



Public Document Pack

Uttlesford District Council

Chief Executive: Peter Holt

SUPPLEMENTARY PACK

Museum Management Working Group

Date: Wednesday, 13th July, 2022

Time: 6.00 pm

Venue: Zoom

Chair: Councillor G Sell

Members: Councillors A Armstrong, R Freeman, N Gregory and B Light

Museum Society: K Eden (Chair of the Museum Society), P Salvidge and C Sharpe

ITEMS WITH SUPPLEMENTARY INFORMATION PART 1

Open to Public and Press

8 Museum Curator's Full Report for Quarter One

3 - 17



Uttlesford District Council

Chief Executive: Peter Holt

For information about this meeting please contact Democratic Services

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1 Museum Management and Staff

1.1 Management

This quarter has seen a busy Easter holiday period in April, with a new special exhibiton *All Fired Up!* followed by a relatively quiet May and June, with the exception of the Platinum Jubilee Bank Holiday. The general trend across the sector is that visitor numbers are still below pre-pandemic levels. The Musuem has been given a Commitment to Excellence Award by the Community Update Magazine.

Museum Development project

Much staff time was devoted to preparation of the Stage 1 Development Grant Application for the National Lottery Heritage Fund, due for submission at the end of May. Discussions were held with NLHF officers to two issues: firstly, the impact of current rates of inflation and supply issues with the building industry, and the affect of this on capital costs; and secondly, the additional Heritage Impact Assessments which the Museum was recently advised to commission as a result of pre-application planning advice from Historic England and Essex County Council Place Services. Discussions with the NLHF led to the postponemet of the grant application so that we can mitigate the financial and planning risks to the project by undertaking the HIAs before the Development stage and re-assess the capital costs in the light of the HIAs and recent inflation. It will help us to formulate options to deal with any potential problems identified with costs or planning issues on such a historically-senitive site.

1.2 Staff, Volunteers and Work Experience

Weekend Team

We welcome the appointment of Musuem Assistant (casual contract) Tom Holloway to a permanent Visitor Services Assistant post. The two other candidates interviewed have been offered places in the casual team subject to pre-employment checks. Casuals worked with core staff and volunteers on selected weekdays to help clear equipment storage areas and fill hired skips, from the 14 June onwards.

Volunteers

A celebration tea party for the Museum Volunteers was held on 28 June as part of national Volunteers Week; it was attended by over 40 volunteers and catering was supported by Cook, Tesco and Waitrose via their community schemes. In addition to an opportunity to socialise, the volunteers had updates from Museum staff and a reminder of fire drill and alarm signals. Special thanks are due to the Welcome Volunteers who provided cover over the Jubilee celebration period, assisted with the Volunteers Tea Party and the annual stock take.

| Volunteers – remote / outdoors support | Est Hours |
|---|------------------|
| Natural Sciences Volunteers Verge volunteers helped check 26 special roadside verges to ensure they had full width cuts in April 2022. | 20 |
| Peter Morrissey used materials from Saffron Walden Community Shed made backboards and bases for taxidermy displays for Lost Language of Nature exhibition. | 10.5 |
| Gerald Lucy (local geologist) assisting with identification echinoid | 0.5 |
| Welcome Desk volunteers operating the Welcome Desk, shop stock and display, conducting and undertaking induction and till training, providing cover over the bank holidays, assisting with the Volunteers Tea Party and annual stock take. | 446 |
| Human History Volunteers transcribing diaries in the collection for future collections interpretation | 72 |
| TOTAL volunteer hours | 549 |

1.3 Training and Seminars Attended (online & in person)

| Date | Course and Staff |
|-------------|---|
| 23 May | Digital Culture Network training, Social Media Strategy (Online), J Oxley |
| Apr-June | GDPR on ULearn (Council-wide training), various staff |
| June | GDPR on ULearn, Natural Sciences Officer, J Lumbard |
| 8 June | 'Talking Shop' event at Silverstone Museum, ACE, Front of House Officer, WJ Atter |
| 15 June | Wikimedia resources seminar (Online), J Oxley |

1.4 Health & Safety

No specific issues to report this quarter.

