

Resource Centre Project Report to Museum Society Committee 21 October 2004

1 Project Planning Grant

- 1.1 In August the Heritage Lottery Fund awarded the Museum a Project Planning Grant of £24,500 for an Audience Development study, which would form a major plank of a future application to HLF for the Resource Centre project itself. Of the £3,000 matching funding required (total cost £27,500) the Museum's revenue budgets are providing £2,000 and Community & Leisure Services Committee is providing the remaining £1,000. It should be noted however that although a good indication of HLF's interest in the project, the award of a Project Planning Grant is not a guarantee in itself of further funding.
- 1.2 In September, project specifications and invitations to tender were sent to eight likely consultants, ranging from the small to internationally-known, and by the deadline on 8 October three substantial quotations had been received. Final selection and appointment of a consultant will be made by the end of October, and the Audience development work will run through the winter of 2004-05, as the timetable is no longer so urgent. The work to be undertaken by the Audience Development study will in any case be of use to the Museum Service, regardless of whether the Resource Centre project proceeds or not in 2005.

2 Storage Feasibility Study

- 2.1 Tony Baker, who undertook a feasibility study in August, has submitted a draft report and costings which indicate that the cost of equipping the Resource Centre with appropriate mobile and static racking etc will be around £98,000. This falls just within the estimated £100,000 for this work. Staff are returning comments and suggestions for the final report, and a few measures can be taken to further decrease costs, thus leaving a bigger safety margin to cope with delays to the project and fluctuating steel prices.

3 Committee decisions

- 3.1 On 7th September, following presentation of the project from Cllr Morson and the Curator, **Community & Leisure Services Committee** approved the following recommendation:
- (a) To agree to make a capital contribution of the minimum amount of £60k (5%) and ask officers to report to its meeting in January with details of any funds that have been secured from other sources, and enable it to make a decision about whether a HLF funding application should be made
- 3.2 On 23rd September, **Resources Committee** considered but rejected this recommendation, and instead approved an alternative recommendation put forward by Cllr A. Dean (copy of full text attached). In summary, while this acknowledged the inadequacy of the Newport store and the Council's long-term commitment to the Museum, it questioned the Museum's sustainability in the medium term and so declined to set aside any capital for the Resource Centre project at this stage, recommending instead that £30,000 be made available for a feasibility study into the sustainability of the Museum Service.

3.3 Resources Committee requested that vacant units at Golds Nurseries, Elsenham be considered as alternative, short-term storage in the meantime. This site had already been considered and rejected on a number of grounds for the Resource Centre, especially as the Council's current lease of the site expires in 2009. Museum staff have produced a detailed report on Golds Nurseries for Community & Leisure Services Committee to consider on 2nd November. This shows that the cost of adapting the small industrial units at Golds for Museum storage and the revenue costs of operating them are relatively very high. A permanent solution to the housing of the collections would still have to be found by 2009.

4 Advice from HLF

4.2 The Curator has advised the HLF Grants Officer of the situation. The outlook on grant levels now is not quite as pessimistic as in discussions with a previous grants officer in the spring. A delay of say a year before the project could proceed could certainly be tolerated, although of course costs may rise with time. If there is a shortfall in matching funding it may be possible to request more than 50% from HLF as despite earlier predictions the maximum level of support for projects over £1m remains at 75%, though in practice the maximum of 75% is rarely awarded.

4.2 Meanwhile staff from HLF Eastern Region Office are visiting Saffron Walden on 21st October for informal discussions of recent and future HLF projects. They will be able to view the tapestries recently conserved through an HLF grant and discuss the Resource Centre project informally with staff.

5 Current Situation

5.1 At present, pending clarification and further decisions by Community & Leisure Services and Resources Committees, the Resource Centre application to HLF has been put on hold although there is no reason not to proceed with the Audience Development work as outlined above. The Resource Centre Project team, meeting on 1st October, requested the Curator to proceed with investigating matching funding and raising awareness through production of a leaflet, previously drafted.

