



Uttlesford District Council

Chief Executive: Dawn French

Museum Management Working Group

Date: Wednesday, 20 July 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) R Priestley, P Salvidge, P Walker and A Watson (Museum Society Limited).

AGENDA

- 1 Apologies for absence and declarations of interest
- 2 Minutes of the meeting held on 13 April 2016 5 - 8
- 3 Matters arising
- 4 Museum Society Report 9 - 10
- 5 Quarterly Report April - June 11 - 20
- 6 Disposals from the Collection - verbal report
- 7 Shirehill Store and collections work - verbal update

- 8 Schoolroom vacation and leasing - verbal update
- 9 Museum developments and Forward Plan - verbal update
- 10 Date of next meeting

For information about this meeting please contact Democratic Services

Telephone: 01799 510433, 510369 or 510548

Email: Committee@uttlesford.gov.uk

General Enquiries

Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

Fax: 01799 510550

Email: uconnect@uttlesford.gov.uk

Website: www.uttlesford.gov.uk

**MUSEUM MANAGEMENT WORKING GROUP held at SHIREHILL STORE
SAFFRON WALDEN at 6pm on 13 APRIL 2016**

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

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

MM26 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Wells, Mr Walker and the Director of Finance and Corporate Service.

MM27 MINUTES OF THE MEETING HELD ON 27 JANUARY 2016

The Chairman thanked the Curator, Museum Society, Museum Committee, staff and volunteers for all their work on the store move

The minutes were received and signed by the Chairman as a correct record subject to the moving the following wording up to the end of the previous paragraph "officers and Society representatives were working together to move to a position where Society funding could be used to support individual projects in the museum, rather than support general revenue costs."

MM28 MATTERS ARISING

(i) MM21 – Curator’s Quarterly Reports

The Assistant Director Corporate Services said the Museum would be providing digital images of objects from the collections as part of the celebrations for the Queen’s 90th Birthday. Much of the Council’s work would be surrounding day centres and people who were turning 90 throughout the year.

The Curator added that photographs of items with captions would be supplied for day centres to use. In response to a question by Councillor Chambers said the Museum had a part of the Queen’s coronation dress, which was going to be displayed as the Museum’s object of the month.

MM29 MUSEUM SOCIETY CHAIRMAN’S REPORT

The report was taken as read.

Members discussed the move to Shirehill store and ways of increasing public interest in the collections held at the store. In response to a question by the Chairman about holding an open day at the store, the Curator said that it would

not be possible to hold an open during the week because street services operated at the site during the week. At weekends there would be difficulties with having enough staff to also keep the Museum open.

Mr Watson noted that most interest in visiting the store so far had been from special interest groups. The Assistant Director Corporate Services expanded upon Mr Watson's point. Currently it was not known how many of the public would be likely to attend. If there was public interest funding could be found to get the necessary casual staff in place. The evacuation of the school room was still taking place and was expected to be completed by the end of May. This was a time consuming piece of work so if an open day was to take place, holding it later in the year would be preferable.

In response to a question by Councillor Sell, the Curator said that how the Museum made items available for researchers depended on the item and staffing levels on any given day. Research enquiries at the store would be directed to Mondays as far as possible, as curatorial staff will soon be working entirely at the store on Mondays when the museum is closed.

Members discussed fully utilising the store as an asset. Councillor Sell said that visits to the store needed to be encouraged as there were a number of items which the public would never see.

The Chairman spoke in response to Councillor Sell. The Museum faced a decision as to whether it should focus on the Museum, or whether it should diversify and provide a wider range of services. He reiterated his earlier point about holding an open day for the public.

It was agreed that holding a one-off open day would be beneficial and would allow the public to see items that were almost never placed on display at the Museum. The interest generated by an open day could help the Museum attract new volunteers.

Mr Watson said that the main reasons for moving the store were to ensure that items were adequately preserved and to make items more accessible to staff.

The Curator moved discussions onto digital access. Grants could be available to help facilitate this transition, but a considerable amount of staff time would also need to be invested. Digital access would enable members of the public to search for items online. This was required as part of the accreditation process. Transferring items to a digital archive required people with specialist knowledge of collections to help guide volunteers through the archiving process.

