

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

Minutes of the meeting of the Board of Trustees
held on Thursday, 9 February 2017 at 7.30 pm at the Museum

Trustees present: Mrs 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>1. Minutes of the meeting held on 8 December 2016</p> <p>Minutes approved.</p>	
<p>2. Matters arising</p> <ul style="list-style-type: none"> • Mortgage repayment had not yet been moved forward. • Further quotes were required for the installation of a lift. • Further discussion on the M&A models were to be taken later. • Corporate membership through Friends still being investigated with other museums. Mr Fuller to design a notice for the Museum. • The Co-option of Mr Falkenau is still being considered by him • Modes training has been completed 	<p>WF</p> <p>KP</p> <p>GR</p> <p>GP</p> <p>WF</p>
<p>3. Manager's Report</p> <p>Agreed that the Accreditation submission should be deferred until June 2017.</p>	<p>KP</p>
<p>4. Financial Report</p> <p>Museum The Museum is doing well on donations, which are up on the previous year. Questions were raised on the costs of payroll and where the cleaning costs should be attributed. Overall repairs and renewals were up on last year. The water bill seemed to be expensive and we will look into it. Grants are in line with previous year. The constituency office contribution continues. Repairs and renewals are up by £1700. There is an overall surplus of £1200. Bank account increasing with value of assets decreasing.</p> <p>Retail We are reaping the benefits of the work done to streamline staff costs and food costs. Café sales are down and purchases are down as we have</p>	<p>WF</p>

<p>swapped to Sainsburys. The reduction in staff hours has had an impact on payroll. There has been a drop in income due to the lack of bookings of funerals/wedding receptions. However, the overall profit is £2,000.</p>	
<p>5. Curator's report</p> <p>We have had a good start with Melanie. Letcombe Brook is taking shape. The barrel organ has been sent to Bristol for assessment which the Friends have agreed to fund. The current exhibition is of local signs and includes mystery items. Modes training has been completed which will move us forward on collections management. Our fun day activities during half term are based on the Stone Age and we have called in James Dilley to help with the activities. The Tanner Trust has agreed to fund the framing for the 3 Kent calendars. Longer term projects include the Butler family</p>	
<p>6. Accreditation</p> <p>Agreed that we would review Accreditation and policies at our next meeting on the 27 April. As the policies are updated we agreed to forward them to the Trustees for their comments prior to signing off. The 4 main policies to update and submit are:</p> <p>Forward Plan Emergency Plan Collection Plan Security Plan</p>	<p>KP/ST</p>
<p>7. Any other business</p> <p>M&As Mr Rice gave a brief introduction on the reasons for the change in wording in the M&As. The wording was reviewed and the draft accepted in principle for approval at the next meeting. Adoption of the document to take place after June.</p> <p>AGM Chapman Worth agreed to stand down from the Company Secretary role. Our registered office will also change.</p> <p>Town Electorate Meeting – 10 April Mrs Pozzoli to provide a 3 minute update of the Museum to the Town Council</p>	<p>KP</p> <p>KP</p>
<p>8. Any Correspondence</p> <p>Agreed that the Trustees should be inducted into the Museum to understand their responsibilities as Trustees. Also agreed an away day to look at the policies, induction and the forward plan.</p>	<p>JR</p>
<p>Dates of next meeting: - Thursday, 27 April at 6.30 pm Proposed future dates - Thursday, 29 June at 7.30pm Thursday, 24 August at 7.30pm Thursday, 26 October at 7.30pm Thursday, 14 December at 7.30pm</p>	