

Actions register												
Updated (add most recent date) 27.05.2026												
CONFIDENTIAL?	Forward plan item (if relevant)	Meeting	Year	Month	Minute no.	Minute/action	Responsible (initials/title)	Latest update	Update	Completed (add Y for filtering)	Completed (date)	Minute recording completion (if relevant)
N	N	Museum sub-committee	2025	June	M4/25	BUDGETS The Chair hoped that the sub-committee would be invited to contribute to the budget process each year. The Museum Manager was asked to advise a future meeting on the museum budgets.	Museum Manager	21.1.26 - Museum Committee chair satisfied with budget consolidation carried out, confirmed at pre-meeting of sub-committee. Mark as complete.	24.6.25 RFO currently consolidating Museum budget, when complete the overall finances of the CHM operation will be easily understood. Timeline unknown. 4.9.25 RFO to separate Museum costs into single budget line before meeting of 12 November 2025.			
N	N	Museum sub-committee	2025	June	M5/25	NEW DISPLAY OF FOSSILISED REMAINS The Museum Manager and Collections Officer will prepare a proposal for the creation of new display spaces and media for the long-term loan of fossilised remains and asked the sub-committee to consider whether further investigation should be undertaken into this proposal, including identifying funding. RESOLVED to ask the Museum Manager to prepare a report for the next meeting, to include information on the total cost and possible funding sources.	Museum Manager	27-5-26 initial meeting with Orchard held and contractual agreement for loan of specimens pending. Future steps proposed in current report.	24.6.25 - Museum Manager exploring costs of digital interpretation, further research needed on cases pending more information on final scale of specimens. 3.9.25 - Report from Museum Manager outlining plans for a new exhibition and identifying potential costs to be considered for the 2026-27 budget. RESOLVED that the Museum Manager organise a structural survey of the loft area funded from existing budgets, with an anticipated survey cost of around £1,000, formal quote to be obtained. 4.9.25 Committee approval to commission structural survey (from existing budget 4928-410). MM emailed surveyor 4.9.25. 29.10.25 - survey scheduled for 3.11.25 22.1.26 - Structural loading survey report received confirming ample capacity for the proposed Jurassic marine fossil specimens and cases on the attic floor. Orchard fundraising to be contacted to ascertain next steps to creating funding proposal. Fossil specimens current at Portsmouth University. Proposed project duration to realisation Autumn 2028.			
N	N	Museum sub-committee	2025	June	M5/25	MUSEUM BANNERS The Museum Manager was asked to seek a revised quote for additional banners and for amended requirements as it was noted that the poles the banners are displayed on can be brought down for their installation, reducing the cost considerably. Agreed that the Museum Manager is authorised to spend up to £1,500 to replace four banners, with the detailed quote to be agreed by the Museum Manager in consultation with the Chair of the sub-committee.	Museum Manager	October 2025 - banners installed. Mark as complete.	24.6.25 - Museum Manager received revised quote for printing and installation which is £801.78 +VAT. Emailed chair of sub-committee seeking go ahead. Next step planning permission. 27.6.25 - Planning application submitted, estimated decision late September. 28.8.25 - following Councillors comments for addition of town crest and alternative colour, an amended application submitted on 20.8.25 decision expected 11 September 2025. 3.9.25 - Re 6.31-32, planning permission granted to add external banners, with some minor changes recommended by the planning authority. It is hoped that final approval will be granted shortly.			
N	N	Museum sub-committee	2025	June	M5/25	ABBAY BUILDINGS TRUST Cllr Halliday noted the Abbey Buildings Trust (ABT) grant of £4m for a project which includes a plan to increase visitors. The Museum Manager was recommended to work with ABT to develop projects. It was noted that the town council has supported the ABT project with a grant. The Museum Manager was asked to report to the next meeting, if possible.	Museum Manager	27-5-26 Museum Manager sits on new Heritage forum, this will encompass new Abbey Buildings management and future direction.	24.6.25 - Museum Manager approach in early 2024 and worked with ABT consultants on audience development and education. I indicated our desire to collaborate where possible this developing a symbiotic relationship once the ABT project is established. The MM plans to put on an exhibition at the Museum about the medieval Abbey in summer 2027 including workshops and talks. The Museum will also hold a heritage day event which will be onsite at the Abbey Buildings. 12.11.25 - discussed in the meeting. Noted that it would be beneficial for ABT to report to the Museum sub-committee to update on the progress of their project to demonstrate how the town council is contributing to the ABT project.			
N	N	Museum sub-committee	2025	June	M5/25	VISIT TO COUNTY MUSEUM STORE The Collections Officer was asked if a visit to the county museum store in Standlake could be arranged for councillors and museum friends. The Collections Officer advised that the county store does hold occasional open days and this could be explored.	Museum Manager (Collections Officer)	27-5-26 no progress will look to raise at next AMF AGM in June 2026	24.6.25 - Museum Manager reminded the Collections Officer to investigate potential date and will update at or before the next sub-committee. 28.8.25 Collections Officer's report to update Councillors with possible dates then to confirm visits, limited to a maximum of 10 in one visit. Car transport available via Officers but is limited to 3 passengers per car therefore some councillors may choose to drive themselves. 3.9.25 - Re visit to Standlake Museum Store, the Friends are planning a trip with a small fundraising element. 28.10.25 Councillors visited Standlake, AMF unable to attend. 28.1.26 AMF planning to propose new date to members.			
N	N	Museum sub-committee	2025	September	M12/25	MUSEUM WEBSITE DS was asked to provide information on use of the museum website. DS would ask Valeria Cambule to speak to the Project Manager: Business and Community Engagement.	Museum Manager	28.1.26 - Website specification is in draft for approval for tendering.	1.12.25 - delegated to Deputy Town Clerk to consult with solicitors.			
N	N	Museum sub-committee	2025	September	M12/25	LITTLE BASEMENT MUSEUM VISIT BY MAYOR DS was asked to arrange for an official visit to the museum by the Mayor, with appropriate media coverage organised.	Museum Manager	27-5-26 The Mayor opened the LBM on 23 April 2026 mark as complete	29.10.25 - Mayor made official visit to the Museum and accepted a gifted painting into the permanent collection from Town Twin St Niklaas. 28.1.26 - The little basement museum is planned to open officially in April 2026 with the Mayor set to officially open it with as much media coverage as possible.			
N	N	Museum sub-committee	2025	September	M12/25	ROOFTOP IMPROVEMENTS - PUBLICITY The recent improvements to the roof were noted and it was suggested that this should be publicised on social media and more widely to encourage visitors.	Museum Manager	28.1.26 - actioned social media campaign and posters around the building during November and December 25. mark as complete				