2 Buildings and Site

2.1 Museum Building

Boiler replacement progress

Graham Shipp (interim Corporate Surveyor) has progressed the difficult task of sourcing suitable boilers to replace the old and failing ones. A combination of restricted access to the Boiler Room and the constraints put on adding new vents and external flues to a listed building have been challenging, but encouraging advances have been made. It has been decided to use boilers that can be supplied in component form, to be assembled in situ. They will continue to run on gas, but be of the condensing, pressurised system type. Initially, they will operate using the present central heating system, but in the longer term, upgrades will be necessary, and could potentially be incorporated into the Museum's

development project. It is important that the boiler replacement goes ahead before next winter and we await information. The installation may require the Museum to close to the public on some days for reasons of health and safety.

2.2 Castle and Museum Site

Clearance of redundant materials and equipment

The Security & Premises Officer arranged a clear-out of redundant materials and equipment from the Museum's Workshop and areas in the Museum building used for similar purposes. A combination of staff and volunteers removed enough items, consisting mainly of unwanted and dated display materials, to fill four eight yard skips from the week commencing June 14. This clearance has created additional storage space in the short term and will make the proposed redesign of the internal layout easier in the long term. Items for potential disposal were initially listed and checked by Museum staff. Items of Council equipment (of which there were only two) were assessed according to the Council's disposal policy, and being of no value or further use were authorised for recycling. Some older items of furniture, not acquired through or pre-dating the Council, were deemed property of the Museum Society and those in suitable condition will be sold with the proceeds going to the Museum Society. The Community Shed collected re-usable wood and other materials.

Buglife B-Lines

The wildflower margins planted in previous years have been recognised by conservation charity Buglife as a valid pollinator project for their B-Lines initiative. B-Lines are described as 'insect pathways' running across the countryside and are needed to link existing wildlife areas together. One B-line runs across Saffron Walden, and the wildflower margins across the Museum frontage are an important stepping stone within it.

Reduced Mowing Regime

A reduced mowing regime was introduced in liaison with Grounds Maintenance to the south and west of the castle with paths mown in to allow continuing public use, resulting in approximately 50% of the green space of the site being left to grow into a meadow-like state with tall grasses and wildflowers.

Ecological Survey

Members of the Essex Field Club's Botany Group carried out a botanical survey of the Museum and Castle site on 28 June 2022, led by the well-respected botanist Ken Adams. They found 133 species in total, with several of special note. Up to 300 specimens of Fiddle dock (*Rumex pulcher*) were recorded in the unmown areas of the site. Prior to this survey, there were only a handful of records for this species across Uttlesford district. A specimen of few-flowered fumitory (*Fulmaria vaillantii*) was noted at the south-east corner of the Local History gallery bay window, a chalk specialist wildflower restricted to south and east England and classed as Vulnerable by the charity Plantlife. Other species noted by the group, along the tennis court fence opposite the Museum, were lady's bedstraw (*Galium verum*), hoary plantain (*Plantago media*), fox-and-cubs (*Pilosella aurantiaca*), and two species of liverwort on the Castle, *Marchantia polymorpha* and *Lunularia cruciata*.

Butterfly species spotted were marbled white (*Melanargia galathea*, only returned to Uttlesford in the last 5-10 years), meadow brown (*Maniola jurtina*) and ringlet (*Aphantopus hyperantus*).

2.3 Shirehill Store

The lift is now operational again. The Archaeological Metals store, equipped with a new dehumidifier earlier in the year, is maintaining a stable low humidity and temperature and is ready for the gradual transfer of archaeological metal objects from the Musuem, and for ferrous geological specimens.

3 Collections and Research

3.1 Acquisitions and Disposals

20 new acquisitions received this quarter (17 Human history, 3 Archaeology and 0 Nat Sci)

- Transfer from Mildenhall Museum of 2 historic bank notes, one from Saffron Walden bank dated 1821
- 1935 edition of the Saffron Walden Directory & Almanack
- Yorkshire Grand Depart Cycle race Tourmaker outfit from the Cambridge to London leg of the race.
- Photographs and documents related to Saffron Walden Rural District Council and Uttlesford District Council (following UDC office move)
- Photographs related to Saffron Walden Training College, 1932
- Photographs related to Issac Marking, Butchers
- Advertising sign for razor & scissor sharpening business in King Street, Saffron Walden
- Acquisition through the Treasure Act of a small silver early medieval hooked tag (a clothes fastener) from High Roothing with unusual spiral decoration which identifies it as Anglo-Scandinavian and early 11th century in date.
- Accession numbers were allocated for 3 archaeological site archives which will be deposited in the future when the archaeological contractors have completed the work and publication

3.2 Collections Projects, Care & Conservation

Lost Language of Nature project

The conservation strand of the project ready for the *Lost Language of Nature* exhibition was completed, conserving 34 specimens, mostly for exhibition display, with others prioritised for their poor condition.

