

3rd October 2019

To: **Members of Museum Committee**

Dear Cllr

A meeting of the **Museum Committee** will be held on **Wednesday 9th October 2019 at 18:30pm** in 3 New Street, Daventry, NN11 4BT.

Yours sincerely



Deborah Jewell
Town Clerk

The press and public are cordially invited to be present.

Please switch mobile phones and electronic recording devices to silent.

Polite request: If you wish to film or record the meeting, please advise the Clerk in advance so that any necessary arrangements can be made to avoid disrupting the meeting and/or the view of the meeting by other members of the public. Any data collected by persons other than the Town Council is not protected under the Data Protection Act.

Town Council Audio recording notice: Please note: this meeting may be recorded - at the start of the meeting the Chairman will confirm if all or part of the meeting is being recorded. You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained until the Minutes have been signed by the relevant Chairman as a true record.

AGENDA

Open Forum.

M60.1 Apologies for Absence.

M60.2 Declaration of Interest. Members to declare any interests they consider relevant to specific items identified in this agenda.

M60.3 Minutes. To approve and sign as a correct record the Minutes of the meeting of the Committee held on 17th June 2019 (Appendix 1).

M60.4 Committee Budget.

- i.) To review the income and expenditure up to 30th September 2019 (Appendix 2).
- ii.) To review and approve draft budget for 2020/21 (Appendix 3).
- iii.) To receive a report on museum donations (Appendix 4).

Committee Members:

Cllrs Mike Arnold (Chair), Dawn Branigan, Ron Fox (Vice-Chair), Lynn Jones, Ted Nicholl, and Lynne Taylor

- M60.5 Forward Plan 2019-24.** To receive and approve forward plan for Daventry Museum. (Appendix 5)
- M60.6 Development & Liaison Officer Maternity Cover Appointment.** To note appointment of new member of staff.
- M60.7 Museum Mentor.** To acknowledge and thank Simon Davies for his support and work as Daventry Museum's Mentor and approve appointment of new museum Jane Seddon.
- M60.8 Northamptonshire Heritage Forum Awards 2019.** To recognise Daventry Museum's success in achieving the following awards (Appendix 6):
- i) Heritage Organisation of the Year Award 2019.
 - ii) Community Award for the Empty Chair Project.
 - iii) Highly Commended for the Victorian Daventry exhibition.
- M60.9 Heritage Open Days.** To receive a report from the DLO on the attendance to heritage walks of the town and of Borough Hill (Appendix 7).
- M60.10 Treasure.** To note receipt of treasure, purchased via the Treasure Process and the Portable Antiquities Scheme with monies donated by visitors and supporters of Daventry Museum.
- M60.11 Artefact donations**
- i) **World War Two Poster.** To note receipt of donation of Wings for Victory Week Poster (ref resolution M56.7).
 - ii) **BBC Documents.** To note receipt of donation of BBC archival material.
- M60.12 Museum Policy Review.** To review and recommend for approval the following Museum Policies:
- i) Accessibility Statement (Appendix 8)
 - ii) Collections Care and Conservation Policy (Appendix 9)
 - iii) Collections Policy (Appendix 10)
 - iv) Documentation Policy (Appendix 11)
 - v) Emergency Plan (Appendix 12)
 - vi) Environmental Sustainability Policy (Appendix 13)
 - vii) Volunteers' Agreement (Appendix 14)
 - viii) Volunteer Policy (Appendix 15)
 - ix) Daventry Museum Monetary Donations Policy (Appendix 16)
- M60.13 Museum Activities.** To receive a report from the DLO on museum activities (Appendix 17).
- M60.14 Correspondence.**
- i) Card from member of public congratulating the museum team on the heritage awards.
- M60.15 Date of Next Meeting.** To confirm the next meeting as Monday 17th February 2020.

Committee Members:

CLRs Mike Arnold (Chair), Dawn Branigan Ron Fox (Vice-Chair), Lynn Jones, Ted Nicholl, and Lynne Taylor