



Uttlesford District Council

Chief Executive: John Mitchell

Museum Management Working Group

Date: Wednesday, 26 November 2014
Time: 18:00
Venue: Saffron Walden Museum

Members: Councillors R Chambers, K Eden, D Morson and V Ranger (Uttlesford District Council) D Laing, R Priestley, P Salvidge and A Watson (Museum Society Limited).

AGENDA

- 1 Apologies for absence and declarations of interest.
- 2 Minutes of the meeting held on 10 September 2014 3 - 6
- 3 Matters arising.
- 4 Museum website
- 5 Chairman's Report 7 - 8
- 6 Museum Quarterly Report July-Sept 2014 9 - 16
- 7 Accreditation Update 17 - 20

- 8 Summary of Stage 2 of the Museum Forward Plan
- 9 Museum Ceramics Gallery repairs and redecoration
- 10 Shirehill Store and moving collections
- 11 Any other items which the Chairman considers to be urgent
- 12 Date of next meeting

For information about this meeting

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MUSEUM MANAGEMENT WORKING GROUP held at THE SCHOOL ROOM SAFFRON WALDEN MUSEUM at 6pm on 10 SEPTEMBER 2014

Present: Councillor K Eden (Chairman)
Councillor R Chambers (UDC)
D Laing, R Priestly and A Watson (Museum Society Limited)

Officers present: M Cox (Democratic Services Officer), A Webb (Director of Finance and Corporate Services) and C Wingfield (Curator)

MM8 APOLOGIES FOR ABSENCE

Apologies were received from Councillors D Morson and V Ranger and also P Salvidge (Museum Society).

MM9 MINUTES

The minutes of the meeting held on 18 June 2014 were signed by the Chairman as a correct record.

MM10 DEMONSTRATION OF NEW WEBSITE

Tony Morton attended the meeting to demonstrate the latest version of the proposed new Museum website. This was in response to Museums Society's wish for a more positive and user friendly site for the Museum.

The members of the working group were pleased with the functionality and design of the proposed site. The site would be kept up to date by the Museum staff.

The site would be hosted by the Museum Society but it was hoped there could also be a direct link from the UDC site. The Director of Finance and Corporate Services said that the Museum would be the only department with its own website and there was a potential conflict with the council's policy that there should be a uniform approach to all website pages in terms of colours and fonts.

The Director of Finance and Corporate Services said he would discuss the implications with the Assistant Director Corporate Services and Tony Morton and report to the next meeting.

MM11 MUSEUM SOCIETY REPORT

Mr Watson spoke to his report. He said the sale of 40 Castle Street had been completed and the funds were being held in the Society's account pending the completion of the lease on the new store. He reported that August had been a very busy month and was pleased at the success of a number of events in particular the world war one singer Alexander Jones.

MM12 CURATOR'S REPORT

The Curator highlighted matters from her report. Essex Police had made a routine inspection of the firearms storage and had also given advice in the light of the future potential change to the stores.

The Museum had met basic targets for visitor numbers, although it was inevitable there would be a reduction as the Museum was now closed on a Monday. There had been a particularly good attendance for the Easter holiday and half term events. The amount spent per head at the Museum shop had increased from 32p – 58.5p, due to new lines being added, aimed at family and school visitors.

MM13 DISPOSAL OF HORSE DRAWN VEHICLES

The Curator reported that two of the vehicles, the broom and the tip cart had been sold at auction for £1800 and £520 respectively. The net amount would be placed in the budget for future acquisitions. Of the three remaining vehicles, the haywagon and the hearse would be stored at Shire Hill whilst the tip cart would be donated to English Heritage for use at Audley End House. It was expected that the barn would be cleared by the end of September.

MM14 ACCREDITATION SUBMISSION AND POLICY DOCUMENTS

The Curator said that the Museum's submission would be considered by the Accreditation Panel on 18 September. Before full accreditation the council would need to submit the published Cabinet minutes and a signed and completed management agreement and accompanying lease document.

It was expected that the Museum would obtain temporary provisional accreditation, with the full accreditation being achieved when the requested documents were received.

MM15 PROGRESS WITH SHIREHILL STORE

The order had been placed for the next phase of the project to install the racking. This would be implemented in 3 phases and it was hoped that this might be completed by Monday 8 December.

