

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

Apologies: S Tilbury (Curator)

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

Items	Action
<p><b>1. Minutes of the meeting held on 25 August 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 in PDF format.</li> <li>• IT – A new pc needs to be purchased for the reception desk. No further work has been undertaken by David Dewey. DD provided a thorough report 3 years ago on passwords, network addresses, which following completion of the current work he will update.</li> <li>• Mortgage repayment – agreed to proceed.</li> </ul>	<p><b>KP</b></p> <p><b>WF</b></p> <p><b>WF</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>Statutory accounts for the year ended 31 March 2016 had been circulated. GR requested that a note be included to indicate that the value of Lains Barn is not included within the Museum's assets because it had been gifted to the Museum at no cost. WF agreed to do this, but he recommended that at the same time a note should be included indicating that if the Museum premises had to be vacated, it was unlikely that the value shown in the fixed assets could be realised.</p> <p>The accounts are currently with Chapman Worth. The Museum had a surplus of funds and good reserve levels. When we are happy with the accounts, JR to sign off in readiness for the AGM.</p> <p>Financial statements to the end of September were considered. The overall position of the Museum is that it is doing well. We have a cash surplus of £2.7k. Cash in the bank of £136k at the end of the period. With regard to Retail, we are in a good position after the first 6 months, although we are conscious that in the winter period takings diminish. There is a profit of £1.6k.</p>	<p><b>WF</b></p>

<p><b>5. Curator's report &amp; new post</b></p> <p>Our Accreditation Return is due by the end of April 2017. At the next meeting it was agreed that ST would provide an update on the requirements of the accreditation.</p> <p>Agreed that the Modes license be extended for multi-users.</p> <p>During the next meeting ST to provide a report on accessioning so that we know what the position is.</p> <p>Agreed that we would approach the local council for funding of the interactive touch screens for the gallery.</p> <p>The new post of Learning and Access Officer has been agreed.</p>	<p><b>ST</b></p> <p><b>WF</b></p> <p><b>ST</b></p> <p>ST</p>
<p><b>6. Items to discuss</b></p> <p><b>Membership of the Company</b></p> <p>Agreed that WF and GR should take a further look at the M&amp;As as they need to reflect how the Board wishes to operate. WF and GR to meet up and develop proposals for the next meeting.</p> <p><b>Accessibility of Board Minutes on the website</b></p> <p>Agreed that the minutes be put on the website in PDF format under Directors.</p>	<p><b>GR/WF</b></p> <p><b>KP</b></p>
<p><b>7. Any other business</b></p> <p>GR suggested that WF be co-opted as a Trustee of the Museum due to his specialist skills. WF to give this consideration.</p>	<p><b>WF</b></p>
<p><b>8. Any Correspondence</b></p> <p>None.</p>	
<p><b>Date of next meeting:</b> - AGM - Thursday, 8 December at 7.30pm</p>	