In response to concerns raised by Councillor Light that the Museum had been closed, the Curator said that it had been a one off incident caused by a staff shortage on the day. The Assistant Director Corporate Services added that the Museum's staffing level was dictated by its budget and that further staffing would not be possible unless the Council increased the budget.

The Curator presented her report. Staff had worked hard in order to maintain the normal services of the Museum whilst the store move had been taking place. The store volunteer team had been nominated for an award at the SHARE Museum Volunteer Awards.

Most of the work on the Museum in the previous quarter had been routine, but there had been some issues with heating at the Museum and in the School Room. The IT switch box in the Museum's workroom had nearly come off the wall and was now going to be set up in a cabinet.

The Curator said that Bakers of Danbury were being hosted whilst they worked on the castle site. On Friday the Newport store would be completely vacated.

The four remaining Cipriani paintings, which had been displayed in the Ceramics Gallery had been loaned to English Heritage to be displayed at Audley End House. This completed the six part frieze as the other two paintings had been on display at Audley End House since 1997.

The walls in the Ceramics Gallery needed repairing and this work would be carried out by Bakers of Danbury at a later date, when storage space in the Museum could be identified sufficient to take the exhibits, and staff time could be allocated. How the Gallery was used needed to be rethought in the longer term.

In response to a question by Councillor Chambers, the Curator explained that the Museum never purchased the paintings and English Heritage would not be able to provide a donation. Instead it was hoped that English Heritage would help promote the Museum at Audley End House.

The Curator then spoke in response to a question by Councillor Sell. She said that the literature about the Museum should be available at Audley End House. Councillor Light added that she had recently visited Audley End House. During the tour, the guide did mention that the paintings were on loan from the Museum.

The Curator said that Object of the Month had continued. The second round of Uttlesford: A Community of Collectors had run until 7 February. The Ocean World exhibition had opened had showcased various aquatic based artefacts. The Museum had also managed to maintain a full activity programme.

Councillor Chambers suggested that the Chairman of the Council wrote to all the volunteers thanking them for their work. The Assistant Director Corporate Services said that previously, thank you events had been held at the Museum. Mr Watson then suggested holding the event at the store.

The Assistant Director Corporate Services said he would look at how the Council could thank volunteers for their work during the store move.

The Curator said that visitor figures in the previous quarter had been very good, but it was worth noting that this also included most of the Easter period. The

number of school visits continued to be lower than the previous year due to the absence of a Learning Officer at the Museum. Shop takings did continue to improve, despite the lower number of school visits which normally provided the most income. Hayley Wilson had played a significant role in this as she had improved the content of the shop and had brought in stock based on current exhibitions. Ticket sales and donations were up slightly.

The new financial year had started and the Museum's new charges were now in place. There hadn't been any issues so far with the new charges.

The Assistant Director Corporate Services noted that the donation total for March was considerably higher than usual and asked whether a large donation had been received. In response, the Curator said she would find out why the donation total was so high, but thought it was at least partly due to having a second donations box in the main gallery on activity days.

The Curator clarified that holiday activities for Egyptian door hangers, Roman cone people and Greek Olympic medals had all taken place in February. There had been around 250 visitors at each of the three events. The Museum continued to exceed its Local Performance Indicator targets.

MM31 SHIREHILL STORE – VERBAL REPORT

The Curator said that IT setup at the store had almost been completed. The heating system at the store was being looked at with the possibility of boosting night time store heating being explored.

MM32 SCHOOLROOM EVACUATION – VERBAL REPORT

The Curator said that it was expected that the evacuation would be completed by the end of May with most of the collections already having been packed and moved. Larger items would be moved out by 19/20 April. Volunteers would be able to help with some elements of the move and most other elements could be done in house. There were some chemicals in the School Room which would have to be moved by the Council's health and safety team. After May, all the major building changes would be complete and staff would be able to focus on the Museum.

The Assistant Director Corporate Services said letting options for the School Room were being looked at.

MM33 DATE OF NEXT MEETING

It was agreed that the next meeting would be held on 20 July at the Shirehill Store.

The meeting ended at 7pm.

**Museum Management Working Group
Meeting 20th July 2016
Museum Society Chairman's Report**

The latest exhibition "Magna Carta" is due to be previewed on the 15th July, but I cannot give any detail in this report. A verbal report of the preview will be given at the meeting.

