



# Uttlesford District Council

Chief Executive: Dawn French

## Museum Management Working Group

**Date:** Wednesday, 31st July, 2019

**Time:** 6.00 pm

**Venue:** The Ground Floor Gallery - Saffron Walden Museum

**Chair:** Councillor G Sell

**Members:** Councillors N Gregory, P Lavelle and B Light  
K Eden, R Priestley, P Walker and T Watson (Museum Society)

**Officers:** R Auty - Assistant Director Corporate Services, A Webb - Director of Finance and Corporate Services, C Wingfield - Museum Curator

### AGENDA

**1 Apologies for Absence and Declarations of Interest**

To receive any apologies for absence and declarations of interest.

**2 Election of a Vice Chair**

To elect a Vice Chair of the working group.

**3 Minutes of the Previous Meeting**

5 - 8

To consider the minutes of the previous meeting.

**4 Museum Society Chairman's report**

9 - 10

To consider the Museum Society Chairman's report.

**5 Museum Curator's Quarterly Report Q1 April-June 2019**

11 - 24

To consider the Museum Curator's quarterly report.

**6 Accreditation Standard Nov 2018**

25 - 32

Briefing by the Museum Curator.

**7 Saffron Walden Museum Collections Development Policy 2020-2025** 33 - 72

To consider the Saffron Walden Museum Collections Development Policy 2020-2025

**8 Museum Developments - National Lottery Heritage Fund Project**

Verbal update from Curator.

**9 Any other items which the Chairman considers to be urgent**

To receive any items that the Chairman considers to be urgent

**10 Date & time of next meeting.**

To consider the date and time of the next meeting.

**For information about this meeting please contact Democratic Services**

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# Agenda Item 3

**MUSEUM MANAGEMENT WORKING GROUP held at COMMITTEE ROOM - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, ESSEX CB11 4ER, on WEDNESDAY, 24 APRIL 2019 at 6.00 pm**

Present: Councillor R Chambers (Chairman)  
Councillors B Light and G Sell

Officers in attendance: R Auty (Assistant Director - Corporate Services), A Mawson (Democratic Services Officer), A Webb (Director - Finance and Corporate Services) and C Wingfield (Curator - Saffron Walden Museum)

Also Present: K Eden, R Priestley, P Walker and T Watson (Museum Society)

## 1 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies were received from Councillor Ranger.

The Museum Society advised that Keith Eden would be attending in place of Paul Salvidge.

## 2 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting were signed as an accurate record.

## 3 **MUSEUM SOCIETY CHAIRMAN'S REPORT**

The Museum Society Chairman delivered his report making reference to the following items.

Keith Eden has been co-opted to the Board as a Director in the place of Paul Salvidge. He will be proposed for a term of three years.

Special mention was made and respects paid to Brian Newman, MBE, who died on Saturday 9<sup>th</sup> March 2019, in recognition of his long service.

## 4 **MUSEUM QUARTERLY REPORT Q4 2018/19**

The Museum Curator delivered her report highlighting the following points;

An electronic till has been purchased for the shop; it is yet to be installed and will be set up when the Admin Officer (16 hrs per week) has had time to master it and arrange training for all the Welcome Desk volunteers before it transfers to the Desk and goes 'live'. A card reader will be added later in the year.

The Museum's WIFI issues have been fully remedied.

Scaffolding is still in place which was longer than originally intended, the pointing is to take place in May.

A quote for the replacement of the Museum's hearing loop has been obtained. The Museum Curator advised that the quote was outside of the Museum's scope of affordability. The group discussed sourcing non-museum specific grants for covering the costs citing the importance of accessibility for all.

The Ceramics Gallery was redecorated and displays reinstalled.

An activity programme to encourage wildlife into the Museum grounds was occurring in conjunction with the 'Take Away the Walls' exhibition. Subject to Scheduled Monument Consent from Historic England, a small area of amenity grass would be replaced with a wildflower meadow area. Other work (not requiring SMC) included infilling gaps along existing planted borders along the front of the Museum, and installing planters with pollinator-friendly plant species and sensory plants for use in Learning Sessions.

Following the delivery of 165 boxes of excavation archives from Stansted Airport excavations undertaken since 1999 two further depositions are planned for May and September.

The Curator took the group through the visitor figures in the report and the desire to push the visitor figures up.

Councillor Sell said that the Museum was a jewel in Uttlesford's crown. He praised the work of the volunteers and staff and said that he was very pleased with the outreach work even to schools outside Uttlesford.

In response to a Member question in relation to the significance of 'Evelyn Coleman' in the Collections, the Curator said that she was an Uttlesford resident who kept diaries from her teenage years, through the war and into later life. She was in the women's' land army of which the Museum have her uniform.

