

# COLCHESTER & IPSWICH JOINT MUSEUMS COMMITTEE

## MINUTES

TUESDAY 3 NOVEMBER 2009  
ORWELL ROOM  
GRAFTON HOUSE, IPSWICH  
2.00 PM

**Present:** Colchester: Councillor P Smith  
Ipswich: Councillors D J Terry  
Observer: Councillor C Hall (Colchester)

### 20. Apologies For Absence

Apologies for absence were received from Councillor R S Atkins and Councillor N Offen.

### 21. Minutes

**Resolved:**

that the Minutes of the meeting held on 30 July 2009 be signed as a true record.

### 22. To Confirm Or Vary The Order Of Business

**Resolved:**

that, subject to reports JMS/09/14 (Audit & Inspection Plan) and JMS/09/15 (Annual Statements of Accounts), being considered before report JMS/09/08, the Order of Business be confirmed as printed on the Agenda.

### 23. Declarations of Interest

There were no declarations of interest.

Contact

**24. Audit and Inspection Plan**  
**Ref No: JMS/09/14**

24.1. Ms Connolly (Audit Commission) reported that the Joint Museums Service was required to provide a full set of accounts for compliance. The level of audit fees were estimated for the first two years' audit, and will be reviewed for future years in light of the time taken to perform these audits.

**Resolved:**

**that the report be noted.**

**25. Annual Statement of Accounts 2007/08 and 2008/09**  
**Ref No: JMS/09/15**

25.1. Ms Connolly reported that an unqualified opinion was proposed for the financial statements, and a qualified value for money conclusion, as adequate arrangements were not in place for risk management - whilst both Councils have their own risk management arrangements, there was no evidence to support that all risks specific to the Joint Museum Service had been identified.

25.2. Mr Heath (Resource Management Officer, Colchester) reported that the draft statement of accounts for 2009/10 would be prepared by 30 June 2010, in readiness for audit and sign off by 30 September 2010.

25.3. Mr Berridge (Colchester & Ipswich Museum Manager) raised concern over duplication of audits. It was requested that the finance officers (Ipswich - Mr Blofield, Colchester - Mr Heath and Mr Warboys) investigate how the auditing process for the Joint Museum Service could be streamlined.

25.4. Councillor Terry commended the officers of the two Councils and the Audit Commission for all their work and cooperation in producing the two statements of accounts in a short timescale.

**Resolved:**

- (i) that the Auditors' report be accepted;**
- (ii) that the comments in the covering report be noted;**
- (iii) that the letter of representation, subject to the inclusion of the explanations given at paragraph 2.5 of the covering report, be approved.**

**26. Colchester & Ipswich Museum Service: Performance Review**  
**Ref No: JMS/09/08**

26.1. Ms Burgess (Learning & Marketing Manager) reported that Ipswich Museum had won the Best Small Attraction award at the Tourism in Suffolk Awards 2009, with Christchurch Mansion being a finalist for the Best Large Attraction category. Councillor Terry added that IP-Art had won the Festival/Event of the Year award. Guardians of the King had won the corresponding Festival/Event of the Year award at the Essex awards.

**Resolved:**

**that the report be noted.**

**27. Colchester & Ipswich Museum Service: Progress Report**  
**Ref No: JMS/09/09**

27.1. Mr Hodgson (Community History Manager) reported that an update would be provided on the upcoming Stadium Legends project in the next progress report.

**Resolved:**

**that the report be noted.**

**28. Transfer of the Peldon Bell**  
**Ref No: JMS/09/10**

28.1. Ms Austin (Collections Manager) reported that although the responsibility for the decision lay with the individual authority, reports of this nature would be brought to the Joint Committee as a matter of principle.

28.2. Councillor Hall highlighted that this story could be tied in with the discovery of evidence of a bell-making foundry on the Head Street site and be promoted as part of the history of Colchester.

**Resolved:**

**(i) that the proposed transfer be noted;**

**(ii) that the report be referred to the Colchester Borough Council Portfolio Holder for Culture and Diversity for a final decision.**

**29. Fees and Charges 2010: Colchester Castle and School Admissions**  
**Ref No: JMS/09/11**

29.1. Mr Berridge reported that the Colchester Castle schools prices had been kept the same for a third year, with the exception of the Programme C figure for non-Borough schools, which was an

anomaly and had been rounded up to £4.00. However, it is anticipated that these prices would need to be increased for 2011.

- 29.2. The income figure for Hollytrees – Full Day Non-Borough should read 3740, not 9783.

**Resolved:**

**that the core fees and charges for Colchester Castle and School Admissions for 2010 be agreed as set out in accordance with paragraph 5.41(d) of the Joint Committee agreement.**

**30. Budget Update 2010/2011  
Ref No: JMS/09/12**

- 30.1. Mr Berridge reported that the budget recommendations would be delayed until the next meeting, as the process had been complicated by the two Councils adopting different budget strategies.
- 30.2. Mr Berridge added that both partner authorities had expressed a preference for a further common 3 to 5 year budget strategy, which would allow effective planning for future years, although it was acknowledged that this might be difficult at this stage, as budget estimates for 2011/12 are not yet known.
- 30.3. Mr Berridge highlighted the request for a fundamental service review for the Joint Museum Service to take place over the next 8 months in support of the proposed 3 to 5 year budget strategy. This review would be undertaken by a joint team of officers from both authorities. Ms Donnelly (Executive Director, Colchester) will provide a short scoping paper outlining the model used for service reviews at Colchester Borough Council for the next meeting.

**Resolved:**

- (i) **that the current position in relation to the 2010/2011 budget be noted;**
- (ii) **that consideration be given to undertaking a service review.**

**31. Proposed Review of the Joint Museums Committee  
Ref No: JMS/09/13**

- 31.1. Councillor Smith suggested that corporate targets be considered for inclusion, e.g. financial savings, energy costs, carbon footprint. Potential partnership arrangements, including tourism, would also need to be considered.

**Resolved:**

- (i) that the principle and process of reviewing the Joint Committee Agreement be approved;
- (ii) that delegated responsibility be given to officers to resolve the issue in relation to occupancy of the respective partner authority's buildings by Colchester and Ipswich Museum Service.

**32. Dates of Future Meetings**

- 32.1. Ms Slowgrove (Committee Services) to circulate dates for the end of January and March 2010 to Councillors and Officers for confirmation.

The meeting closed at 3.36pm.

***Chairman***