

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

**Minutes of the meeting of the Board of Trustees**  
**held on Thursday, 25 August 2016 at 7.30 pm at the Museum**

**Present:** S Dickson (Chairman for the meeting), W Falkenau, G Parker, R Pollock and G Rice.

Apologies: Mrs J Reynolds (Chairman)

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

Items	Action
<p><b>1. Minutes of the meeting held on 23 June 2016</b></p> <p>Minutes approved.</p>	
<p><b>2. Matters arising</b></p> <ul style="list-style-type: none"> <li>• Board Minutes to be placed on the Museum website.</li> <li>• IT – Wifi and network routers had been replaced. No new PCs had yet been purchased.</li> <li>• Business case to be produced for the funding of an Education contractor to work on our programmes.</li> </ul>	<p><b>KP</b></p> <p><b>WF</b></p> <p><b>KP/ST</b></p>
<p><b>3. Manager's Report</b></p> <p>There were no questions raised on the Manager's report.</p>	
<p><b>4. Financial Report</b></p> <p><b>Retail</b></p> <p>There has been a positive outcome on the retail accounts in comparison to this time last year. This has been as a result on the changes on the rota and swapping food suppliers. After four months there is a surplus of £2k. The holiday period has been good but we may see a reduction in numbers of visitors as Winter approaches. Lego day was a huge success financially.</p> <p><b>Museum</b></p> <p>Overall the Museum is holding up well and in reasonably good shape. It is difficult to confirm utility costs as we have not seen an invoice for electricity although they have been chased on several occasions. Currently we are in credit with the gas. The first four months' net income was £4105. Spending on staff is up with the additional Manager costs.</p> <p>It was agreed that as part of the IT work we should securely hold details of the passwords.</p> <p>The Museum balance sheet showed a strong position cash wise. Although Lains Barn made a payment last week there were concerns that the payments were irregular and Lains Barn had agreed that a standing order should be set up for future payments. There was a balance of £113k in the bank at the end of July with this figure gradually increasing.</p>	<p><b>WF</b></p>