Councillor Sell and the Curator discussed the fall in visitor figures and the possibility that these are linked to size of school groups (too big to be accommodated at the Museum), pressures of staffing and budgets.

Councillor Sell suggested that the Curator use the network of parish clerks to advertise collections and events across the district. Using the parish magazines and newsletters to engage the new residents in the new developments in the districts, as well as informing existing residents what the Museum could provide.

## 5 **LOTTERY GRANT, MUSEUM DEVELOPMENT PLAN AND HERITAGE FUND GRANT - VERBAL UPDATE**

The Curator said that the National Lottery Heritage Fund application had been successful and the Museum had been awarded the full £51,200, with a further £10,000 of matching funding to be drawn down from the Museum Society when needed.

In response to a Member question the Director of Finance and Corporate Services said that he had been in discussions with the Curator.

## 6 **MUSEUM PROGRAMME MAY TO AUGUST- VERBAL UPDATE**

The Curator advised the group of the following upcoming events;

### **May**

- May Celebration: Saturday 11th
- Museums at Night: Fri 17 May

### **May Half Term: 27 May - 2 June**

- Wed 29: Build a bug hotel
- Thu 30: Build a birdhouse
- Fri 31: Help plant our nature gardens

### **June**

- 12th Century Live! Saturday 1 June, 10-3.30pm
- Saffron Screen at the Museum, Sunday 2 June, outdoor screening of The Princess Bride

### **Schools**

May 3rd – Hutton All saints – Fantastic Fossils

7th of May – Chrishall Primary – Romans “Going Potty”

23rd May- La Salette School

## 7 **ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS TO BE URGENT**

The Chairman offered thanks to the Museum’s Staff and recognised that museums are often taken for granted and operate in difficult financial conditions, and recognised that without the volunteers it would be even harder. He said that Saffron Walden is very lucky to have the Museum.

Councillor Sell echoed the Chairman’s words and asked that new members (and returning members) be taken on a tour of the Museum as part of their induction, as well as a visit to the Castle.

The Chairman agreed and said that was an excellent idea.

## 8 **DATE & TIME OF NEXT MEETING.**

The next meeting was due to be held on 22 July 2019 at 6pm

The meeting closed at 6.35pm

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**Museum Management Working Group  
Meeting 31<sup>st</sup> July 2019  
Museum Society Chairman's Report**

Following the changes in Councillors at Uttlesford District Council we were pleased to hear that Cllr Dr Barbara Light has been re-nominated as a Director of the Board. We look forward to meeting the new members of MMWG. The Board has now appointed Alice Wilson as minute secretary.

The Development Committee is in the process of working with the Curator and Collections Officer on our 'Preparing for transformation' project, funded by the National Heritage Lottery Fund, which will pave the way for the re-development of the museum.

Our winter series of talks has now come to an end. Vice-Chairman Paul Salvidge was unable to attend the final talk of the year in June so I took this opportunity express our thanks for all the hard work he has put in arranging a complete season of talks. These are all reported in detail in the Societies Newsletters.

On the 24<sup>th</sup> May we had the members' preview of the latest exhibition "Take Away the Walls". James Lombard has not only produced an exhibition of interesting natural history but – with Charlotte Pratt - also led activities outside the museum involving children and other interested bodies which include moths and bat surveys.

The Piano, in which the gold coins were found, was delivered to the Museum last August and has now been installed in a permanent position in the local history gallery by Jenny Oxley. We have provided volunteers for the 12<sup>th</sup> Century history event in the Castle grounds in June and are now preparing for the second "Wallace's Great Bake Off" on the 9<sup>th</sup> August

We have received excellent support for donations to our recent request for funds to acquire further treasure. We exceeded our target so we have now paid for the items we applied for and these will soon be on display in the treasure cabinet in the Great Hall.

*Tony Watson*

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## 1 Museum Management and Staff

### 1.1 Management

#### **Museum Service**

Work has begun for the Museum's Accreditation review in 2020. All Museum policies and plans need to be reviewed and approved, and a timetable has been drawn up to submit these to Museum Management Working Group (MMWG) from July 2019 onwards, starting with the Collections Development Policy.