The group discussed a start date for the move to the store and were aware of the importance of the early development of an implementation plan. The Curator said she would work on an outline plan and discuss this with the Director of Finance and Corporate Services and the Assistant Director of Corporate Services.

MM16 DATE OF NEXT MEETING

It was agreed that the next meeting would be held on Wednesday 26 November at 6.00pm.

The meeting ended at 7.00pm.

Museum Management Working Group

Meeting 26th November 2014

Museum Society Chairman's Report

We understand that progress is being made with the racking of the New Store. (See Photograph). The Volunteers for the move from Newport have now been selected and are being trained. Work will commence at Newport in early December. The Board would like to plan a formal opening of the Store to take place when the move from Newport is complete. We have also received in September the first two items for storage. The wagon and hearse that had been in temporary store in Ashdon were moved, and the tip cart donated to Audley End has now been delivered.

Following the sale of 40 Castle Street the Board can now turn our thoughts to Phase II development. The Board discussed this at our last meeting. The Curator and I are to set up a working group to consider with the Council the options available to improve the Museum both for visitors and for working staff. With the proceeds from the sale of 40 Castle Street now in hand we have a provisional budget to work with.

The work of the Board and its two committees proceeds. The Board have welcomed Andrew Penman as a Director and he is taking over as the Society Treasurer in January. David Laing will continue as Company Secretary. The Board have approved the proposed update of the Society's website and Tony Morton has agreed to take on the role of Webmaster with Paul Salvidge as Deputy. They will be responsible for approving any updates to the content. We have also been working with Uttlesford District Council to improve the Museum web site. The Society is very grateful for all the work Tony Morton has done in preparing this revision.

Sue Hollingworth arranged the Society's participation in the 500 Charter Celebrations in May when we had a display of replicas of Tudor artefacts and clothing. There was also the interesting quiz which the Society put on with the assistance of Leah Mellors in the Society's Showcase at the beginning of June. This involved a display of objects which were named and had a brief description of their use. It provided opportunities for people to see if they could estimate the dates when these objects were used – and there was much discussion among the 60 or so people who took part.

Tony Watson
12th November 2014

Visit our web site at: www.swmuseumsoc.org.uk

**Regd. Office: Saffron Walden Museum, Museum Street, Saffron Walden, CB10
1JL Tel: 01799 510333**

Directors: K L Eden, S B Hollingworth, D Laing, R Priestley, P Salvidge, E A Watson
Regd. in England no. 6469141 : Charity Regd. no. 1123209



SAFFRON WALDEN MUSEUM

CURATOR'S QUARTERLY REPORT July - September 2014

1 Museum Management and Staff

1.1 Management

Forward Plan 2013-2018 and Shirehill Store

A brief ceremony to mark the completion of the Shirehill store was held on 1 July. Cllr Jim Ketteridge, Leader of Uttlesford District Council, and Tony Watson, Chairman of Saffron Walden Museum Society Ltd, posed for photographs with a barley hummeler, large Neolithic flint axes and the leg bone of an extinct Moa to reflect something of the diversity of collections, local and from further afield, which will be moved in due course. The first objects to be moved in were the Essex Hay Wagon and Langley parish hearse on 29 September. Meanwhile main contractor Cocksedge have appointed storage company Link51 to supply and install mobile racking and associated storage equipment. Plans have been agreed for the natural history store on the first floor and work is due to start on installation in October. The Collections Officer, ably assisted by Hayley Wilson, Museum Assistant, and the Curator have compiled detailed specifications of the human history collections (social history and archaeology) to be stored and a draft plan for the ground and first floor storage areas is awaited from Link51. It is anticipated that installation of racking will be completed by Christmas and collections will be moved from Newport as soon as possible in early 2015, followed by more collections from the Schoolroom and Museum buildings.

Accreditation

The Museum's application for Accreditation went to the Accreditation panel on 18 September and we have been awarded Provisional Accreditation, advancing to Full Accreditation once the revised Management Agreement and Lease has been signed by both the Council and the Museum Society.

1.2 Staff

Congratulations to Amy Thompson, Museum Assistant, on the arrival of baby Leo.

