



Uttlesford District Council

Museum Management Working Group

Date: Wednesday, 27 January 2016
Time: 18:00
Venue: Shirehill Store
Address: UDC Street Services Depot, Shirehill, Saffron Walden, Essex, CB11 3AN

Members: Councillors R Chambers, B Light, G Sell and L Wells (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 30 September 2015 5 - 6
- 3 Matters arising
- 4 Museum Society Chairman's report 7 - 8
- 5i Quarterly Report July - Sept 2015 9 - 16
- 5ii Quarterly Report Oct - Dec 2015 17 - 26
- 6 Shirehill Store move - verbal report
- 7 Insurance valuations and documentation - verbal report

- 8 Any other items which the Chairman considers to be urgent
- 9 Date of next meeting

For information about this meeting please contact Democratic Services

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MUSEUM MANAGEMENT WORKING GROUP held at SAFFRON WALDEN MUSEUM at 6pm on 30 SEPTEMBER 2015

Present: Councillor R Chambers (Chairman)
Councillors B Light and G Sell (Uttlesford District Council)
Mr R Priestley, P Salvidge and A Watson (Museum Society).

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).

MM11 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

There were no apologies for absence or declarations of interest.

MM12 MINUTES OF THE PREVIOUS MEETING

The Chairman signed the minutes of the meeting held on 22 July 2015 as a correct record.

MM13 CHAIRMAN'S REPORT

Mr Watson presented his report. He said most of the report would be discussed in later items. At the Society's AGM, Peter Walker had been appointed as a Director and Treasurer and Christine Sharp had been appointed as a Director.

MM14 MUSEUM UPDATE

The Curator gave an update on the Museum since the previous meeting. The Community of Collectors exhibition had started and was proving to be successful and had attracted a wide range of people to the Museum. Funding had been made available for a community case which would allow the Museum to permanently feature local collections.

The new website continued to perform well and more details would be provided in the Quarterly Report. Members agreed that the new website had been a success and wanted to extend their thanks to Tony Morton for his work on the website. Councillor Chambers said he would write to Mr Morton to thank him for the work he had put into the website.

In response to a question by Councillor Sell, the Assistant Director Corporate Services said the website was now managed by the Council.

MM15 EPOS TILL, CARD READER AND REVIEW OF ADMISSION CHARGES

The Assistant Director Corporate Services the cost of implementing card payments would have to be explored to ensure the financial viability of the project.. The Council had identified three possible suppliers and would look at the different cost structures associated with using each supplier. The review of admission charges was also taking place and any changes to admission fees would be fed into the budget.

The Curator provided an update on the review of admission charges and provided a list of admission charges from nearby museums. Currently, many of the museums in the surrounding area did not charge an admission fee, but those which did charged around £3-4. Museums also offered a variety of different discounts which were dependent on their local markets.

In response to questions by Councillor Sell, the Curator said that admissions were dealt with by volunteers on every day except for Saturday as it had proven difficult to attract volunteers on Saturdays. Attendance at the Museum did increase when special exhibitions were being held, but the focus was on attracting people who were not regular visitors to attend. It would not be possible to administer special charges for certain exhibitions because visitors couldn't be prevented from moving from regular collections to special collections.

Councillor Chambers said the Government was looking to cut funding for museums so it was likely that more museums would begin charging for admission.

MM16 SHIREHILL STORE

The Curator said work on the new store was almost complete, with telephone lines, alarms and access to the internet the main outstanding issues to resolve before the move could take place. She would be arranging training to ensure staff were familiar with the new security system, with fire drills to be arranged shortly after. It was expected the move would be completed before Christmas.

In response to questions by Mr Watson, the Curator said a rota was being devised to ensure that there were always enough members of staff at the Museum to allow it to safely operate. It was possible that if a staff member was unavailable due to unforeseen circumstances such as illness there may have to be an emergency closure of the Museum.

MM17 DATE OF NEXT MEETING

It was agreed the next meeting would be held on 27 January 2016 at the Shirehill Store.

The meeting ended at 6.35pm.



**Museum Management Working Group
Meeting 27th January 2016**

Museum Society : Chairman's Report

As reported verbally at the last meeting, the Society's Annual General Meeting appointed Peter Walker a Director and Treasurer and also Christine Sharpe, the current Membership Officer, as a Director. Keith Eden was appointed an Honorary Vice-President in recognition of his support during his eight-year term as a Director. These appointments have been made following succession planning by the Board in anticipation of the retirement of David Laing and the advancing years of the Society's Chairman.

The transfer of artefacts from the Old Store in Newport was completed before Christmas with the help of the team of volunteers; only a few large or heavy items remain and these will be moved in the coming months. The Board will be considering events to celebrate both the erection of the store and its occupation at its next meeting on 26th January.

The Development Committee has now met four times and was joined by Uttlesford District Council officers at its last meeting. This Committee discussed a draft Design Brief prepared by Douglas Kent and will consider the updated draft in February.

The preview of the second part of the current Exhibition 'Uttlesford – A Community of Collectors' on Friday, 27th November, was well attended. The exhibits are the result of volunteer collectors who have been mentored by the Museum Staff to display their personal collections. We give our congratulations to Leah Mellors who has led this Exhibition.