Carolyn Wingfield 15.10.2004

Committee: Museum Resource Centre Project Team
Date: 2 November 2004
Agenda Item No: 5
Title: Use of Golds Nursery, Elsenham for temporary Museum storage
Author: Carolyn Wingfield (01799) 510333

Summary

- 1 This report assesses the use of unoccupied units at Golds Nursery, Elsenham as a temporary storage for Museum collections, due to the lack of capacity and unsuitability of the current store at Newport, and while it is impossible to progress a permanent solution (the proposed Resource Centre).
- 2 The report assesses the one-off costs of adapting the units for Museum use and the ongoing revenue costs which would be incurred under the terms of the Council's lease while the units are occupied by the Museum and unavailable for commercial let. Other issues of service operation, security and staff time are also considered.

Background

- 3 Resources Committee 23 September requested that spare units at Golds Nurseries, Elsenham be considered as a temporary solution to the Museum Service's storage problems, and that the Resource Centre project be put on hold pending a feasibility study of the Museum Service's long-term financial sustainability.
- 4 The Golds site had already been ruled out as a location suitable to develop the Resource Centre due to the complex and onerous lease arrangements, which expire in 2009, and the unsuitability of the small units for adaptation to the proposed Resource Centre building.
- 5 The current lease for the Golds site requires the Council to pay rent to the owners irrespective of whether the units are let. The Council's costs are recovered when the units are let. If the Council occupies the units there would be no opportunity to recover these costs and the costs would continue to be borne by the Council as though the units were empty.

Capacity

- 6 Four small units are currently available and two further unit are likely to be vacated shortly, making a total of six units which the Museum could consider for storage. Of these, three adjacent units (3,5,and 7) could be internally linked to form one premises of total floor area 261 m². Two further units, 22 and 24, could also be linked with a combined floor area of 140 m² to make a total of around 400 m² available, just enough for the contents of the Newport

store and the four horse-drawn vehicles to be removed from private storage at Hempstead, but not allowing much additional space for future incoming archives from major excavations. A further unit, unit 6, offers further standalone accommodation of 59 m² .

- 7 This means that unless at least five units were taken, the Museum would still need to retain some space in the Newport store, and so the costs of running the Newport store (£5,380 for 2004/05) could not be used to offset the (far more expensive) costs of Golds Nurseries units.

Structure of Buildings

- 8 The Units are of basic masonry construction with insulated metal-sheeted roofs and large metal roller doors (which may make environmental control more difficult) as well as staff doors. Alarms have to be fitted at occupier's expense. There is some plasterboard at the top of internal walls and skylights in the roof, which may require additional insulation and security measures. The Golds units therefore offer some improvement on the Newport store in construction, but still do not meet the standards of security and environmental control required for a permanent solution. There is no known risk of flooding on the Golds Nursery site.

Rent, Rates and other revenue costs

- 9 The total cost of commercial rent, service charge and unified business rates for the three units 3, 5 and 7 is £ 38,019. There is the possibility of the first three months rent-free provided the Museum undertook refurbishment of the units itself. There would be additional revenue costs, summarised under 10.

Conversion and Removal Costs for Museum purposes

- 10 Work would needed to bring the units up to standard for housing Museum collections and insurance even on a short to medium-term basis, including installation of dedicated-line direct-dial alarm systems for intruders and fire detection, heaters and some upgrades to security. As individual units or blocks of adjacent units would have to be fitted separately, it is clearly not as cost-efficient as fitting out one large building. It is stressed that the measures set out in this report are complying with basic standards as in place at the existing Newport store. Estimated costs for fitting out and continuing to occupy between one and six units are summarised in the table below. A minimum of 340 m² of floor space are needed to replicate Newport, plus additional space for four horse-drawn vehicles in private store, the large hayrick base and some expansion to resolve current overcrowding and incoming archaeological archives. 400 m² would be a more realistic minimum area for short-term use, as outlined in 5 above.

