (expected to be between £5,000 and £6,000). However, the grant received may be less than required and members agreed that, if required, funding could be sought from the museum acquisitions earmarked reserve. *(The Terms of Reference for this committee require any transfers from earmarked reserves to be referred to Finance and General Purposes Committee who then are required to recommend to Full Council for approval).*

It was recommended to Finance and General Purposes Committee: that the release of funds from the earmarked reserve up to a maximum of £5,000 be approved for the framing of the World War I posters, if insufficient grant funding is received.

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

M12 Financial Report

The committee received and considered the Management Accounts for the year 2017-18. Cllr Dennis Garrett proposed, Cllr Angela Lawrence seconded and it was **resolved** that this report be approved.

M13 Abingdon Museum Friends

The committee received and considered a report on the activities of the Friends given by Mr Peter Clare. The report was noted.

M14 Dates and times of future meetings

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

27th September 2018;

13th December 2018;

28th February 2018.

M15 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.”

The Museums Collections Officer left the meeting at this point, the time being 7.22pm.

M16 Confidential Report of the Town Clerk

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

Regarding staffing matters, the committee considered the Town Clerk’s proposals. Following discussion the Committee recommended to the Town Council, through the Finance and General Purposes Committee, that the recommendations in the report of the Town Clerk be approved subject to an addition at the end of recommendation (i) to add the words “fixed-term contract of two years.”

Regarding building matters, the committee noted the report.

The meeting rose at 8:00pm.

DRAFT