



Uttlesford District Council

Chief Executive: Dawn French

Museum Management Working Group

Date: Wednesday, 01 March 2017
Time: 18:00
Venue: Committee Room
Address: **COUNCIL OFFICES, London Road, Saffron Walden, Essex CB11 4ER**

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 12 October 2016 5 - 10
- 3 Report of Chairman of the Museum Society 11 - 12
- 4 Curator's Quarterly report Oct - Dec 2016 13 - 20
- 5 Museum development update (verbal)
- 6 Rental of School Room (verbal)
- 7 Learning and Outreach Officer (verbal)

- 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

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 12 October 2016**

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

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

MM1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillor Wells.

MM2 MINUTES OF THE MEETING HELD ON 20 JULY 2016

The minutes were received and signed by the Chairman as a correct record.

MM3 MUSEUM SOCIETY REPORT

The report was taken as read. Mr Watson flagged up David Laing's retirement; Cllr Chambers asked the Council write to thank David for his contribution to the Society. Mr Watson informed members of the sad death of Molly Glover, Life Vice President, he would attend her funeral on behalf of the Society.

The report was noted.

MM4 QUARTERLY REPORT JULY – SEPTEMBER - REPORT

The Curator apologised for the late circulation of the paper and summarised the main points of the report.

Work continued at the Shire Hill store on Mondays and staff had begun to sort out the back log of collections and documentation.

First stage of the geophysics report of the Castle site from Stratascan was available, a meeting on 25th October would be held with archaeological colleagues, council staff and Historic England to look at the results, the report would then be passed to ECC for further research, the Archaeological Mitigation Strategy Service would be an important piece of work towards the development and interpretation of the site. A grant claim of £5,000 had been submitted into Essex Heritage Trust, this would cover 5 of the 6 costs of the development work.

Wendy-Jo Atter continued to work through the large backlog of administration.

A considerable amount of work had been done on the central heating system over the summer and arrangements for the installation of wi-fi throughout the museum had been made.

13 acquisitions had been recorded for this quarter, including a medieval gold brooch from Manuden purchased by the Museum Society which had to be collected from the British Museum.

A number of late Saxon, Viking and Norman items had been loaned to Epping Forest District Museum in order to celebrate the 950th anniversary of the Battle of Hastings as Harold II local connections.

The Object of the Month continued to be popular and had drawn visitors via Twitter, Facebook and the Museum website.

Mr Watson had produced a number of new model trees to replace those in the exhibit on woodland and tree management.

The Magna Carta exhibition opened on 16th July and had showcased local community embroideries depicting the involvement of Essex Barons.

The reported visitor figures had been disappointing for the last quarter, it was thought outreach activities had impacted on the numbers.

Ashdon and Hadstock had played a major role in the battle of *Assandun* 1016 event, with the support from an ECC grant and a small community grant from Uttlesford District Council alongside ward funding from Cllr Rolfe and a great deal of local sponsorship and help in kind, all contributions made the event a successful project.

The Curator commented on the lost opportunities to follow up outreach as they no longer had a Learning Officer; this had also affected school visits.

Publicity had been very busy, with lots of free publicity on the web and through local press. Visits to the Museum website continued at a good level.

Independent school visits had continued to be encouraged, during term time although the planned summer programme experienced a drop in attendance when the weather improved in August.

The Curator reported over the next two weeks Museum staff would be working with valuers from Arts Appraisals Limited, laid ground work for a major re-evaluation for insurance purposes, this would be assisted by a £5,000 grant from the Museums Valuations Collections Trust.

There would be a large intake of archaeology starting in November, resulting in between 150 to 200 archives it is hoped the store would have the capacity to take the backlog on behalf of the district.

A small private grant from the Museum Society would allow the recruitment of a learning volunteer to sort and list the educational and handling collections, these would be re-packed into small boxes covering the main key stage topics ready for school loans.

