



**Minutes of the Board Meeting of the Northern Ireland Museums Council  
Via Remote Access – Microsoft Teams  
Tuesday 29 June 2021**

**Board Members:** Nora Douds (Chair), Yvonne Boyle, Jayne Clarke, Elizabeth Crooke, Cllr Rory Farrell, Neil Hamilton (Vice Chair), Brona Moffett.

**Absent:** Julie Andrews, Sean Barden, Helen Perry, Kelly Robinson, Nuala Toman

**Quorum:** Yes

**In attendance:** Siobhan Stevenson, NIMC Director

**Item No**

**1. Welcome and apologies for absence**

N Douds (Chair) welcomed everyone.

Apologies were received from Helen Perry, Kelly Robinson, Nuala Toman

**2. Chair's Business and Conflicts of Interest**

**NIMC Membership**

The Chair, as delegated by the Board, approved Associate Membership applications from two organisations and five individuals. Note: it is only when payment has been received that an individual/organisation becomes a Member.

**New member**

- Royal Irish Regiment Benevolent Fund, Royal Irish Regiment – Associate Membership – Organisational
- Foyle Valley Railway Museum, Associate Membership – Organisational
  
- Joy Kettle – Associate Membership - Individual
- Emma-Jayne Smethurst – Associate Membership - Individual
- Stanislava Stoyanova - Associate Membership - Individual
- Seely Fournier Pratt IV – Associate Membership - Individual
- Margaret Middleton – Associate Membership - Individual

**Cancelled Membership**

- Community Relations Council - Associate Membership – Organisational
- Anna Diaz - Associate Membership - Individual
- Kimberley Parkes - Associate Membership - Individual

## **Recruitment of Committee Members**

**New committee members have been appointed as follows:**

### Business Planning Committee

Nora Douds

### Grant Committee

Cllr. Rory Farrell

### Audit and Risk Assurance Committee

Nuala Toman

Brona Moffett – currently in an observer role

The Chair noted that there are still vacancies on the Grant Committee and asked for interested members to come forward.

## **Conflicts of Interest Declarations**

The revised declarations are on the website for all Board Members.

## **Conflict of Interest**

The Chair asked the meeting:

- Does any Trustee have any conflicts of interest or related party matters to declare relating to any item on the agenda for this meeting?

Jayne Clarke declared an interest with regard to the Access and Inclusion grant award to Carrickfergus Museum.

- Does any Trustee have any conflicts of interest or related party matters to declare in general that have changed since they last completed a declaration form?

No further interests were declared.

The Chair reminded members that if any Trustee becomes aware of any new conflict of interest or related party matter since they last completed a declaration form they should let the Director know immediately.

## **3. Minutes of Board Meeting of 31 March 2020**

No amendments requested.

The Minutes were approved.

Proposed: Elizabeth Crooke

Seconded: Jayne Clarke

## **4. Matters arising from Minutes**

The NIMC Director provided the Board with an update on the following:

<b>LIST OF ACTION POINTS</b>			
<b>NIMC Board Meeting 30 March 2021</b>			
<b>Action Point</b>	<b>Owner</b>	<b>Action</b>	<b>Status</b>
01	NIMC Director	Recirculate Board Strategy Day and Building Inclusive Communities	<b>Complete</b>
02	NIMC Chair	Reform the Working Group, review report and present at Business Planning Committee on 18 May 2021	<b>Complete</b>
03	NIMC Director	Put website on the Business Planning Committee Agenda	<b>Complete</b>
04	NIMC Board Members	comments to NIMC Director re Board Self Evaluation	<b>Complete</b>
05	NIMC Director	Forward Bi-Annual Assurance Statement to DfC	<b>Complete</b>
06	NIMC Director	Forward Internal Audit Report to all Board Members	<b>Complete</b>

There were no other matters arising.

## **5. NIMC 2020-21 Business Plan**

### **5.1 Business Performance Update – Quarter 1**

The Director reminded the Board that the 2021-22 Business Plan was still in draft and had been submitted to DfC in January 2021.

The Key Performance Targets were all on track with some being delivered already. Targets around grants and training for staff have already been met.

The one area where progress has not been possible is Accreditation. Due to COVID-19, Arts Council England have paused Accreditation through-out the UK until April 2022. The pause has been extended from April 2021. ACE are beginning to process new applications from October 2021 at the request of applicants. NI Museums Council will need to consider if we begin processing applications within this financial year. The Development Officer will need to undergo training on Grantium the Accreditation application software before this happens. This has been requested from ACE.

The Director confirmed that an Accreditation update would go out in the next Museum Beat. Members emphasised the importance of clarity around the progress of Accreditation Scheme being re-started.

There are proposed amendments to the Plan as outlined in red below:

2.2	Provided research and intelligence to inform decision making
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2.3	<b>Developed a new Digital Marketing Strategy</b> including options for a new website that will enable a wider range of people to be involved with heritage and, deliver advice and guidance to the sector
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The Director outlined other progress against the Business Plan to date. There has been good progress with a number of areas completed. Particular success has been achieved in the areas of securing non grant in aid funding. We have now received a letter of offer for £50,000 from the Climate Change Fund.

The Board noted progress to date.