Further to the opening of the Shire Hill Store, on the 11th April our store volunteers were nominated for an award at the annual SHARE Museum Volunteer Awards and Richard Priestley represented the Store Volunteers and he will give a verbal report.

The Development Committee met on the 19th April to discuss the paper from Jonathan Bryant with suggestions for the development of both the Castle & Museum and linking this with the Fry Art Gallery. It was agreed that the Curator and the Chairman should initially meet with other interested parties to consider the future development of the Museum/Castle site. The Committee agreed to defer further consideration of the Design Brief until these initial meetings had been completed. The Curator and the Chairman have one meeting and others are planned in the near future.

At the Board meeting on the 31st May the Treasurer was able to report that the Society had been able to appoint a new "pro bono" examiner for the annual accounts which the board approved at the meeting.

Members will have recently had the opportunity to have a conducted tour of St.Mary's Church and visited Wicken Fen and a visit to Paycocke's House Coggeshall and Temple Crossing Barns in planned for the 24th August.

Tony Watson.
6th July 2016.

SAFFRON WALDEN MUSEUM

CURATOR'S QUARTERLY REPORT

April – June 2016

1 Museum Management and Staff

1.1 Management

Forward Plan 2013-2018 and Shire Hill Store

The Shire Hill store was formally launched on Monday 11 April with a reception for invited guests, including members and senior officers of the Council; the Mayors of Saffron Walden and Great Dunmow, and directors of Saffron Walden Museum Society Ltd. Further store tours and tea were provided on Monday 18 April for Museum Society members and store volunteers. Removal of remaining collections and equipment from Newport was completed on 15 April with Schofield Removals, who also moved large and heavy items from the Schoolroom to Shire Hill on 19-20 April.

It has been a relief to complete this exercise, without damage to or loss of any objects or specimens, and to be able to show this excellent new facility and the extent of the collections which can now be better curated at Shire Hill. There is still a great deal of work to do sorting collections and creating space for the deposition of new archaeological finds and records. The wireless broadband is now operational and Museum staff are working with IT on supply of more computers for staff and volunteers to use at the store. Thanks should be recorded to our store volunteers and to colleagues from Corporate Services who assisted with moving some objects and equipment.

The new Chief Executive of Uttlesford District Council, Dawn French, visited the Museum and met with staff on 29 June. She toured the museum site, galleries and stores and discussed forward plans.

Evacuation of Schoolroom

The Schoolroom was evacuated at the end of June to allow refurbishment before it is commercially leased to generate income. Social History collections stored in the building were packed and removed under the supervision of the Collections Officer (Human History), with the assistance of store volunteers and Schofields Removals. Handling and educational collections from the Schoolroom were sorted and boxed, and removed to a small storeroom in the Museum, with thanks especially to Jane Evans, learning & activities volunteer. Conservation work on specimens preserved in alcohol was completed by the Natural Sciences Officer whilst a Fume Cupboard was still available in the Laboratory. Equipment and materials from the Conservation Lab have been sorted and moved, except for some chemicals which remain on the outside chemical store for disposal by specialist contractors in due course. The Corporate Health & Safety Officer is advising the Curator on how to proceed with this. Some older items of unwanted furniture (property of the Museum Society) have been sold raising a total of £350 for Museum Society funds (2 wooden cabinets and 2 benches).

1.2 Staff

Hayley Wilson left the post of Museum Admin Officer in mid-May, after keeping day-to-day operations running smoothly through a very demanding time for the service, for which we are all grateful. She remains a member of our pool of casual-contract Museum Assistants. Wendy-Jo Atter has been appointed as the new Admin Officer, which is now a permanent post, and is expected to start in early July. The post of Learning Officer remains vacant at present, until funding can be identified. This means that staffing has been temporarily reduced to 3 full-time curatorial posts and the part-time

Security & Premises Officer, making it necessary to frequently bring casual staff in during the week to keep the Museum open. The staffing situation has put considerable pressure on the workforce and service this quarter and inevitably backlogs have built up in some areas. These will have to be addressed before the service can move forward.