The Directors, inspired by the latest Exhibition, produced their own collection of ten objects for the Christmas party quiz. It appeared that the varied objects disguised the Directors' interests rather too well as the two best results only correctly identified six out of the ten objects!

The spring series of talks started on the 11th January with a talk on the Saffron Walden Photographic Archive.

Tony Watson
12th January, 2016.

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, P Pinnman, R Priestley BA, P Salvidge, E A Watson

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Regd. in England no. 6469141 : Charity Regd. no. 1123209

SAFFRON WALDEN MUSEUM

CURATOR'S QUARTERLY REPORT July – September 2015

1 Museum Management and Staff

1.1 Management

Forward Plan 2013-2018 and Shirehill Store

Council IT officers and contractors have been working on phone lines, ITC cabling and alarm systems. The basic intruder and fire alarm systems are now functioning so that the move of collections can proceed from mid-October. Further work to finalise the broadband and IT services may need to be done by IT but is not an impediment to the move. Museum staff and the Corporate Health & Safety Officer David Cottrell have assessed equipment and signage. Essential fittings and equipment are now in place, including a set of robust and smart tables for the Research Room, funded by a grant from the Gibson Walden Fund through the Museum Society. Plans are in hand for the move to commence week of 19 October and continue until the week before Christmas.

Looking ahead to Forward Plan Stage II (development of the Museum), on 6 August the Curator and Museum Society Development Committee made visits to Chelmsford Museum, where the Victorian mansion had been extended to double the size of the museum, and to Finchingfield Guildhall, where a small historic building had dramatically enhanced its role as a heritage and community hub for the village through a Heritage Lottery Fund grant.

1.2 Staff

Hayley Wilson's contract as casual Admin Assistant (12 hrs per week) has been extended until 30 December, thanks to support from the Museum Society, to ensure continued efficient daily operation and adequate levels of staffing through the store move period. The Museum welcomed five new Museum Assistants (Casual Contract) this quarter: two from our team of desk volunteers, Fiona Turnbull and Gillian Knight; and three colleagues from Uttlesford District Council, Jamie Milne, Samantha Mann and Lee Brignull.

1.3 Volunteers and Work Experience

Will Martin has ceased volunteering at the museum, due to other commitments at IWM Duxford. The remainder of the Human History collections volunteers have continued their work on documenting the collections and helping to sort through early museum documentation. They have contributed a total of 122 hours over the quarter. The Store Team volunteers have continued to assist curatorial staff with preparing collections for the store move.

The team of Special Roadside Verge surveyors Barry and Pat Kaufmann-Wright, Tony Morton, Ken Rivett, Heather and Paul Salvidge completed ecological surveys at 22 sites which was especially helpful this year when Sarah Kenyon was occupied with packing collections.

1.4 Training and Seminars Attended

21 July	SHARE Fund-Raising Cohort. Musuem of Power nr. Maldon (CW and Richard Priestley)
22 July	Spirit specimen conservation course. SHARE, Cambridge University Zoology Museum (SK)
30 July	Sickness Absence Management, UDC (CW)

8 Sept	Bone collections use and conservation course. NatSCA, Cambridge University Zoology Museum (SK)
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1.5 Health & Safety

The Corporate Health & Safety Officer David Cottrell has provided advice on procedures and equipment at the Shirehill store. First Aid kits and appropriate emergency signage are in place at Shirehill, and First Aid kits at the Museum and Schoolroom/Lab have been enhanced. The out-dated Schoolroom/Lab kit has been replaced.

Fire drill practice was provided at the Museum for casual contract Museum Assistants on 3 September.

2 Buildings and Site

2.1 Museum Building

A major upgrade of the fire alarm system at the Museum was undertaken by Sunfish 8 – 11 September. A new fire panel was fitted, improvements made to the smoke detector circuits and in particular the roof-space areas over the Great Hall had their detection systems enhanced and reconnected. This work entailed some movement of exhibits and stored collections, chiefly on the first floor landing, which allowed a thorough clean of the woven rush matting and floor under and around the furniture display.

The Museum's new faster Broadband connection became operational this quarter. Saffron Security reprogrammed key fobs for the alarm systems in the Museum and Schoolroom buildings. Pests monitoring took place in stores, galleries and work areas.

2.2 Laboratory/Schoolroom

Pests monitoring took place in the Organics store, and the gas boiler was serviced.

2.3 Newport Store

The intruder alarm was serviced. The Curator has written to Essex Police confirming that the Museum would be evacuating the store and the required alarm upgrade to comply with automatic Police attendance would therefore not be undertaken.

2.4 Grounds and Castle Site

Contractors EJ Taylor have been appointed to repair the damaged gate pillar, subject of an insurance claim, and work is expected to start in mid-October.

2.5 Shire Hill Store

New dehumidifier system was installed in the Natural Sciences store to maintain relative humidity at appropriate levels for the biology and geology collections that will be housed there. The store was given a deep clean over two days by Council cleaners.

