

**MUSEUM MANAGEMENT WORKING GROUP held at the SCHOOL ROOM, SAFFRON WALDEN MUSEUM at 6pm on 14 NOVEMBER 2012**

Present: Councillor K Eden – Chairman  
Councillors R Chambers, D Morson and H Rolfe (Uttlesford Members),  
D Laing, R Priestley, P Salvidge and A Watson (Museum Society Limited).

Officers in attendance: R Auty (Assistant Director Corporate Services),  
A Webb (Director of Corporate Services) and C Wingfield (Curator).

**MM21 ELECTION OF CHAIRMAN**

Councillor Eden was elected Chairman of the Working Group.

**MM22 APOLOGIES FOR ABSENCE**

There were no apologies.

**MM23 MINUTES**

The Minutes of the meeting held on 25 January 2012 were received and confirmed as a correct record.

**MM24 CURATOR'S QUARTERLY REPORTS**

The Curator presented three quarterly reports covering the months from January to September 2012. She reported that the Museum's visitor figures were on target despite a dip during August which may have been linked to the Olympics and was waiting to see what figures other visitor attractions had recorded.

The Curator informed the Working Group that the Museum Service now had Twitter and Facebook accounts, and that Gemma Tully had now started in her new combined Learning and Visitor Services post.

Councillor Morson asked whether David Whorlow had now started work at the Museum and this was confirmed.

The Chairman thanked the Curator for her comprehensive reports.

**MM25 REPORT OF THE MUSEUM SOCIETY**

Saffron Walden Museum Society Chairman Tony Watson gave an update on the highlights of the year to date. These included:

Richard Priestley had joined the Society's board as a Director and Peter Gray had been appointed as the new Membership Secretary.

About 120 people had attended the opening of the Museum's latest exhibition "Castle and Community".

Former Visitor Services Officer Maureen Evans, who retired in 2012, had been awarded Life Membership by the Museum Society's Board of Directors

Two Directors had been tasked with reviewing the governance of the Society.

**MM26 ACCREDITATION TIMETABLE**

The Curator outlined the basis of accreditation and the importance of having it in order to access funding from the Lottery and other organisations. The Curator explained there was a raft of documents to be prepared, including an updated Forward Plan and various other updated policies, such as the Acquisitions Policy.

The Chairman asked whether it should be the Museum Management Working Group or a sub-group which should be doing this work, but the Curator explained it was a case of the officers drawing up the documents and circulating them before Working Group meetings.

**MM27 TERMS OF REFERENCE**

The Curator explained the 2004 Terms of Reference had been revised by a 2009 Management Agreement and there was now necessity to revise the Terms of Reference in order to ensure Council documents were consistent.

The Director of Corporate Services told the Working Group that it needed to bear in mind where the Museum Service was going and to ensure what as in the Terms of Reference was achievable. There were certain matters, such as updating terminology, that officers could deal with but if there were more fundamental issues, it would need to come back to the next Working Group meeting for discussion rather than approval.

**MM28 FORWARD PLAN**

The Director of Corporate Services brought members of the Working Group up to date on the latest developments in the museum store project.

Councillor Morson received confirmation that individual donors to the previous project had been approached about their donations and none had asked for their money to be returned.

It was agreed that the museum store project would be progressed by a sub-group comprising the Director of Corporate Services, the Assistant Director Corporate Services, Councillor Rolfe as the responsible Cabinet Member, and Tony Watson and Paul Salvidge from the Museum Society's Board of Directors.

The Curator requested a member of the Working Group be nominated to accompany her to a series of meetings on creating a new Forward Plan being run by the regional network SHARE.

Richard Priestley confirmed he was happy to do so.

MM29      **FUTURE MEETING DATES**

The dates of the next two meetings were noted.

MM30      **URGENT MATTERS**

The Director of Corporate Services suggested he bring the 2013/14 Museum budget to the February meeting of the Working Group, along with the Medium Term Financial Strategy.

The meeting ended at 6.50pm.