Costs pro rata	1 unit Unit 3	2 units Unit 5	3 units Unit 7	4 units Unit 22	5 units Unit 24	6 units Unit 6
Unit area	87 m ²	87 m ²	87 m ²	70 m ²	70 m ²	59 m ²
Cumulative area	87 m ²	174 m ²	261 m ²	331 m ²	401 m ²	460 m ²
One-off set-up costs						
Intruder alarm	1,764 ex VAT est.			1,398		1,096
Fire alarm	1,500 est.			1,500		1,000
Extinguishers	100	100	100	100	100	100
Dehumidifiers + environmental monitoring (1)	900	900	900	Total evacuation of Newport store would allow existing equipment to be relocated to Golds		
Upgrade physical security (2)	445	445	445	445	445	445
Electric heaters	1,000	1,000	1,000	1,000	1,000	1,000
Hire of vehicles, equipment and labour to move collections	1,000 est. Costs may vary acc. to what is moved first			800		400
Purchase of new racking	1,000 est.			Total evacuation of Newport would allow existing racking to be relocated		
TOTAL SET-UP COSTS (nearest 0)	12,600			6,790		4,040
Staff time hrs (3)	400 hrs est.			400 hrs est.		50 hrs est.
Revenue on-costs per year						
Rent + Service Charge (4)	8,843	8,843	8,843	7,141	7,141	6,051
Uni. Bus. Rate April 2004	3,830	3,830	3,830	2,371	2,371	1,664
Electricity: lights, heating and equipment	1,200 (based on Newport pro rata)			650		270
Phone lines (5)	150			100		50
Water rates (5)	300			200		100
Alarm and fire systems service	484			464		444
TOTAL REVENUE COSTS (nearest 0)	40,150			20,440		8,580

- (1) Units need to be monitored first to gauge temperature and humidity levels. It is likely that at least one dehumidifier (typical costs around £750 for volume of air in unit) will be needed, plus additional lower-cost monitoring equipment such as thermohygrographs or data loggers for temperature and relative humidity (RH), grills and pest traps for insects, and spraying of premises with permissible insecticides to protect organic objects. Dehumidifiers will need to be of sufficient capacity to cope with the volume of air and environment (hence cheaper domestic versions are unsuitable) and must be fitted to drain to the outside of the building. In addition insulation on metal roller doors may be needed but has not been included.
- (2) Floor mounted padlock to secure roller metal door properly, improved lock on staff door, bolt on WC door, window bars on WC window. NB skylights may also need security measures, but need further work to assess and cost if necessary.
- (3) Listing, packing collections for removal; supervising loading, removal to Golds and unloading; organising layout and shelving; unpacking collections, condition checking, new location records. Estimated approx. no. of hours.
- (4) Full charge if units refurbished before occupation; discount of three-months rent free offered if client refurbishes units themselves.

- (5) Accurate estimates have not been obtained for phone lines or water rates, so figures are nominal.

Insurance and Heritage Values of Collections at Newport

- 11 To place the arguments in context, it should be noted that the insurance value of the collections currently housed at Newport, plus the four horse-drawn vehicles to be moved from private storage at Hempstead, are as follows:

Geology collections (2001 valuation)	£510,000
Horse-drawn vehicles and hayrick base (average of two 2004 valuations)	£ 48,375
Other Social History (tools etc) estimated	<u>£ 15,000</u>
	<u>£573,375</u>

Archaeological finds represent information derived from excavation and specialist costs estimated at min. £2,500,000 (after 2001 analysis)

- 12 The archaeological collections currently held at Newport exclude the metal and glass finds (currently at the Museum) which tend to be the finds with highest intrinsic insurance values, however a small proportion of stone and ceramic artefacts at Newport will also have moderate intrinsic values (complete pots, prehistoric implements). It is important however to understand the true 'value' of the 'bulk' finds such as potsherds, samples of building materials and bone, which can too readily be dismissed as of negligible intrinsic worth. The true worth of these finds lies in the information and primary evidence which they represent as a result of having been excavated, analysed and processed for long-term archiving in a systematic manner by excavators and specialists. The real cost of replacing the district's current archaeological collection at Newport would therefore be the cost of undertaking excavations on an equivalent number of similar sites throughout Uttlesford, and this could only be achieved at an estimated cost of at least £2.5 million.
- 13 It cannot be overstressed that notional financial values do not adequately represent the total community value of the heritage and environmental asset which these collections represent, especially where they are the only tangible record of sites, habitats, peoples and ways of life which have otherwise disappeared or been destroyed. Seemingly 'ordinary' artefacts and specimens will be of high 'value' to the parish or community from which they originate.

Public and Staff Access and Facilities

- 14 The Golds Nursery Units do not offer scope for significantly improving public access, except as ground-floor only storage areas (no stairs). They have the advantage of a toilet and sink in each unit. There is not the opportunity to have a clean, well-lit and heated research/education room as in the proposed Resource Centre, and staff and visitors would have to go between units on various parts of the site if several units were taken over. Regular monitoring would therefore be more time-consuming than with a single building.

