

ABINGDON TOWN COUNCIL

Report to	Museum Management sub-committee
Meeting date	9 September 2026
Report author	Secretary AMF
Agenda item	9

Report of Abingdon Museum Friends

1. Updates

1.1. The Museum Friends are in the process of confirming a new Treasurer.

1.2. An article about the Friends will appear in the September issue of The Town Crier, hopefully encouraging new members and reminding existing members of the importance of AMF to the museum.

2. **Abingdon Museum Friends Committee Meeting Minutes of 29 June 2026**

2.1. **Present:** Sue Stevens (Chair), Steven Purnell (Secretary), David Clark (Treasurer), Stephen Quinton, and Mags Ward

2.2. The meeting started at 19:02.

2.3. **Apologies** – Rose Barlow

2.4. **Minutes of Previous Meeting & Matters Arising**

The minutes of the previous meeting having been duly circulated, were discussed by those present. There were no matters arising.

2.5. **Finance**

The Newbury account currently contains approximately £4,608.83, and the Lloyds account £2,183.48. So far for this financial year our only expected expense will be around £76 for our public liability and trustee's insurance. As

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well as the Gift Aid Envelopes for entry donations, although we regain any money spent on this when we claim back the Gift Aid each year.

- 2.6. We will need to set up our new Treasurer, David Clark, on both accounts and this process has already begun. David had several questions regarding the current set up of the accounts and it was confirmed that;
- 2.7. We do not currently have an Examiner, this used to be conducted for free by Nigel Warner (the former Town Clerk) who has since moved away from Abingdon. Under [Charity Commission Rules CC31](#), a charity with less income than £25,000 per year is not required to have independent examination of its accounts.
- 2.8. Newbury Building Society does not provide details showing where payments have come from. Currently 8 members pay by standing order on 1st March each year into that account. The account has a higher interest rate of 1.9% compared to the Lloyds and currently it is used to store most funds whilst the Lloyds is a working account.
- 2.9. Gift Aid is currently claimed once per year in January for the Gift Aid Envelope Scheme and also for membership subscriptions where we have a valid Gift Aid declaration on file.
- 2.10. The Gift Aid Envelope Scheme is currently administered by collection of Gift Aid Envelopes quarterly; the Gift Aid claims form for HMRC is then filled out and the validity of the forms checked. We then inform the Finance Team at the Town Council how much they should send us. After we receive the money, we sent it back plus Gift Aid.
- 2.11. **Membership Payments**
- Only 25 of our 97 members have paid for this year, 8 members still pay into the Newbury account whilst most members are now paying into the Lloyds account. The Town Council have confirmed that all subscribing members of the Museum Friends will now be entitled to free Annual Roof Passes. This should only be sent out to members after they pay their subscriptions to encourage payment.

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- 2.12. David Clark raised a concern that the free roof pass may be a benefit which renders the subscriptions ineligible for Gift Aid. The wording of the Charity Commission rules were reviewed during the meeting and it was generally agreed that the Museum offering a roof pass does not constitute ‘...personal use of the charity’s facilities or services’ being provided to members, as the value of a roof pass is very low and the roof of the museum does not constitute a facility of the charity. Although David stated that he will re-read the Charity Commission rules and offer any additional thoughts to the Secretary in due course. – **Action Treasurer**
- 2.13. A chase email will be sent out later this week to all members encouraging them to pay their membership and informing them of the Free Roof Pass scheme. – **Action Secretary**
- 2.14. There was a brief discussion about General Data Protection Regulations (GDPR) and who in the charity should have access to a list of members. The Information Commissioners Office (ICO) who are responsible for advising and regulating on GDPR in the UK had previously advised the Secretary that only those officers of the Charity which need the list for their role should have access to it. Currently, as we have not had a Treasurer for several years, the Secretary is the only person with access. The file is a Microsoft Access document which is password protected and held on an encrypted hard drive. All communications from the Charity go through the Secretary email address which is a free email offered to Charities by Microsoft through a Not-For-Profit Office-365 Business subscription (which is free). The Secretary will set up an email address for the Treasurer. – **Action Secretary**
- 2.15. [The GDPR](#) does list ‘name’ as a type of personal data, the definition of personal data is extremely broad and relates to anything that ‘directly or indirectly’ can be used to identify a natural person. The Secretary would review the relevant legislation and see if it may be permissible to supply just a list of names to Trustees. On the surface of it, it seems like it may be safer to continue the current policy of limited access. – **Action Secretary**

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2.16. Meetings, Talks & Outings

There is still the possibility to visit the Standlake Museum Resources centre where many of the Abingdon County Hall Museum's collection are stored. But this will need to be organised with Standlake and advertised to members.

- 2.17. There was a successful private viewing at the Museum of a new exhibition on 13th February which was well received. We also had a stand at the Clubs & Societies Day on 11 April 2026 which helped to advertise the Museum and Museum Friends, the stand was hosted by the Secretary and volunteer Geraldine Hodgson. No membership forms which were taken on the day had been returned.

2.18. Website

It has been suggested by the Town Council that we try to revive the website, we cannot gain control of the old domain but we could create a new one. The Town Council are currently revamping their own website which is hosted by WordPress. We could host a website through WordPress which can collect payments for \$78 per year billed every two years. A domain will be free for the first year and thereafter likely to be around \$12 per year. Upfront cost would therefore be around £130.

- 2.19. This was discussed by those present and it was agreed that, for now, we should endeavour to revive the quarterly Newsletter instead of investing in producing a website. The Secretary will encourage the Museum to send him a copy of each 'WhatsOn' publication so that this can be converted into a short newsletter and emailed out to all members. – **Action Secretary**

2.20. Constitution

Our constitution is outdated and contains some clauses that would be illegal under GDPR legislation. I have a copy of the new draft constitutions from the Charity Commission and over this coming year we should compare and look to update our constitutions at the AGM next year.

- 2.21.** The Secretary and Treasurer both offered to review the current Charity Commission draft constitutions side-by-side with the current constitution and

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see what else may need to be updated at our AGM next year. – **Action**

Secretary & Treasurer

2.22. AOB

Mags Ward confirmed that she had not yet received an email from the Charity Commission to be added as a Trustee. It appeared that this was due to a typographical error in her email address, the Secretary stated that he would log in and correct this after the meeting. – **Action Secretary**

2.23. No further business was brought to the meeting.

2.24. Date of Next Meeting

2.25. It was agreed that the next committee meeting would be held at 7pm on Monday 7 September 2026.