

Abingdon-on-Thames Town Council

**Draft Minutes of the County Hall Museum Management Committee held on
Thursday 8th March 2018 at 7.00 pm in the Bear Room, Roysse Court,
Abingdon-on-Thames**

Present

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| Cllr Monica Lovatt | Chairman |
| Cllr Samantha Bowring | |
| Cllr Margaret Crick | |
| Cllr Patrick Lonergan | |

In Attendance

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

42 Apologies for Absence

Apologies were received from Cllr Dennis Garrett, Cllr Angela Lawrence and Cllr Brian Hedley.

43 Declarations of Interest

There were no declarations of interest made at the meeting.

44 Minutes

Resolved that the Committee receive the minutes of 14th December 2017 as a correct record to be signed by the Chairman.

45 Matters arising

There were no matters arising.

46 Public Participation

No representations or questions from the public.

47 Report of the Museum Officers

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

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

The Museum Manager requested a resolution on a charging scheme for the reproduction of images in the museum collections. Cllr Patrick Lonergan proposed, Cllr Margaret Crick seconded and it was **resolved** that the charges and the terms and conditions for reproduction as drawn up by the museum officers be applied.

The Museum Manager requested a resolution on the production proposal for a new museum guide as circulated with the report. Cllr Samantha Bowring proposed, Cllr Patrick Lonergan seconded and it was **resolved** that the proposal be approved.

The Museum Manager requested a resolution to approve the forward plan 2017-2021. Cllr Margaret Crick proposed, Cllr Patrick Lonergan seconded and it was **resolved** that the forward plan be approved.

The Museum Manager requested a resolution on the proposal to stock new lines of Turner cards. The Museum Manager reported that the Turner card the museum currently stocks is one of the slowest selling stock items. Cllr Patrick Lonergan suggested that other images from the collections should be selected for postcards. Cllr Margaret Crick suggested that proposals for new motifs for postcard should be brought to the next committee meeting. The Chairman proposed, Cllr Margaret Crick seconded and it was **resolved** that no new Turner card would be produced, but cards with other images from the collection would be produced instead.

48 Financial Report for year to date

The committee received and considered the Management Accounts for the period 1st April 2017 – 31st January 2018, the budgets and actuals for 2016/17, the budget for the current year and the approved budget for 2018/19.

It was **resolved** that this report be adopted.

49 Abingdon Museum Friends

The committee received and considered an oral report on the activities of the Friends given by Mr Peter Clare. The Chairman expressed thanks to the Friends for their support of the museum.

50 Dates and times of future meetings

The committee noted the date of the first committee meeting in 2018/19:

24th May 2018 7 pm

51 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.”

Ms Elin Bornemann and Mr Matt Stevens left the meeting, the time being 7:45 pm.

52 Confidential Report of the Museum Manager

The committee received and considered the confidential report of the Museum Manager in relation to his resignation from the post. The committee commented on the hard work Mr Stevens had carried out during his time at the museum and wished him well for the future.

The report was approved.

53 Confidential Report of the Head of Museum

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

The committee noted the proposals, in the short-term, for cover of the day-to-day tasks of the Museum Manager. The committee agreed that the role of the Museum Manager should not be left vacant for too long but recognised that there may be some joint working / restructuring which arises from the re-opening of the Guildhall in late Summer 2018 which may result in a change of requirement.

The Town Clerk updated the committee on the building work at the Guildhall. In April works are due to commence on the reception area, access to the Old Magistrates Court and the Roysse Court gardens. The original intention was that the Information Centre would continue to operate from the building, relocating to the Roysse Room when the reception works were taking place. However following discussions with the surveyor and the builders it was now clear that there was need to relocate the Visitor Information Centre (VIC) to another building on a temporary basis. This is because the works would be too disruptive in terms of noise, dust and access. The Town Clerk explained that

he had considered all locations available within the council's buildings and proposes to recommend to Finance and General Purposes Committee that the VIC be relocated to the Kempster Room in the County Hall immediately after the museum's Easter family activities, due to take place in April 2018. *Further proposals to ensure that planned museum activities can be accommodated during this period will come forward to the Finance and General Purposes Committee.*

The committee considered the impact this could have on activities currently planned for the Kempster Room but also recognised the council-wide need to find a new temporary home for the VIC. Cllr Patrick Lonergan stated that, notwithstanding any practical issues, he could appreciate that there is a level of synergy between the VIC and the Museum. Other members agreed that such a move could encourage more visitors to the Museum Café.

Cllr Samantha Bowring asked for assurance that if the committee agreed to the relocation of the VIC to the Kempster Room, the committee would be able to revisit this decision, if the impact was a negative one for the Museum. The Town Clerk replied that he hoped this would be possible but could not guarantee it as there were implications for the whole council and other committees may have different views.

The Chairman, Cllr Monica Lovatt, agreed that the VIC has to be relocated to somewhere whilst the building work is on-going.

The report was approved.

Meeting rose at 8.12 pm