1.3 Volunteers and Work Experience

The store volunteer team was nominated for the ‘Behind-the-Scenes’ category in the SHARE Museums East Volunteers Awards 2016, which covers all museums and galleries in the East of England. Richard Priestley, store volunteer and chairman of the Museum Support Committee, attended the reception at the Fitzwilliam on 9 June with the Curator. This was a hotly-contested category and although our store volunteers team did not win, we should receive a certificate marking their nomination, for display in the Museum.

Two new volunteers have joined the human history collections volunteer team – Emma Bastin and Vicky Geddes. Emma lives in Ashdon and has a keen interest in history and Vicky is a current history student at the University of Lincoln. Both are helping to document the contents of the Inorganics store onto the Modes database. Hamish McIlwrick, Hilary Walker and Judy Brook, who are long-standing volunteers who were forced to take a few months off from volunteering due to lack of IT facilities at the Shire Hill store, met with the Collections Officer (Human History) and have agreed to re-start their volunteering in August. Len Pole, Ian Sharpe and Will Butler continue to volunteer with the Collections Officer (Human History) and are working on various projects to improve documentation. In total, the Human History collections volunteers donated 157 hours of their time over this period.

Volunteer verge surveyors Barry Kaufmann-Wright, Tony Morton, Ken Rivett, Margaret Rufus, Heather and Paul Salvidge have been conducting ecological surveys of Special Roadside Verge sites in Uttlesford district. Each year 22 existing sites and potential new special verges are surveyed by the survey team and the Natural Sciences Officer.

1.4 Training and Seminars Attended

22 April	Collections Valuations seminar at the Natural History Museum, London (Curator)
10 June	Changemakers leadership development course (Collections Officer, Human History)
26 & 27 May	SHARE Bird Feather conservation course, University of Cambridge (Natural Sciences Officer)

1.5 Health & Safety

Fire Risk Assessment conducted.

2 Buildings and Site

2.1 Museum Building

The east fire escape has been assessed in the light of new regulations concerning evacuation of wheelchairs, as existing arrangements do not allow wheelchairs exiting from the rear ground floor fire exit to get round the side of the building to the forecourt. Discussions are taking place with Council officers on possible solutions. A fire alarm service was conducted by Sunfish, the faulty emergency light in the first-floor Discovery Centre fire exit vestibule was replaced, and minor plumbing repairs were carried out in the kitchen and WCs. Oakray engineers continue to work on the gas boiler heating controls. The lift was repaired after it failed to go up to the first floor; a new lift service contract is needed (under negotiation at the Council).

2.2 Laboratory/Schoolroom

Evacuated by staff and volunteers (see above). Immediate consequences are that the Museum has had to turn down a few requests for children's birthday parties and other functions, and the Research Room at Shire Hill is now our only meeting space. This will limit community and income-generating events until we can build a new learning & activity room as part of an extended Museum. Conservation work will also be limited because there are less facilities and equipment available to treat specimens.

2.3 Newport Store

Evacuated (see above) and passed to Contract Services for other Council use.

2.4 Grounds and Castle Site

Contractors (Bakers of Danbury) continue to work on the fabric of the keep. This project is now overseen by Nicola Wittman (Corporate Services). Meanwhile early results from Stratascan's analysis of Tim Dennis' geophysics survey look promising and we await a full report by Maria Medlycott, Essex County Council later in the summer.

A Listening Bench was installed outside the Museum and inaugurated in June (see 5.2 below). This is part of an Essex Record Office project with the Heritage Lottery Fund and makes sound clips from oral history interviews available to a wider audience.

2.5 Shire Hill Store

Museum staff will be working at the store every Monday from 25 July onwards, and the Museum will be closed and unstaffed on Mondays.

3 Collections and Research

3.1 Acquisitions and Disposals

4 acquisitions have been recorded in the accessions register. These include:

- A collection of walking sticks donated in memory of the late Christopher Dyer
- A print of 'Littlebury', a bull named after the parish
- A collection of ephemera relating to Saffron Hall in Saffron Walden

The Board of Trustees agreed to the deaccession of three objects at their Board Meeting on 31 May 2016. These were:

- Four documents relating to land in Devon, which were transferred to the Devon Archives and Local Studies Centre
- One document relating to land in Horsham, which was transferred to the West Sussex Record Office
- One carriage canopy, which was in poor condition (having been stored at the Newport store) and was disposed of.

