

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

Minutes of the meeting of the Board of Trustees
held on Thursday, 22 June at 7.30 pm at the Museum

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

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

Apologies: S Dickson - Trustee
Mrs S Tilbury - Curator

Items	Action
<p>1. Minutes of the meeting held on 27 April 2017</p> <p>Minutes approved.</p>	
<p>2. Matters arising</p> <ul style="list-style-type: none"> • Mortgage – The mortgage had been repaid. There was no immediate urgency to complete the mortgage release formalities. This would be dealt with in due course. • Corporate membership – following investigation by GP it was confirmed that there is little to be gained from providing corporate membership so this will not be taken forward. • The Co-option of Mr Falkenau is still being considered. • WF had distributed the Trustee induction document for the Institution of Civil Engineers. • The away day possibly in October is to be finalised. • The query on the water bill arose from a duplicate This had now been rectified. • Martin Sherry had agreed to us holding the 60th anniversary celebrations at Lains Barn and also proposed that he meet the Board at Lains Barn in the Autumn. • 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>WF</p> <p>WF</p> <p>JR</p> <p>WF</p>
<p>3. Manager's Report</p> <p>Manager's report approved.</p>	<p>KP</p>

<p>There was some discussion about the domain names used for the email accounts and the website. It was agreed to defer discussion for Mr Dickson's attendance.</p>	
<p>4. Financial Report</p> <p>Statements for the year ended 31 March 2017 were presented.</p> <p>Retail Income was marginally lower. £97k turnover is now down to £94k. In the key areas costs are down by more than sufficient to cover income reduction. Payroll is down from £44k to £42k. Purchases down by using Sainsburys and other suppliers. Retail ended with a surplus of £800. We will be looking closely at the café and shop over the next few weeks. Income from the activity day during half term was £900. The performance in the café is definitely influenced by the events in the museum. The shop continues to struggle. The rent from the shop and café contributes £10,200 to the Museum funds.</p> <p>Museum</p> <p>The Museum is showing a surplus of £12k for the year. This has been boosted by the rent from the constituency office of £7k.</p> <p>The Town Council pay at the same level plus the extra grants from the Tanner Trust. Expenses have been reasonable. Payroll has risen from £44k to £50k due to the addition of one member of staff. Paid £35k off the mortgage which left a balance of £1.8k and this has now been paid off by monthly instalments.</p> <p>In 2016 the bank balance was £109k and we have finished with a balance of £107k having paid off the mortgage. Confirmed that we can operate with a bank balance of £60/70k.</p> <p>Statutory accounts to be prepared and forwarded to the Board as well as Chapman Worth.</p>	<p>WF</p>
<p>5. Curator's report</p> <p>The Curator's report was approved.</p> <p>Our nomination for the Family Friendly Award was well received and it was agreed that this would take the Museum to the next level. Agreed that the £5k donation from the Swire Trust should be used to help purchase the display cases. This leaves an amount outstanding of £2.2k. It was agreed that the Museum fund this balance.</p>	
<p>6. Correspondence</p> <p>None</p>	

<p>7. Any other business</p> <ul style="list-style-type: none"> • Till WF received two quotes for the provision of a new till for the shop. This will alleviate the muddle of artist in the shop and sales etc. WF looking at a till identical to the café for £900 but with different software. A till with the same software (EPOSNOW) as the café would cost £1.2k plus support of £15 per month. Going with EPOSNOW would provide backup for the café till and only managing one software package/company rather than two. <p>It was agreed to go ahead with whatever system WF favoured.</p> • Lift Planning permission will be required and WF to assist with the planning application. • Telephones The new installation was previously approved at a cost of £900. • Review of M&As It was agreed that WF should work with GR to agree wording for the new M&As. GR proposed that the new M&As should be in place before the AGM in December. 	<p>WF</p> <p>KP/WF</p> <p>WF/GR</p>
<p>Dates of next meeting: - Proposed future dates - Thursday, 31 August at 7.30pm Thursday, 26 October at 7.30pm Thursday, 14 December at 7.30pm</p>	