



# Uttlesford District Council

Chief Executive: Dawn French

## Museum Management Working Group

**Date:** Wednesday, 13 April 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 27 January 2016 5 - 8
- 3 Matters arising
- 4 Museum Society Chairman's Report 9 - 10
- 5 Curator's Quarterly Report January - March 2016 11 - 18
- 6 Shirehill Store - verbal report
- 7 Schoolroom evacuation - 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**

Telephone: 01799 510433, 510369 or 510548

Email: [Committee@uttlesford.gov.uk](mailto: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](mailto:uconnect@uttlesford.gov.uk)

Website: [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)



**MUSEUM MANAGEMENT WORKING GROUP held at SHIREHILL STORE  
SAFFRON WALDEN at 6pm on 27 JANUARY 2016**

Present: Councillor R Chambers (Chairman)  
Councillors G Sell and L Wells (Uttlesford Members)  
Mr R Priestley, Mr P Walker and Mr A Watson (Society Members).

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

**MM18 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillor B Light and A Webb (Director of Finance and Corporate Services).

**MM19 MINUTES OF THE MEETING HELD 30 SEPTEMBER 2016**

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

**MM20 MUSEUM SOCIETY CHAIRMAN'S REPORT**

The report was taken as read. Mr Watson said the Society had recently purchased a Viking ring, with grant aid from the V&A Purchase Grant Fund as well as the Headley Trust, which had been found in Thaxted. There were plans to put pictures of recently acquired artefacts on the Council's and the Society's websites.

**MM21 CURATOR'S QUARTERLY REPORTS**

The Curator presented her reports and began by outlining the visitor figures for the previous two quarters, which were below target for October through to December. Gemma Tully, who was the Visitor and Learning Services Officer, had left in October. This had meant the Museum had not been able to encourage as many schools to visit as before.

User figures had continued to be well above the target. This was largely due to the new website. There was growing anecdotal evidence that people were visiting the Museum after using the website.

The Curator said the Museum had also received a number of grants over the past two quarters. These included a £5,000 grant from the Essex Heritage Trust which would fund a geo-physical analysis of the castle site. This would analyse the data produced by the radar survey. A mitigation strategy would then be produced which would provide the foundation for future works on the site.

The Museum had also received a £2,000 grant from the Essex County Council Arts Development Fund which would be used for both Ashdon's and Hadstock's commemoration of the Battle of Assandun.

The Curator explained that there had been no specific issues with any of the buildings. Work would soon be taking place in the Ceramics Gallery and professional movers would be required to take down two of the paintings. Finally, the Curator thanked all the volunteers for their contribution over the last two quarters.

In response to a question by Mr Watson, the Curator said the exact number of visitors in respect of the collections display could not be known, although any increase would be picked up in the visitor figures.

Members discussed the Queen's upcoming 90<sup>th</sup> birthday and the possibility of the Museum commemorating the occasion. It was agreed that the Assistant Director Corporate Services and the Curator would discuss what would be achievable given the current constraints on staff and infrastructure at the Museum. The Curator informed Members that the Museum did have a sample of the Queen's coronation dress, which could be incorporated into the Object of the Month display.

In response to a question by Councillor Chambers, the Curator said that the hedge which surrounded the castle was being cut down. It was presumed that the Planning Department's programme of conservation work was now nearing the stage where the monument could be more open to the public, once work to consolidate the walls of the keep had been completed.

MM22

## **SHIREHILL STORE MOVE – VERBAL REPORT**

The Curator provided an update on the moving of artefacts to the Shirehill Store. She explained that around three quarters of the collections had now been moved and anything which could be moved from the store in Newport had been. It was expected that the remaining items would be moved out by the end of the financial year.