- 15 There is good vehicular access to the units and limited parking outside. Golds Nursery is 9.5 miles from the Museum, travelling time 20 minutes (in each direction), which is at the outer limit considered viable for off-site storage and response times to alarms.

Security and Lone Working Issues

- 16 One advantage of the Newport depot site is that it contains the store within the security of the Depot perimeter fence, with some security lighting and a CCTV camera outside the Depot offices. Museum staff have keys to the gate which is locked when depot staff leave, affording some extra protection for lone working past 4.30 - 5pm. There are some residential houses opposite. Museum staff have of necessity to visit and work at the store alone most of the time, and these measures reduce the risks of lone working to an acceptable level, as well as benefiting the overall security of the store (or proposed Resource Centre). There is no such secure compound at Golds Nurseries, no UDC presence beyond a storage element in unit 20 at present, and therefore the location is more exposed for both collections and lone workers. There is security lighting and residential accommodation nearby, so the risks are not prohibitive but are higher.

Security and Length of Tenure

- 17 The current lease arrangements which the Council has entered into at Golds Nursery expire in 2009, by which point it would be necessary for the Museum collections to be moved yet again to another location, with the costs and physical risks to objects that entails. This means that a permanent solution to housing the Museum's collections would still need to be provided by 2009. The original timetable for the Resource Centre meant that at best the new building could not be operational before 2007, which allows only a couple of years' slippage on the original Resource Centre project to provide an alternative building and evacuate Golds Nursery by 2009.

Use of Staff Time

- 18 An interim move to Golds Nursery would be costly in terms of staff time, which would divert staff from other specialist work and service delivery to the public. Against this, there is a calculated risk in remaining at Newport, which would also incur staff-time costs if it floods again. The Resource Centre project, if able to proceed would also require much staff time, but this would be directed into achieving a long-term solution and real improvements to the service to the public. It should also be noted that if only some collections were moved to Golds Nursery, and the Newport store to be retained, staff would have two off-site storage locations to travel to and service instead of one.

Recommendations

Committee is asked to consider the following options. It is emphasised that options (a) to (d) inclusive would be only medium-term options until 2009, by which time it would be necessary to have alternative premises (the Resource Centre or an equivalent building) to house collections when Golds Nursery has to be evacuated.

- a) All six available units at Golds are occupied by the Museum Service, allowing total evacuation of Newport and private storage at Hempstead, with sufficient capacity for incoming archaeological archives over the next few years.
Set-up costs £23,430, plus additional annual revenue costs of £67,170.
- b) Five units at Golds are occupied by the Museum Service, allowing total evacuation of Newport and private storage at Hempstead, but little capacity for incoming material.
Set up costs £19,390, plus additional annual revenue costs of £60,590.
- c) Three units at Golds are occupied by the Museum Service, allowing evacuation of Newport's ground floor only (most at risk from flood), and of private storage at Hempstead, but requiring retention of Newport for other collections and splitting collections between sites.
Set up costs £12,600, plus additional annual revenue costs of £40,150.
- d) Two units at Golds are occupied by the Museum Service, allowing evacuation of Newport's ground floor only (most at risk from flood), but not horse-drawn vehicles in private storage at Hempstead, but requiring retention of Newport for other collections and splitting collections between sites.
Set up costs £6,790, plus additional annual revenue costs of £20,440 approx. and additional one-off cost of £1,800 for dehumidifiers and environmental monitoring, if existing equipment needs to be retained at Newport.
- e) Do not take any units at Golds immediately, but continue investigating options for a permanent alternative, i.e Resource Centre or equivalent. The option of taking one or two units at Golds remains as last resort if severe flooding occurs at Newport again before a permanent solution can be found. Though all cabinets and storage units on the ground floor have now been raised to keep them above likely flood levels, this involves continuing risk to collections from humidity, and to the wooden floor at Newport from repeated saturation. The same interim risk would have applied if the Museum Service had been able to proceed with the Resource Centre project immediately, due to the time such projects take to complete.

Background Papers: [\[Click here to type in background paper details\]](#)

AGENDA ITEM 7

SAFFRON WALDEN MUSEUM

CURATOR'S QUARTERLY REPORT July – September 2004

1 Museum Management and Staff

1.1 Management

Resource Centre – see separate report

Electronic Till

Four of the twelve staff who will need to know how it works have received initial training. Work progresses as time permits.