A freelance researcher, international storyteller Dominic Kelly, provided the Musuem with folklore, traditional stories and local names for 52 birds commonly or once commonly seen in Britain, including the 19 species studied by the RSPB's Farmland Bird Indicator. This contributed to exhibition interpretation and will be permanently associated with the Modes records of relevant birds in the collection.

A full commission brief for a community art project to the value of £6,000 was published via Essex Cultural Diversity, which will form an important part of the outreach strand once the artist is appointed in mid-July. Funding was provided by Essex Cultural Diversity Project and the Musuem Society.

Snapping the Stiletto

Independent evaluation of the project by consultants was completed in May. Building on the project's legacy we are continuing to gather stories about women and other groups underrepresented in the Museum's collections, with re-displaying the galleries in mind. New blog entries are continuing to be added to the LGBTQ+ online archive (Squarespace website created by the project).

Greater in Spirit, Larger in Outlook

Epping Forest District Museum in Waltham Abbey and Saffron Walden Museum have received an Arts Council National Lottery project grant of £100,000 to work in partnership on their world culture collections. The aim of the project is to ensure the museums and their collections reflect their diverse communities by working directly with cultural groups to research different objects and tell their stories. Both museums are looking to work with relevant community and cultural groups linked to these collections which will lead to a major temporary exhibition and events in 2023. We've recently recruited the two project roles, Community and Collections Connectors. For more about the project: <https://www.eppingforestdc.gov.uk/museum-world-culture-collections-project/>

Archaeological human remains and ancient DNA project with The Francis Crick Institute

While detailed results are still awaited, early stages of the DNA analysis indicate potential for good preservation of aDNA.

Low-humidity store at Shirehill for archaeological Metals and Ferrous Geology

The environment in this store has been stable in the 40-45% Relative Humidity Range and 18-21°C since installation of the new dehumidifier. It has now been cleared of the backlog of plans and drawings which have been filed in plans tanks and chests, and is ready for archaeological metal objects and ferrous geology to be transferred; some metal finds from excavations recently deposited with the museum are already stored there.

Environmental monitoring and digital dataloggers

The Museum has been able to purchase an additional 3 digital data loggers thanks to funding provided by the Museum Society. Once set up (planned for Q2 Jul-Sep), they will remotely monitor the environmental conditions in the 3 largest collections storage areas at Shirehill. The remaining data logger will act as a trial unit at the Museum, after discussion with UDC ICT and the external service providers suggested a possible solution for using the units with the current wifi provision.

Remedial Conservation necessitated by humidity problems after failure of Museum's heating.

3 large bird cases checked and treated for mould after heating broke down. 1.45 hours of staff time.

Insect pest traps

Monitoring of insect pest traps in stores and galleries at Museum and Museum Store took place in April and June 2022. Leopard skins were frozen as a precaution, after insect pest larva found in a trap on that shelf in Museum Natural Sciences Store. Inorganics store was fumigated due to pests.

3.3 Documentation

| Backlog / updates | New Acquisitions | Backlog (existing collections not previously catalogued on Modes) | Edits and Updates to existing records |
|---------------------------|-------------------------|--|--|
| Human history collections | 25 | 300 | 500 |
| Archaeology | 0 | 0 | 0 |
| Natural Sciences | 0 | 1 geology SK | 9 SK 54 JL |
| Total | 25 | 301 | 563 |

| Other collection records | Excel records |
|---|----------------------|
| Birds' Eggs (Natural Sciences Support Worker) | 100 |
| Projector Slides (Natural Sciences Volunteer) | - |
| Accession register transcribing (Collections Volunteer) | 30 |
| Total | 130 |

3.4 Loans In

Work is underway to organise a loan in of wooden limbs displaying traditional kayan tattoo designs for a temporary display in the Yours Stories section about the history of tattooing. This new display will be installed on 20 July.