The evacuation of collections from the Museum had begun. The School Room was the currently the primary concern and its evacuation had been brought forward as a result. There were some large items which would require professional movers. Everything was expected to be moved by the end of May. However, this meant that the Ceramics Gallery redecoration could no longer proceed as the small storeroom earmarked to take the Ceramics exhibits now had to be used to take the education & handling collections and equipment from the Schoolroom.

The Curator said there had already been a number of enquiries from groups interested in visiting the Store. Visits would be held off until the move had been completed, apart from one workshop for the Wendens Ambo Society which had a project timetable to meet. The move was a long term project and would lead

to a number of groups visiting the store to look at artefacts as part of their research.

In response to a question by Councillor Sell, the Curator said that some items were logged on a computer, whilst others still had card logs. Every item would have to have its location record changed to reflect that it had been moved to Shirehill. She added that the transition to a fully computer based system would be picked up as part of the accreditation process.

Members moved onto discussions about the letting potential of the School Room and the reasons why the house on Castle Street was sold rather than let.

Members then considered arrangements for the formal opening of the Shirehill Store. It was agreed that holding the formal opening on 11 April was preferred, with guided tours of the Store being offered throughout the day, and a further day of tours on 18 April. It was agreed that the opening would provide an opportunity to formally thank the volunteers for their hard work.

The Curator noted that the Store would not allow for large tours. Members considered the possibility of offering time slots to ensure that tour groups were manageable sizes. Officers and councillors would be invited to attend early evening sessions.

The Curator said IT installation was due shortly. The intruder alarm system was going to be upgraded to a police response system by the end of February. Lastly, the heating system in the Store was not proving powerful enough to adequately heat the whole store. Solutions to this issue were being looked at.

MM23

## **INSURANCE VALUATIONS OF DOCUMENTATION – VERBAL REPORT**

The Curator said that the Museum had received a £5,000 grant from the Museum Collections Valuation Trust to run an insurance valuation programme. Due to the need to complete the School Room evacuation, it was necessary to postpone the insurance valuation programme until Easter. The company who would carry out the valuations had been contacted and had said that they preferred the later commencement date.

The Store move was part of the Museum's forward plan (Stage I) and the move now needed to be followed by an intensive programme of work on the collections and documentation on the computer database. This would require a medium sized Heritage Lottery Fund grant and the application for the grant would need to include reference to use of and access to the collections if it was to be successful.

Stage II of the forward plan involved extending and redisplaying the Museum and included creation of a new area which would be available for private hire. Mr Watson said it was hoped that a building for hire would be built which was separate from the Museum. The Curator explained that currently, when the Museum was let out for an event two staff members had to be present for

security reasons. Security would not be as significant of a concern with a room which could be sealed off at the end of the building with a separate entrance.

Mr Watson said the Society had been working the Assistant Director Corporate Services and the Director of Finance and Corporate Services to help realise the forward plan. The Assistant Director Corporate Services explained that

Councillor Chambers thanked the Curator, the Museum's staff, the Society, volunteers and officers for their work 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.

**MM24 ANY OTHER BUSINESS**

The Curator said that a heritage exhibition was being held in Langley. The Museum had provided information and a photograph of the Langley parish hearse, now in the Shirehill store.

**MM25 DATE OF NEXT MEETING**

It was agreed that the next meeting would be held on 13 April 2016 at 6pm in the Shirehill Store.

The meeting ended at 7pm.



**Museum Management Working Group  
Meeting 13th April 2016  
Museum Society Chairman's Report**

The latest exhibition 'The Ocean World' was previewed on 19<sup>th</sup> February, and is well worth a visit if you have not yet been. The Chairman thanked Sarah Kenyon for the success of this latest exhibition. The fossils are most interesting, particularly the crab, see just how old this is!

The major event of this period was the opening of the Shirehill Store, two days ago, on 11<sup>th</sup> April. Our store volunteers were very busy in the period up to Christmas and all but a few large items are now safely in residence in the new store. You are well aware what a large ongoing project this has been and I am pleased that you will have been able to see what has been achieved. The Society has been fortunate to have such an enthusiastic and hard working group of people both packing and moving and then unpacking hundreds of items. The new store is most impressive and many items in the collections have seen the light of day for the first time in many years - some have even found their way into displays.

