

**MUSEUM MANAGEMENT WORKING GROUP held at the
SCHOOL ROOM, SAFFRON WALDEN MUSEUM at 6pm on
26 FEBRUARY 2014**

Present: Councillor K Eden (Chairman)
D Laing, R Priestley, P Salvidge and A Watson
(Museum Society Limited)

Officers in attendance: R Auty (Assistant Director Corporate Services), A Rees (Democratic Services Support Officer), A Webb (Director of Corporate Services), N Wittman (ICT and Corporate Support Team Manager) and C Wingfield (Curator).

MM19 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Morson.

MM20 MINUTES OF THE MEETING HELD ON 27 NOVEMBER 2013

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

MM21 MATTERS ARISING

(i) Minute MM18 – Date of Next Meeting

No date had been arranged by members to view the changes on the Museum and Castle Site.

MM22 CURATOR'S QUARTERLY REPORT

The Curator presented her report for October to December 2013 and highlighted the points noted below.

Staffing – A new Collections Officer for Human History had been appointed.

Horse-drawn Vehicles – The vehicles were put in temporary storage. Lottery finding may be available for a cart shed. Re-negotiations had taken place with Furlow estate. The Job Masters cart had been rehoused.

Visitor Figures – Figures for the last quarter were good.

Councillor Eden asked what was going to happen to visitor targets.

The Assistant Director Corporate Services said that the target had been reduced. It was unknown what the effects of museum closures on Monday would be.

The Curator said that the year was unusual because the store was moving.

MM23 CHAIRMAN'S REPORT

Mr Watson said that the museum board was to meet the day after this meeting. The Re-Imagining Egypt exhibition had been successful. The Curator and local schools had worked to ensure the success of the exhibition. There would be a support meeting relating to the re-design of the museum's website.

The Curator said that over 3,000 people had visited the exhibition since November 2013.

MM24 STORE UPDATE

The ICT and Corporate Support Team Manager said that construction was currently two days ahead of schedule. Pictures were circulated of the construction site, along with recently obtained artefacts.

Mr Watson asked whether he could have copies of the pictures for the Museum Societies' newsletter.

The ICT and Corporate Support Team Manager said steel construction girders should be erected the day after the meeting. A thank you should be sent to the Head of Street Services. An electronic copy of the pictures would be sent to Mr Watson. Construction should be finished by 28 June.

The Director of Corporate Services said he would invite people to the site once the steel girders were erected. High winds could disrupt the progress of the construction.

MM25 MUSEUM AND CASTLE SITE UPDATE

The Assistant Director Corporate Services said that a full survey of the Curator's House had been carried out by a surveyor. The top floor would probably need works carried out on it. An estate agent had carried out a valuation of the property.

The Director of Corporate Services said that a deal was being negotiating with regards to the lease of the property. The Council would assist the Museum Society with leasing the property. Works on the castle side of the house were progressing. He had met with the Lottery about funding but talks had not been encouraging. The Lottery would match funding, therefore the Council would have to provide 50% of the funding.

Councillor Eden asked whether the graffiti on the castle site was significant.

The Assistant Director Corporate Services said that the graffiti was not significant and had been covered over. An e-mail would be sent out relating to this issue.

MM26

DATE OF NEXT MEETING

A date was to be agreed for the second half of April.

The meeting ended at 6.30pm.