Councillor Sell congratulated the Museum for their support, without their efforts the commemoration of the battle of *Assendun* would not have happened.

Councillor Sell noted the explanation on the outreach work and the facts about the Learning Officer. He quoted the visitor figures were down by a third on the previous year and asked in which quarter most people had visited. The Curator explained visitor figures varied from quarter to quarter and depended on what staffing and funding was available in order to put on major events and activities.

Last year the Museum opened the community of collectors which was a locally well supported exhibition and the Magna Carta exhibition had seen a reasonable throughput of visitors. Families visited when activities were put on, other visitors called in when new exhibitions were advertised, and good weather had an effect on attendance.

Councillor Chambers added his congratulations to the Museum staff for the all the work they had done.

The report was noted.

MM5

MUSEUM DEVELOPMENT UPDATE

Mr Watson said there had been a meeting with the Fry Art Gallery and conversations were ongoing and they hoped to link up with St Mary's Church on future projects.

The Curator presented a draft paper produced for the Heritage Lottery Fund. The paper highlighted the vision for the Museum and Castle site as a Heritage Hub for North Essex and would be sent to the Heritage Lottery Fund. The Curator and Mr Walker attended a cohort meeting in Stowmarket on how to make lottery applications; this event included a future one-to-one advisory meeting in Saffron Walden and further cohort meetings in December and March.

Mr Watson said advice from the Heritage Lottery Fund was to make a large bid for a community project, including other local partners like the Fry, the Castle, Museum and others.

Richard Auty, Assistant Director Corporate Services reported The Fry Art Gallery had confirmed it was still interested in leasing of the Museum school room; the council had received a letter of intent and had spoken to the Museum Society solicitor. The next stage was to draw up a draft lease.

Councillor Light said the Heritage Hub sounded an exciting project, she added the bid from the Museum had to jump off the page; members agreed the project would gather momentum as other partners joined in. The Museum Society recognised the application would be in competition with other projects in Essex,

like the Southend Museum planned for the sea front, which was applying for a £30million grant.

Councillor Sell also agreed the term of Heritage Hub sounded good, he added in his view the Castle site was an underutilised historic asset. He asked for clarification on the fixed term curatorial post, the Curator confirmed the cost was to be externally funded via the Lottery application, the learning and outreach role would also be funded through the application if the council was unable to provide funding directly.

The Curator reiterated the longer term project would not go ahead until the smaller access to collections project laid the ground work for the Heritage Hub, the Museum would look for a steer from Lottery officers on how to take the application forward.

Councillor Sell asked about the Museum Society's finances if the Lottery application was successful. Mr Walker said taken in consideration the half a million match funding this would leave approximately £80k.

Councillor Chambers asked if the Museum had considered sponsorship, the Curator confirmed they had considered sponsorship and found very little was available. Councillor Chambers asked if it would be improper to ask someone on behalf of the Museum for sponsorship, the Director of Finance and Corporate Services took the view it would not be inappropriate to approach interested people, he added Heritage England had been involved in a lot of joint working around the Castle site for completion March 2017.

Councillor Sell suggested an approach to Lord Sainsbury's Charitable Trust, as he had links to Saffron Walden.

Deborah Priddy, Historic England Inspector would attend a meeting with officers on the archaeological and geophysics on 25th October 2015, this would be an opportunity for the first discussions around plans for the Castle site.

It was confirmed the work to West and North walls of the Castle had been signed off and the scaffolding would be moved round to other side of the Castle site. The Council had secured another £140k from Heritage England; with an additional £100k from Uttlesford District Council work on the other two walls would start, with completion of the soft capping of the walls in 2017 in order to reopen the Castle site, this would result in the Castle coming off the Scheduled Monuments at Risk Register. Information boards would be erected to explain what work had been completed; none of the restoration work would be hidden from view. The Castle site could be promoted for weddings, as part of the heritage trail, performances and other activities.

The report was noted.

