

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

**Minutes of the meeting of the Board of Trustees  
held on Thursday, 1 November at 7.30pm in the Museum**

**Trustees present:** J Reynolds - Chairman  
W Falkenau - Treasurer  
S Dickson - Trustee  
R Pollock - Trustee  
G Rice - Trustee  
G Parker - Trustee

**Others present:** C Kirk - Board Secretary and Manager  
M Rowntree - Learning & Access Officer  
S Tilbury - Curator

**Apologies:** None

Items	Action
1. <b>Minutes of the meeting held on 14 June 2018</b>  Minutes approved.	

<p><b>2. Matters arising</b></p> <p>Review of action items from previous board meetings:</p> <p>Lift 08/12/16      Away day 09/02/17      Online banking 27/04/17      Removal of property charge 27/04/17      Visit to Lains Barn 22/06/17      Garden room 14/12/17      Charity Commission guidance</p> <ul style="list-style-type: none"> <li>• Lift – It was agreed that this was a lower priority than the Education Studio; however, the Board invited Suzie to submit a proposal for her vision for the upper gallery area, including a public reading room; a lift would possibly be encompassed in those larger plans</li> <li>• Away day – this can possibly be combined with the Lains Barn visit (see below)</li> <li>• Online banking has not progressed as yet; Geoff will assist Bill in working with Barclays.</li> <li>• Removal of property charge – this has not been removed</li> <li>• Lains Barn – Julia needs to give some new dates to Martin Sherry</li> <li>• Garden room – The board agreed that we should move ahead with project for an education studio - we could use some of our reserves, possibly in combination with a grant and/or 106 funding, to move the classroom project forward. Clare will start by contacting contractor recommended by Suzie to obtain an estimate.</li> <li>• Charity Commission – Bill will distribute M Sherry's solicitor's comments</li> </ul> <p>Additional Matters discussed:</p> <ul style="list-style-type: none"> <li>• Trustee Search – Board agreed to reactivate the search for people with the right skills (finance/architecture/legal); leverage our volunteers, parents etc. to get the word out</li> <li>• Artist in Shop – Trustees confirmed that we will not sell items in the shop on a commission basis but may purchase quality, local hand-made items to sell</li> <li>• Website status – Geoff enquired about the latest status of the website; Suzie/Clare to report back</li> <li>• Report to Parish council meetings – Bill will contact parish clerks to obtain meeting dates</li> <li>• Lego EXPO – Extra help for the next LEGO Expo was discussed, and it was suggested that we recruit an Intern to help run the event. It was agreed that Suzie should define the 2019 event as soon as possible. Suzie also welcomed other ideas for a large summer event.</li> </ul>	<p>ST</p> <p>JR</p> <p>BF/GR</p> <p>BF</p> <p>JR</p> <p>CK</p> <p>BF</p> <p>CK/MR</p> <p>ST/CK</p> <p>BF</p> <p>ST</p> <p>CK</p>
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<p><b>3. Financial Reports</b></p> <p>Bill provided the financial reports, which indicate that reserves are healthy and above required levels.</p> <ul style="list-style-type: none"> <li>Geoff questioned the higher spend on computers in 2018 vs 2017, which was explained.</li> <li>Julia and Geoff noted two discrepancies to be checked and corrected.</li> <li>Mel asked if we could now replace the blinds in the café area. Trustees agreed that this could be done.</li> </ul> <p>The report was approved.</p>	<p>BF</p> <p>CK</p>
<p><b>4. Curator's Report</b></p> <p>Suzie provided the Curator's report, including that accreditation is now good until 2023.</p> <p>The report was approved.</p>	
<p><b>5. Learning &amp; Access Report</b></p> <p>Mel provided the Learning &amp; Access Report.</p> <p>18<sup>th</sup> century event -</p> <ul style="list-style-type: none"> <li>Julia suggested that the local media be notified about the 18<sup>th</sup> Century event.</li> <li>Geoff questioned whether the museum should close for the day. Consensus was that it should remain open, as seeing the event would strengthen the museum's reputation.</li> </ul> <p>Talks and Teas - Rodney asked whether Talks &amp; Teas will continue. Sept/Oct was identified as a good time for that event.</p> <p>The report was approved.</p>	<p>MR/CK</p>
<p><b>6. Manager's Report</b></p> <p>Clare provided the Manager's Report.</p> <ul style="list-style-type: none"> <li>Graham noted that the café floor is not always clean.</li> <li>Geoff noted that the café did not provide or offer him a receipt.</li> <li>Geoff gave a reminder that badges should be worn by staff and volunteers at all time within the Museum. The trustees would also like to have badges.</li> </ul> <p>The report was approved.</p>	<p>CK</p> <p>CK</p> <p>CK</p>
<p><b>7. Correspondence</b></p>	

<p><b>8. Any other business</b></p> <ul style="list-style-type: none"> <li>• LEGO donations – The Board agreed that the management team should identify specific uses for the donations, including the Education Studio, sounds and smells in the Victorian Kitchen, and additions to the pre-history handling collection. These uses should then be communicated to volunteers and visitors.</li> <li>• Future Strategy – an Away Day and/or visit to Lains Barn could provide an opportunity to develop future strategy (it was noted that a Forward Plan already exists)</li> <li>• Christmas closing – confirmed for 4 PM 22/12/18- 9.30AM 2/1/19</li> </ul>	<p>ST/MR/CK</p> <p>JR</p>
<p><b>Dates of next meetings:</b></p> <p>Jan 24, 2019 Mar 28, 2019</p>	