

**MUSEUM MANAGEMENT WORKING GROUP held at SAFFRON WALDEN MUSEUM at 6pm on 18 MARCH 2015**

Present: Mr A Watson (Chairman)  
Councillor V Ranger (Uttlesford Member)  
Mr R Priestley and Mr P Salvidge (Museum Society Limited).

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

**MM28 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Eden and Morson.

*In the absence of Councillor Eden, Mr Watson was elected as Chairman for the meeting.*

**MM29 MINUTES OF THE PREVIOUS MEETING**

The Chairman signed the minutes as a correct record.

**MM30 CHAIRMAN'S REPORT**

Mr Watson said most of the Report was going to be discussed later in the meeting. The Society had agreed to provide a grant to the Museum so it could continue to employ Hayley Wilson as a casual administrative assistant.

**MM31 MUSEUM QUARTERLY REPORT**

The Curator said most of the Report would be explained under subsequent items. She highlighted the key remaining points of the Report. It had been a relatively quiet quarter in terms of visitors because there had been no special exhibitions. Income from the shop had continued to increase. There had been more talks held at the Museum, but they had generally been smaller and more bespoke.

Responding to a question by Mr Watson, the Curator said it was too early to know whether Monday closures had affected visitor figures.

**MM32 ACCREDITATION UPDATE**

The Curator informed Members that the Museum was now fully accredited by the Arts Council, meaning it was now in a stronger position to apply for grants.

Members thanked the Curator and Mr Watson for their work on the accreditation submission.

#### **MM33 SHIREHILL STORE UPDATE**

Members received an update about the store at Shirehill from the Assistant Director Corporate Services. He said although the contractor's (Link 51) progress had been slow, there was still a lot of work for the volunteers to do.

The Curator said a carpenter had looked at the peg board and was liaising with Link 51 about the next steps.

The Museum would have two interns. A £1,000 grant had been made available to cover their travel expenses. Primarily they would be following the Curator and Liah Mellors.

The Director of Finance and Corporate Services said a report recommending the allocation of £150,000 to install photovoltaic cells on the buildings at the Shirehill depot was due to go to Cabinet on 19 March 2015. Security cameras were going to be installed to cover existing blind spots.

#### **MM34 CERAMICS GALLERY UPDATE**

The Curator updated Members on the ceramics gallery. She had met with the Curator of Collections for English Heritage about moving the painting in the Gallery to Audley End House. From initial discussions it seemed English Heritage were interested in taking the painting. Another meeting was scheduled for 7 April.

#### **MM35 MUSEUM WEBSITE UPDATE**

Members were told by the Assistant Director Corporate Services that the website was now live, although currently it was only accessible through the Council's website. This issue was going to be resolved shortly.

Members thanked Tony Morton and officers for their work on the website.

#### **MM36 SHARE FUND-RAISING COHORT**

The Curator said both she and Mr Priestley would be attending a number of SHARE courses which would help with the development of fund-raising strategies for the Museum.

#### **MM37 MUSEUM EVENTS**

The Curator explained there were a number of events that had either been organised, or were being organised, throughout 2015 and 2016.

In 2015, on 30 May, there was going to be a re-enactment at the Museum to commemorate the 200<sup>th</sup> anniversary of the Battle of Waterloo. The following day there was going to be a regional junior triathlon event at the Friends School, which would be using the Museum's lion Wallace as its mascot. The Museum was planning on offering free entry to the families of children who were competing in the triathlon.

In June the Museum would be hosting Saffron Walden Nursery's Summer Fete. Gemma Tulley had begun organising a special collections exhibition due to start on 29 August. The exhibition would be comprised of collections submitted by the public. There had been a good response so far, meaning the exhibition was likely to showcase a diverse range of collections.

The Museum had been approached about hosting a family music event in July 2016, which was previously hosted at The Fighting Cocks pub. The organisers were experienced and had already submitted an event plan.

The Curator said 2016 would also mark the millennial anniversary of the Battle of Assandun. Initial meetings with the parish councils of Hadstock and Ashdon had already taken place. She was going to meet with Ashdon Primary School on 19 March to discuss what the school would like to do in order to commemorate the anniversary.

MM38

#### **DATE OF NEXT MEETING**

It was provisionally agreed the date of the next meeting would be 22 July. The possibility of holding the meeting at the new store at Shirehill would be explored.

The meeting ended at 6.35pm.