

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

**Minutes of the meeting of the Board of Trustees  
held on Thursday, 7 February at 10AM 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 1 November 2018</b>  Minutes approved.	
• <b>Matters arising</b>  Review of action items from previous board meetings: <ul style="list-style-type: none"><li>• Trustee Search – The Board agreed to make Peter Garratt a Trustee</li><li>• Away day – Notes from the Away Day were reviewed</li><li>• Online banking – Now available; St. John and Graham agreed to be additional people to authorise electronic payments. Geoff questioned the appropriateness of an accountant to be a signatory, but other Trustees felt that was acceptable.</li><li>• Website – After discussion it was agreed that it was not essential for Events to be searchable, but that a scrolling events listing would be a useful addition</li><li>• Parish Meetings – work still needs to be done to identify the best meetings for us to attend to help raise the profile of the museum</li><li>• Help yourself chiller in café – This will be useful as the weather gets warmer</li></ul>	JR  CK  WF/GR  CK
Additional Matters discussed: <ul style="list-style-type: none"><li>• Lains Barn is coming up for renewal (what action is required?)</li><li>• Grant application would be made to the District Council Festivals Fund. St. John requested to be copied on the application. Bill confirmed that an application to the town council as well was not appropriate. However, Rodney reported that Grove parish Council and other parish councils may have funds available.</li><li>• New badges were requested for St John and Rodney</li><li>• Future meeting times were discussed. It was agreed that evenings</li></ul>	CK  CK

<p>were easier for the Board but there is some flexibility on time. Dates were selected for the rest of the year, to be confirmed by Clare (see below)</p>	CK
<p><b>2. Curator's Report</b></p> <p>Suzie provided the Curator's report. St. John asked whether there would be PR for Lester Piggott, and Suzie confirmed that there will be. Rodney suggested that we might choose to delay the exhibition until after the LEGO expo.</p> <p>The report was approved.</p>	
<p><b>3. Learning &amp; Access Report</b></p> <p>Mel gave a verbal report. Geoff asked where school coaches parked – and Mel confirmed that they drop off at the Beacon and then go outside of town to wait. Mel confirmed to Julia that the price of school sessions per child was £3, which is very competitive.</p> <p>The report was approved.</p>	
<p><b>4. Manager's Report</b></p> <p>Clare provided the Manager's Report.</p> <p>The report was approved.</p>	
<p><b>5. Financial Report</b></p> <p>Bill stated that the museum currently has a comfortable buffer that can support the proposals and activities discussed.</p> <p>The retail report shows a £2K profit but has not been adjusted for stock.</p>	
<p><b>6. Correspondence</b></p> <p>None</p>	
<p><b>7. Any other business</b></p> <p><b>2019 Museum Plan</b> A separate meeting was scheduled to review this in detail.</p> <p><b>LEGO Expo Coordinator</b> It was agreed that we could recruit a paid coordinator to help run this year's LEGO Expo, estimated at £900-£1000. Hopefully, this will be covered by a grant.</p> <p><b>Admin Assistant/Back-Up Receptionist</b> It was agreed that Hazel could work in the office one day a week and that we will recruit another paid receptionist to work that same day and be available as a backup support.</p> <p><b>Research Room</b> The Board agreed that the proposal for a research room (name TBC) would be a good addition to the Museum. Next steps are to put together a more detailed plan – a version with and without the meeting room</p>	CK CK ST

<p>(currently let to Ed Vaizey MP)</p> <p><b>Education Room</b></p> <p>It was agreed that the building of an Education Room would be placed on hold. However, we will continue to look for ways to cover the patio so that children can eat lunch outside and stay all day.</p> <p><b>Salaries</b></p> <p>Clare shared some salary guidelines and recommendations with the Trustees and requested a review of salaries prior to the new financial year.</p>	<p>CK</p> <p>All trustees</p>
<p><b>Dates of next meetings:</b></p> <p>12/2 11 AM Discussion of Museum 2019 Plan</p> <p>28/3 7.30 PM</p> <p>23/5 7.30 PM</p> <p>25/7 7.30 PM</p> <p>25/9 7.30 PM</p> <p>20/11 (AGM) 7.30 PM</p> <p>Please note: Going forward we will try to provide the agenda and papers 1 week prior to meeting. Clare will issue a reminder for materials 2 weeks prior to the meeting.</p>	<p>CK</p>