I would like to record the Society's thanks to two former Chairmen of the MMWG, namely David Morson and Keith Eden; despite their different political views, they have both led the way in achieving the completion of this new facility. The Society and the Council have been in partnership since the mid- 1970s during which time I have, as the Society Solicitor, then Vice-Chairman and finally Chairman, worked closely with Council officers in the continuing development of the Museum. I would like to thank Adrian Webb and Richard Auty for all their work in the planning and construction of the new store and Nicola Whitman for her efficient management of the building project. The completion of the first three stages of the project, planning, construction and fitting out and moving in are a significant milestone in the history of the Museum. There is now the final task of making use of the improved access to objects and making the material available to interested groups. There is the urgent need to up-date the records of the objects - the museum records currently shows the object is Newport! A small Lottery application will be needed to fund temporary staff for this work. Richard Priestley and I have recently attended a Museums in Essex meeting and had the opportunity to discuss an outline of future plans with Kate Brown a Development Manager with HLF.

The Development Committee is still considering the final draft of a Design Brief for the re-development of the museum buildings. Meanwhile we have had an interesting paper from Jonathan Bryant with suggestions for the development of both the Castle and Museum and linking this with the Fry Art Gallery. Details of our proposals will be made available for your comments later this year. It is also good to see that the hedge around the Castle has now gone; hopefully it will not be long before we can get inside the Keep again.

Tony Watson.  
3<sup>rd</sup> April 2016



# SAFFRON WALDEN MUSEUM

## CURATOR'S QUARTERLY REPORT January – March 2016

### **1 Museum Management and Staff**

#### **1.1 Management**

##### **Forward Plan 2013-2018 and Shire Hill Store**

Staff and store volunteers have continued to move collections to Shire Hill store from Newport store and Museum stores in January 2016. This amounts to some 3,500 boxes and containers of objects and specimens packed, listed and moved to date. Remaining items at Newport will be moved on 13 and 15 April; archaeological metal finds will be moved by Museum staff at a later date and deposition of archaeological finds and records from recent excavations will commence later in the summer.

In these circumstances, work on the development of the Museum has been on hold although the Curator has taken up the opportunity (through the Museum Society Development Committee) of discussions with a senior museum consultant.

##### **Evacuation of Schoolroom**

Most of the 3,500 Social History objects which have been stored in the Organics store in this building, have been moved to Shirehill. Plans are in hand to complete the evacuation of collections with professional removers) by the end of April and complete the removal of educational handling collections and equipment by the end of May.

#### **1.2 Staff**

The magnitude of the store project, the additional work of clearing the Schoolroom, plus maintaining holiday activities and 'normal' services as far as possible without a Learning Officer in post, has placed a great pressure on remaining staff and resources. Staff will need time to catch up on other routine and essential work once the store and Schoolroom moves are completed.

#### **1.3 Volunteers and Work Experience**

This quarter, the store team volunteers contributed 65 hours of time moving collections with the Natural Sciences Officer and 44 hours of time packing and moving collections with the Collections Officer (Human History). The Store Volunteer team has been nominated for the annual SHARE Museum Volunteer Awards (for museums and galleries in the East of England). Volunteers also contributed approximately 15 hours of time packing and moving objects from the Ceramics gallery with the Collections Officer (Human History) to allow for the Cipriani paintings to be removed by English Heritage to Audley End.

The team of Human History collections volunteers contributed 116 hours of their time, assisting the Collections Officer (Human History) to improve the documentation of collections. This is considerably less than previous quarters, as volunteers are unable to work on collections at the Shirehill store until work to connect the store to the IT network is completed. Two people have applied to join the museum as collections volunteers and they will start volunteering with the Collections Officer (Human History) as soon as access to the network is provided.

