

30th October 2024

To: **Members of Museum Committee**

Dear Councillor

You are summoned to attend the meeting of the **Museum Committee** to be held at 3 New Street, Daventry, NN11 4BT on **Monday, 4th November 2024 at 18:30hrs.**

Yours sincerely



Deborah Jewell
Chief Officer

Email: chiefofficer@daventrytowncouncil.gov.uk
Telephone: 01327 301246

The press and public are cordially invited to be present.

Mobile phones must be switched off or turned to silent during the meeting.

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 recordings made are your responsibility.

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. This part of the meeting is an opportunity for members of the public to speak, for a maximum of three minutes, on any item on the Agenda. Should you wish to speak, please advise the Meeting Host when you join the meeting to facilitate your request.

Please note: members of the public are not permitted to speak during the meeting (from Item M75.1).

M75.1. Apologies for Absence. To receive and consider apologies for absence.

M75.2. Declaration of Interest. Members to declare any interests they consider relevant to specific items identified in this agenda.

M75.3. Minutes. To approve and sign as a correct record the Minutes of the meeting of the Committee held on 22nd April 2024 (Appendix 1) and 20th May 2024 (Appendix 2).

Committee Members:

Cllrs Ian Adkins, Mike Arnold, Lynn Jones, Ted Nicholl (Chair), Phillip Silk-Neilsen and Lynne Taylor

M75.4. Appointment of Vice-Chairman. As per minutes of committee meeting held 20th May 2024.

M75.5. Committee Budget.

- i.) To review the income and expenditure up to 31st October 2024 (Appendix 3).
- ii.) To receive a report on museum donations up to 31st October 2024 (Appendix 4).
- iii.) Consider and recommend draft museum budget for 2025/26.
- iv.) Consider and recommend earmarked reserves

M75.6. Accreditation Return. To receive a verbal update from the DLO on the museum's Accreditation Return.

M75.7. Policy Review. To review and recommend Museum Policies in line with Arts Council requirements for Accreditation. (Appendix 5)

- i. Documentation Policy
- ii. Collection Development Policy

M75.8. Museum Acquisitions. To receive a report from the DLO on acquisitions (Appendix 6).

M75.9. Museum Exhibitions. To receive a report from the DLO on museum exhibitions (Appendix 7)

M75.10. Parchment Conservation & Transfer. To receive a report from the DLO on ten parchment items in the collection. (Appendix 8)

M75.11. Museum Engagement and Outreach. To receive a report from the DLO on museum activities (Appendix 9).

M75.12. Correspondence. To note any correspondence received and advise action, if any.

- i). Letter and certificate of appreciation regarding provision of work experience placements at the museum in 2023.

M75.13. Date of Next Meeting. To confirm the date of the next meeting: Monday 14th April 2025

Committee Members:

Cllrs Ian Adkins, Mike Arnold, Lynn Jones, Ted Nicholl (Chair), Phillip Silk-Neilsen and Lynne Taylor