MM6

WALDSTOCK 2017 – VERBAL UPDATE

Waldstock organisers would like to use the Castle site as the venue for their next event. The event would be an informal outdoors family weekend at the end of July and would feature local bands. The organising committee would talk to

the relevant agencies regarding security and licensing, and would be raising money for local charities, the Museum Society would also receive a donation towards the Museum development.

MM7 LEARNING OFFICER – VERBAL UPDATE

Richard Auty gave an update on the budgetary position of the Learning Officer post. A growth bid would be submitted for the post and it would go forward into the discussion for the 2017/18 Council budget.

MM8 DATE OF NEXT MEETING

It was agreed that the next meeting would take place on 1 February 2017.

The meeting ended at 7.15pm.

Museum Management Working Group
Meeting 1st March 2017
Museum Society Chairman's Report

Volunteers working for the Museum were thanked by both the Museum Society and the Council at a tea party on the 6th December 2016. Following an introduction by the Curator the Volunteers were thanked by the Chairman Tony Watson on behalf of the Society and this included most of the Directors! Further thanks on behalf of the Council were given by Dawn French Chief Executive of the Council. Certificates of long service were presented to Volunteers with over ten years service. Some 40 Volunteers were present.

The Society held its Christmas party on the 12th December which had a variation on the quiz. The Vice-Chairman Paul Salvidge and his wife Heather devised a series of questions some of which could only be answered if you had a good knowledge of history outside the Museum.

On the 27th January the Society members had a pre-view of the latest exhibition "Completing the Look: 300 Years of Fashion Accessories". Leah Mellors who has curated this exhibition has brought together lots of fashion accessories from the Museum collection and also from members and other museums. Leah should be rewarded by not only the large attendance on the 27th January but also be visitors to the museum over the next six months. We were pleased that Dawn French and some Councillors joined us on this occasion.

Further to my report last October the Curator and the Chairman have met with representatives of the Church and Saffron Walden Town Team to form a Heritage Development Team to co-ordinate the Heritage assets of the town. David Tomlinson (St.Mary's Church) and the Chairman were asked to discuss the possible inclusion of the Castle within this group with the Council and we are meeting with the leader, Howard Rolfe, on the 10th March for an initial discussion. The Curator and the Chairman have also met with Saffron Walden Initiative and the Town Library Society to discuss the future development of the Heritage sites in the centre of the town.

The Spring series of talks, organised by Carol Law, began in January with a talk by Malcolm White on Saffron Walden Place names and was followed by Treasurer Peter Walker in February with a talk on Maps of Essex.

Tony Watson.
24th February 2017.

SAFFRON WALDEN MUSEUM

CURATOR'S QUARTERLY REPORT October – December 2016

1 Museum Management and Staff

1.1 Management

Museum Service

The Natural Sciences Officer attended the staff awards event at Uttlesford District Council on 9 December where the Museum Service was recognised as a service that had done particularly well in 2016 with moving collections to the new store, Battle of Assandun events, and maintaining the outreach and family holiday activity programme with no Learning Officer in post during 2016.

Shirehill Store

Following the move; sorting out of collections, equipment and IT has continued, and more volunteers have been working there with staff on Mondays, Tuesday afternoons, and occasionally at other times. The Collections Officer (Human History) has shown fellow museum professionals from the Horniman Museum and Stevenage Museum around the store, at their request, and the response has been overwhelmingly positive. She has been able to provide advice and tips for them for their own store projects.

Schoolroom

Contractors under the direction of Martin Stocks have begun work on refurbishing the schoolroom building to prepare it for leasing. The Curator and Chairman of the Museum Society have assisted the Council in completing some of the legal documentation preparatory to the lease agreement.

Forward Plan 2013-2018

The Curator and Chairman of the Museum Society have held informal discussions with representatives of the Fry Art Gallery, the Castle Hill Tennis Club and the Saffron Walden Arts Trust to ascertain how proposals for the Museum and Castle site might enhance or assist other heritage, arts and community aspirations and plans. Further informal talks with St Mary's Parish Church, the TIC and Saffron Walden Initiative are planned for January.