1.3 Volunteers and Work Experience

Special thanks to Charlie Baker and his son John, of the Cambridge Fencing & Forestry Company, Linton, for much moving of horse-drawn vehicles this quarter (see 3.2 below). Second year History student (Exeter University) Rosie O'Conner spent a week with us from 4-8 August. She helped all staff with different aspects of the jobs from summer holiday events work to documentation and maintenance. Collections volunteers Roger Barratt, Judy Brook, Hamish McIlwrick, Ian Sharpe and Hilary Walker have been working on collections and administrative tasks.

Verge surveyors Barry & Pat Kaufmann-Wright, Tony Morton, Margaret Rufus, Ken Rivett, Heather & Paul Salvidge and Dominique Wallace completed the annual ecological surveys of Special Roadside Verge sites. This effort was especially helpful because the Natural Sciences Officer could only do 2/23 surveys due to work to finalise the natural sciences racking layout for the new store.

The Roman potter finally quit his temporary role as custodian in the cellars at 40 Caste Street in July

for a new job at Thaxted Guildhall where he is to re-train as a Tudor schoolmaster.

1.4 Training and Seminars Attended

2 July	Calibration of environmental monitoring equipment (Lynn Morrison) Collections Officer Human History & Security and Premises Officer
11 July 16 July	Pest monitoring (Natural Sciences Officer) Security and Premises Officer & Collections Officer Human History
14 Aug	Microsoft Word training (Frog, Great Shelford, organised by UDC) Curator
15 Sept	Retail Forum (SHARE, Ely Museum) Visitor Services and Learning Officer
29 Sept	EPoS training (ACE, Luton Hat Factory) Visitor Services and Learning Officer

1.5 Health & Safety

A new lanyard for the safe access system on the roof has been supplied by Total Access, to enable the Security Officer or other authorised Council staff and contractors to inspect and clear all hoppers at corners, where the standard harness lanyards are too short.

2 Buildings and Site

2.1 Museum Building

Following torrential rain in early August, there were new patches of damp in the corners of the Bay Windows and the Ceramics Gallery, despite the work on downpipes and repointing earlier this year. Safety upgrades on the fuse boxes were carried out by Vallectrics (electrical contracts appointed by the Council) on 11 August. Pest trap monitoring took place in stores, galleries and offices. Work was carried out on the telephone switch control box in the Documentation Room.

2.2 Laboratory/Schoolroom

New gas boiler installed in the Lab. Pest trap monitoring took place.

2.3 Newport Store

The Relative Humidity remains variable, depending on how frequently staff are able to attend and empty the dehumidifiers, otherwise there have been no further floods or leaks this quarter. Sunfish serviced the fire alarm system.

2.4 40 Castle Street

The sale of 40 Castle Street was completed in August. The Scheduled Monument Consent was received from English Heritage in September for a small trench to re-route the telephony and data cables via the Museum drive. Wayne Caton (UDC) is pursuing BT to finalise a date for the work, so that the EH Inspector can be given the required 4 weeks' notice. The new owners of 40 Castle Street have also been contacted to keep them informed.

2.5 Grounds and Castle Site

Bakers of Danbury have been working on the castle's late 18th century turret, as the next phase of conservation work organised by the Council's Planning Department. The Museum has taken into its care a number of iron fittings, apparently part of the original 1796 flagpole, together with some 19th century pottery and the top of a wine bottle, all found by contractors inside the base of the turret.

The picnic tables installed on the far side of the grounds have been well used by visitors during the summer, but unfortunately the Council had to remove these after a spate of misuse by a number of local youths who disturbed local residents in the evenings, littered the site and defaced one table with obscene graffiti. This was reported briefly in the local press.

Measures to curb unauthorised parking on the Museum forecourt appear to be controlling the problem, now that the main gates are closed outside Museum working hours and ‘Museum parking permits’ have been issued to those members of associated organisations (Tennis Club, TIC, Fry Art Gallery) who are allowed limited parking for specific circumstances, as long as the operation of the Museum service and access for Museum visitors is not compromised.

A potentially slippery carpet of liverwort was cleared from the fire exit path behind the Museum. Plants behind the iron fence facing the Castle Street gardens were cut down by UDC Environmental Services, at the request of local residents.