Approved: Elizabeth Crooke

Seconded: Yvonne Boyle

**Action 1** Accreditation update in Museum Beat

## 6. Financial Position

The Director provided an overview of the financial position for the period 1 April 2021 to 31<sup>st</sup> May 2021 including the starting position of £232k which is now the baseline position. Previously the starting position was £204K and £12k for pension contributions.

The Director outlined changes to the way the Reimage, Remake, Replay salary costs are shown in the budget. There are accrued funds showing under operations and some variances due to timing.

The Board noted the Financial Position.

## 7. NIMC Director's Report

The Director presented her report and drew attention to the following:

- Meetings with Partner Organisations
- Access and Inclusion fund and audits
- The continued online Training Programme
- LET'S TALK – continued demand from the sector
- #Museumsweek social media campaign
- Collaborative funding bid with Museum Development UK
- Funding achieved from the Climate Change Fund

The ongoing issues were also reported on:

### 1. MOU/MOTO between NI Museums Council and National Museums NI

Feedback has been received which highlights the time and costs for review, negotiation and possible legal costs to ensure each party's position is protected. Given the potential costs of developing and implementing an agreement for both parties, there seems to be no appetite to take this forward by National Museums NI.

### 2. Articles of Association

Any change to the Articles requires discussion with DfC and approval at an AGM. This will be identified for September.

### 3. Partnership Agreement

A first draft based on a template issued by the Department has been completed. No further progress is reported.

The Board noted the Director's Report.

**Action 2.** Update to Articles of Association considered for September AGM.

## 8. Risk Register

The Audit & Risk Assurance Committee reviewed and approved the NI Museum Council's Risk Register at its meeting on the 22 June 2021.

The Board noted the following:

### Page 2 Risks Summary

- All Risks currently on Amber

The Director drew the Board's attention to the following items in particular:

- Risk 1, additional grant-in-aid has reduced the risk
- Risk 2, Postponement of Accreditation is relevant in relation to the risk but is a UK wide issue
- That the Going Concern status of the Museums Council is expanded upon in the draft Annual Report for 2020-21

The Board Approved the Risk Register

Proposed: Neil Hamilton

Seconded: Rory Farrell

## 9. Governance

### 9.1 NIMC Annual Report & Financial Statements 2020-21

The NIMC Director presented for approval the draft Annual Report & Financial Statements 2020-21. Discussion focused on:

- pp 4, Key Performance Indicators
- pp 37, retained membership numbers despite Covid 19
- pp, 54 Going Concern

The draft Annual Report & Financial Statements 2020-21 were approved by the Board.

Proposed: Jayne Clarke

Seconded: Elizabeth Crooke

### 9.2 Report to Those Charged with Governance

The Director presented the draft Report and drew attention to:

- pp 4, Significant Risks – No issues
- pp 5, Minor amendments to editing only will be made to Annual Report
- pp 8, Audit Findings, 3 Recommendations,
- Finding 1 Priority 3 – consistency in applying procedures
- Finding 2 Priority 2 – Contracts register
- Finding 3 Priority 2 – Charity Commission NI update to website

The Director advised the Board that the report recommendations and responses be accepted.  
The Board approved the report.  
Proposed: Rory Farrell  
Seconded: Neil Hamilton

**10. Raising Concerns Policy**

The Director presented the Raising Concerns Policy.

The Raising Concerns Policy was approved.  
Proposed: Jayne Clarke  
Seconded: Brona Moffett

**11. Report of the Audit & Risk Assurance Committee**

The Board noted the Report of the Audit & Risk Assurance Committee (ARAC) and the draft Minutes of the meeting held on 22 June 2021.

**12. Report of the Grant Committee**

The Board noted the Report of the Grant Committee and draft Minutes of the meeting held on 22 June 2021.

The Board noted the successful completion of grant funding and Access and Inclusion Grant being delivered in a tight timeframe.  
The new Terms of Award were accepted.

**13. Report of the Business Planning Committee**

The Board noted the Report of the Business Planning Committee and draft Minutes of the meeting held on 18 May 2021 and in particular the proposals for development of the Corporate Strategy and the website.

**14. Review of Organisational Structure & Staffing Update**

The Director updated the Board on the following:

- The Organisational Review – recommenced with a meeting of working group
- Director to provide an update with costings at the next meeting of BPC.
- Development Officer took up post on 17<sup>th</sup> May on a 3 year fixed-term secondment from NMNI
- There has been no staff sick leave in the period since the last Board Meeting

**15. Any Other Business**

**Business Planning Diary 2021-22**

The update Business Planning Diary circulate with revised date for Grant Committee and earlier time for next Audit and Risk Assurance Committee. The Chair confirmed that the Board will meet at the earlier time of 10.00 in future.

Action 3. This will be updated on the Diary.

**LIST OF ACTION POINTS**  
**NIMC Board Meeting 29 June 2021**

<b>Action Point</b>	<b>Owner</b>	<b>Action</b>	<b>Status</b>
01	NIMC Director	Accreditation update in Museum Beat	
02	NIMC Director	Update to Articles of Association considered for September AGM.	
03	NIMC Director	Update time to Board Meeting in the Business Planning Diary.	