3.5 Loans Out

A reticule bag related to the abolition of the slave trade will go on temporary display in Saffron Walden Library as part of a *Black Lives in Uttlesford* display, which we hope will move to the Museum's *Your Stories* section later this year. This loan out represents an ongoing relationship with Saffron Walden Library and the Gibson Library to share collections knowledge and display each others collections.

3.6 Object Identification and Enquiries

Object identifications this quarter: 9 (Human History: 0; Archaeology: 3; Nat Sci: 6)

- Cow premolar tooth.
- Medieval / Tudor peg tile
- Brick fragments from an old cellar
- Worked flint
- Echinoids
- Gryphaea

Collections Enquiries this quarter: 41 (Human History: 28 Archaeology: 8 ; Natural Sciences: 5)

- Biological records of 3 Special Roadside Verges and 1 Local Wildlife Site.
- Herbarium plant specimens collected by Edward Daniel Clarke.
- Saffron Pickers, Cambridgeshire Association for Local History Review
- Gas works history, Masters student Cardiff University
- Gibson Library, original founders & key players for book publication
- Norman Hartnell fabric swatch (Australian social media post/blog article)
- Golden Jubilee in Saffron Walden (2002)
- Celebrity Antiques Road Trip in Essex – local Women's & LGBTQ stories
- PhD student at the University of Bradford - repatriating collections survey
- L R Scrimshaw Hardware shop 38-40 Church Street, Saffron Walden
- Sudan 1880-1900
- Ladies Circle memorabilia and regalia archiving
- Leather hide from St. Botolph's Church
- Rose & Crown pub, Ashdon
- World cultures collections related to the T'Sou-Ke community - digital repatriation research
- Pre columbian Peru ceramics
- Tudor history
- Oceania collections in UK museums (repatriation) historical material preservation and curation of Polynesia, Lam Museum of Anthropology, part of Wake Forest University, USA
- Royal Air Forces Association (RAFA) Saffron Walden Branch
- Repatriation and Restitution Claims in Irish and British Museums, World Cultures collections (PhD thesis University College Cork)

3.7 Researchers

4 researcher visits this quarter

- Casts of the Ashdon meteorite for articles to celebrate the centenary of the meteorite fall on 9 March 2023.
- Regular research visits by the team working on the *Lost Walden* local history photographs book (related to Gibson library)
- 19 April, Ian Kemp, BA Hons photography pupil to photograph taxidermy collections, development of previous visit

4 Displays and Visitor Services

4.1 Permanent Galleries

No significant changes to report this quarter.

4.2 Temporary Exhibitions

All Fired Up: a history of firefighting in Essex with the Essex Fire Museum ran from April to June. Unfortunately the private view and the Museum Society's related talk were cancelled due to Covid. The talk by Mick Ford from Essex Fire Museum has been rescheduled for September. Despite the private view being cancelled the exhibition launched to the public on Sat 3 April. This included a minute's silence for former Saffron Walden station chief David Curtis, which was attended by Saffron Walden Fire Brigade and David Curtis' family. His son, Paul Curtis is the current station chief, and met with us frequently about the history of the brigade in the run up to the exhibition. The launch event was also attended by Chris Phillipson, the last remaining Saffron Walden firefighter who had attended the Rose & Crown fire in 1969 and Paul Wood, author of *From Station Officer Drane*, about the Rose & Crown fire. Paul Start, a private collector brought a display along of fire brigade equipment and memorabilia, which he showed in the grounds of the Museum.

Object of the Month has continued online and in the Saffron Walden Flyer:

| | | |
|-------|---|---------------------|
| April | Charred key fob, Rose & Crown Fire, Boxing Day 1969 (All Fired Up exhibition) | Human History JO |
| May | Butterfly specimens of species to see in May | Natural Sciences SK |
| June | Hen harrier (Lost Language of Nature Project) | Natural Sciences JL |

Curiosity Corner : (Learning & Outreach Officer)

| | |
|-------|---|
| April | Lost Language display |
| May | Jubilee display, curated by student volunteer Nancy Mein with support from CP |
| June | Jubille Display as above |

