

14th October 2020

To: **Members of Museum Committee**

Dear Cllr

A virtual meeting of the **Museum Committee** will be held via **Video Conference on Zoom**; **meeting reference**; <https://us02web.zoom.us/j/84475377363> on **Monday 19th October 2020 at 18:30pm.**

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. 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 M63.1).

M63.1 Apologies for Absence.

M63.2 Declaration of Interest. Members to declare any interests they consider relevant to specific items identified in this agenda.

M63.3 Minutes. To approve and sign as a correct record the Minutes of the meeting of the Committee held on 17 February 2020 (Appendix 1) and 28th May 2020 (Appendix 2)

Committee Members:

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

M63.4 Committee Budget.

- i.) To review the income and expenditure up to 30th September 2020 (Appendix 3)
- ii.) To review and approve draft budget for 2021/22 (Appendix 4).
- iii.) To receive a report on museum donations (Appendix 5)

M63.5 Grant Applications. To receive a report from the DLO on recent grant applications (Appendix 6).

M63.6 Forward Plan. To receive and approve forward plan for Daventry Museum. (Appendix 7).

M63.7 UK Museum Accreditation Scheme. To note that the Museum's award status has been expended for an additional 12 months.

M63.8 Museum Activities. To receive a report from the DLO on museum activities (Appendix 8).

M63.9 Museum Policy Review. To review and recommend for approval the following Museum Policies:

- i.) Collections Care and Conservation Policy
- ii.) Museum Monetary Donations Policy

M63.10 Correspondence. To note any correspondence received and advise action, if any.

M63.11 Date of Next Meeting. To confirm the next meeting as 19 April 2021.

Committee Members:

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