

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

**Minutes of the meeting of the Board of Trustees**  
**held on Thursday, 23 June 2016 at 7.30 pm at the Museum**

**Present:** Mrs J Reynolds (Chairman), S Dickson, W Falkenau, G Parker, R Pollock and G Rice.

Apologies: None

**Board Secretary and Manager:** Mrs K Pozzoli

Items	Action
<p><b>1. Minutes of the meeting held on 28 April 2016</b></p> <p>GR advised that the minutes did not correctly reflect the discussion concerning the M&amp;As. What he had suggested was that the question should be put on the agenda of a subsequent meeting, so that it could be discussed and agreed exactly what the objectives were.</p>	
<p><b>2. Matters arising</b></p> <ul style="list-style-type: none"> <li>• Museum staff will auto-enrol on 1 November 2016 with Nest – the government promoted scheme.</li> <li>• Section 106 funds ongoing with various funds due from the development sites around Wantage.</li> <li>• Professor Gary Sheffield, Chair of War Studies at Wolverhampton University ongoing.</li> <li>• The detail of the M&amp;As had yet to be discussed.</li> </ul>	<p><b>WF</b></p> <p><b>KP</b></p>
<p><b>3. Manager's Report</b></p> <p>The renewal of the electricity contract is still outstanding.</p> <p>IT is working better after considerable investigation although first thing in the morning the router has to be rebooted. The Town Council is due to have a new IT system installed and it was suggested that we could benefit from using the same provider.</p> <p>It was agreed that the café staff would be paid time and half for working on special events on a Sunday.</p> <p>There may be a delay in the casting of the Betjeman bust and this may impact on the unveiling on the 28 August. It was suggested that if the unveiling doesn't go ahead the Museum would still run the Betjeman exhibition as a celebration of his birthday.</p>	<p><b>KP</b></p> <p><b>KP</b></p> <p><b>KP</b></p>
<p><b>4. Financial Report</b></p>	

<p>The accounts have not as yet been finalised for Chapman Worth. There were no financial reports although the Bank statements were available.</p> <p>The current accounts are showing healthy balances. There is a query with the Philip Dennis café account which is currently being investigated.</p> <p>WF had not yet produced a note on reserves policy and therefore the repayment of the mortgage was being deferred.</p>	<p><b>WF</b></p> <p><b>WF</b></p>
<p><b>5. Curator's Report</b></p> <p>The Curator's report was comprehensive and it was noted that the Sampler exhibition was very good.</p> <p>In principle agreement was reached for the Museum to have a short term contractor to assist with developing an education programme to align with the national curriculum. However, we are to provide a business case/project specification for consideration.</p> <p>It was noted that funding for the Museum could be sought through the District Council's Capital Grants scheme.</p>	<p><b>ST/KP</b></p> <p><b>KP</b></p>
<p><b>6. Correspondence</b></p> <p>Jenny Hannaby and Joyce Hutchinson have both applied to join the Board of Trustees. It was agreed that currently we have sufficient skills and experience with the existing Trustees and therefore no further Trustees would be recruited at this stage. The Chairman to advise.</p> <p>Agreed that the Curator should be invited to the Trustee meetings.</p>	<p><b>JR</b></p>
<p><b>7. Any other business:</b></p> <p>Lains Barn has a number of repairs to the flooring, windows and external walkways to finalise and it was agreed that they should go ahead.</p> <p>Trustees agreed that we should publish the Minutes of our meetings on our website.</p> <p>Discussion took place regarding the M&amp;As and a requirement to update them in order to reflect how the Museum operates. GR agreed to develop proposals concerning this.</p>	<p><b>WF</b></p> <p><b>KP</b></p> <p><b>GR</b></p>
<p><b>Date of next meeting:</b> - Thursday, 25 August 2016</p> <p>Provisional dates to be agreed: - Thursday, 20 October Thursday, 15 December</p>	