3.2 Collections Care and Conservation

Two objects that were broken during the emptying of the Ceramics gallery in March were conserved by Janet Bullen – unfortunately, one of these has proven particularly difficult to conserve and remains broken. The Collections Officer (Human History) will identify an alternative conservator once the planned repairs and redecoration of the Ceramics gallery has taken place, in case further objects are broken as part of this process.

Six objects were conserved in the Laboratory by the Natural Sciences Officer:

- A common buzzard in a large glass case.
- Five jars of amphibian and reptile specimens preserved in various concentrations of industrial alcohol and water which required a fume cupboard to remove harmful fumes during the conservation work.

All these objects have been moved to their permanent stores with the help of store move volunteers and museum staff.

The frost cover on the cracked glacial erratic boulder was removed and stored with the help of the contractors working on the castle.

3.3 Documentation

Backlog / updates are as follows:

	New Acquisitions	Backlog (existing collections not previously catalogued on Modes)	Edits and Updates to existing records
Human history collections	18	226	1733
Natural history collections	0	0	878
Total	18	226	2611

Effective Collections (World Cultures project)

Tony Morton has set up an initial design for the website, now waiting for the Curator to have time to dedicate to moving this project on.

3.4 Loans In

There have been no new loans in during this period.

3.5 Loans Out

A relief carving in stone of a Roman gladiator was loaned to the Grosvenor Museum in Chester, for display in their exhibition 'In Good Humour: Disease, Doctors and Dying in the Roman World'. It will be returned in November 2016.

3.6 Object Identification and Enquiries

Object identifications this quarter: 7

Collections Enquiries this quarter: 27 These include objects 'seen on the spot' without an enquiry form being necessary plus enquiries dealt with by phone, email and letter or in person about the collections.

3.7 Research

7 researchers this quarter

- Paul Drury and David Sherlock researching medieval floor tiles from excavations in Uttlesford as part of a regional / national survey (Shirehill store, 13 June)
- Sara Impey to see examples of Coggeshall lace (Museum, 12 May)
- Robert Pilcher to view Napoleonic prisoner of war straw-work items (Shirehill, 23 May)
- Arlie and Gavan McCarthy to view the early accession registers in relation to the John Helder Wedge collection (Museum, 3 June)
- Eugenia Fiocco, who was visiting from Italy, to see examples of pargetting and pargetting tools (Shirehill, 17 June)

4 Displays and Visitor Services

4.1 Permanent Galleries

Object of the Month, a project designed to display objects from the stored collections that are rarely seen by visitors, continues. In April, a sample of intricate lace made in the Essex village of Coggeshall during the nineteenth century was displayed. In May, a ‘mystery’ archaeological stone object found in Wendens Ambo was chosen as *Object of the Month*. In June, a sample of material used to make Queen Elizabeth II’s coronation gown was displayed, to coincide with the Queen’s official 90th birthday.

Object of the Month is a popular project with both visitors to the museum and followers on our social media pages.

An order has been placed for our new Community Case, which will house a new rotating display (changing approximately every 6 months) featuring co-curated displays with individuals or groups from the local community. The Collections Officer (Human History) has identified the first two community groups to be involved in the project: the organisers of the Dunmow Fitch Trials, whose display will be installed in late August 2016, and the Saffron Walden Cricket Club, whose display will be installed in early 2017.

Tony Morton (Essex Wildlife Trust and Saffron Walden Museum Society) has offered to improve the Woodland interactive in the Natural History Gallery by producing new models of trees that more accurately reflect the growth cycle in coppiced woodland. Two visits made to plan work and measure.

4.2 Temporary Exhibitions

The *Ocean World* exhibition closed on Sunday 3 July 2016. The exhibition was very popular with visitors. The Travelling Natural History Museum loaned giant marine models, fossils, casts and pictures to display with mollusc shells, marine life, seabirds, other animals, Red Crag fossils and photographs from the collections of Saffron Walden Museum. An impressive Art Wall was created by visitors displaying their colouring sheets and drawings.

