



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 Walden 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