Your Stories: (Collections Officer, Human History)

| | |
|-------------|---|
| April – May | Snapping the Stiletto, Schools art project |
| June | Platinum Jubilee display, featuring a sample for the Queen's Coronation dress and a straw-plait crown made by a Wimbish thatcher in Coronation year (Musuem collections) and a selection of royal memorabilia ceebrating previous royal events (kindly loaned by Museum volunteer June Baker) |

4.3 Visitor Services

4.3.1 Visitors total this quarter :

| Category | April | May | June | Total |
|---------------------------------|------------|------------|------------|--------------|
| Child Admission | 237 | 69 | 114 | 420 |
| Adult Admission | 415 | 279 | 314 | 1008 |
| Free Admission | 48 | 23 | 35 | 106 |
| Sub Total (Public): | 700 | 371 | 463 | 1534 |
| Schools – Children | 10 | 100 | - | 110 |
| Schools – Adults | 2 | 13 | - | 15 |
| Total (Public + Schools) | 712 | 484 | 463 | 1,659 |

4.3.2 Income from Admissions, Shop and Donations

| Income Category | April | May | June | Total (£) |
|-----------------------|----------------|----------------|---------------|-----------------|
| Admission | 884.00 | 558.00 | 652.25 | 2094.25 |
| Shop – Books | 52.36 | 44.44 | 30.46 | 127.26 |
| Shop – Souvenirs | 492.36 | 513.11 | 220.18 | 1225.65 |
| Donations | 2.75 | 2.00 | 51.99 | 56.74 |
| Sub Total (3): | 1431.47 | 1117.55 | 954.88 | 3,503.90 |

Admission: During June, there were Jubilee weekend activities, 2 x bank holidays and the Museum was open Saturday evening 4 June during the outdoor screening of the Jubilee concert in the grounds.

Donations: These figures include donations via the till and, donations via the collecting boxes in the museum e.g. the 'toilet' in the foyer, which are emptied on a quarterly basis.

Shop Showcase:

| Month | Topic | Product(s) |
|-------|-------------------------------------|---|
| April | Easter | Soft Toys: Easter Bunnies and Lambs |
| May | Hedgehogs emerging from hibernation | Greeting Card – DM image of Hedgehog |
| | | Soft Toy – Hedgehog |
| June | Jubilee | Keyring – original Elizabeth II Florin coin |

4.4 Publicity, Marketing

Published ADVERTS (in print and online)

| Date | Publication | Subject | Photo |
|-------|---|---|-------|
| June | Walden Local | 'Summer 2022 Events' advert | |
| | Essex Mums | 'Summer 2022 Events' advert | |
| | Primary Times | 'Summer 2022 Events' advert | Yes |
| May | Community Update | Museum advert (aligned to Commitment To Excellence Award) | Yes |
| April | Community Update | Museum advert | |
| | Enjoy East Anglia (formerly East of England Visitor Guide) | Museum advert | |
| | SW Official Town Guide | Museum advert | Yes |
| | The South East Times | Museum advert | |

Published ARTICLES (in print and online)

| Date | Publication | Subject | Digital Copy |
|----------|-----------------|--|--------------|
| April 5 | Art fund online | Easter Activities | |
| April | Flyer | Object of the Month and updates | Y |
| 6 April | Walden Local | Obituary for former SW Chief Firefighter Dave Curtis (All Fired Up Exhibition) | Y |
| 7 April | SW Reporter | Window on Walden Community event (Museum mention) | Y |
| 21 April | Walden Local | Easter bonnets ; Easter holidays; All Fired Up exhibition | Y |
| 21 April | Walden Local | All Fired Up Exhibition | Y |
| 21 April | Walden Local | Greater in Spirit, Larger in Outlook Project with Epping Forest District Museum, Arts Council Grant £100,000 | Y |
| 21 April | SW Reporter | STEM Sessions (SW Museum mention, former event partner) | Y |
| May | Flyer | Object of the Month and updates | Y |
| 5 May | Walden Local | Dave Curtis SWFB Funeral cortege (All Fired Up Exhibition & Essex Fire Museum) | Y |
| 11 May | Walden Local | Reference to CV Walden (Contemporary collecting over the covid time period) | Y |
| 12 May | SW Reporter | Greater in Spirit, Larger in Outlook Project with Epping Forest District Museum, Arts Council Grant £100,000 | Y |

