

UNIVERSITY OF WARWICK

Minutes of the meeting of the Art Collection Committee held on Thursday 2nd March 2006

Present: Professor S E Bassnett (in the Chair), Mr M Lloyd Smith, Mr B Wheale

Apologies: Ms C E Charlton, Ms G Hedley, Professor P Smith, Mr P Varney

In attendance: Ms S Shalgosky, Mrs J Shaw

12/05-06 Membership

REPORTED:

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.

13/05-06 Minutes

RESOLVED:

That the Minutes of the meeting held on Thursday 24th November 2005 be approved.

14/05-06 Amendments to Policies

CONSIDERED:

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

- (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.

RESOLVED:

That the amendments be approved, with the following exceptions.

- (a) That in addition to amendment (b), a person should be nominated to authorise the purchase of works of art in the Registrar's absence.
- (b) That the University Travel Policy should be followed for the purchase of hotel accommodation rather than reclaiming costs via travel expense forms where appropriate (amendment (g)).
- (c) That it be acknowledged that there are not sufficient staff in the Mead Gallery to limit access to amend the database to one member of staff who is independent of the Condition Survey, with others having read-only access (amendment (l)).

15/05-06 Accommodation at the Mead Gallery

RECEIVED:

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

16/05-06 Damage to Works of Art in the Collection

RECEIVED:

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

RESOLVED:

That it be noted that a work of art in the Department of Biological Sciences has been damaged during building work, and that the Estates Office would be expected to cover the cost of repair.

17/05-06 Redisplay of the Ceramics Collection

RECEIVED:

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

RESOLVED:

That the Curator's request to underwrite the purchase of a display case for the Ceramics Collection at the Westwood campus be approved.

18/05-06 Works of Art for the Library

REPORTED:

That staff from the Library had voiced concerns about the works of art proposed to be displayed in the Library stairwell.

RESOLVED:

- (a) That it be noted that the Committee is profoundly concerned by the suggestion that there should be censorship in the display of the University's Art Collection.
- (b) That it be noted that these particular works have been on display in the University for the last 40 years, and that there is no evidence of them ever having caused offence.
- (c) That the strategy of the University's Art Collection should be explained to Chairs of Department by the Curator at an appropriate meeting.