3 Collections and Research

3.1 Acquisitions and Disposals

12 acquisitions entered in the register this quarter, including:

- Gold Viking-period ring from Thaxted, purchased by the Museum Society with grant-aid from the V&A Purchase Grant Fund and the Headley Trust under the Treasure Act (1996). The ring was released by the British Museum Page 10 September and is currently awaiting collection.

- Archaeological evaluations from Felsted, High Easter, Great Chesterford, Lindsell Church, Myddylton Place in Saffron Walden, Takeley and Great Dunmow (finds and records to be deposited by archaeological contractors at a later date)
- A collection of agricultural hand tools, used by Thomas Riviere Bland, a gardener and woodworker from Debden Manor.
- A set of canvassing leaflets from the 2015 national, district council and town council elections.

3.2 Collections Care and Conservation

No special projects this quarter, beyond checking and packing collections for removal to Shirehill.

3.3 Documentation

41 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	41	324	2193
Natural history colln.s	0	3	513
Total	41	327	2706

Effective Collections (World Cultures project)

Discussions have taken place with the Museum Support Committee and Tony Morton to see how a standalone website for this project could be designed and managed in tandem with the Museum and Museum Society websites. Progress will remain slow until the Curator is able to devote more time to this project.

3.4 Loans In

The *Visions of the World* exhibition, loaned to the Museum for 6 months for a temporary exhibition, was returned to the Royal Geographical Society in August.

6 collections from local residents - Silver Jubilee tankards, animal skulls, army badges, Poor Man's Checks, model aeroplanes and cat ornaments - were loaned to the Museum for the *Uttlesford: A Community of Collectors* exhibition. These loans will run from August until November 2015.

1 Cast of a dinosaur footprint was loaned from a private collection for the activity day 'Make Your Own Dinosaur Feet' on 19 August.

3.5 Loans Out

One request this quarter, previously circulated to the Museum Society Board by email, which the Board is now asked to formally confirm:

Loan to Cambridge University Museum of Archaeology & Anthropology for their special exhibition *The Archaeology of Childhood*, January 2016 – January 2017 of

1. **Bronze Age burial urn with grave goods** (blue faience quoit bead, bone bead, and bone fragments) from Little Chesterford. (1982.2).
2. **Pair of infant's mittens** made from Flemish bobbin lace, with open finger-tips and flounced wrist cuffs. (1839.354.3.1+2 and 1839.354.6.1).
(Our Loan Out number 802)

3.6 Object Identification and Enquiries

Object identifications this quarter: **0 (service suspended)**

Collection Enquiries this quarter: **25** (visitors' 'on-the-spot' and urgent / essential enquiries only)

Collections and research enquiries, and identification services are temporarily suspended until further notice while staff time has to be prioritised for packing and moving collections.

3.7 Research

4 researchers (human and natural history), as follows:

- Mike Fairchild viewed the collection of RAF Debden material currently on loan to the Museum from Ruth Braybrooke (which is being considered for acquisition to the collection)
- Deidre Brown, Professor at the University of Auckland, viewed the "patu onewa", or Maori stone clubs, in the world cultures collection for her academic research.
- 2 secondary school students drew shells and corals for their individual A level art projects.

4 Displays and Visitor Services

4.1 Permanent Galleries

Object of the Month continued with a reconstructed Iron Age pot in July; a swallow's nest in August; and the plaster bust of Dr George Eachus of Saffron Walden, from the 'phrenology collection', in September. The Treasure Case in the archaeology gallery was partially redisplayed in August to include recent acquisitions such as the hoard of four Iron Age staters (gold coins).

4.2 Temporary Exhibitions

Uttlesford: A Community of Collectors, opened with a well-attended private view on 28 August. Good coverage in the local newspapers has helped to bring many new visitors into the Museum, along with repeat visits from regular visitors. The exhibition has been well-received and we have had excellent verbal feedback from the participants about their involvement in the project.

The Collections Officer (Human History) has begun work on the second round of the exhibition, running a workshop with the participants, helping them to write and edit their text, and assisting with filming for a short documentary film that is being created for the exhibition (and for the Museum's archives) by Ollie Sandles.

4.3 Visitor Services

	Public		Schools incl. adults		Total	
	2015	2014	2015	2014	2015	2014
July	1224	983	148	206	1372	1189
August	1924	2014	0	8	1924	2022
September	978	742	183	252	1161	994
Total	4126	3739	331	466	4457	4205

Tickets

	2015	2014
July	£ 814.75	£ 610.25
August	£ 1214.75	£ 1,210.00
September	£ 566.60	£ 402.75
Total £	£ 596.10	£ 223.00

Donations

	2015	2014
July	60.09	£ 94.50
August	209.80	£ 90.07
September	100.28	£ 85.67
Total £	370.17	£ 270.24

Shop

	2015	2014
July	£ 913.68	£ 551.70
August	£ 715.49	£ 678.04
September	£ 256.55	£ 339.92
Total £	£ 1885.72	£ 1569.66

Comments

Ticket sales are up from last year due to a busy summer of events and the opening of the Community exhibition. September ticket sales are slightly lower than actual visitor numbers because of the annual free-entry Heritage Open Weekend (12-13 September), when over 100 people enjoyed free entry to the Museum. Donations and shop sales have also benefitted from generally higher visitor figures.