Meanwhile, outline plans for approaching the Heritage Lottery Fund (HLF) have benefitted from the SHARE Cohort on major funding applications, in which the Museum is participating (Curator and Museum Society representatives Richard Priestley and Peter Walker). Outline proposals (as tabled at the last MMWG meeting) have been developed to open a dialog with HLF in the New Year. It is proposed to make two independent but complementary bids to the HLF:

1. An immediate, small bid under Our Heritage (grants up to £100k) for developing 'Stories of North-West Essex' and access to collections over the next two years, enabling us to digitise collections and update the Modes database; improve public access and community involvement through volunteering opportunities; develop a new 'stories' using the collection and test them with outreach. This will provide a core narrative for re-displaying the Museum and other public outcomes.
2. A large 2-Stage bid (regional grants up to £2m) to extend, improve and re-display the Museum, and make the Museum and Castle site a 'heritage hub' for north-west Essex and a visitor destination.

1.2 Staff, Volunteers and Work Experience

Three new archaeology collections volunteers, Page Pegrum, Peter Stribling and Peter Rooley, and one new Welcome Desk volunteer, Ron Lowe, have all been welcomed this quarter.

The team of human history collections volunteers continue to work on the documentation of the collections. Sadly, Will Butler left us to take up full-time employment, but he credited his volunteering at the Museum as being partly responsible for him gaining his new job.

Six verge surveyors helped to check that full width cuts had been carried out properly at the Uttlesford special roadside verges in October and November. Author, wildlife photographer, speaker and verge surveyor Barry Kaufmann-Wright died after Christmas and he will be missed very much.

On 5 December, International Volunteers Day, a party for *all* museum volunteers was held to celebrate their invaluable contribution to the service (estimated at over 4,500 hours in the last year). The Chief Executive Dawn French kindly presented long service certificates to ten volunteers who had put in at least ten continuous years' work at the Museum (our longest serving volunteer, Mary Knight has been a Welcome Desk Volunteer with us for forty one years). The Chairman of the Museum Society and directors attended to add their thanks, as well as being 'volunteers' themselves. This event and the introduction of the certificates were master-minded by The Museum Admin Officer.

1.3 Training and Seminars Attended

7-8 Nov	Retail Resilience Programme (Wendy-Jo Atter, Admin Officer)
14 Nov	Refresher training (Casual Museum Assistants)
17 Nov	SHARE Cohort for Major Funding Applications, Saffron Walden Museum (Curator and Richard Priestley, Museum Society with Natasha Hutcheson, Consultant)
21 Nov	GovDelivery email marketing training at Uttlesford District Council (Collections Officer, Human History)
9 Dec	<i>Changemakers</i> Leadership Development course (Collections Officer, Human History)
15 Dec	SHARE Cohort for Major Funding Applications, Essex record Office (Peter Walker and Richard Priestley, Museum Society in Curator's absence)

1.5 Health & Safety

No specific issues or incidents this quarter. Fire Evacuation training for all staff with a Fire Service officer is being arranged for 31 January by Lisa Lipscombe.

2 Buildings and Site

2.1 Museum Building

Wi-Fi cabling has been installed by BT. Routine maintenance work has included servicing of the CCTV by Saffron Security, two fire evacuation drills, and an Emergency lighting test.

2.3 Shirehill Store

A fire evacuation drill has been held.

2.4 Grounds and Castle Site

The Council has replaced the wooden bench outside the main entrance (the old bench having been broken) and the memorial plaque to Robert Wybrew has been reinstated.

