

29 April 2013

Dear Councillor

### **MUSEUM MANAGEMENT WORKING GROUP**

A meeting of the Museum Management Working Group will be held at the School Room, Saffron Walden Museum on **Wednesday 8 May 2013 at 6.00 pm.**

Yours faithfully

JOHN MITCHELL

Chief Executive

### **A G E N D A P A R T I**

		Pages
1	Apologies for absence and declarations of interest	
2	Minutes of meeting held on 14 November 2012	1-4
3	Curator's Quarterly Report: Q3 October – December 2012	5-14
4	Report of Museum Society Ltd	
5	Museum Store Update	
6	Museum Forward Plan and Risk Assessment for Forward Plan	15-39
7	Museum Collections Development Policy (formerly Acquisition & Disposal Policy)	40-69
8	Date of next meeting	
9	Any other items that the Chairman considers to be urgent	

To: Councillors R Chambers, K Eden, D Morson and H Rolfe (Uttlesford District Council members) and to D Laing, R Priestley, P Salvidge and A Watson (Museum Society Limited members).

Lead Officer: Carolyn Wingfield (01799 510640)

Democratic Services Officer: Rebecca Dobson (01799 510433)

## **MEETINGS AND THE PUBLIC**

Members of the public are welcome to attend any of the Council's Cabinet or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk).

Members of the public and representatives of parish and town councils are now permitted to speak or ask questions at any of these meetings. You will need to register with the Democratic Services Officer by midday two working days before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden.

A different scheme is applicable to meetings of the Planning Committee and you should refer to the relevant information for further details.

Please note that meetings of working groups and task groups are not held in public and the access to information rules do not apply to these meetings.

The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Peter Snow on 01799 510430, Maggie Cox on 01799 510369, or Rebecca Dobson 01799 510433 or by fax on 01799 510550.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

## **FACILITIES FOR PEOPLE WITH DISABILITIES**

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact Peter Snow on 01799 510430 or email [psnow@uttlesford.gov.uk](mailto:psnow@uttlesford.gov.uk) as soon as possible prior to the meeting.

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