Museum Shop

September sales were slightly down on last year due to a smaller number of school visits (most school bookings are for October, this half-term). New stock such as 'Nature Buddies' continue to sell well and having a few more expensive items in stock, such as the lions and woolly mammoths help to increase revenue and make other items appear very reasonable.

Publicity, Marketing, Social Media and New Website

The Museum currently has **587 'Likers'** on **Facebook** and **1301 Followers** on **Twitter**.

	New Website		
	Pages	Visits	Unique Visitors
July	6,410	1,588	1,019
August	8,178	2,023	1,394
September	6,395	1,625	1,013
TOTAL for Q2	20,983	5,236	3,426

Pages: the number of "pages" viewed by visitors.

Visits: the number of visits made by all visitors. (This could be described as the number of "sessions", implying the possibility of multiple pages per visit and multiple visits per unique visitor).

Unique Visitor: the number of persons or computers (hosts) that have made at least 1 hit on 1 page of the website during the current period. If a user makes several visits during this period, it is counted only once. Visitors are tracked by IP address, so if multiple users are accessing the website from the same IP (such as a home or office network), they will be counted as a single unique visitor.

5 Education, Events and Outreach

5.1 Education

In July, **2 Egyptian sessions** were held with two schools. Since September, **5 sessions** with **3 different schools** were taken by the Learning Officer reflecting the pattern of schools preferring to come in large groups when possible to save money. Subjects covered included: Local History, Ancient Greek and Egyptians.

Analysis of School Visits and Pupil Numbers

No. of pupils in sessions taught by Learning Officer in Museum *	213
No. of pupils taught in visits out to schools by Learning Officer	0
No. of pupils in independent visits to Museum *	78
No. of pupils benefiting from schools loan boxes in classroom	440
Total no. of pupils benefiting educationally from Museum Service	731

* These figures plus 40 teachers/adults accompanying paying school and independent groups provide total school visits in Visitor table in 4.3

Loan and reminiscence boxes:

6 loan boxes have gone out this quarter, of which four were from the archaeology/history side of the education loans: Local History, Prehistory, Anglo Saxons and Victorians. The Local History box is to be used across Year 7 at Saffron Walden High (approx. 150), the Anglo-Saxons box is being used for 1 KS2 Class at Clements Primary (approx. 30 children) the Prehistory box is being used with a KS2 at Great Chesterford Primary (approx. 30), and the Victorians with the whole of St Thomas More Primary as part of their Victorians week (approx. 200 children). The other two boxes were: 1 Fossils loan box (to Castle Camps Primary for KS2 Early Civilisation topic, 30 children) and 1 ‘Going Out’ reminiscence box loaned to Elsenham Dementia Group for a reminiscence session in September.

5.2 Events on-site (in Museum and grounds)

Date	Event	No. Attending
5 August	Summer activities – Clay figurines GT	216
12 August	Summer activities – Hoop gliders GT	197
19 August	Summer activities – Dinosaur feet GT/SK	255
28 August	Community Exhibition Private view CW/LM	84
11 Sept	Kid’s Party – GT	23
12 Sept	Heritage Open Weekend – Sat GC/SK/AT	70
13 Sept	Heritage Open Weekend – Sun LB/GC	42
25 Sept	Museum Society AGM – CW/GT/LM	37
	Total	924

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

Date	Event	No. Attending
17 September	GT Talk on the archaeology of Sudan at Great Chesterford History Society	27
	Total	27

Other Museums and Local Groups supported (Uttlesford) 7 groups, 7 meetings)

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

- Essex Field Club - 1 meeting, treasurer work, investment (Natural Sciences Officer).
- Special Roadside Verges project – 2 surveys, Oct cut, comments on 2 planning applications, annual reports (Natural Sciences Officer)
- Sustainable Uttlesford – verge survey training for coordinator, report for meeting (Natural Sciences Officer)
- Saffron Walden Searchers Metal-Detecting Club - 2 meetings (Curator)
- Fry Art Gallery - 1 committee meeting (Page 14)

- Hadstock Millennium Committee (Battle of Assandun event 2016) – 1 site visit, 2 committee meetings and 1 meeting with ECC officers about forthcoming grant application (Curator)
- Thaxted Parish Council and Guildhall – advice (telephone) on offer of large collection and follow-up visit and advice planned for early 2016 (Curator)

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

- Museums Essex: 1 Management Committee meeting and AGM (Curator, who is a trustee)

Schoolroom Hire

1 x schoolroom hire for a kids party 3.5 hours (£45) on 11 Sept

Grants and Support

The Museum has re-applied to the Essex Heritage Trust for a grant to cover the costs of analysis of geophysical survey of Museum and Castle site, having been unsuccessful in the summer round. The result is expected in November.