Stratascan have now completed their analysis of the geophysical survey data from Dr Tim Dennis' and Ralph Potter's work in 2012. A meeting was held on 25 November to discuss the results with Historic England, Nicola Wittman (UDC) and Maria Medlycott (ECC Place Services) who is now working on the research and archaeological mitigation strategy ~~Page 14~~ Museum and Castle site. Notable archaeological

features include a circular feature (wall footing or defensive ditch) encircling the keep, with substantial foundations for a defended entrance across it, and the plan (wall footings) of a substantial building, thought to be the medieval manor house, immediately to the south of the Museum.

3 Collections and Research

3.1 Acquisitions and Disposals

82 acquisitions have been recorded in the accessions register this quarter, all archaeological:

- Small gold medieval circular brooch with two clasped hands, from the Manuden-Berden area, purchased by the Museum Society under the Treasure Act 1996
- A large number of small archaeological site archives, backlog from contractors which require accession numbers to be issued prior to deposition in 2017

The first delivery of the large backlog of archaeological site archives (finds and records) was received on 19 December at the Shirehill store from Oxford – Wessex Archaeology’s joint project on the A120 excavations: around 280 boxes and 27 rolls of plans. These have been stored and checking is in progress.

3.2 Collections Care and Conservation

Insurance Valuations

James Glennie of Art & Antiques Appraisals Ltd has surveyed and discussed the collections with curatorial staff over a period of several weeks in October – November. We await his report and recommendations for final discussion, before taking this forward through the Council to our insurers.

The cover was placed on the cracked glacial erratic boulder in the Museum grounds to protect it from frost that can cause damage by freeze-thaw action.

3.3 Documentation

The digitisation of the accession registers has been completed and we are waiting for Arlie McCarthy to process the images. She, in turn, is waiting for clarification of the requirements of Melbourne University, who funded the initial part of the project, so this may take some time. However, we have the unprocessed images and these can be accessed by all staff and volunteers.

Backlog / updates are as follows:

	New Acquisitions	Backlog (existing collections not previously catalogued on Modes)	Edits and Updates to existing records
Human history collections	0	160	317
Natural history collections	0	0	12236
Total	0	160	12553

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

A wide range of items have been lent to the Museum for *Completing the Look: 300 Years of Fashion Accessories*, including two hats from Southend Museums Service. These will be displayed in the Museum until the end of July 2017.

3.5 Loans Out

No Loans Out this quarter

3.6 Object Identification and Enquiries

Object identifications this quarter: 7 people (25 objects)

Collections Enquiries this quarter: 39

3.7 Research

5 researchers this quarter

- Marco Angelo, researching phrenological heads and death masks (two visits with another scheduled)
- Polly Bence and Julie Adams from the British Museum and Ali Clarke from Cambridge University Museum of Archaeology and Anthropology, researching coconut fibre armour from Kiribati.
- Research of the local archaeological landscape (meeting to discuss)

4 Displays and Visitor Services

4.1 Permanent Galleries

Object of the Month: October's object was a book called *Rhetor*, written by Gabriel Harvey and published in November 1577. It contains two Latin speeches about nature, art and rhetoric. November: a very fine late Neolithic / early Bronze Age flint dagger, found in the 19th century on Windmill Hill outside Saffron Walden. December: a glazed earthenware sweetmeat mould dating from the 17th century.

A new co-curated community display has been installed in the Museum, called *Your Stories*. The display was created by Saffron Walden Cricket Club, with assistance from the Collections Officer (Human History), and tells the story of the history of the club through objects, photographs and documents. The display will run for a year, when it will be replaced by another co-curated display. The cost of the case has been funded by the Museum Society, with a grant from the Gibson Walden Trust.

4.2 Temporary Exhibitions

The *Magna Carta* exhibition continues until 15 January 2017.