<b>MMWG date</b>	<b>Policy or Plan</b>
31 July 2019	Collections Development Policy
Late October 2019	Access Policy
	Collections Care and Conservation Policy
Late January 2020	Documentation Policy
	Forward Plan 2020-24

The Collections Officer (Human History) led an Audience Development brainstorming with staff on 14 June and there was a further session with volunteers at our annual volunteers' thank you' event on 17 June. Ideas generated from this will feed into the Forward Plan and NLHF Resilient Heritage project

#### **Forward Plan**

Following the award by the National Heritage Lottery Fund (NHLF) of a grant of £51,200 under the Resilient Heritage programme, the Museum has completed 'start of project' formalities with the NHLF and drawn down the first 50% of the grant. The Museum Society will provide a further £10,000 in matching funding when required and the project will run until January 2010. The grant is to be used to commission consultants to undertake an audience development study (2019-2020) followed by an options appraisal & feasibility study (2020) for developing the Museum, and to assist the Museum Society with planning a fund-raising strategy.

Briefs and specifications have been drawn up with advice from Procurement and an invitation to quote is being advertised to museum and heritage consultants in July. There are options to appoint separate consultants for the audience development work on one hand, and the options and feasibility work on the other, or to appoint one consultancy to undertake both; the total budget will be below the tender threshold.

Applications from consultants will be considered in August and selected candidates may be asked to attend a Due Diligence Review meeting in September. The Audience Development study is expected to be completed by the end of March 2020.

### 1.2 Staff, Volunteers and Work Experience

#### **Staff**

There have been no staff changed this quarter.

#### **Volunteers**

We extend a warm welcome to Christine Lelliott, Brenda Prior and Ann Sadaghiani who have joined our team of Welcome Desk volunteers.

On 17 June Saffron Walden Museum hosted a Volunteers' Tea Party to mark the end of the UK wide week celebration of volunteering and thank our volunteers for the amazing work they do. The event, which was attended by representatives from the Saffron Walden Museum Society and Uttlesford District Council, also gave our volunteers a chance to meet each other and reflect on their experiences in the different areas of the Museum: volunteer roles include running the welcome desk; sorting and cataloguing collections; assisting with admin tasks and helping to run the popular learning and activity events during school holidays and half terms. Over 40 attendees viewed the Volunteer's Exhibition, took part in Audience Development focus group and Nature Studies exercises and also had the opportunity to follow the new 'Lion's Museum Trail'. Special thanks go to June Baker for her input into the event and catering, in addition to supporting the Museums at Night event in May and for inducting new recruits to the Welcome Desk; and also to Angela Jones, Melanie Lopez-Welch and Ron Lowe for the extra duties they have taken on.

<b>Volunteers</b>	<b>Estimated Hours</b>
<b>Collections volunteers and exhibition work</b>	
Hamish McIlwrick - inventory of the photograph collection (4hrs p. week)	48
Ian adding accession register entries to Excel spreadsheet & begun work on SWMS minutes (6 hrs per week)	72
Len Pole adding detail to Modes records for World Cultures collection (3 hrs per wk)	36
Jane and David Laing inventorying the Document Archive (3 hours per week x 2 people)	72
Archaeology volunteers Joanne Pegrum, Peter Morrissey and Peter Stribling have assisted the Curator with archaeological collections work at the Shirehill store	33
Joanne Pegrum and Peter Morrissey assisting Natural Sciences Officer James Lumbard with temporary exhibition installation (3 hours x 2 people)	6
<b>Natural Sciences volunteers</b>	
Heather Douglas updating location records in Modes Complete	11
Gerald Lucy assisting with identification of specimens	0.5
Mike Rowley completing ecological surveys of 9 special roadside verges	12
Members of Essex Field Club, Essex Amphibian and Reptile Group, Essex Moth Group and Essex Bat Group hosting wildlife surveys for Museums at Night event on 17 <sup>th</sup> May (5 hours x 4 people)	20
Members of Dig- It Community Allotment assisting with planting the Museum's nature tubs on 31 <sup>st</sup> May (2 hours x 5 people)	10
<b>Learning &amp; Outreach Volunteers</b>	
Jane Evans supports the Learning Officer, regularly contributing 2.5hrs a week. Support by all learning and outreach volunteers regularly given to help with activities and events.	77
Event volunteers for 12 <sup>th</sup> Century Live and Outdoor Cinema Screening (June)	100
<b>Admin volunteers</b>	
Mary Adams provides invaluable support with the financial administration.	78
<b>Welcome Desk volunteers</b>	
The Welcome Desk volunteers are the 'Face of the Museum', providing friendly welcome for visitors; selling tickets and merchandise, and providing information about the Museum.	409
June Baker conducted induction training for new recruits	26.5

June Baker, Angela Jones and Ron Lowe assisted with the Volunteer's Tea Party	24
June Baker Volunteer's Exhibition (3 hours) and Museums at Night (3.5 hours)	6.5
Melanie Lopez-Welch 'out of hours' emails and work on labelling and storage of shop stock	1
<b>Total hours contributed by all volunteers for this quarter</b> Equivalent to 28 weeks of full-time work	<b>1,042.5</b>