## **1.4 Training and Seminars Attended**

|           |   |
|-----------|---|
| 20 Jan    | SHARE Collections Care Conference (Collections Officer Human History)   |
| 27 Jan    | SHARE meeting of eastern region natural sciences curators at Saffron Walden Museum (Natural Sciences Officer) |
| 29-30 Jan | <i>Changemakers</i> leadership development programme residential (Collections Officer Human History)          |
| 25 Feb    | Mental Health Awareness training, Council offices (Curator)   |
| 7 Mar     | Training for casual Museum Assistants (Collections Officer Human History, Curator, Natural Sciences Officer)  |
| 11 Mar    | <i>Changemakers</i> leadership development programme (Collections Officer Human History)                      |
| 14 Mar    | Training for casual Museum Assistants (Collections Officer Human History, Curator)                            |
| 17 Mar    | Documentation Backlogs course (Collections Officer Human History)   |

## **1.5 Health & Safety**

No specific items to report this quarter, but see 2.1 below.

## **2 Buildings and Site**

### **2.1 Museum Building**

Works undertaken this quarter: PAT testing; lift serviced; fire service by Sunfish, and Roalco completed work in the roof. However we are still waiting for Sunfish to fix the faulty light in the fire exit vestibule off the Natural History Discovery Centre, and this affects access to the Natural History store. There have been problems with the Museum heating system over the Easter weekend (and more recently); these have now been attended to by heating engineers.

### **2.2 Laboratory/Schoolroom**

PAT testing, fire service by Sunfish.

### **2.3 Newport Store**

Fire service by Sunfish. Contract services are arranging for contractors to release the folding doors (which have seized due to years of flooding) for easier removal of large items.

### **2.4 Grounds and Castle Site**

Contractors Bakers of Danbury will be working on the castle for the next six months, with access to water and electricity from the Museum. The new Museum & Castle sign on the site wall by the Church Street roundabout will be replaced by one of more appropriate and clearer design.

### **2.5 Shire Hill Store**

The alarm system has been upgraded to Dualcom standard as required by our collections insurers. PAT testing has been carried out. Broadband engineers and IT staff have made numerous visits to work on network access for computers (final stages still to be resolved). The store has been too cool in colder parts of winter, causing uncomfortable working conditions for staff and volunteers in storage areas and temperature and humidity levels outside the acceptable parameters for collections at times. Cocksedge have monitored electricity use and are looking at ways of boosting the output from the storage heaters.

### 3 Collections and Research

#### **3.1 Acquisitions and Disposals**

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

- Archaeological archives from Little Canfield, Saffron Walden and Thaxted (to be deposited)
- A horse-brass found on Shortgrove Estate, Newport
- Knitting patterns dating from World War I and World War II

#### **3.2 Collections Care and Conservation**

Two Ceramics objects were broken during the decant of collections from the Ceramics gallery in March (partly old repairs becoming unstuck). These are currently being conserved by Janet Bullen.

#### **3.3 Documentation**

Saffron Walden Museum now has a licence from Natural England to possess and transport dead specimens of wild plant and animal species listed on Annex IV and II (b) of the Habitats Directive for scientific and education purposes. This means it is legal for the museum to store and move specimens of species that are protected by wildlife legislation when preserving collections for future generations and making objects available for research and education. It involved making sure that all museum specimens of protected animals and plants were catalogued on the Modes computer database and that an electronic register is kept and updated on an annual basis to show that new specimens have been collected without breaking any wildlife laws (Natural Sciences Officer).