4.3 Visitor Services

	Public		Schools incl. adults		Total	
	2016	2015	2016	2015	2016	2015
October	1411	1064	141	407	1552	1471
November	456	601	123	11	579	612
December	534	660	0	208	534	808
Total	2401	2325	264	626	2665	2951

Shop

	2016	2015
October	394.11	833.38
November	272.65	348.54
December	182.99	355.03
Total £	849.75	1536.95

Tickets

	2016	2015
October	1603.00	650.50
November	605.00	430.50
December	642.50	408.00
Total £	2850.50	1489.00

Donations

	2016	2015
October	109.80	0
November	28.30	69.06
December	40.50	112.08
Total £	178.60	181.14

Comments

Greater focus upon publicity and marketing of events in October resulted in record crowds attending our activity days, there were over 100 adults and children for each day, and the Museum at night event.

4.4 Publicity, Marketing, Social Media and New Website

Publicity and Marketing

- Tourist Information Centres in Bishop's Stortford and Saffron Walden featured Museum events in both their paper and on-line 'What's On' listings
- Salad Days Magazine Issue 68 December 2016 featured an article on the 'Magna Carta Story' and our events in their 'What's On' listings, this magazine is distributed to all local schools
- **A new email newsletter** has been developed by the Collections Officer (Human History), in tandem with Uttlesford District Council, to highlight the main news and events at the museum and drive traffic to the website. The newsletter currently has 167 subscribers.

Press articles:

- Walden Local 19.10.2016 Spooky Events article, featuring half term activities including Museums at Night
- Saffron Walden Reporter 17.11.2016 Getting Down to the Bones of Things about the October half term activities.
- Transactions of the Buteshire Natural History Society volume XXIX features the SWM mineral Manganite, with an image, in an article about the Third Earl of Bute's mineral collection.
- Ashdon Village Magazine features documents from the museum's collections for an article on World War I Special Constables (written by the Collections Officer, Human History)

Social Media

The Museum currently has 788 '**Likers**' on **Facebook** and 1,582 **Followers** on **Twitter**.

Saffron Walden Museum Website – Statistics for this quarter

	Visits	Unique Visitors
October	2,053	1,506
November	1,673	1,252
December	3,307	2,316
TOTAL for Q3	7,033	5,074

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 Learning Officer in post)

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 *	230
No. of pupils benefiting from schools loan boxes in classroom	110
Total no. of pupils benefiting educationally from Museum Service	340

* These figures plus 34 teachers/adults accompanying paying school and independent groups provide total school visits in Visitor table in 4.3

Loan and reminiscence boxes: 2 loan boxes have gone out this quarter, used by 110 pupils.

Fossil loan box to Thaxted Primary School

Toys loan box to Katherine Semar Infants School, Saffron Walden.

Jane Evans, Learning Volunteer and teacher, has sorted through the human history education and handling collections. She and the Curator have re-assessed the objects selected for schools loan boxes on Prehistory (new to the National Curriculum), Romans and Anglo-Saxons & Vikings. The Curator has begun work on sourcing good quality replicas to supplement the loan boxes and assist the Chesterford Local History & Archaeology Society's project with Great Chesterford School, to help pupils and their families explore Chesterford's Roman heritage. Natural Sciences loan boxes (Birds, Mammals, Fossils, Rocks) are being upgraded with new labels, laminated information sheets and plastic boxes with handles for geology loans.

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

Date	Event	No. Attending
18 Oct	Pacific Arts Association visit to view ethnographic collections	50
26, 27 Oct	Half-term activities: Spooky Animal Skeletons	495
28 Oct	Museum at Night (galleries by torchlight)	108
31 Oct	Shirehill Store evening visit: Uttlesford Local History Recorders	40
8 Nov	Eastern Region Textile Forum visit	2
1 Dec	Horniman Museum visit to Museum and Shirehill Store	6
5 Dec	Volunteer celebration	42
10 Dec	Christmas family activity: Tree Decorations	43
12 Dec	Museum Society Christmas Social	74
15 Dec	Stevenage Museum visit to Shirehill Store	3
	Total	863

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

None this quarter

Other Museums and Local Groups supported (Uttlesford) 7 groups supported, 9 meetings)

