

Lichfield City Council

Minutes of the Johnson Birthplace Advisory Committee Meeting held in the Moulton Room, Guildhall at 10.30 am on Thursday 22 March 2018

PRESENT:

Representing Lichfield City Council: Councillor R Awty, and Councillors Mrs G Boyle, J Brooks, C Spruce and R Yardley.

In Attendance: Joanne Wilson (Museums & Heritage Officer)
Tony Briggs (Town Clerk)

Apologies: None

50 MINUTES

RESOLVED: That the Minutes of the Meeting held on 3 October 2017 be confirmed as a correct record. [Minutes adopted by Council on 23 October 2017.]

51 FORWARD PLAN

Members considered the updated Forward Plan 2018-2021 (**Agenda Appendix 1**). The Museums and Heritage Officer outlined work identified for the 2017/18 financial year.

Councillor A Thompson suggested that further detail be added to the document to assist with funding applications for the proposed renovations that are currently in early planning stages. Such revisions to include the current limitations of the building but to emphasise ongoing success despite those limitations. Councillor Thompson also suggested revisions to the wording on page 3 of the document regarding attendance levels as it was felt this did not appropriately reflect the considerable achievement of surpassing the attendance level of the tercentenary year (2009) for the past five years

RESOLVED: That the Museums and Heritage Officer revise the Forward Plan 2018-2021 in line with the suggestions above and that the document be circulated to Members electronically for approval.

52 ENVIRONMENTAL POLICY STATEMENT

The Museums and Heritage Officer provided an overview of the Statement (**Agenda Appendix 2**) to the Committee.

RESOLVED: That the Museum Environmental Policy Statement be adopted.

53 MUSEUM STAFF

The Museums and Heritage officer provided an update on the three recently appointed members of staff at the Birthplace, stating that all had settled in to their roles quickly and were performing well.

RESOLVED: That the report be noted

54 DR JOHNSON'S BIRTHPLACE TRUST CO-OPERATIVE BANK ACCOUNT

The Committee considered the recommendations for the day to day administration of the Community Bank account held by the Museum at the Co-operative Bank. The account was originally opened in order to transfer the remaining balance of the Blum Fund (£6,190.66), a purchasing and collection care fund raised from the sale of duplicate books from the bequest of Daniel Blum in the 1990s. The Trust account money is intended solely for acquisitions to the collection and for caring for the existing collection.

RESOLVED:

- a) **Signatories on the account to be the Town Clerk, Deputy Town Clerk, Chairman of the BAC and Deputy Chairman of the BAC. Cheques require two signatures, one to be an Officer and one to be a Councillor**
- b) **The Town Clerk and Museums & Heritage Officer be granted delegated authority to make purchases or commission conservation work for items under £500, and such purchases be**

reported to the BAC meetings. The £500 maximum being in line with existing procedures for the city council's Imprest account:

- *Any purchases or commissioned work over £500 to be approved at BAC meetings.*
- *An exception to this would be any time-sensitive opportunities to purchase significant items for the collection, where an emergency meeting would be convened, decisions taken to full council, or permission would be sought by members in correspondence, depending on the time available in individual cases.*

c) Account activity to be monitored and audited as currently by the Internal Auditor

55 DE- ACCESSIONING ITEMS OF FURNITURE

Members considered the report on the proposed disposal of four items of furniture (**Agenda Appendix 3**) consisting of:

1. Tavern Chair
2. Red Leather Armchair
3. Armchair
4. Prayer Stool

RESOLVED:

- a) That permission be granted to dispose of the identified items from the Birthplace collection, and*
- b) That the Museums & Heritage Officer carry out professional methods of removing these items, adhering to the guidelines within the Museums Association's 'Code of Ethics'.*

56 DEVELOPMENT PROJECT

The Museums and Heritage officer provided a verbal update to the Committee, confirming that workshop sessions had now been held and the consultants were in the process of preparing their recommendations. The consultants will be delivering their findings at a presentation to which all Councillors will be invited; the date of the event is currently to be confirmed but is anticipated to be in May 2018.

57 DATE AND TIME OF NEXT MEETING

In Calendar of Meetings as 10.30am on Tuesday, 6 November 2018.

**THERE BEING NO FURTHER BUSINESS
THE CHAIRMAN DECLARED THE MEETING CLOSED AT 11.10 AM**