1.2 Staff

Shirley Miller, Documentation & Exhibitions Officer (jobshare) left in mid-August to go to work in Nigeria with her husband Piers, teaching crafts and business skills to people returning to work. Interviews for her replacement will take place on 3 November. Mary Cayford, Support Worker, left in early July to start a new job closer to home in Stansted. Bruce Tice, Security Officer, has been seconded to UDC IT department from August to March 2005. Tony Carter, recently appointed Casual Assistant, is standing in for Bruce (18.5 hours per week) All four Casual Assistants are making a welcome contribution to weekend and evening cover, particularly during occasional visits by anti-social young people.

1.3 Volunteers and Work Experience

Several new desk volunteers have been welcomed via the Uttlesford Council for Voluntary Service. Joseph Gingras, SWCH School, undertook a Trident placement 5th – 16th July. Johanna Wolfram, a conservation student from Stuttgart, commenced an 8 week placement on 15th July. She worked on a collection of early 20th century costumes, a bark cloth, a leather bag and a wooden stamp from Africa, a copper kettle, a silver Thor hammer pendant and the Radwinter Warrior figure as well as cleaning the contents of the ethnography and archaeology galleries. She contributed to the day-to-day running of the lab, as well as a piece to the SWMS newsletter. Vanessa Pedder has been cleaning and marking the museum number on each glass in the collection donated by Mrs M Kilbey. Deborah Chancellor continues inputting records of the agricultural collection.

1.4 Training and Meetings Attended

Inspiring Learning for All, regional launch by EEMLAC, Bury St Edmunds 8th July
(Curator and Education Officer)

Museums Association Conference, Edinburgh (Curator)

Modes and Images training – Derby (Conservator)

Money-Laundering run by UDC (Curator, Education Officer; Visitor Services Officer)

1.5 Health & Safety

The Conservation Officer has attended a committee meeting following reorganisation of this group. Security clearance checks undertaken for all paid staff because of contact with children in the course of work.

2.1 Museum Building

The air conditioning unit in natural history store was repaired after malfunction. The engineer has advised that the unit may have to be replaced in 2005. The dehumidifier in 2D store broke down after nearly 40 years of service, and has been replaced by a smaller unit.

Saffron Security replaced 2 cameras but found another fault on the multi-plexer. A quote has been received for the work but repair has had to be delayed until the funding can be found. Kidde Fire Protection Services have replaced faulty emergency lighting, 18 lamps in total. This involved opening the Museum on a Sunday morning, and remaining closed on the Sunday afternoon due to the work over-running. Apollo Lifts have replaced the skins on the lift doors but are returning to replace the shoes. Three small areas of damp have been located, two of which have been treated and the third has been referred to the Council for attention. The security Officer (Tony Carter) has suggested that that an angle be added to the plinth outside the Documentation room to assist water run off.

2.2 Laboratory/Schoolroom

The gas-fired heating was condemned as a result of a routine service inspection revealing cracks. Property Services currently have the replacement in hand, meanwhile temporary heaters are in use.

2.3 Newport Store

The dehumidifier on the ground floor broke down and has been replaced by another from the store that is slightly undersized. The Conservation Officer organised the removal to Newport of a number of objects that had been left behind at Audley End stables over ten years ago when the Newport store first came into use. These included some cart shafts and a black marble fireplace removed from the Great Hall in 1987, as well as the large and heavy iron hay rick base. This was dismantled 20 years ago and is a rare survival but being in many pieces is a conservation problem. Four soldiers from Carver Barracks kindly lent their time and expertise. An Army truck was used to move the items to the Newport store, except for the hayrick base which could not be fitted into the store and is been accommodated in another store at the Newport depot thanks to Contract Services, while work continues treating the rust pending re-display.

2.4 40 Castle Street

A rotting attic window frame has been measured for replacement,

2.5 Grounds and Castle Site

No specific items to report.

3 Collections and Research

Visit by a representative of Museum of New Zealand visited to discuss return of heads.

3.1 Acquisitions

20 acquisitions this quarter, including

- A good collection of women's dress dated from the 1920s and 1940s
- An unusual medieval harness pendant, a 1st century AD bronze brooch and a large piece of post-medieval slipware, from a field in Debden parish

3.2 Collections Care and Conservation

Care of collections has included:

- Repackaging of a glass negative collection depicting local scenes, the positives being stored elsewhere
- Demonstration of data loggers, being considered to record environment at Newport Store. A £500 grant has been awarded by EEMLAC towards this

Remedial conservation work has included:

Jaw bone of bowhead whale taken off display in Museum grounds and removed to Lab for conservation.