4.3 Visitor Services

	Public		Schools incl. adults		Total	
	2016	2015	2016	2015	2016	2015
April	1,161	1,203	38	186	1,199	1,389
May	924	1,607	146	104	1,070	1,711
June	987	1,394	113	431	1,100	1,825
Total	3,072	4,204	297	721	3,369	4,925

Shop

	2016	2015
April	460.00	450.64
May	338.69	568.10
June	816.72	770.08
Total £	£ 1,615.41	£ 1,788.82

Tickets

	2016	2015
April	1,404.25	803.25
May	886.00	881.50
June	1,109.00	£458.25
Total £	£ 3,399.25	£ 2143.00

Donations

	2016	2015
April	36.80	83.84
May	36.00	96.70
June	77.04	46.68
Total £	£ 149.84	£ 227.22

Comments

Figures for the Q1 in 2015 were helped by free outdoor events in April-June 2015 (Waterloo, Fete de la Musique), also the Easter weekend and both days of Easter holiday activities fell in March in 2016, but in April in 2015. Ticket income reflects the increase in admission charges (now £2.50 adult, £1.25 discounts) from April 2016. The reduction in School visit numbers reflects the current lack of a Learning Officer to provide booked teaching sessions with objects. Independent (self-guided) visits from schools are still encouraged and this has probably sustained shop income at a relatively good level compared with the same quarter last year. Total income (tickets + shop + donations) was £5,164.50 this quarter compared to £4,159.04 for April-June 2015, an increase of about 25% overall.

Figures for the donations Box this quarter may be artificially low as the lack of an Administrative Officer for most of this quarter has made it difficult to keep up with regular emptying and banking. It is too early to say whether the increased admissions price will tend to depress donations.

Publicity, Marketing, Social Media and New Website

The Museum currently has 720 'Likers' on Facebook and 1491 Followers on Twitter.

Saffron Walden Museum Website – Statistics for months April May and June 2016

	New Website		
	Pages	Visits	Unique Visitors
April	12,725	5,686	3,327
May	8,803	3,520	2,464
June	7,433	3,107	2,404
TOTAL for Q4	28,961	12,313	8,195

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

Figures this quarter are affected by the lack of a learning officer and loss of the Schoolroom

Analysis of School Visits and Pupil Numbers

No. of pupils in sessions taught by Learning Officer in Museum *	0
No. of pupils taught in visits out to schools by Learning Officer	0
No. of pupils in independent visits to Museum *	271
No. of pupils benefiting from schools loan boxes in classroom	267
Total no. of pupils benefiting educationally from Museum Service	538

* These figures plus 26 teachers/adults accompanying paying school and independent groups provide total school visits in Visitor table in 4.3

Loan and reminiscence boxes:

4 loan boxes have gone out this quarter, used by 267 pupils. These were the Egyptian loan box (used twice), the World War II loan box and the Prehistory loan box.

5.2 Events on-sites (in Museum and grounds and at Shire Hill Store)

Date	Event	No. Attending
6 April	Easter holiday activities: Marine Masks	182
11 April	Shire Hill Store opening event	35
18 April	Shire Hill Store open day tours	25
8 May	Birthday Party in Museum with fossils provided for handling	20
13 May	<i>Museums At Night</i> : Museum by Torchlight evening for families	106
1, 2 June	Half-term activities: Seals and Seals	347
11 June	Castle St, Museum St and Church St local residents picnic party in grounds (Queen's 90 th Birthday celebrations)	30
18 June	Saffron Walden Nursery School Fete in Museum & Castle grounds	100
30 June	Inauguration of the Listening Bench outside the Museum (Essex Record Office / Heritage Lottery Fund project with SW Initiative)	20
	Total	865

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

Date	Event	No. Attending
8 April	Talk to Breathe Easy Group, Radwinter Road Hospital (Curator)	20
18 June	Hadstock Fete: Battle of Assandun project 'living history' demo by Regia Anglorum and Museum display in St Botolph's Church (Curator)	65 viewing display in church
	Total	85

Other Museums and Local Groups supported (Uttlesford) 8 groups, 13 meetings)

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

- Essex Field Club - 2 meetings, treasurer work (Natural Sciences Officer)
- Special Roadside Verges project – 1 meeting, verge cuts, 2016 survey programme and forms,

