

**MUSEUM MANAGEMENT JOINT WORKING PARTY held at 6.00 pm at
COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on
21 MAY 2001**

Present:- Councillors Mrs J E Menell, D M Miller and Mrs S V Schneider (Uttlesford Members); Ms S Kirkpatrick, Mr N B Newman and E Planterose (Museum Society representatives).

Officers in attendance:- Mrs S McLagan, M T Purkiss and Ms C Wingfield.

MM1 APPOINTMENT OF CHAIRMAN FOR THE MEETING

It was agreed that Mr N B Newman be appointed Chairman for the meeting.

MM2 APOLOGIES

Apologies for absence were received from Councillor M A Hibbs and Mr A Watson.

MM3 NOTES OF PREVIOUS MEETING

The Notes of the meeting held on 26 February 2001 were received, confirmed and signed by the Chairman as a correct record.

MM4 BUSINESS ARISING

(i) Minute MM22(iii) – Newport Store

Councillor Mrs Menell said that it was unfortunate that only five Councillors had turned up to the two open mornings which had been arranged at the Newport Store. She thanked the Curator for the time which she had devoted to this project. Councillor Mrs Schneider also thanked officers for arranging this visit and stated that it had given an insight into the problems of storage at the Newport Store. The Curator stated that there would be another opportunity for Members to visit the store at 11.00 am on Friday 25 May. Members of the Amenities Sub-Committee would be given a reminder at their meeting on 24 May.

The Curator explained that the Museum Service Strategic Plan referred to the replacement of the Newport Store and if this proceeded up to 75% funding would be sought from the Heritage Lottery Fund.

(ii) Minute MM25 – Church Street Entrance

In response to a question from Mr Planterose, the Committee and Communications Manager explained that the Property Services Manager had been made aware of the potential problems and an update would be given at the meeting of the Amenities Sub-Committee on 24 May 2001.

MM5 MUSEUM SERVICE STRATEGIC PLAN 2001 – 2004

At the last meeting of the Working Party a presentation had been given on a preview of the draft Strategic Plan for the Museum for 2001/04. The final draft was now submitted for Members' consideration.

The Strategic Plan described how it was proposed to deal with the main issues that had emerged from a review that had been undertaken by the Curator under the five headings of Museum Staff and Management; Buildings, Site and Security, Collections and Research; Displays and Visitor Services, Education, Events and Outreach. The plan identified actions and officers would need to report back if there were resource implications over and above existing service provision.

The Curator gave an overview of the plan and highlighted the main points. These matters would be drawn to the attention of the Amenities Sub-Committee at its meeting on 24 May 2001. It was recognised that the items identified in the action plan were additional to routine services which were required to maintain a basic registered public museum service.

Attention was drawn to the project to improve housing and access to collections and in particular to replace the Newport Store. This was particularly important having regard to the need to house the Stansted excavation artefacts which would probably be made available to the Museum in two years time. It was clear that these could not be housed in the Newport Store and Members of the working party made a number of suggestions for alternative locations which would be investigated by the Curator.

RECOMMENDED that the Saffron Walden Museum and Uttlesford Museum Service Strategic Plan 2001 – 2004 be adopted.

MM6 '2 FOR 1' PROMOTION

The Curator stated that the Museum had been given an opportunity, at short notice, to apply for inclusion in the '2 for 1' scheme which was an initiative undertaken by East Anglia Tourism. From 23 May 2001, Tesco Stores would be handing out leaflets which included vouchers to visit attractions in the region, including the Saffron Walden Museum. Whilst the 2 for 1 offer could lead to a potential loss of income from local visitors, it was more likely to attract visits from other parts of the country. The scheme would run from 25 May until 28 October and Museum staff would monitor the take up.

MM7 REPORT OF CHAIRMAN OF THE MUSEUM SOCIETY MANAGEMENT COMMITTEE

Mr Newman reported on the meeting of the Society held on 25 April. He stated that concern had been expressed at problems with documentation and he had met with Council officers. Following the meeting, the Society had agreed to provide £8,000 to help engage a member of staff to deal with the documentation for social history.

Mr Newman also reported that the Annual General Meeting of the Society would be held on 28 June at 8.00 pm at the Museum.

MM8

CURATOR'S REPORT

The Curator presented her quarterly report for the period January – March 2001. She particularly expressed gratitude for the support of the Museum Society in addressing the problems with documentation.

She reported that there had been problems with the bar scanner on the electronic till and this was awaiting repair.

Future events included a workshop for adults – ‘What’s in a body’ on 26 May, Victorian Verse with peripatetic poet Geoff Hales on 28 May, Children’s half term activities – ‘Ancient Greek Quests’ on 29/30 May and National Archaeology Action Day on 22 July 2001.

The meeting ended at 7.25 pm.