3 Collections and Research

3.1 Acquisitions and Disposals

92 acquisitions entered in the register this quarter, including:

- ‘The Mighty Eighth – Russian Shuttle’, a framed and glazed print relating to a mission from Debden airfield during World War II.
- 2 newspapers featuring images and news stories from the Uttlesford section of Tour de France 2014
- A collection of melaware crockery, a number of stoneware and glass bottles and a collection of knitting and dress patterns.

3.2 Collections Care and Conservation

Disposal of the Horse-drawn Vehicles

The disposal of the Isleham tip cart and brougham by sale at Cheffins on 19 July realised £2,035-60p (net of Cheffins’ expenses) which the Museum Society has set aside solely for future purchases for the collections. The Foxton tip cart has been disposed by gift to English Heritage and was delivered to Audley End Stables on 29 September. The Essex hay wagon and Langley hearse were moved into the Shirehill store on the same day, all transport thanks to Charlie and John Barker. This allowed the barn at Whittensmere, Ashdon, which the Thurlow Estate had kindly made available to the Museum, to be evacuated on 30 September on termination of the temporary rental agreement.

3.3 Documentation

79 new acquisitions catalogued this quarter. Backlog / updates are as follows:

	New Acquisitions	Backlog (existing collections not previously catalogued on Modes)	Edits and Updates to existing records
Human history colln.s	79	35	587
Natural history colln.s	0	10	324
Total	79	45	911

Effective Collections (World Cultures project)

The possibility of this world cultures website being run as a microsite with the Council and design

options are to be investigated, but further progress has been impossible due to store priorities.

HLF All Our Stories project (the Dig on the Common 2013)

The finds from the 'Dig on the Common' (All Our Stories project) were deposited with the Museum in September by Access Cambridge Archaeology and Curator is now finalising the report for the HLF.

Numismatics project

Roger Barratt (Essex Numismatics Society) completed work on the miscellaneous unaccessioned coins. Those selected for accessioning have been recorded on location cards and incorporated into the coin cabinets in the correct sequence.

3.4 Loans In

Leeds Museum & Galleries requested the return of a basalt Poi Pounder which has been on loan to the museum since 2004. The Collections Officer will return this in person in early October.

The loan of a seventeenth-century embroidered casket, which has been on loan to the museum since 1984, was renewed for a further five years.

3.5 Loans Out

A framed print by Edward Bawden, showing St Mary's Church, was loaned to the Fry Art Gallery for their *Ecclesiastical Delights* exhibition. The print will be loaned to the gallery until 27 October 2014.

A number of loans were renewed for a further five years, including a collection of Maynard papers on loan to Cambridgeshire Archives and a site archive for Harlow Temple on loan to Harlow Museum.

3.6 Object Identification and Enquiries

Object identifications this quarter: **10**

Collection Enquiries this quarter: **42**

3.7 Research

16 research visits in person, including:

- The McManus family, who were researching the Sibley wall painting fragments with a view to recreating them in the Sibley house, which they have recently bought.
- The Dix family, who were researching their family history and wanted to see Violet Dix's trunk and William Walter Dix's tool-chest.
- PhD student viewed Museum Society minutes & reports 1960-1990, British Museum report on natural history collections and files on disposals specimens from SWM to investigate changing attitudes to taxidermy displays in museums.
- Wicken Bonhunt Anglo-Saxon skeletal archive of human remains.
- Gabriel Harvey's annotated copy of Oikonomia for his attitude to law. (**check spelling**)
- Study group of Scott Polar staff and 8 librarians viewed Arctic related material.

Research on Tawny Owl specimens was published in British Wildlife magazine.

4 Displays and Visitor Services

4.1 Permanent Galleries

Unsafe metal hook from thatching exhibit removed.

Discovery Centre Bug Cage: 2 old adult stick insects died, but 3 babies have hatched.

4.2 Temporary Exhibitions

North-West Essex at War opened on 1 August 2014 with a Private View for Museum Society members and guests. The exhibition explores the impact of the two world wars on civilians in the Uttlesford district and covers themes such as the Home Front, the role of women, rationing and remembrance. The focus of the exhibition is on the personal stories and memories of local people affected by the wars. A number of objects in the exhibition have not been in display before.

A selection of cycling related objects and ephemera were displayed in the Great Hall to celebrate the Tour de France passing through Uttlesford on 7 July 2014.

