

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

**Minutes of the meeting of the Board of Trustees
held on Thursday, 25 July at 7.30PM in the Museum**

Trustees present: G Rice – Interim Chairman (Chairman)
W Falkenau – Treasurer
I Cameron – Trustee (Vice-Chairman)
P Garratt – Trustee
E Green – Trustee
J Hannaby - Trustee
G Parker – Trustee

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

Items	Action
1. Apologies None	
2. Board Membership a) Welcome to nominee of the Vale of White Horse District Council, Jenny Hannaby b) Proposal to co-opt Julia Reynolds as a trustee This was proposed by WF and seconded by GP. Two trustees expressed the desire to widen the search. The motion passed with three votes for, two votes against, and one abstention, the Chairman not voting. It was agreed to advertise the remaining vacancy for a Trustee. GR would circulate proposals to the Board. c) Election of Chairman A proposal was made by WF to elect GR as Chairman and seconded by EG. No other candidates came forward. This was agreed unanimously. d) Election of Vice-Chairman	GR to circulate proposals.

<p>IC was proposed by JH and seconded by WF.</p> <p>This was agreed unanimously.</p>	
<p>3. Minutes of the meeting held on 5 June 2019</p> <p>Approved</p>	
<p>4. Matters arising from last meeting</p> <p>a) Research Room Costs/Grove PC Grant</p> <p>ST presented more detailed costs for the Research Room project, £1000 of which will be funded by Grove Parish Council. Another grant is being sought from the Tanner Trust. The trustees agreed that the museum will pay for the balance of costs should that be necessary.</p> <p>b) Roof Estimates</p> <p>CK shared three roof estimates with significantly varied costs/scope of work. Trustees discussed the different approaches and recommended a smaller-scope, lower-cost solution. JH offered to provide support with moving this project forward.</p> <p>c) WiFi Access</p> <p>CK informed the trustees that WiFi had been extended throughout the museum. PG added that the networks are also now VLAN'd and separate from each other.</p> <p>d) Goodbox</p> <p>This contactless donations system has been implemented.</p> <p>e) Any Other Matters</p> <p>Lains Barn has agreed to host an Away Day for the trustees on 4 November from 10-4. Select staff are invited to join for an intro to Lains Barn.</p> <p>The renewal of Lains Barn lease is still in progress and is expected to be completed prior to the Away Day.</p> <p>Trustee training will be provided to IC on 18/9.</p>	<p>CK to hand over roof estimates (including an expected 4th proposal) to JH.</p>

<p>5. Financial Reports</p> <p>The finalised year-end Museum Income & Expenditure report shows a deficit for the museum and retail company. WF pointed out that increased insurance costs for Lains Barn and one-off repairs of that property contributed to the deficit, reflecting an overall commitment to investment. The retail deficit is expected to be reduced in the summer. Cash reserves continue to be healthy.</p> <p>CK questioned the Art Gallery rent amount of £0. WF explained that the funds go into a separate advanced account.</p>	
<p>6. Staff Report</p> <p>a) Curator's Report</p> <p>ST updated the board on the King Alfred gallery plans.</p> <p>b) Learning & Access Report</p> <p>MR updated the board on the film to be made at Corpus Christi College Library.</p> <p>c) Manager's Report</p> <p>The trustees requested an update from CK on the museum's involvement in the North Wessex Downs AONB White Horses Project.</p>	CK to follow up with ST/MR and then discuss with GR and WF, who will consult with other trustees.
<p>7. Other Business</p> <p>a) Approval of Bank Mandate changes</p> <p>Approved</p> <p>b) Website</p> <p>GR will continue to follow up with existing website designer and look at other companies.</p> <p>c) Remote Access</p> <p>Deferred</p>	

<p>d) Air Conditioning</p> <p>CK shared an estimate for installing aircon to the offices, upper gallery and library. IC offered to take this on and investigate possible solutions.</p> <p>e) Trustee email addresses</p> <p>EG expressed a preference to use a separate email account for board business, for both practical and security reasons. PG recommended that trustees review the museum's privacy statement regarding email communications.</p> <p>f) Policies Review Schedule</p> <p>ST will be responsible for working with the board to renew policies.</p> <p>g) Progress Report</p> <p>Items 1, 7, 8 – see above Items 2, 3, 4, 5, 10, 11, 12 – deferred to 2020 Item 9 (Community Asset) – trustees agreed to put this idea on hold indefinitely</p> <p>h) Any other business</p> <p>PG tendered his resignation from the Board. His resignation was accepted, with gratitude expressed for his contributions.</p> <p>The Board noted with regret the resignation of CK as Manager, and expressed their thanks for her contribution to the Museum.</p>	<p>CK to enquire about turnaround time and to pass estimate to IC.</p> <p>GR to review privacy policy</p> <p>ST/GR to look at policies due for renewal.</p>
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