Local Performance Indicators

Definition	This Quarter Actual Q1	This Quarter target Q1	Cumulative 2015-16	Annual Target 2015-16
Visitors PI 22 SI 12c	4,457	4,000	9,382	14,000
Users PC 01 CI 39	10,189	5,700	18,284	21,000

Notes on Performance Indicators

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

Users are all those engaging with the Museum Service in person or through other media, and include:

- those visiting the site (visitors, as above)
- those attending off-site events (e.g. talk or other off-site activity by Museum staff)
- those using the Museum ‘remotely’ (enquiries, research and services by phone, email, fax and letter and website visits which were 2,957 on the new website this quarter)

Comments on this quarter’s figures

Good attendance at August’s holiday activities, the opening of the *Community of Collectors* exhibition and Heritage Open Weekend have all helped to draw visitors in and exceed the target by 11.5%. The pattern of visits to the new website in August around the activity programme and exhibition suggests that the Museum’s new web profile is helping to encourage visits in person.

The user figures have overshoot the original target by 79% due to the strong performance of the new website. This is the first full quarter for statistics from the new website and it is very encouraging to see how it is raising the Museum’s profile on the internet.

Future Programme, October-December 2015

Main activities and items to note for the next quarter:

1 Museum Management and Staff

Increased use of Casual Assistant staff will be required to provide staff cover at the Museum whilst curatorial staff are out managing the move of collections to new Shire Hill store with store volunteers. The departure of the Visitor & Learning Services Officer at the end of October will create extra pressures on the service and temporary solutions are urgently being sought so that basic operations and opening hours can be maintained as far as possible.

2 Buildings and Site

Week of 12 October: the damaged gate pier at the Museum driveway entrance will be repaired.

3 Collections and Research

Enquiry services remain suspended.

4 Displays and Visitor Services

The second round of *Uttlesford a Community of Collectors* will open on 28th November, with a private view for Museum Society members and guests on Friday 27th November to which all MMWG members and Uttlesford councillors will be invited.

5 Education, Events and Outreach

9 Oct Edible Masterpiece competition in the Museum to raise money for the Art Fund.

29 Oct Performances of *The Canterville Ghost* and Museum by Torchlight for Halloween.

5 Dec Decorate the Museum Christmas tree.

SAFFRON WALDEN MUSEUM

CURATOR'S QUARTERLY REPORT October – December 2015

1 Museum Management and Staff

1.1 Management

Forward Plan 2013-2018 and Shire Hill Store

The nine-week programme of moving collections from Newport to Shire Hill was completed on schedule on 18 December by curatorial staff and store volunteers, assisted by the 'van driving team' (Richard Auty, Daniel Barden, Paul Morrison and Bruce Tice) with a hired van. Large and heavy objects and furniture remain for professional removers in the New Year, and also the Bridge End Garden summerhouse paintings, to be removed by arrangement with the Town Council and Friends of Bridge End Gardens. It has also been possible to remove some other collections for the Museum: some natural history from the roofspace store (amphibians, reptiles, birds' nests and fish) and from the Social History collections, the map collection (formerly housed in the Workroom) and prints, watercolours, documents, photographs and books ('2D' collection). Remaining collections to be moved from the Museum in 2016 are: some natural history from the roofspace store (birds' eggs, invertebrates, molluscs, osteology, plant herbarium); Social History from the Schoolroom (domestic, furniture, paintings, musical instruments, wood carvings etc.) and some from the Inorganics store in the museum (mostly domestic and scientific collections); and archaeological metalwork.

The store now vacated by the 2D collection was intended for interim storage of the ceramics and glass exhibits in early 2016, allowing for redecoration of the Ceramics Gallery and removal of the Cipriani friezes to Audley End House (loan already agreed in principal). However, the need to evacuate the Schoolroom building by end of May 2016, so that it can be leased out from autumn of 2016, has placed the Ceramics Gallery work on hold, as the Museum has neither the space nor sufficient curatorial staff to accommodate both these projects simultaneously within the timetable. Negotiations are in progress with Audley End (English Heritage) and their fine art removal contractors, to see if the Cipriani friezes can be safely removed without taking out all the displays in the Ceramics Gallery.

Looking to the Forward Plan Stage II, the data from the geophysical survey of the Castle site conducted by Dr Tim Dennis and Ralph Potter in 2013 can now go forward for professional analysis thanks to a grant from the Essex Heritage Trust, awarded in November. This will provide the necessary report and mitigation strategy required by Historic England and the Heritage Lottery Fund for planning the Museum's intended extension and associated groundworks.

1.2 Staff

Gemma Tully, Visitor & Learning Services Officer, left the Museum at the end of October to take up a research post with the University of Durham, and will be much missed by colleagues, volunteers, schools and visitors. In the interim, arrangements have had to be made to cover Gemma's essential administrative and supervisory duties, and the Museum Service is grateful to Hayley Wilson, whose Casual Admin Officer contract has been revised to a one-year appointment as Administrative Officer, and to Leah Mellors, Collections Officer (Human History) for taking on extra duties in challenging circumstances. Hayley is now responsible for the desk volunteers, shop and financial administration, and Leah is managing the team of casual contract Museum Assistants, along with the exhibitions programmes, the museum's website and social media presence. Responsibility for holiday and half-

term activities is being shared out among staff with support from the casual team and volunteers.

1.3 Volunteers and Work Experience

After a demanding year for everybody, the Museum is holding a New Year social event on 18 January as a ‘thank you’ to all our volunteers – those who have taken part in the Store Move project, or assisted with collection and activities at the Museum, and the Desk Volunteers who have helped us keep the Museum open while there have been fewer staff on the premises.