- 3 ecological surveys, missing posts, response to 1 planning application (Natural Sciences Officer)
- Sustainable Uttlesford – 1 meeting (Natural Sciences Officer)
- Saffron Walden Searchers Metal-Detecting Club – 1 Sunday conference, Quendon (Curator)
- Fry Art Gallery - 1 committee meeting (Curator)
- Dunmow Museum – AGM (Curator)
- Hadstock & Ashdon Millennium Group (Battle of Assandun events 2016) – 3 committee meetings of the Millennium Group, 2 meetings of the Ashdon Battlers, attendance of 2 public lectures in support of the project and 1 day of outreach at Hadstock (see events off-site)
- Local History Recorders of Uttlesford AGM at Clavering (Curator)

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

- Bishops Stortford Talking Newspaper. Discussion of plans for interviews in the Museum with a geologist and the Curator (Natural Sciences Officer and Curator)
- ME (Museums Essex) management committee meeting hosted at Shirehill Store 24 May (Curator)
- MEE (Museums East of England) meeting at Epping Forest District Museum, Waltham Abbey (Curator)
- Maximising Cultural Partnerships meeting at Essex Record Office 28 June (Curator)

Schoolroom Hire

With no Learning Officer and the loss of the schoolroom, party bookings and other hirings of the Schoolroom now cease until proposed Museum developments provide a new learning and functions room, and learning / outreach officer.

Local Performance Indicators

Definition	This Quarter Actual Q4	This Quarter target Q4	Cumulative 2015-16	Annual Target 2015-16
Visitors PI 22 SI 12c	3,369	3,200	3,369	13,000
Users PC 01 CI 39	16,068	6,000	16,068	25,200

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 using ‘Visits’)

Comments on this quarter’s figures

Visitors just exceeded targets by 5% due to on-site activities and events maintaining numbers, and independent school visits partly making up for lack of taught school sessions.

Users: there have been an exceptionally high number of website visits this quarter, for reasons not immediately apparent, and these have boosted figures out of proportion to the target. It remains to be seen if this is an abnormal quarter or whether similar levels of website use can be maintained in future.

Main activities and items to note for the next quarter:

1 Museum Management and Staff

The new Administration Officer, Wendy-Jo Atter, starts work in July. Staff remain under pressure with much work to follow up in the aftermath of the store move and Schoolroom evacuation, plus holiday activities to run without a Learning Officer.

2 Buildings and Site

From 25 July the Museum will be closed and unstaffed on Mondays, and curatorial staff will work at Shirehill all day.

3 Collections and Research

The educational and handling collections re-housed in the Museum need a thorough sort out by staff and volunteers, and will be a priority this autumn. There is a grant of £1,000 via the Museum Society for re-packaging this collection and purchase of replicas as teaching aids.

Records and equipment removed from the Laboratory and Schoolroom to the Museum need to be sorted out and stored by staff, but there is limited space in the Workroom.

The Natural Sciences Officer has the contents of three large wooden cabinets containing mollusc shells and birds' eggs to pack before Schofield Removals can move them from the natural history store at the Museum to Shire Hill. Completion of this work will depend on the availability of store volunteers.

Documentation work on all collections requires more time; insurance valuation work with Antiques Appraisals Ltd has yet to take place.

4 Displays and Visitor Services

The *Ocean World* exhibition closes on Sunday 3 July 2016. *Magna Carta* exhibition opens on 16 July 2016. There is a Private View for Museum Society members on Friday 15 July.

5 Education, Events and Outreach

16 July – Viking ring (found near Thaxted) with pop-up display at Thaxted Guildhall

Summer holiday activities:

3 August – create your own helmet.

10 August – make beaded necklaces and mini-shields.

17 August – Battle of Assandun mural.

Drop in sessions 11am-1pm and 2pm-4pm. Children must bring an adult. These are linked to the Battle of Assandun re-enactment in September

Saffron Walden Maze Festival 20 and 21 August.

Heritage Open Weekend 10 and 11 September. Free entry all weekend to Saffron Walden Museum.

Friday 9 September – Museum outreach with Regia Anglorum members at Ashdon Primary School.

Saturday 10 September – Museum project with Ashdon and Hadstock communities to commemorate the Battle of Assandun 1016 – living history camp and battle re-enactment at Waltons Park, Ashdon, with Regia Anglorum. Museum pop-up display and activities in marquee.

27-28 September Victoria Cave archaeological digitisation project taking place in the archaeology gallery, public event (detailed recording of finds held by Saffron Walden Museum from an important cave site near Settle, Yorkshire discovered in ~~Page 19~~ 19th century)

