

Abingdon-on-Thames Town Council

**Minutes of the County Hall Museum Management Committee held on Thursday
5th September 2019 at 7.00 pm in the Old Magistrates Court, Roysse Court,
Abingdon-on-Thames**

Present

Cllr Patrick Lonergan	Chair
Cllr Helen Pighills	Vice Chair
Cllr Cheryl Briggs	
Cllr Andy Foulsham	
Cllr Charlie Birks	Mayor of Abingdon-on-Thames (ex-officio)
Mr Peter Clare	Friends of Abingdon Museum (co-opted)

In Attendance

Mrs Susan Whipp	Treasurer/Responsible Financial Officer
Ms Elin Bornemann	Museum Collections Officer (Clerk to the Meeting)

M21 Apologies for Absence

Apologies were received from Cllr Samantha Bowring and Cllr Lorraine Oates.

M22 Declarations of Interest

There were no declarations of interest made at the meeting.

M23 Public Participation

No representations or questions from the public.

M24 Minutes

The Committee received and considered the minutes of the meeting of 6th June 2019.

The Vice Chair, Cllr Helen Pighills, noted that the minutes contained Minute 17 twice. A corrected version of the minutes had been produced for signing.

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

M25 Matters arising

The Chair, Cllr Patrick Lonergan, noted that the noticeboards which could be used for publicity for the Museum are those to which councillors have access, and that those councillors would be responsible for including publicity for the Museum on them.

The Committee noted that the date for the March 2020 meeting had changed from 12th March to 5th March after the minutes were written. The corrected date was included in the agenda.

M26 Report of the Operations Officer

The Committee received and considered the report of the Operations Officer.

The Vice Chair, Cllr Helen Pighills, stated that Tristan Kear, Museum Assistant, should be commended for his work on increasing school visits and education bookings.

Cllr Andy Foulsham stated that Dan Sancisi, Operations Officer, should be commended for running an effective marketing campaign.

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

M27 Report of the Collections Officer

The Committee received and considered the report of the Collections Officer as circulated with the agenda.

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

M28 Financial Report

The Committee received and considered the report of the Treasurer, including the management accounts for 1st April-31st July as circulated with the agenda.

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

M29 Abingdon Museum Friends

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

Mr Peter Clare reported that the current exhibition at the Museum had been well received by the Friends.

The Committee noted the report.

M30 Accreditation

The Committee received and considered the report of the Collections Officer, as circulated with the agenda. This detailed the requirements of the renewal process and included three policies which required approval by the Committee.

Regarding the Access Policy and Plan, it was noted that the computer in the basement for public use was no longer working. Cllr Andy Foulsham stated he would be happy to investigate the issues if that would be helpful. The Treasurer / RFO thanked Cllr Foulsham and agreed to be in contact with him to discuss.

The Chair, Cllr Patrick Lonergan, proposed, Cllr Andy Foulsham seconded and it was **resolved** that the Committee approve the report, the Access Policy & Plan, the Collections Development Policy and the Collections Care and Conservation Policy subject to minor changes to the wording as discussed at the meeting.

M31 Environmental implications

The Committee considered the environmental implications in relation to items on the agenda.

No issues were raised concerning the environmental implications in relation to items on the agenda.

M32 Publicity

The Committee considered items of publicity in relation to the Museum.

The Vice Chair, Cllr Helen Pighills, noted that publicity for the Museum could be included in the brochure which is to be published for the Christmas Extravaganza.

M33 Dates and times of future meetings

The Committee noted the dates of the Committee meetings for the 2019/20 municipal year. The Committee noted that the changed date for the March 2020 meeting:

12th December 2019

5th March 2020

M34 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.

M35 Staffing matters

The Committee received and considered the confidential report of the Treasurer in relation to the above.

It was **resolved** that the report and the recommendations contained therein be approved.

The meeting rose at 7.54 pm.