Human History collections volunteers have continued their hard work in documenting the 2D collection, volunteering approximately 146 hours of their time in this period.

1.4 Training and Seminars Attended

15 Oct	SHARE Natural Sciences Curators Network meeting, Sedgwick Geology Conservation Unit, Cambridge (Natural Sciences Officer)
21 Oct	SHARE Fund-Raising Cohort, Southend (Curator and Richard Priestley, Museum Society)
27 Oct	Dementia Friends training at UDC (Natural Sciences Officer)
2 Nov	Stress Awareness by David Cottrell, UDC (Curator, Human History Collections Officer, Natural Sciences Officer)
10 Nov	Integrated Pest Management (Level 1) (Collections Officer, Human History)
2 Dec	Shire Hill store training (All staff)
2 Dec	SHARE Fund-Raising Cohort, Braintree (Richard Priestley for Museum Society & Museum)

1.5 Health & Safety

Store Volunteers received basic training at the new Shire Hill store in October before commencing the move, this covered familiarisation with the store layout; location of phone and first aid points; use of lift, fire drill and safety in the Depot yard outside the store. In-house training has been given to Museum staff on basic operation of intruder and fire alarms, security and H&S essentials, use of equipment and fire drills. Fire evacuation drills took place at the Schoolroom on 16 December and at the Museum on 18 December.

2 Buildings and Site

2.1 Museum Building

The roof, gutters and draining hoppers were inspected on 3 December by Contract Services and ROALCO contractors. They undertook some immediate clearance of leaves from gutters and hoppers, and will return in the New Year to replace broken slates and further works to minimize risk of leaks.

A new digital telephone system was installed throughout the Council in early December. Complication with remote sites, especially the Museum, led to the Museum phone and computer systems being down on a number of occasions, but the telephones are now working satisfactorily.

Lift and stair lifts were serviced. Saffron Security serviced alarms. Sunfish inspected fire equipment.

2.2 Laboratory/Schoolroom

Following a breakdown of the central heating system, Oakray Heating repaired the boiler in December. Saffron Security serviced the alarm.

2.3 Newport Store

Contract Services have been given access to the upper rear storage area (vacated by the Museum) to store documents, enabling them to clear a container in the Depot Yard.

2.4 Grounds and Castle Site

Planning department contractors have continued conservation work on the castle and site wall. The brick gate pillar at the Museum Street entrance was rebuilt (subject of an insurance claim).

2.5 Shire Hill Store

The Museum's insurers for collections required the alarm system to be upgraded to Dualcom standard required for Police response, with signals monitored by a monitoring station. The Fire Alarm system (Sunfish) was upgraded in December and arrangements are in place for the intruder alarm (Activ Security) to be upgraded shortly *en suite*.

3 Collections and Research

3.1 Acquisitions and Disposals

7 Acquisitions this quarter:

- An arctic fox fur stole, dating from around the 1930s
- A gold Viking finger ring, found in Thaxted, purchased under the Treasure Act (1996) by the Museum Society with grants from the ACE /V&A Purchase Grant Fund and the Headley Trust.
- 5 archaeological archives from Saffron Walden, Berden, Felsted, Newport and Little Dunmow

3.2 Collections Care and Conservation

All remaining objects and specimens, which had been taken to Lincoln University's Department of Conservation as potential student projects, were collected on Saffron Walden Museum's behalf in October by the Cater Museum, Billericay. The Curator and Collections Officer (Human History) collected them from Billericay on 7 October.

Janet Bullen carried out remedial conservation work on a Greek pot, which had been broken during a schools session, and a number of Iron Age pots that will be used for handling and education.

A number of agricultural tools were treated for woodworm before being taken to the Shire Hill store.

3.3 Documentation

6 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	6	171	397
Natural history colln.s	0	1	1051
Total	6	172	1448

Effective Collections (World Cultures project)

Tony Morton and the Curator are now working on this project to create a new small website for promoting world cultures collections at Saffron Walden and three other small museums in the region,

for general public interest and as an educational and research resource.

3.4 Loans In

The items loaned to the museum for the first round of *Uttlesford: A Community of Collectors* were returned to their owners in November 2015. Items for the second round of the exhibition were loaned in November 2015 and will be returned to their owners in February 2016.

3.5 Loans Out

The loan out previously agreed to the Museum of Archaeology & Anthropology (MAA), Cambridge, was regrettably cancelled by MAA in December as the intended loan objects (Bronze Age urn with grave goods and a pair of 17th century mittens) could not be accommodated in the display cases.

3.6 Object Identification and Enquiries

Object identifications this quarter: **5**. While access to collections has remained on hold during the store move, staff have identified a few objects brought in by visitors when possible.

Collection Enquiries this quarter: **16**.

3.7 Research

2 researchers this quarter

- Chair of Special Roadside Verges committee consulted special verge records and photographs to determine verge widths which will help Essex Highways to calculate mowing costs.
- Wendens Ambo Society representative investigated use of Shire Hill store as a venue for an archaeology workshop.

