

Abingdon-on-Thames Town Council

**Minutes of the County Hall Museum Management Committee held on
Wednesday 8th January 2020 at 7.00 pm in the Bear Room, Guildhall,
Abingdon-on-Thames**

Present

Cllr Patrick Lonergan	Chair
Cllr Helen Pighills	Vice Chair
Cllr Lorraine Oates	
Cllr Charlie Birks	Mayor of Abingdon-on-Thames (ex-officio)
Cllr Samantha Bowring	Chair of F & G P Committee (ex-officio)
Mr Peter Clare	Friends of Abingdon Museum

In Attendance

Mr Nigel Warner	Town Clerk
Mrs Susan Whipp	Treasurer/Responsible Financial Officer
Mr Dan Sancisi	Museum Operations Officer
Ms Elin Bornemann	Museum Collections Officer (Clerk to the Meeting)

M36 Apologies for Absence

Apologies were received from Cllr Cheryl Briggs and Cllr Andy Foulsham.

M37 Declarations of Interest

There were no declarations of interest made at the meeting.

M38 Public Participation

No representations or questions from the public.

M39 Minutes

The committee received and considered the minutes of the meeting of 5th September 2019.

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

Elin Bornemann and Dan Sancisi entered the meeting, the time being 7.03 pm.

M40 Matters arising

The Chair, Cllr Patrick Lonergan, noted that he would not be able to attend the next planned committee meeting on 5th March 2020 and proposed that the next committee meeting be held on 19th March 2020. This was discussed later in the meeting, see Minute 47.

The Town Clerk entered the meeting, the time being 7.05 pm.

M41 Report of the Operations Officer

The committee received and considered the report of the Operations Officer as circulated with the agenda.

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

Cllr Samantha Bowring entered the meeting, the time being 7.13 pm.

M42 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.

The committee received and considered the Museum Action Plan contained in Appendix A to the report of the Collections Officer. Regarding Key Aim 2, to make the collections more accessible, the committee agreed a specific recommendation to the Finance and General Planning Committee. *See the Confidential Appendix to these minutes.* The Chair, Cllr Patrick Lonergan, proposed and the Vice Chair, Cllr Helen Pighills, seconded and it was **resolved** that the Action Plan be approved.

The committee received and considered the revised Collections Development Policy contained in Appendix B to the report of the Collections Officer. It was **resolved** that the Collections Development Policy be approved.

The committee considered the request by the Collections Officer for a decision on whether the image license fee structure can be amended to include a license in perpetuity.

It was **resolved** that a license in perpetuity can be granted and that the Collections Officer can determine the charge for each individual request as they arise, and report back to the committee for consultation.

M43 Abingdon Museum Friends

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

Mr Peter Clare reported that Mr Steven Purnell is the new secretary of the Friends.

The committee noted the report.

M44 Financial Report

The committee received and considered the report of the Treasurer, including the management accounts for 1st April – 30th September 2019, the year-end projections and the draft estimates for 2020-21 as circulated with the agenda.

It was **resolved** that the management accounts for 1st April to 30th September 2019 be approved.

The Chair, Cllr Patrick Lonergan, reminded members that the earmarked reserves could be used to pay for maintenance issues in case the budget is exceeded. The committee **recommended** that emr 355 Museum Maintenance be transferred into the proposed 2020-21 budget. This would reduce the net expenditure by £5,630.

The committee then considered the budget for this committee for the year 2020-21. The draft estimates for 2020-21 are:

Proposed Income:	£26,908
Proposed Expenditure:	£246,755 (including transfer in of emr 355)
Net Expenditure:	£219,847

The committee **recommended** a net expenditure budget of £219,847 for this committee for 2020-21.

M45 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.

Cllr Samantha Bowring noted that museum staff should be commended for taking actions on environmental issues such as reducing plastic.

M46 Publicity

The committee considered items of publicity in relation to the museum.

The Vice Chair, Cllr Helen Pighills, congratulated the museum staff for good use of publicity.

The Chair, Cllr Patrick Lonergan, noted that the distribution of information about general town events to local noticeboards in the wards is not sufficient. Cllr

Samantha Bowring replied that this was an issue for the Community Services Committee.

M47 Dates and times of future meetings

The committee noted the date of the remaining committee meeting for the 2019/20 municipal year. The committee noted that the proposed revised date of 19th March 2020 meeting clashed with another council event. The date of the next meeting is to be confirmed at a later date.

M48 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.

.M49 Confidential Report of the Town Clerk

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

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

The committee considered whether to introduce a policy of charging for education sessions and craft activities at the museum. The committee were reminded of the Council's Key Objectives, particularly Key Objective 4, social inclusivity.

The Chair, Cllr Patrick Lonergan, proposed, the Mayor, Cllr Charlie Birks, seconded and it was **resolved** that no policy of charging be introduced.

The committee considered a request to hire the café for a birthday party. The Chair, Cllr Patrick Lonergan, noted that the Café Manager should be consulted. It was **resolved** that the decision be delegated to the museum officers.

The committee also considered other charges. *See the Confidential Appendix to these minutes.*

The meeting rose at 8.20 pm.

Signed..... Chair of Committee

Date.....