4.3 Visitor Services

	Public		Schools incl. adults		Total	
	2014	2013	2014	2013	2014	2013
July	983	1084	206	156	1189	1240
August	2014	2121	8	0	2022	2121
September	742	1097	252	342	994	1439
Total	3739	4302	466	498	4205	4800

Shop

	2014	2013
July	£ 551.70	339.59
August	£ 678.04	842.69
September	£ 339.92	423.52
Totals	1569.66	1605.80

Tickets

	2014	2013
July	£ 610.25	779.00
August	£ 1,210.00	1391.75
September	£ 402.75	578.75
Totals £	£ 2223.00	2749.50

Donations

	2014	2013
July	£ 94.50	67.30
August	£ 90.07	106.19
September	£ 85.67	108.87
Total £	£ 270.24	282.36

Visitor numbers seem down considerably compared to the same period last year. This is due to the fact that last year grant-aided work was taking place for the Re-imagining Egypt exhibition which involved almost 100 children coming into the museum for workshops every week in September, plus the impact of the Maze Festival in August. Otherwise general Visit figures are almost the same as those for the same quarter in 2011-12, before Monday closing, which suggest we are attracting more visitors on the days we remain open.

Museum Shop

The Visitor Services and Learning Officer went to collect some free items for the Museum's shop from the National Army Museum, London. We now have a poster box, postcard spinner and book display units, all of which improve the look of the shop and will hopefully boost sales.

Publicity, Marketing and Website

There were **1,902 Pageviews** this quarter on the Museum's website pages, and there are **347 'Likers'** on Facebook and **909 Followers** on Twitter.

5 Education, Events and Outreach

5.1 Education

12 sessions were taken by the Learning Officer with 7 different schools over 11 days of bookings. A total of 337 children were taught in paying sessions and 75 children visited in independent visits.

Analysis of School Visits and Pupil Numbers

No. of pupils in sessions taught by Learning Officer in Museum *	337
No. of pupils taught in visits out to schools by Learning Officer	0
No. of pupils in independent visits to Museum *	75
No. of pupils benefiting from schools loan boxes in classroom	259
Total no. of pupils benefiting educationally from Museum Service	671

* These figures plus 54 teachers/adults accompanying paying school groups provide total school visits in Visitor table in 4.3.

Loan and reminiscence boxes:

11 School Loan boxes were taken out: WWII, Local History, Prehistory, 5 Birds, 2 Mammals were loaned out and a Fossils box was used for a teaching session in the Museum.

5.2 Events on-site (in Museum and grounds)

8 August – Music and Memories, special open-air remembrance event with singer Alexandra Jones performing songs from WWI and WWII, participation from the British Legion, pop-up tea room, memory recording station and kids' activity area. Funded by £250 grant from the Town Council and staffed by museum staff and volunteers. The event was very well supported, especially by residents of local care homes.

17 August - Christening party in the Museum. The second of our private hire events for the purpose of a Christening in 2014.

Essex Heritage Trust held their AGM in Saffron Walden on 11 September, and the Museum remained open from 5pm to 7pm to allow Trust members to view the galleries and particularly two projects which the Essex Heritage Trust has generously grant-aided in the last two years: the conservation of the 17th Essex Rifle Volunteers' colour and the purchase of the North-West Essex ring. Presentations on these projects were given after their AGM meeting in the Parish Rooms by Lynn Morrison (former Conservation Officer) and the Curator.

Date	Event	No. Attending
7 July	Special Monday opening for Tour de France. Free entry.	65
30 July	Family Holiday Activity: Historical Hats	163
2 Aug	Private View for <i>North-West Essex at War</i> , for Museum Society and guests, with singer Alexandra Jones	69
6 Aug	Family Holiday Activity: Rockets	254
8 Aug	<i>Music & Memories</i> , with singer Alexandra Jones	170
13 Aug	Family Holiday Activity: Prehistoric Pots	162
15 Aug	SWMS AGM with talk by Collections Officer Human History	35
17 Aug	Private Hire: Christening Party	30
11 Sept	Evening Opening for Essex Heritage Trust (AGM in Parish Rooms)	60
13 & 14 Sept	Heritage Open Weekend – Free entry for all. 76 + 36	112
	Total	1120

