

MUSEUM MANAGEMENT WORKING GROUP held at THE SCHOOL ROOM SAFFRON WALDEN MUSEUM at 6pm on 18 JUNE 2014

Present: Councillor K Eden (Chairman)
Councillors R Chambers and D Morson
D Laing and A Watson (Museum Society Limited)

Officers Present: R Auty (Assistant Director Corporate Services), A Rees (Democratic Services Support Officer), A Webb (Director of Corporate Services), C Wingfield (Curator) and N Wittman (ICT and Corporate Support Team Manager).

MM1 APOLOGIES FOR ABSENCE

There were apologies for absence from R Priestley and P Salvidge.

MM2 MINUTES OF THE MEETING HELD ON 30 APRIL 2014

The minutes were signed by the Chairman as a correct record.

MM3 MUSEUM SOCIETY REPORT

Mr Watson informed members of progress made on the Society's new website. He expected a draft version of the new site to be available to view at the next meeting. The Board had agreed to make £75,000 available for racking for the new store. A best offer of £553,175 had been received for 40 Castle Street which, subject to Contract and Survey, had been accepted. The Board had agreed to the sale of two carts and a brougham by Cheffins.

MM4 DISPOSAL OF HORSE DRAWN VEHICLES

The Working Group was told by the Curator that English Heritage was willing to take one of the carts to Audley End House. The deadline for informing Cheffins of any items to be put up for auction was 20 June 2014. The carts had to be at the sale room a week before the auction. Hiring a haulier could be necessary. As a new home could not be found in the public sector, they had to be sold to the private sector as they did not fit in with the Museum's collections policy and the public interest would be compensated by applying the proceeds of sale to future acquisitions for the Museum's collections.

MM5 ACCREDITATION SUBMISSION AND POLICY DOCUMENTS

The Curator said that the Museum's accreditation policy had been submitted online to the Arts Council. An assessor would respond to the submission and questions would probably be asked to clarify answers given in the submission. An assessor could also visit the Museum.

The Assistant Director Corporate Services said that once the submission was endorsed, Cabinet would have to approve it. Approval would be sought at the Cabinet meeting in July.

The Working Group thanked the Curator for her work on the submission, as well as Councillor Eden and Mr Watson for vetting the submission.

MM6 DATE OF NEXT MEETING

It was agreed that the next meeting would be held on 10 September 2014.

MM7 ANY OTHER BUSINESS

The ICT and Corporate Support Team Manager said that there had been slight flooding in the new store. The problems were being addressed and there would be no cost to the Council or the Society. Next week the electric would be connected and the store painted. Due to additional lighting costs, total costs were £2,000 over budget. Special plastic doors had been installed to prevent dust entering the store. An invite to the opening would be sent out once times had been finalised.

The meeting ended at 6.15pm.