| | | | |
|---------|---------------------------|--|---|
| 18 May | Walden Local | Pre-event publicity Jubilee celebrations in the castle grounds | Y |
| 19 May | SW Reporter | Women's history local blue plaques (linked to <i>Snapping the Stiletto</i>) | Y |
| 19 May | SW Reporter | Dave Curtis ex SW Fire Brigade Funeral (All Fired Up Exhibition) | Y |
| 19 May | Community Update Magazine | Community Update Magazine award Certificate, Commitment to Excellence | Y |
| June | Flyer | Object of the Month and updates | Y |
| 7 June | Art fund online | Come Together actvties | |
| 9 June | Walden Local | Jubilee Display at the Museum, Young Volunteer placement | Y |
| 9 June | SW Reporter | Platinum Jubilee Celebrations coverage | Y |
| 15 June | Walden Local | Platinum Jubilee Celebrations coverage | Y |
| 16 June | SW Reporter | Saffron History board unveiling (Heritage Development Group) | Y |
| 29 June | Walden Local | Upcoming exhibition launch, Lost Language of Nature | Y |
| 30 June | SW Reporter | Museum involvement in the Gibson Library survey | Y |

4.5 Online, Website and Social Media

Social Media and Email Newsletter

The Musuem participated in Twitter Museum Week online, week beginning 13 June.

| | |
|------------------|------------------|
| Twitter | Followers: 2,290 |
| Facebook | Followers: 1,598 |
| Instagram | Followers: 1,115 |
| Email Newsletter | Followers: 1,445 |

Saffron Walden Museum Website

| | Visits | Unique Visitors |
|---------------------|---------------|-----------------|
| April | 11,502 | 5,104 |
| May | 7,672 | 4,444 |
| June | 8,630 | 3,874 |
| TOTAL for Q1 | 27,804 | 13,422 |

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 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.

Trip Advisor

The Museum ranks Number 3 out of 18 things to do in Saffron Walden on this Travel and Tourism review website; of the 148 reviews, 104 rate us as 'Excellent'.

5 Education, Events and Outreach

5.1 Learning & Outreach

| Learning Activity | Details | Users | | Income £ |
|--|---|------------|------------|-------------|
| | | Children | Adults | |
| Activity Packs | | | | |
| 04/04/22 | Easter Activity pack | 20 | 10 | £110 |
| 12/04/22 | Together in Sound Unlocked activity bag | 25 | 25 | £275 |
| 02/06/22 | Jubilee packs (£5.00 + 50p if booking a place on a Museum activity table) | 30 | 20 | £102 |
| Loan Boxes | | | | |
| April | Heather Mount School - Fossils | 30 | 3 | £18 |
| | Katherine Semar – Anglo Saxons | 30 | 3 | £18 |
| | Rickling Primary – Rocks | 60 | 3 | £36 |
| June | Great Chesterford local history group – 1950s | 100 | 100 | £12 |
| | Katherine Semar – Rocks | 30 | 3 | £24 |
| | St Marys Saffron Walden | 30 | 3 | £24 |
| Schools (in Musuem, as recorded under Visitor figures in 4.3.1) | | | | |
| 8/04/22 | Thaxted kids holiday club visit, self guided | 10 | 2 | £5 |
| 10/05/22 | Rayliegh School – Vikings | 60 | 5 | £180 |
| 17/05/22 | Heritage School – Senses | 12 | 4 | £48 |
| 24/05/22 | Boreham School – Ancient Egypt | 28 | 4 | £84 |
| Work Experience/ Young Volunteers | | | | |
| June | SWCH student: Curoosity Corner support and Museum Tour training | 1 | | |
| 13/06/22 | Work experience Sudent – Sawston College | 1 | | |
| Total | Page 14 | 467 | 185 | £936 |

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

| Date | Event | Users | | Income £ |
|---------|---|----------|------------|----------------|
| | | Children | Adults | |
| 23 June | Limebrook U3A guided tour inc. <i>All Fired Up!</i> exhibition (J Oxley) | | 16 | £68.00 |
| 4 June | Evening opening for attendees of the outdoor screening of the Jubilee concert | | 199 | - |
| | Total | | 215 | £ 68.00 |

Platinum Jubilee events

A special Activity pack on a royal theme was produced for the half-term / Platinum Jubilee holiday. Saffron Walden Town Council organised an outdoor live screening of the Platinum Jubilee Buckingham Palace concert in the Museum & Castle grounds in partnership with the Museum. Admission was by free ticket and attendees had free access to the Museum up till 10pm, where they could see the special Jubilee exhibits (4.2 above, *Your Stories* case) and staff were in the gallery with a small display of pre-decimal and decimal coinage from the Queen's reign. About 300 people attended the concert in the grounds, of which 199 came into the Museum and are included in visitor figures.