4 Displays and Visitor Services

4.1 Permanent Galleries

The *Object of the Month* scheme continues, displaying an object rarely seen by visitors each month and sharing it on our website and social media pages. October's *Object of the Month* was a Victorian boy's flat cap; November's *Object of the Month* was an early World War I gas mask; and December's *Object of the Month* was two Chinese lotus shoes, worn by women who had their feet bound.

The Anglo-Saxon weaving women were removed from the archaeology gallery to make space initially for the display of the Stansted Heritage Embroidery, commemorating Stansted's history and links with the Magna Carta barons. The space will be used later for a permanent community case, which will be purchased in 2016 and be a dedicated space for community groups or individuals to share their stories.

4.2 Temporary Exhibitions

The first round of our current exhibition *Uttlesford: A Community of Collectors* ran from the end of August until the middle of November. Collections in this round included animal skulls, army badges and model aeroplanes. In their evaluations of the project, the participants in the first round were positive about their experiences, stating that it was "a unique and enjoyable experience", "a great learning experience" and that it gave them "more confidence".

The second round of the exhibition was installed at the end of November and will run until February 2016. Collections in this round include pestles and mortars, pomanders and walking sticks. The participants were filmed for a documentary film by Ollie Sandles and this film is showing in the exhibition.

4.3 Visitor Services

	Public		Schools incl. adults		Total	
	2015	2014	2015	2014	2015	2014
October	1064	1159	407	286	1471	1445
November	601	677	11	299	612	976
December	660	551	208	123	808	674
Total	2325	2387	626	708	2951	3095

Shop

	2015	2014
October	833.38	716.08
November	348.54	491.91
December	355.03	488.04
Total £	1536.95	1696.03

Tickets

	2015	2014
October	650.50	701.25
November	430.50	379.25
December	408.00	342.00
Total £	1489.00	1422.25

Donations

	2015	2014
October	£ 0	106.46
November	£ 69.06	64.35
December	£ 112.08	23.97
Total £	£ 181.14	194.78

Comments

The inevitable decrease in School visits for taught sessions, following Gemma Tully's departure at the end of October, was partly compensated for by independent (self-guided) school visits in December.

Museum Shop

Hayley Wilson has taken over responsibility for the shop and has recently attended the SHARE Retail Forum Steering Group which acts as a central hub for those responsible for museum shops and other commercial activity and will champion development of effective retail and commercial practice by museums in the East. We are currently investigating stocking 'semi-bespoke' heritage tea in conjunction with other museums in East Anglia.

Publicity, Marketing, Social Media and New Website

The Museum currently has 611 'Likers' on Facebook and 616 Followers on Twitter.

	New Website		
	Pages	Visits	Unique Visitors
October	8,060	1,569	1,100
November	4,983	1,091	764
December	6,629	1,313	760
TOTAL for Q3	19,672	3,973	2,624

Pages: the number of "pages" viewed by visitors.

Visits: the number of visits made by all visitors (this could be described as the number of "sessions",

implying the possibility of multiple pages per visit and multiple visits per unique visitor).

Unique Visitor: the number of persons or computers (hosts) that have made at least 1 hit on 1 page of the website during the current period. If a user makes several visits during this period, it is counted only once. Visitors are tracked by IP address, so if multiple users are accessing the website from the same IP (such as a home or office network), they will be counted as a single unique visitor.

5 Education, Events and Outreach

5.1 Education

Analysis of School Visits and Pupil Numbers

No. of pupils in sessions taught by Learning Officer in Museum *	351
No. of pupils taught in visits out to schools by Learning Officer	0
No. of pupils in independent visits to Museum *	183
No. of pupils benefiting from schools loan boxes in classroom	219
Total no. of pupils benefiting educationally from Museum Service	753

* These figures plus 92 teachers/adults accompanying paying school and independent groups provide total school visits in Visitor table in 4.3

Loan and reminiscence boxes: 7 loan boxes have gone out this quarter.

- Rock box to Rickling and Farnham Schools
- Local History box to Rickling and Farnham Schools
- Egyptian box to Radwinter School
- Toys box to R A Butler School, Saffron Walden
- Victorian box to St Thomas Moore School, Saffron Walden
- Victorian and Prehistory boxes to Clements School, Haverhill

5.2 Events on-site (in Museum and grounds)

Date	Event	No. Attending
9 Oct	'Edible Masterpieces' Coffee Morning	5
9 Oct	Joint meeting for regional AMA students and members of the South East Museums Federation, organised by the Collections Officer (Human History)	19
24 Oct	Birthday Parties, Schoolroom (Visitor & Learning Services officer)	16
27 Oct		20
29 Oct	Two performances of <i>The Canterville Ghost</i> by Don't Go Down to the Cellar and Museum By Torchlight	84
29 Oct	Leaving event for Gemma Tully	35
27 Nov	Private view for second phase of <i>Uttlesford: A Community of Collectors</i> exhibition	50
5 Dec	Decorating the Christmas Tree family activity	46
8 Dec	Ceramics lecture by Hugh Belsey in schoolroom	18
14 Dec	Museum Society Christmas social	60
18 Dec	Museum staff Christmas party	18
22 Dec	<i>Art in the Museum</i> session led by Urszula Craig for group of children	13
	Total	384

The ‘Edible Masterpieces’ were inspired by an Art Fund promotion for museums and galleries, timed to coincide with the popular BBC TV *Bake Off* series. Three visitors submitted cakes inspired by Museum exhibits, two of them based on the archaeological sandpit! The Visitor & Learning Services Officer had the hard task of judging the best cake.

