

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

**Minutes of the meeting of the Board of Trustees**  
**held on Thursday, 8 December 2016 at 7.45 pm at the Museum**

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

**Others present:**  
Mrs K Pozzoli - Board Secretary and Manager  
Mrs S Tilbury - Curator

**Apologies:** None

Items	Action
<p><b>1. Minutes of the meeting held on 27 October 2016</b></p> <p>Minutes approved.</p>	
<p><b>2. Matters arising</b></p> <ul style="list-style-type: none"> <li>• A PC and a laptop have been purchased and will be installed shortly.</li> <li>• Mortgage repayment has not been moved forward as yet.</li> <li>• ST provided an overview of what work is required for Accreditation due in April 2017. Certain requirements have to be met including the updating of various policies including the Emergency and Forward Plan.</li> <li>• Modes licence has been extended to include two user points and the network is working. There are 5,500 objects and 3,000 images. Only 400 are un-accessioned (not recorded at present).</li> <li>• It was advised that any District Council local funding for touch screens should be applied for in January.</li> </ul>	<p style="text-align: center;"><b>WF</b></p> <p style="text-align: center;"><b>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>Financial reports to the end of November have not been finalised, as yet, as WF needs to catch up with MS. He intends to prepare reports to the end of December.</p>	<p style="text-align: center;"><b>WF</b></p>
<p><b>5. Curator's report</b></p> <p>The highly able group of KA students spent a day in the Museum and did their own display in the gallery.</p>	

<p>The temporary exhibition schedule is filling up for next year and we will have Tom Revely photos alongside the Summer Festival weeks. Our usual Artists will be exhibiting. During Spring half term we will have a family activity day.</p> <p>A funding application has been made to the South East Development Programme for training staff and volunteers on Modes and we should hear the results before Christmas.</p> <p>The Letcombe Brook area on the mezzanine is under reconstruction as this is in need of updating.</p>	<p><b>ST</b></p> <p><b>ST</b></p>
<p><b>6. Items to discuss</b></p> <p>M&amp;As</p> <p>Three options were discussed for the amendment to the M&amp;As, as the current M&amp;As are not reflecting what we do at present. The options were explained in the document provided by WF and GR:</p> <p style="padding-left: 40px;">Foundation Model, Associated Model and Mixed Model</p> <p>Following some discussion it was agreed that initially we would go with the Foundation Model, reflecting the current mode of operation, but with options in the wording that could enable the Mixed Model to be adopted without further wording changes at a later date. Consideration of whether to adopt the workings of a Mixed Model is to be deferred until later next year. GR and WF to provide wording for the document.</p> <p>It was further agreed that the pursuit of corporate membership should be channelled through the Friends. GP agreed to look into this.</p> <p>GR suggested that WF be a co-opted Trustee of the Museum rather than a nominee of the Joint Economic Forum (JEF). It was felt that JEF should no longer be deemed to be a nominating body. This was to be reflected in the amended M&amp;As.</p> <p>It was felt that membership of the Friends is not being adequately advertised in the Museum. It was agreed that their brochures should be in a more prominent position in the reception area.</p>	<p><b>GR/WF</b></p> <p><b>GP</b></p> <p><b>GR/WF</b></p> <p><b>KP</b></p>
<p><b>7. Any other business</b></p> <p>During the previous accreditation, the notes in the Access Report indicated plans to install a lift from the ground floor to the first floor gallery. Agreed that we should look at the previous plans and the cost of installing a lift.</p>	<p><b>KP</b></p>
<p><b>8. Any Correspondence</b></p> <p>None.</p>	
<p><b>Date of next meeting:</b> - Thursday, 9 February at 7.30pm - Thursday, 27 April at 7.30pm</p> <p>KP is to propose dates to end of 2017</p>	<p><b>KP</b></p>

