

VALE AND DOWNLAND MUSEUM (WANTAGE)
Registered Charity No. 1126995

Minutes of the meeting of the Board of Trustees
held on Thursday, 31 August at 7.30 pm at the Museum

Trustees present: Mrs J Reynolds (Chairman),
W Falkenau (Treasurer), R Pollock and G Rice.

Others present:
Mrs K Pozzoli - Board Secretary and Manager
Mrs M Rowntree – Learning & Access Officer
Mrs S Tilbury - Curator

Apologies: S Dickson - Trustee
G Parker - Trustee

Items	Action
<p>1. Minutes of the meeting held on 22 June 2017</p> <p>Minutes approved.</p>	
<p>2. Matters arising</p> <ul style="list-style-type: none"> • The Co-option of Mr Falkenau was to be settled when changes to Articles confirmed. Mr Rice and Mr Falkenau had agreed on a final version of the Articles. These were accepted by other trustees and it was agreed to proceed to their adoption. • Martin Sherry has requested an extension of the current lease on Lains Barn. Agreed that there is a willingness to explore the possibility and to agree going forward subject to costs involved to be totally borne by VDM Trading. WF to investigate further. • On-line banking – Barclays can accommodate payment being approved by two separate approvers. It was agreed that the following should be the signatories for the facility: WF, JR and SD. WF to set up the facility. <p>JR and GR to be made signatories for the Retail Company bank account.</p>	<p>WF</p> <p>WF</p> <p>WF</p> <p>WF</p>
<p>3. Manager's Report</p> <p>Manager's report approved.</p>	KP
<p>4. Financial Report</p> <p>The year-end accounts had been submitted to CW.</p> <p>Museum</p> <p>Museum revenue is strong with a healthy bank balance.</p>	

<p>Retail</p> <p>The first four months saw a loss of £3,000 which is not sustainable. The turnover in the shop is insufficient to justify the rent attributed to it due to the promotion of Artist in Shop. It was agreed to reduce rent from £350 to £200 per month. The café sales will be reviewed as sales were significantly down. WF and KP to consider what actions necessary to deliver a surplus.</p>	<p>WF/KP</p>
<p>5. Curator's report</p> <p>The Curator's report was approved.</p>	
<p>6. Learning & Access Report</p> <p>The Learning & Access Report was approved</p>	
<p>7. Correspondence</p> <p>None</p>	
<p>8. Any other business</p> <p>Trustees Responsibilities Seminar Agreed that we should look at the Charities Aid Foundation regarding the requirements and then agree a way forward.</p> <p>Wantage Summer Festival Agreed to defer any decision on the Festival until October.</p> <p>Museum Website It was recommended that we should review our requirements of the website and invite Nikhilesh to help us in the design. GR also offered to have a look.</p> <p>Café Agreed that we should look at the costs of a consultant to review the café set up and sales through AIM.</p> <p>Museum 60th Anniversary Due next year and we agreed to look at what we had in mind for the celebrations.</p> <p>Learning & Access Officer's contract Agreed that the contract should be made permanent and increase hours to 12 per week.</p>	<p>JR/ KP</p> <p>KP</p> <p>KP</p> <p>KP</p>
<p>Dates of next meeting: - Proposed future dates - Thursday, 26 October at 7.30pm Thursday, 14 December at 7.30pm</p>	