5.3 Outreach (Museum activities, talks and lectures at other venues)

Date	Event	No. Attending
11 Sept	Presentation to Essex Heritage Trust AGM, Curator and Lynn Morrison	(60 approx, as above)
24 Sept	Business breakfast club at the Friends' School, presentation on Museum by Curator	20
	Total	20

Other Museums and Local Groups supported (Uttlesford) 8 groups, 5 meetings

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

- Essex Field Club (1 meeting, treasurer work, new examiner apptd., Natural Sciences Officer)
- Essex Wildlife Trust Uttlesford (comments for committee meeting, Natural Sciences Officer)
- Special Roadside Verges project (ecological surveys, obituary, UDC website map, Natural Sciences Officer)
- Sustainable Uttlesford (1 meeting, input to survey of environmental volunteering in district, Natural Sciences Officer)
- Fry Art Gallery (1 committee meeting, Curator)
- Searchers Metal Detecting Club (1 meeting, Curator)
- Friends of Bridge End Gardens (1 meeting, advice on visitor centre project, botany contacts, Curator, Collections Officer Human History & Natural Sciences Officer)
- Thaxted Guildhall (potter/ schoolmaster figure and advice on where to obtain stuffed rats, Curator and Natural Sciences Officer)

Attendance of meetings, advice, support or involvement in organisations outside Uttlesford

- Museum Essex trustees' management committee meeting (Curator)
- Art Fund 'Treasure Plus' scheme meeting at British Museum (Curator)

The Curator was also invited to the 75th anniversary celebration event at Saffron Hall for the Royal Engineers' (Carver Barracks) bomb disposal unit.

Grants and Support

The Museum received grants and support from the following organisations:

- £250 from the Town Council for Music and Memories event

Local Performance Indicators

Definition	This Quarter Actual Q1	This Quarter target Q1	Cumulative 2014-15	Annual Target 2014-15
Visitors SI 12c	4,205	4,000	8,105	14,000
Users CI 39	6,444	5,700	13,264	21,000

Notes on Performance Indicators

Visitors are all those visiting the Museum in person, including activities and events in the grounds.

Visitor figures are just over target by 5% this quarter despite Monday closing.

Users are all those using the Museum Service, including those on-site (visitors, as above); those off-site (attending talk, display or other off-site activity by Museum staff) and those using the Museum 'remotely' (information, research enquiries and services by phone, fax, email, letter and website visits or 'Pageviews'). User figures are 13% over target this quarter.

Future Programme, Oct – Dec 2014

1 Museum Management and Staff

Accreditation needs to progress to Full by Christmas as soon as signed copies of the Management Agreement and Lease are available. The Documentation Plan and backlog will be the focus of attention in 2015 once the move to Shirehill store has been completed.

2 Buildings and Site

Shirehill store: the racking fit-out and preparations for the move will take up most of staff time.

A shortlist of potential volunteers has already been prepared and recruitment and training is expected to begin in November. Staff have listed the (non-storage) equipment and furniture needed for fitting out the new store, and are working with Council colleagues and the Museum Society to procure free second hand or grant-aided items to furnish the Workroom, Kitchen and Cleaning Room.

3 Collections and Research

Work continues on a project to document the presence of protected species of animals and plants in the Natural History collections (Natural Sciences Officer and Support Worker Madeleine Fanthorpe). An application will be made to Natural England for a Class licence to hold protected specimens once Full Accredited status has been achieved. Herbarium Modes records are also being improved by the Support Worker under supervision by NSO.

4 Displays and Visitor Services

The temporary exhibition *North West Essex at War* opened on Saturday 2 August to mark the centenary of World War 1. Staff are investigating exhibitions for the 2015/2016 programme.

5 Education, Events and Outreach

29 & 30 October Family holiday activities: design a Wartime Food Rationing poster and the Big Draw.
6 Dec Decorate the Museum Christmas tree.



CW
2/10

Ms Carolyn Wingfield
Curator
Saffron Waldon Museum
Museum Street
Saffron Walden
Essex
CB10 1JL

30 September 2014

Saffron Waldon Museum - Accredited No. 664

Dear Ms Wingfield,

Following an assessment of your return that was considered by an Accreditation panel appointed by Arts Council England on 18 September 2014, I am pleased to inform you that the panel agreed to award the status of:

Provisional Accreditation (three months)

Congratulations on achieving Provisional Accreditation.