3.3 Documentation

No of new accessions catalogued: 20

Backlog records: 2,567 have been edited

A new scanner, plus upgraded PC for workroom, has been provided by the Council's IT department. Work is in progress to reconcile the associated filing system for digital images with the Museum's needs for filing images of collections.

3.4 Loans In

Loans In: none this quarter

3.5 Loans Out

Some ethnographic items have been returned from the Cuming Museum, Southwark.

Loans Out: 2 requests for loans out have been received

(1) The Grosvenor Museum, Chester has requested loan of the Roman relief of a gladiator, currently on display in the archaeology gallery, for a special exhibition 2nd July – 22nd August 2005. This is part of a major archaeological project centred on the Roman amphitheatre at Chester and one that is likely to receive much publicity.

(2) The Forge Mill Needle Museum, Redditch, Worcestershire, has requested loan of a bronze Iron Age needle, found during the Transco gas pipeline excavations at Hamperden End in 2002, and currently on display in *Archaeology in the Pipeline*. The loan would be for one season only i.e. February – November 2005, and is being arranged at the request of the landowners, Mr and Mrs Lloyd, Mrs Lloyd being a keen needlewoman.

Both the museums are fully registered and the loans would provide good opportunities for displaying the objects in different contexts to new audiences. The Museum Society Committee is asked to approve both loan requests.
--

Potential loan of horse-drawn vehicles and hayrick base to Prior's Hall Barn

The owner, Mr Webb, has contacted his own insurers but they have declined to insure the Museum's horse-drawn vehicles. The Curator is contacting the NFU independently (Saffron Walden office) and also a firm of independent insurers specialising in museums, to see if a solution can be found.

3.6 Object Identification and Enquiries

Object identifications this quarter: 19

In addition, the Curator paid a visit to a family in Dunmow recently to provide an 'on-the-spot' identification for quantities of early Roman pottery and other finds that had come to light at the bottom of their garden. The matter has been referred to the County Council's Archaeology Development Control staff for further investigation.

Collection Enquiries this quarter: 165 by phone, fax, email, letter or casual enquiries in person (without an appointment).

3.7 Researchers

Research visits in person, 14 including:

- Littlebury Millennium project (archaeology and history)
- Costume for fashion project
- Handcuffs
- Saffron
- Archaeology archive methodology
- Photography of the hide sample from Hadstock church door
- Co-operation with the County Council-led research project into Great Chesterford continues, meanwhile the Museum is receiving an increasing number of other requests for access to Great Chesterford objects for personal study

Other collections research

Analysis of this year's ecological surveys of special roadside verge sites in Uttlesford. Information from these biological records will help in devising suitable management plans for the sites (Natural Sciences Officer).

4 Displays and Visitor Services

4.1 Permanent Galleries

Larger format labels, revised to improve 'intellectual access', were completed for the ethnography displays, including portable sets to aid visually-impaired visitors. Although time-consuming, this is part of a necessary programme of regular re-assessment of the quality and accessibility of our displays. New UV film and blinds have been fitted to the upper bay window in the furniture gallery, to reduce levels of harmful light.

4.2 Temporary Exhibitions

Tinctures & Tonics – Thaxted Pharmacy in Times Past closed on 13 June.

Archaeology in the Pipeline – archaeological finds from the excavations for the Transco natural gas pipeline and wildlife encountered along the pipeline route – opened on 26th June, with an evening reception on 16th July attended by Sir Alan Haselhurst MP, sponsors TRANCO and Network Archaeology, local landowners and representatives of parish councils and societies (over 150 people in all). The exhibition continues to attract many local people, as well as those farther afield following national press coverage of the Iron Age bronze shears with 'Celtic' decoration. It runs until 7 November.

4.3 Visitor Services

Visitors

	Public		Schools		Total	
	2004	2003	2004	2003	2004	2003
July	1411	1107	339	609	1750	1716
August	2310	2268	44	116	2354	2384
September	818	1090	888	425	1710	1515
Total	4539	4465	1271	1150	5810	5615

As usual the Museum took part in the Civic Trust 'Heritage Open Days', with free entry on the weekend of 11-12 September, which attracted more than double the average number of visitors. An informal survey showed that a significant number were local 'first-timers' who were aware of the free entry, which presumably acted as the spur to visit.