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

- Essex Field Club - 2 meetings, treasurer work (Natural Sciences Officer)
- Essex Wildlife Trust (Uttlesford) – 1 meeting (Natural Sciences Officer)
- Special Roadside Verges project – 2 meetings, 2016 annual reports, 2016 site list & maps for UDC Local Plan, road realignment & verge UTT45, October cut, new verges (Natural Sciences Officer)
- Sustainable Uttlesford – 1 meeting (Natural Sciences Officer)

- Saffron Walden Searchers Metal-Detecting Club – 1 meeting, Quendon (Curator)
- Fry Art Gallery - 1 committee meeting and 1 EGM (Curator)
- Dunmow Museum – 1 committee meeting (Curator)

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

- MEE (Museums East of England) meeting at Stowmarket, Museum of East Anglian Life 16 Nov (Curator)
- SHARE Advisory Network and Museum Mentors Meeting, Cambridge 1 Nov (Curator)
- SHARE Annual Conference, Newmarket 21 Nov (Curator)

Local Performance Indicators

Definition	This Quarter Actual Q3	This Quarter target Q3	Cumulative 2015-16	Annual Target 2015-16
Visitors PI 22 SI 12c	2,665	2,700	9,048	13,000
Users PC 01 CI 39	9,852	6,200	35,949	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: meeting visitor targets remains challenging while there is no Learning Officer in post. The Museum website continues to perform above target, no doubt assisted by the steadily growing following on social media.

Visitors: almost on target (about 1% below)

Users: about 59% above notional target, due mainly to the growth in website visits (7,033 visits compared to 3,973 visits for the same quarter in 2015). The impact of the new email newsletter, and steady growth of social media followers, may be a significant factor behind this increase.

Main activities and items to note for the next quarter:

1 Museum Management and Staff

Work in Progress to recruit another Welcome Desk Volunteer: interview completed, references collected, induction to take place during January.

The Curator needs prioritise time to opening a dialogue with the Heritage Lottery Fund (HLF) about the Museum's proposed developments and intended applications, while discussions continue with potential local partners, the SHARE cohort and Museum Society Development Committee. Curatorial staff will be making a visit to The Higgins at Bedford on 28 February to initiate creative discussion on re-displaying the Museum, which is also necessary preparation for our HLF applications.

The Council's Audit team will be conducting a routine inspection of the Museum this quarter.

2 Buildings and Site

Two large cabinets of birds' eggs and a cabinet of mollusc shells will be moved from the Museum Natural History store to Shirehill store by Schofield Ltd on 12 January. The contents will then be transported by Natural Sciences Officer and collections volunteers.

Fire evacuation training for all Museum staff on 31 January.

3 Collections and Research

Herbarium Modes records being improved by Natural Sciences Support Worker.

Updating storage locations for collections moved to Shirehill store (Human History and Natural Sciences Collections Officers).

Further intakes of archaeological archives and liaison with archaeological contractors, with the Monday volunteer programme at Shirehill (sorting lithics, documentary archives and plans and drawings) will take up around 25% of the Curator's time, as well as archaeological treasure finds and enquiries and organising the February half-term activities.

Work on the archaeological school loan boxes will continue when possible.

4 Displays and Visitor Services

Completing the Look: A History of Fashion Accessories opens on Saturday 28 January and continues until Sunday 30 July 2017. There is a Private View for the exhibition on Friday 27 January.

Advance preparations for future exhibitions continues for Ice Age exhibition (natural sciences and archaeology) later in 2017 and discussions with the East of England Textile Forum about creating an exhibition in 2018.

5 Education, Events and Outreach

15 and 16 February Half-term holiday activities, Belt Up in Style – fashion a fabulous medieval belt (to complement *Completing the Look*). 11am-1pm and 2pm-4pm. Children must bring an adult.

3 to 16 April Easter Treasure Trail around the Museum.

5 and 12 April Easter holiday activities Hats. 11am-1pm and 2pm-4pm. Children must bring an adult.