

UNIVERSITY OF WARWICK

Art Collection Committee

There will be a meeting of the Art Collection Committee on Thursday 2nd March 2006 at 12.30pm in the National Grid Room, Warwick Arts Centre.

C E Charlton
University Secretary

Note: Questions on agendum items or apologies for this meeting should be directed to the Secretary of the Committee, Jill Shaw (02476 522760 or jill.shaw@warwick.ac.uk).

AGENDA

1. Membership

TO REPORT:

That the Council, at its meeting on 14th December 2005, approved the nomination of Professor Paul Smith to join the Art Collection Committee as a member of academic staff.

2. Minutes

TO CONSIDER:

The Minutes of the meeting held on Thursday 24th November 2005 (copy attached).

3. Amendments to Policies

TO CONSIDER:

The following amendments to the Policies for the University Works of Art Collection following recommendations by internal audit (Paper ACC5/05-06, copy attached).

- (a) That advice from the Finance Office Link Accountant should be sought when earmarked but unspent budget needs to be carried forward.
- (b) That authorisation for the purchase of works of art should be documented.

- (c) That the confusion surrounding *Red, Black and Orange* by Terry Frost that hangs in University House should be investigated and resolved.
- (d) That the anomalies in the Art Collection Policies document should be addressed and consideration given to increasing the time between subsequent reviews. That the revised document should be reviewed by the Art Collection Committee and this should be minuted.
- (e) That the policies / procedures should be updated to include the highlighted items above (d).
- (f) That the Forward Plan should be reviewed annually by the Art Collection Committee and the review should be minuted.
- (g) That the University Travel Policy should be followed for the purchase of hotel accommodation rather than reclaiming costs via travel expense forms.
- (h) That orders will be placed on SAP prior to the invoice being received.
- (i) That the insurance arrangements should be clarified with the University Insurance Office and the Art Collection Policies be amended as required.
- (j) That once the latest valuation has been completed, a copy should be forwarded to the University Insurance Office and retained with their records.
- (k) That consideration should be given to holding a copy of the evidence of title to object documentation and any conditions attaching to an item electronically.
- (l) That consideration should be given to limiting access to amend the database to one member of staff who is independent of the Condition Survey, with others having read-only access. That the password should be changed periodically.
- (m) That consideration should be given to bringing the Condition Survey forward so that it can be used more effectively to inform the budget and Forward Plan and that it be extended to include works hanging in the London Office.
- (n) That the Art Collection Committee should consider entering into negotiations with the Purchasing Office to incorporate into Financial Regulation 1 the requirement that all works of art purchases should only be made after consultation with the Curator. That negotiations should be held with the Estates Office to ensure that their standard

procedures ensure the collection Curator is involved in building design for all new building and refurbishment projects.

4. Accommodation at the Mead Gallery

TO RECEIVE:

An update on progress on resolving accommodation difficulties at the Mead Gallery from the Chair.

5. Damage to Works of Art in the Collection

TO RECEIVE:

An oral report from the Curator on recent damage to works of art in the collection.

6. Redisplay of the Ceramics Collection

TO RECEIVE:

An oral report from the Curator on the redisplay of the ceramics collection.

7. Any Other Business