

12th October 2022

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, 17th October 2022 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 M69.1).

M69.1. Apologies for Absence. To receive and consider apologies for absence.

M69.2. Declaration of Interest. Members to declare any interests they consider relevant to specific items identified in this agenda.

M69.3. Minutes. To approve and sign as a correct record the Minutes of the meeting of the Committee held on 19th April 2022 (Appendix 1) and 23rd May 2022 (Appendix 2).

Committee Members:

Cllrs Mike Arnold, Dawn Branigan (Chair), Emily Carter, Lynn Jones (Vice-Chair), Ted Nicholl, Phillip Silk-Neilsen and Lynne Taylor

M69.4. Committee Budget.

- i.) To review the income and expenditure up to 30th September 2022 (Appendix 3).
- ii.) To receive a report on museum donations up to 30th September 2022 (Appendix 4).
- iii.) To consider and recommend draft budget for 2023/24 (Appendix 5).

M69.5. Museum Policies and Procedures. To review and recommend for approval:

- i.) Volunteer Policy
- ii.) Environmental Sustainability Policy
- iii.) Access Policy Statement
- iv.) Collections Development Policy
- v.) Documentation Policy
- vi.) Collections Care and Conservation Policy
- vii.) Museum Monetary Donations Policy
- viii.) Emergency Plan
- ix.) Forward Plan

M69.6. Northamptonshire Heritage Forum (NHF) Awards – Daventry Museum To receive a report from the DLO on the NHF awards 2022.

M69.7. Heritage Open Days. To receive a report from the DLO on the success of the Heritage Open Days events held in September 2022 (Appendix 6).

M69.8. Borough Hill Information Boards. To receive an update from the DLO on the information boards on Borough Hill.

M69.9. Earth Museum. To receive an update from the DLO on the Earth Museum Project.

M69.10. Museum Activities. To receive a report from the DLO on museum activities (Appendix 7).

M69.11. Correspondence. To note any correspondence received and advise action, if any.

- i.) Museum Accreditation update from Arts Council England advising Daventry Museum will be invited to make an Accreditation Return in 2024.

M69.12. Date of Next Meeting. To confirm the date of the next meeting:

- (i) Monday 17th April 2023.

Committee Members:

Cllrs Mike Arnold, Dawn Branigan (Chair), Emily Carter, Lynn Jones (Vice-Chair), Ted Nicholl, Phillip Silk-Neilsen and Lynne Taylor