Backlog / updates are as follows:

|                             | <b>New Acquisitions</b> | <b>Backlog (existing collections not previously catalogued on Modes)</b> | <b>Edits and Updates to existing records</b> |
|-----------------------------|-------------------------|--|--|
| Human history collections   | 7                       | 126  | 779  |
| Natural history collections | 0                       | 3  | 536  |
| <b>Total</b>                | <b>7</b>                | <b>129</b>   | <b>1,315</b>                                 |

#### **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**

The Travelling Natural History Museum loaned giant marine models, fossils, casts and pictures for the *Ocean World* temporary exhibition. Installation started on Monday 15 February and the exhibition is due to close on Sunday 3 July 2016.

Objects loaned to the museum for the *Uttlesford: A Community of Collectors* exhibition were returned to the lenders in February.

#### **3.5 Loans Out**

The four remaining Cipriani paintings, which were previously displayed in the Ceramics gallery, were loaned to English Heritage for display at Audley End House. The other two paintings (making up a six-part frieze) have been on loan to English Heritage since 1997. The frieze was commissioned for Audley End House and it will be displayed in the room for which it was originally intended. The paintings will be loaned to English Heritage on a five-year renewable basis.

### **3.6 Object Identification and Enquiries**

Object identifications this quarter: 5

Collection Enquiries this quarter: 34

### **3.7 Research**

1 researcher this quarter

- A Brown and Mawe mineral tablet and historical file, and historical files relating to the collections of Sir John St Aubyn were viewed by a postdoctoral fellow from the Paul Mellon Centre for Studies in British Art in Cambridge to research for a book/manuscript.

## **4 Displays and Visitor Services**

### **4.1 Permanent Galleries**

*Object of the Month* continues. January's *Object of the Month* was a Viking gold ring, found by a metal detectorist in Thaxted. This was a new acquisition for the Museum, purchased by the Museum Society with grant-aid from the ACE / V&A Purchase grant Fund and the Headley Trust, It continues to be on display in the Treasure case. February's *Object of the Month* was a Magneto-Electric machine used in the nineteenth-century to treat nervous disorders. March's *Object of the Month* was a flask made to commemorate the role of Henry Peter Brougham in passing the 1832 Reform Act. Objects are displayed in the Museum for one month and shared on our website and social media pages.

### **4.2 Temporary Exhibitions**

The second round of *Uttlesford: A Community of Collectors* ran until 7 February 2016. Collections in the second round included pestles and mortars, pomanders and walking sticks, and the participants were filmed for a documentary film by Ollie Sandles, which was shown in the exhibition. The participants de-installed their own displays in February 2016. Evaluations from the participants were overwhelmingly positive, with participants stating that they gained confidence, new skills and new friends from their involvement in the project.

*Ocean World*, a marine exhibition created by the Travelling Natural History Museum (TNHM) and Saffron Walden Museum opened with a private view for Museum Society members on 19 February 2016. The displays include giant models of sharks, a Pacific octopus and a seahorse; spectacular fossils of ancient sea creatures and pictures loaned by TNHM. They are supplemented by mollusc shells, marine life, seabirds, other animals, Red Crag fossils and photographs from the collections of Saffron Walden Museum.

### **4.3 Visitor Services**

|                 | <b>Public</b> |      | <b>Schools incl. adults</b> |      | <b>Total</b> |      |
|-----------------|---------------|------|-----------------------------|------|--------------|------|
|                 | <b>2016</b>   | 2015 | <b>2016</b>                 | 2015 | <b>2016</b>  | 2015 |
| <b>January</b>  | <b>770</b>    | 624  | <b>43</b>                   | 0    | <b>813</b>   | 624  |
| <b>February</b> | <b>1702</b>   | 1509 | <b>83</b>                   | 186  | <b>1785</b>  | 1695 |
| <b>March</b>    | <b>1169</b>   | 641  | <b>26</b>                   | 254  | <b>1195</b>  | 895  |
| <b>Total</b>    | <b>3641</b>   | 2774 | <b>152</b>                  | 440  | <b>3793</b>  | 3232 |

