

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

**Minutes of the meeting of the Board of Trustees
held on Wednesday, 5 June at 7.30PM in the Museum**

Trustees present: G Rice – Interim Chairman
W Falkenau – Treasurer
I Cameron – Trustee
P Garratt – Trustee
E Green – Trustee
G Parker – Trustee

Others present: C Kirk – Board Secretary and Manager (present from Item 5)
M Rowntree – Learning & Access Officer (present until Item 8a)
S Tilbury – Curator (present until Item 8a)

Items	Action
1. Apologies Clare Kirk (absent until item 4)	
2. Board Membership a) Noted election via email of GR as Interim Chairman b) Changes to Nominated Trustees i. The Board recorded its thanks to former Trustees St. John Dickson, Julia Reynolds and Rodney Pollock, and requested the Chairman to communicate this to them. ii. Elisabeth Green, nominated by Grove Parish Council, and Iain Cameron, nominated by Wantage Town Council, were welcomed as new Trustees. It was noted that the Vale District Council had not yet nominated a Trustee. c) Proposal to co-opt Julia Reynolds as a Trustee. d) Proposal to elect a permanent Chairman and a Vice Chairman at the meeting on July 25 This was agreed. e) PG advised that he would be moving away from Wantage and would have to resign as a Trustee by the end of July.	c) It was agreed to defer this proposal until the meeting of July 25 when all Trustees would be in post.
3. Minutes of the meeting held on 28 March 2019	

<p>These were agreed, but it was noted that the complexity of that meeting meant that the minutes had had to be abbreviated.</p>	
<p>4. Matters arising from last meeting</p> <p>a) Financial Reports WF advised that the expenditure on cleaning included maintenance, and that the expenditure on advertising had included the Penny Post and other media (ST also pointed out that some things categorised in advertising were collections costs)</p> <p>b) Museum website merge with Friends website WF and GP reported that a meeting had been held with the Friends which had resolved mutual issues, and that it had been agreed that the websites would not be merged.</p> <p>c) Fundraising WF advised that this related to S106 funds, and would be subject to ongoing monitoring</p>	
<p>5. Financial Reports</p> <p>WF presented these, which were provisional and subject to possible refinement. He reported that these showed the Museum to be in a healthy financial state, with reserves greater than had previously been agreed to be required. However, finances should be kept under continual review to avoid any excessive depletion of funds.</p> <p>He suggested that the Board might in future consider the creation of a Designated Fund for building maintenance and repair costs.</p>	
<p>6. Staff Reports – Key Items Discussed</p> <p>a) Curator's Report Research Room: Trustees requested a costed report at the next board meeting and 'plan B' for funding and development if Grove PC does not approve funding. EG recommended that staff attend the parish meeting on 18 June when grant applications will be reviewed.</p> <p>Noted that the amount paid to Toy Planet (LEGO Expo) was approved at previous meeting.</p> <p>b) Collections Assistant ST presented the recommendation to hire a PT Collections</p>	<p>CK/ST to provide costings and attend meeting.</p> <p>CK/ST to proceed with</p>

<p>Assistant. PG made a motion. GP seconded. MOTION PASSED.</p> <p>c) Learning & Access Report Mel asked if she could approach the Friends for funds to purchase a facsimile page of Asser's Life of Alfred for the new Anglo Saxon gallery. Trustees agreed.</p> <p>d) Manager's Report CK made a case to implement a contactless donations solution. Trustees supported this, conditional to vendor being able to meet GR and WF's satisfaction regarding terms and conditions.</p> <p>e) White Horses Project CK informed the Board about an opportunity for the V&D Museum to participate in a project being driven by Wessex AONB to secure funding for a multifaceted celebration of the nine white horses in the region, including the possibility of staff participating in the funding committee. Board expressed support for our involvement, dependent on time. GR asked if a trustee could represent the museum in lieu of a staff member.</p> <p>f) Facilities & Roof Repairs CK shared a proposal for roof repairs (with visitor access), with option to add electric blinds. Planning permission would potentially be required. Board agreed that the repair was necessary, and approved a maximum budget – with request for multiple tenders.</p>	<p>recruitment process.</p> <p>MR to approach Friends.</p> <p>CK/PG to move this forward with GR/WF oversight.</p> <p>CK to ask White Horses Project Mgr about trustee representation. VDM staff to make proposal for participation to Project Mgr by end of July.</p> <p>CK to secure more estimates.</p>
<p>7. WiFi Proposal</p> <p>PG proposed that David Bailey (electrician) do the work to extend WiFi coverage throughout the museum. PG made a motion and GP seconded it. MOTION PASSED.</p> <p>It was noted that our customer broadband is open access. It was agreed that access should be limited in terms of how and where it could be used, rather than increased security steps (e.g., password)</p> <p>PG mentioned that CK has been updating email addresses to a business domain. EG suggested that trustees should also have 'business' email addresses.</p> <p>IC asked if a trustee presenting a proposal for expenditure should also be able to make a motion.</p>	<p>PG/CK to schedule work.</p> <p>PG/CK to investigate.</p> <p>Add to agenda for next meeting.</p> <p>GR to clarify for next meeting.</p>

<p>8. Any other business</p> <p>a) Bank Mandate</p> <p>Additional signatory required for online banking. There was a formal resolution to remove Rodney & St John as signatories. IC agreed to be added as a signatory.</p> <p>Retail company also needs one or two more directors. St. John removed as director. JR to be kept as a director for time being. GR and IC agreed to be added as new directors.</p> <p>b) Progress Report</p> <ol style="list-style-type: none"> 1. Away Day: Trustees indicated that they would like to have a 2nd annual 'away day', tentatively schedule for 4 November 2019. 2. Event at Lains Barn: Friends still considering a fundraising event. Trustees to put some thought into what we could do. No need to notify MS at this time. 3. Deferred 4. Deferred 5. Deferred 6. n/a 7. Trustee Training: IC and EG interested. 8. Lains Barn: Lease will be renewed. <p>Items 9-12 deferred.</p>	<p>WF to add IC as signatory.</p> <p>WF to add GR and IC as directors.</p> <p>GR to coordinate and find a venue.</p> <p>GR to coordinate training.</p> <p>WF to complete renewal.</p>
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