5.3 Outreach (Museum activities, talks and lectures at other venues or remotely via Zoom)

| Date | Event | Users | | Income £ |
|--------|---|----------|-----------|----------------|
| | | Children | Adults | |
| 23 May | Braintree & Bocking Local History Society – evening talk at their venue (J Oxley) | | 40 | 85.00 |
| 30 May | Cornel Court visit for <i>Together in Sound</i> project (partnership with Saffron Hall) | | 15 | - |
| | Total | | 55 | £ 85.00 |

5.3.1 Museums and Local Groups: support and liaison (Uttlesford) 10 Groups, 5 meetings

- Essex Wildlife Trust Uttlesford - liaison over letter of support for NLHF grant application (Natural Sciences Officer, SK)..
- Heritage Development Group Saffron Walden – 3 meetings (Curator); representing Museum at unveiling of saffron story interpretation board on the Town Hall (Natural Sciences Officer, SK); support and advice advising on Saffron Story school session visit in autumn (Learning & Outreach Officer)
- Special Roadside Verges – checking March cut, June cut of nettles at Audley End verge, 2022 ecological survey programme and supply of 32 survey forms to verge reps, 3 ecological surveys, 3 planning application comments, update posts & plaques order (Natural Sciences Officer, SK).
- 9 June on the back of the Stiletto Project publicity we were invited to a lunchtime meeting with The Cabin/The Lodge a home education group for children aged 10-13years (Collections Officer Human History)
- Saffron Walden Fire Station (*All Fired Up* Exhibition)
- Gibson Library
- Essex Record Office Archive Access Point
- Saffron Walden Library
- Saffron Hall, support and liaison with Katie Mckinnon and Thomas Hardy for *Together in Sound Unlocked* project (Learning & Outreach Officer)
- Fry Art Gallery, AGM and liaison (Curator)

5.3.2 Meetings, Support and Involvement in professional and other organisations outside Uttlesford

- Museums Essex meeting at Chelmsford Museum 10 June, linked to development project (Curator and Collections Officer / Human History)
- Members of Essex Botany Group performed botanical survey of Museum and Castle Grounds (Natural Sciences Officer)
- Share Rising Leader Cohort (Collections Officer / Human History)
- Essex Fire Museum, Grays Fire Station (*All Fired Up* Exhibition) (Collections Officer / Human History)
- Science Museum (Loan Out returning) (Collections Officer / Human History)
- Horniman Museum (Historic Loans Out& New Loan in for temporary exhibition) (Collections Officer / Human History)

5.4 Local Performance Indicator

| Performance Indicator PI 49 | Q1 Actual | Q1 Target | Annual (Cumulative) | Annual Target 2022-23 |
|-----------------------------|-----------|-----------|---------------------|-----------------------|
| Service Users | 2,284 | 2,700 | 2,284 | 10,000 |

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

- those visiting the Museum site and Museum outdoor events on site (visitors, table 4.3)
- those attending off-site events or benefitting from outreach services (e.g. learning and reminiscence work in schools and care homes; children and adults using loan boxes or activity packs; audience for a talk, store tour or other off-site activity by Museum staff)
- those using the Museum service 'remotely' (enquiries, research and services by phone, email, post)

This definition of Users excludes website visits and social media followers, but these figures are reported separately in 4.4 above as a measure of the Museum's on-line profile

Comments on this quarter's figures: User figures are about 15% below the target originally set in the hope that recovery of visitor figures post-pandemic would be quicker, though learning and outreach activities continue to make a strong contribution. While the hot weather and opportunities for travel continue, indoor venues may continue to experience lower visit numbers. It is expected that August figures will improve with a new exhibition and outdoor event, plus outdoor holiday activities on the Castle site. Cumulative 2,284