### Shop

|                 | 2016            | 2015     |
|-----------------|-----------------|----------|
| <b>January</b>  | <b>260.74</b>   | 134.80   |
| <b>February</b> | <b>711.63</b>   | 777.40   |
| <b>March</b>    | <b>531.16</b>   | 508.53   |
| <b>Total £</b>  | <b>1,503.53</b> | 1,420.73 |

### Tickets

|                 | 2016            | 2015     |
|-----------------|-----------------|----------|
| <b>January</b>  | <b>555.00</b>   | 419.25   |
| <b>February</b> | <b>1,178.00</b> | 941.50   |
| <b>March</b>    | <b>973.75</b>   | 461.25   |
| <b>Total £</b>  | <b>2,706.75</b> | 1,822.00 |

### Donations

|                 | 2016          | 2015   |
|-----------------|---------------|--------|
| <b>January</b>  | <b>41.92</b>  | 36.95  |
| <b>February</b> | <b>62.98</b>  | 63.89  |
| <b>March</b>    | <b>253.30</b> | 55.82  |
| <b>Total £</b>  | <b>358.20</b> | 156.66 |

### Comments

Visitor numbers, shop sales, and ticket sales are all significantly up on last year's figures, despite the inevitable drop in school visits in the absence of a Learning Officer. This may be in part due to an increase in activities, new trails, and innovative exhibitions, which have all been well received. Donations are also up on last year, to which a new donations box at family activities has contributed.

### Museum Shop

Since taking over buying for the shop Hayley Wilson (Museum Admin Officer) has tried a number of new lines, including linking stock to the current exhibition. Hence the shop has been able to maintain sales so far, despite the drop in school visits (traditionally our main customers).

### Publicity, Marketing, Social Media and New Website

The Museum currently has 678 'Likers' on Facebook and 1431 Followers on Twitter.

|                     | New Website   |              |                 |
|---------------------|---------------|--------------|-----------------|
|                     | Pages         | Visits       | Unique Visitors |
| <b>January</b>      | 9053          | 2318         | 1619            |
| <b>February</b>     | 9321          | 2066         | 1279            |
| <b>March</b>        | 7058          | 1975         | 1259            |
| <b>TOTAL for Q4</b> | <b>25,432</b> | <b>6,359</b> | <b>4,157</b>    |

**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 *        | 0          |
| No. of pupils taught in visits out to schools by Learning Officer       | 0          |
| No. of pupils in independent visits to Museum *                         | 127        |
| No. of pupils benefiting from schools loan boxes in classroom           | 255        |
| <b>Total no. of pupils benefiting educationally from Museum Service</b> | <b>382</b> |

\* These figures plus 25 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 255 pupils:

- Fossil box to Heathmount School 67 pupils
- Egyptian box to Gemma Tully for teaching at school 50 pupils
- WW II box to Radwinter 96 pupils
- Local History to Rickling 42 pupils

### 5.2 Events on-site (in Museum and grounds)

| <b>Date</b>           | <b>Event</b>   | <b>No. Attending</b>     |
|-----------------------|--|--------------------------|
| 18 Jan                | Museum volunteers thank you party                                  | 29                       |
| 27 Jan                | Eastern region Natural Sciences Curators visit to Shire Hill Store | 7                        |
| 16 March              | Holiday activities Egyptian door hangers                           | estimated 200            |
| 17 March              | Holiday activities Roman cone people                               | estimated 200            |
| 18 March              | Holiday activities Greek Olympic medals                            | estimated 200            |
| 19 Feb                | Private view of <i>Ocean World</i> exhibition                      | 40                       |
| 17 March              | Share Documentation course in Schoolroom                           | 12                       |
| 25 March<br>-10 April | Easter Treasure Hunt trail   | (not counted separately) |
| 30 March              | Holiday activities Fishy Fridge Magnets                            | 273                      |
|                       | <b>Total</b>   | <b>961</b>               |