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

None this quarter

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

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

Please edit list from last quarter:

- Essex Field Club - 1 meeting, treasurer work, 2015 accounts (Natural Sciences Officer)
- Essex Wildlife Trust (Uttlesford) - 1 meeting (Natural Sciences Officer)
- Special Roadside Verges project – 1 meeting, Oct + Nov cuts, comments on 2 planning applications (Natural Sciences Officer)
- Sustainable Uttlesford – report for a meeting I could not attend (Natural Sciences Officer)
- Saffron Walden Searchers Metal-Detecting Club - 2 meetings (Curator)
- Fry Art Gallery - 1 committee meeting (Curator)
- Dunmow Museum – 1 committee meeting (Curator)
- Hadstock & Ashdon Millennium Committee (Battle of Assandun event 2016) – 1 committee meeting, preparation and submission of grant application to ECC (Curator) also attendance of study day at Sutton Hoo on the battle of Assandun and Sunday meeting at Hadstock Church with historian Prof. Keynes (both in own time)

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

- Insch Museum – contacts for public liability insurance provision (Natural Sciences Officer).
- The Director of the Norris Museum in St Ives, Cambridgeshire, shadowed the Collections Officer (Human History) for a day during the store move, to gain some insight into the processes and challenges involved.

Schoolroom Hire

2 birthday parties, as reported in 5.2 above

Grants and Support

Essex Heritage Trust Grant for Geophysics Analysis, Castle bailey area £5,000

Essex County Council Arts Development, for ‘Assandun’ Millennium £2,000
to commemorate the nationally-important battle fought in 1016

Local Performance Indicators

Definition	This Quarter Actual Q3	This Quarter target Q3	Cumulative 2015-16	Annual Target 2015-16
Visitors PI 22 SI 12c	2,951	3,100	12,378	14,000
Users PC 01 CI 39	7,161	4,900	25,490	21,000

Notes on Performance Indicators

Visitors are all those visiting the Museum in Page 23 including activities and events in the grounds.

Users are all those engaging with the Museum Service in person or through other media, and include:

- those visiting the site (visitors, as above)
- those attending off-site events (e.g. talk or other off-site activity by Museum staff)
- those using the Museum 'remotely' (enquiries, research and services by phone, email, fax and letter and website visits which were 2,957 on the new website this quarter)

Comments on this quarter's figures

Visitors about 5% below target, school visits being affected by departure of Learning Officer at end of October.

Users continue to perform well above target (46% above) due mainly to the strong performance of the new website, and social media, in allowing people to engage with the museum remotely.

There has been direct evidence from visitors' comments that at least a few have visited the Museum as a result of visiting the website.

Future Programme, January -March 2016

Main activities and items to note for the next quarter:

1 Museum Management and Staff

Staff are under a great deal of pressure due to low staffing levels, the continuing store move project, clearance of the schoolroom building, temporary exhibition work and extra duties such as holiday activities and other requests. Services such as collections enquiries, identifications and research access, all suspended during 2015 during the store move project, need to be re-instated gradually.

2 Buildings and Site

Moving collections in to Shire Hill store commences again in January 2016. IT have been asked to complete work on installation of computer network as soon as possible.

Clearance of Schoolroom building: schoolroom, organics store, office, laboratory, packaging store, chemicals store are to be cleared by May 2016.

3 Collections and Research

Documentation of the 2D collection continues with Human History volunteers.

Improvement of the Herbarium Modes records continues with the Natural Sciences Support Worker.

There will be a considerable increase in the archaeological documentation backlog as new site archives are deposited.

There is also the collections insurance valuation project to run with Art & Antiques Appraisals, as planned with a grant from the Museum Collections Valuations Trust

4 Displays and Visitor Services

Utlesford: A Community of Collectors exhibition continues until 7 February 2016.

Ocean World exhibition 20 February to 3 July 2016, a marine exhibition created with the Travelling Natural History Museum.

5 Education, Events and Outreach

In the absence of a dedicated Learning Officer, and without the Schoolroom beyond May, school visits and hence income (fees, shop) will inevitably suffer in the short-term while we investigate options for delivering a service to schools in alternative ways.

Ancient World Activities (half-term). Be inspired by the Egyptians, Romans and Greeks in February 2016.

16 Feb – Egyptian cartouche door-hangers

17 Feb – Roman cone people

18 Feb – Greek Olympic medals

Underwater Crafts (Easter holidays). Get crafty with underwater craft activities.

30 March – Fishy fridge magnets

6 April – Marine masks

Drop in sessions, 11am – 1pm & 2pm – 4pm.

Children MUST bring an adult. Usual entry fees apply.

Plus 25 March to 10 April 2016 take part in our Easter treasure hunt around the Museum.