The panel identified the following required actions which resulted in a provisional award. Responses to, or resolution of these actions should be reported to the Arts Council by the end of the provisional award period or earlier if appropriate through the Accreditation contact email: accreditation@artscouncil.org.uk.

The museum will be contacted approximately one month before the end of the award as a reminder of the need to report against these actions. Responses will then be assessed against the Accreditation Standard with a recommendation taken to the next appropriate panel.

Required actions

- **1.3 Management arrangements:** completed planned revision of the management agreement between Uttlesford District Council and Saffron Waldon Museum Society Ltd to reflect changes to storage facilities and revised arrangements following property sale.

Arts Council England, The Foundry, 82 Granville Street, Birmingham, B1 2LH 1
www.artscouncil.org.uk Phone: 44 (0) 845 300 6200 Fax: 44 (0)20 7973 6590
Text Phone: 44 (0) 20 7973 6564 Email: enquiries@artscouncil.org.uk

Arts Council England is the trading name for Arts Council England of England.
Registered charity no 1036733

- **1.5 Occupancy:** completed planned revision of the lease agreement between Uttlesford District Council and Saffron Walden Museum Society Ltd to cover occupancy for the off-site store at Shire Hill.
- **2.2 Collections development policy:** provide evidence of Cabinet approval for updated collections development policy.

The above required actions will form the basis of the status upgrade review in six months' time. Under 1.3 and 1.5 I understand the existing management agreement is currently being reviewed to reflect the new offsite store at Shirehill and the sale of the former curator's house at 40 Castle Street and the new agreement is expected to be completed by December 2014.

I understand that the Cabinet approval for the museum's collections development policy under 2.2 is expected shortly and once this has been formally approved it can be forwarded with the other requested information for 1.3 and 1.5 as part of the provisional review.

At panel I reflected that the return was of a high quality with a through and detailed policy and planning set. I also noted that the outstanding required actions are already well in hand. The six month provisional period is designed to offer the most flexibility to address the remaining items however if the museum is able to complete these actions before the end of the six months I may be able to bring the review forward to an earlier Accreditation panel. The next available panel date would be in February 2014 (date to be confirmed).

The panel identified the following areas for improvement. Responses to, or resolution of these areas for improvement should be reported to the Arts Council at your next Accreditation return, or earlier if noted otherwise, through the Accreditation contact email: accreditation@artscouncil.org.uk.

Areas for improvement

- **1.10 Environmental sustainability:** provide evidence of Cabinet approval for museum's environmental sustainability policy; evidence at next return.
- **2.3 Documentation policy:** provide evidence of Cabinet approval for museum's Documentation policy; evidence at next return.
- **2.4 Care and conservation policy:** provide evidence of Cabinet approval for museum's Care of Collections policy; evidence at next return.

- **2.5 Documentation backlogs:** confirm progress toward completion of stage two (inventory), stage three (discrepancy check) and stage four (accession register and security copy, marking/labelling, location/movement control and indexing) by 31/12/2016. Evidence at next return.
- **2.6 Care and conservation plan:** provide progress update on planned collections move to new Shire Hill store in autumn 2014; evidence at next return.

The areas of improvement are lesser priority areas for the forthcoming provisional review and relate to the museum's longer term planning for the next full return. However if you have made any progress on these by the provisional review date you may wish to provide an update at this stage as I can reflect this in my assessment to the Accreditation panel.

Should you have any queries regarding the content of this letter or the award of Provisional Accreditation (3 months), please contact me directly. Should you have queries regarding any required actions or areas for improvement noted above, please contact your Accreditation Adviser.

Further information regarding Accreditation and how it can support your work can be found on the Arts Council's website: <http://www.artscouncil.org.uk/what-we-do/supporting-museums/accreditation-scheme/>.

Congratulations once again on the achievement of Provisional Accreditation (three months) for Saffron Waldon Museum.

Yours sincerely

A handwritten signature in black ink, appearing to read "Annette French".

Annette French
Accreditation Assessor

annette.french@artscouncil.org.uk
0121 6315752