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

| <b>Date</b> | <b>Event</b>   | <b>No. Attending</b> |
|-------------|--|----------------------|
| 18 Feb      | Talk to Newport Local History Society (Curator)  | 35                   |
| 5 March     | Morning and afternoon archaeology workshops for Wendens Ambo Society, at Shirehill store | 20                   |
|             | <b>Total</b>   | <b>55</b>            |

**Other Museums and Local Groups supported (Uttlesford) 8 groups, 9 meetings)**

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

**Please edit list from last quarter:**

- Essex Field Club - 2 meetings, treasurer work, 2015 accounts, fraud, insurance, sourcing accountant, AGM (Natural Sciences Officer)
- Essex Wildlife Trust (Uttlesford) - 1 meeting (Natural Sciences Officer)



- Special Roadside Verges project – March cut (Natural Sciences Officer)
- The Hundred Parishes Society – sourcing a geology speaker (Natural Sciences Officer)
- Saffron Walden Searchers Metal-Detecting Club - 1 meeting (Curator)
- Fry Art Gallery - 1 committee meeting ( Curator)
- Dunmow Museum – 1 committee meeting (Curator)
- Hadstock & Ashdon Millennium Group (Battle of Assandun events 2016) – 3 committee meetings and continuing work on programme with local partner and re-enactors Regia Anglorum
- Wendens Ambo Society – see Workshop at Shirehill store (5.3 Outreach)

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

- Museums in Essex (23 Feb, meeting at Munnings Museum) (Curator)
- Tour of V&A European Galleries with architects ZMMA, and Fry Art Gallery committee (Curator in own time, as museum mentor to Fry Art Gallery)

#### **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**

| <b>Definition</b>               | <b>This Quarter Actual Q4</b> | <b>This Quarter target Q4</b> | <b>Cumulative 2015-16</b> | <b>Annual Target 2015-16</b> |
|---------------------------------|-------------------------------|-------------------------------|---------------------------|------------------------------|
| <b>Visitors</b> PI 22<br>SI 12c | 3,793                         | 3,500                         | 16,171                    | 14,000                       |
| <b>Users</b> PC 01<br>CI 39     | 10,497                        | 5,300                         | 35,987                    | 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**

**Visitors** exceeded targets mainly due to exhibitions and activities programme, also website and social media may be contributing to visits. Easter falling within March will also have helped to boost the quarter’s figures.

**Users** very high number of website visits this quarter, probably helped by social media.

## **Main activities and items to note for the next quarter:**

### **1 Museum Management and Staff**

Museum entrance fees increase on 1 April 2016.

### **2 Buildings and Site**

A professional removal company and museum staff will move the remaining collections to Shire Hill store from Newport store and the Organics store in the schoolroom building in April. The whole Schoolroom building (lab, store, schoolroom, packaging store, darkroom, office) has to be cleared by 31 May 2016.

### **3 Collections and Research**

Natural Sciences Officer has 6 specimens to conserve in the lab before 31/5 when there is no further access to a laboratory or fume cupboard.

Contents of three large wooden cabinets containing mollusc shells and birds' eggs need to be packed before a professional removal company can move them from the natural history store at the museum to Shire Hill store.

Improvement of the Herbarium Modes records continues with the Natural Sciences Support Worker. The educational and handling collections have to be re-housed in the Museum and need a thorough sort, to be undertaken by staff and volunteers.

### **4 Displays and Visitor Services**

The Ocean World exhibition continues until Sunday 3 July 2016.

Magna Carta exhibition opens on 16 July 2016.

### **5 Education, Events and Outreach**

25 March to 10 April Easter treasure hunt trail around the museum.

6 April Easter holiday activity Marine Masks. 11am-1pm and 2pm-4pm. Children must bring an adult.

13 May Museums at Night 6pm-8pm.

1 and 2 June Half-term holiday activity Seals and Seals. 11am-1pm and 2pm-4pm. Children must bring an adult.