Shop

	2004	2003
July	690.22	1232.68
August	888.87	753.82
September	764.61	334.75
Total £	2343.70	2321.25
ADD TIC sales	570.00	563.20
Total £	2913.70	2884.45

Tickets

	2004	2003
July	631.50	576.50
August	891.00	935.00
September	358.50	351.50
Total £	1881.00	1863.00

Donations

	2004	2003
July	65.44	67.59
August	96.47	87.36
September	51.72	60.96
Total £	213.63	215.91

Publicity and Marketing

There has been good coverage of exhibitions and holiday events in the local press. The Museum assisted October Films in research and filming for two Time Trail

television programmes on Saffron Walden in the 19th century, to be shown on Anglia TV and the History Channel in October.

5 Education, Events and Outreach

5.1 Education

No. of booked school sessions taken by Education Officer : 23 attended by 672 children and 135 adults. No school loan boxes sent out this quarter (vacation).

5.2 Events at Museum

- 16 July **Reception for *Archaeology in the Pipeline***, sponsored by TRANSCO and attended by approx. 150 people, including parish council representatives
- 17 July **National Archaeology Day**, finds identifications with Essex Finds Liaison Officer and Celtic Face Painting
- 12 August **Gibson Charity cheque presentation** to local charities, including the Museum Society
- 10, 11 August **'Tipi Days'** 2 Family activity days – children made model Native North American tipis to take home
- 17, 18 August **'Pattern Days'** 2 Family activity days – children printed a lino-cut based on barkcloth from the Ethnography collections and searched for patterns in displays
- 24, 25 August **'Quill Craft Days'** 2 Family Activity days – children made Apache collars

Other Museums and Local Groups supported

Museum staff have attended meetings, undertaken work or given advice to:

- Great Dunmow Museum Society (Committee meeting)
- Fry Art Gallery Society (AGM, Committee meeting)
- Saffron Walden Searchers Metal Detecting Club (3 meetings)
- Littlebury Millennium project (continuing advice and access to collections relating to archaeology and history of Littlebury for study and photography)
- Biological Records Initiative Essex (BRIE) (Natural Sciences Officer)
- Essex Biodiversity Project (Natural Sciences Officer)
- Essex Wildlife Trust (Uttlesford) Committee (Natural Sciences Officer)
- Local Agenda 21 Farming, Wildlife & Countryside Group (Natural Sciences Officer)
- Saffron Walden Botany Group (Natural Sciences Officer)
- Special Roadside Verges project (Natural Sciences Officer)
- Uttlesford Nature Conservation Working (Natural Sciences Officer).

Advice, support and involvement in organisations outside Uttlesford

Essex Museum Workers Group (Curator took on the role of Chair for 2004-06 at 2004 AGM)

South Midlands Museums Federation (Curator completed 3 yrs as Secretary at AGM in July)

EEMLAC Regional Museums Group (Curator)

Talks and Lectures given by Museum staff:

28 September Clavering Village Society (Education Officer)

Future Programme and Projects

Forthcoming major events and developments for information, and urgent matters arising since the end of the quarter.

1 Museum Management and Staff

Support Worker Denise Taylor to start work in October 2004.

New Documentation & Exhibitions Officer (2.5 days per week, jobshare with J Bazley) to be appointed.

2 Buildings and Site

Aqua will connecting the new heating gas system during the week of 18 October, due to complete on 27 October.

3 Collections and Research

Cllr. Vanessa Peddar to start geology documentation work on mineral collection with Natural Sciences Officer.

21 October 04 HLF staff from Cambridge to visit Museum to see tapestry pieces conserved with HLF grant and to talk informally about Resource Centre project.

4 Displays and Visitor Services

All Creatures Small - temporary exhibition from 20th November 2004 to 27th February 2005, a creative look at insects and other small creatures with art, poems and specimens.

5 Events, Education and Outreach

26 and 27 October ' **Museum Magic** ' 2 Family half-term activities.

5 December ' **Christmas Decoration Day** '

Audience Development work to start, once consultants have been appointed (HLF project planning grant – see Resource Centre project report)