**1.3 Training and Seminars Attended**

<b>Date</b>	<b>Course and Staff</b>
30 April	Charlotte Pratt – Museums Association Conference, "Amazing Spaces"
16 May	Jenny Oxley – Museums & Heritage Show, Olympia (seminars)
21 May	Charlotte Pratt – Art Fund – Developing and Planning events for Adults
11 June	Jenny Oxley – Museums East of England (MEE), Whipple Museum, Cambridge
18 June	Carolyn Wingfield – SHARE meeting, introduction to Visitor Insight East, Cambridge

**1.4 Health & Safety**

3 June Accident at Shirehill store when a member of staff tripped, resulting in broken arm and minor head injury. RIDDOR report completed by Annette Smith, Health and Safety Officer, UDC.

**2 Buildings and Site**

**2.1 Museum Building**

**External works**

The programme of work organised by the Corporate Surveyor continues:

The limestone sill below the large window in the Local History Gallery, which was suffering from advanced delamination and erosion, has now been replaced.

Repointing and replacement of heavily eroded brickwork to the top and base of the building continues and could possibly be completed by the end of July.

In addition, the replacement of the caps on the four buttresses (to the porch and left hand side of the building) is being considered. The current caps, made of concrete, are unlikely to be original and some of the highest ones are damaged.

**Internal work**

Areas of the Local History Gallery have been repainted – particularly the tile and brick displays and some skirting boards.

The formica-clad door inside the porch that is used for displaying museum-related posters has been thoroughly cleaned and damaged areas repaired.

**2.2 Museum Site**

The Museum's main gates are now padlocked overnight, as a security precaution and deterrent to unauthorised vehicles. Pedestrian access via the Museum Street and Church Street gates is unaffected (the Tennis Club have a right of pedestrian access to the Tennis Courts via the Museum Street pedestrian gate).

**2.3 Shirehill Store**

Emerald have serviced the lift at the store.

**2.4 Grounds and Castle Site**

Discussions took place with Corporate Surveyor Lewis Merle and an electrical contractor to ascertain the best route to supply power from the Museum lift room to the lighting arrangements proposed for the Castle. Discussions have taken place with the Museum Society as owners of the Museum building, and the necessary preparations are being made to allow the work to proceed later this summer.

**3 Collections and Research****3.1 Acquisitions and Disposals**

**110 new acquisitions** have been recorded in the accessions register this quarter, including:

- Medieval Gold Reliquary Pendant in the form of a cross, Farnham parish (with grants from the Art Fund, ACE/V&A Purchase Grant Fund and Headley Trust, and Crowdfunding).
- Gold-plated copper alloy penannular ring, Late Bronze Age, Great Dunmow area
- Gold posy ring, late 17<sup>th</sup> century, Lindsell parish.
- Two hoards of late Roman silver coin (siliquae), Lindsell Parish
- Historical building record of a brick kiln at The Rookery, Nortons End, Wendens Ambo.
- The deposition of backlog archaeological excavation archives continued in May with the arrival of further consignments from Stansted Airport excavations undertaken since 1999 by Framework Archaeology, related to the development of the Long Term Car Park.
- Future archaeological archives resulting from planning & development works in Takeley, Molehill Green, High Easter. These have been logged for future deposition by archaeological contractors after fieldwork and post-excavation analysis has been completed.
- Commemorative items from the former Saffron Walden College (1844-1977)
- Victorian Ice-Cream making equipment from Snow, Thurgood & Reed's businesses in Saffron Walden.
- Modern social history items such, as Petrol coupons from 1973 OPEC Oil Crisis, Train and coach timetables and photographs.
- Liberty bodice c. 1960s
- Schoolboy's scrapbook, Second World War.
- Victorian Valentine's cards, embroidery sampler and cased Daguerreotype photographs.
- Archive of prints and archive material re. Henry Winstanley, Audley End House and the Eddystone Lighthouse., bequeathed by a local researcher and author.

**3.2 Collections Care and Conservation**

- Ongoing display and collections care improvements to Local History, Furniture and World Cultures galleries, including conservation cleaning and repainting of display boards.
- Frost cover removed from cracked glacial erratic boulder in grounds.
- Insect pest traps in Museum stores, galleries and work areas were checked in June. Pests and dirt indicate that the Natural History Store, Temporary Exhibition Gallery and Kitchen need cleaning.

**3.3 Documentation**

Backlog / updates	New Acquisitions	Backlog (existing collections not previously catalogued on Modes)	Edits and Updates to existing records
Human history collections <i>(local &amp; social history, decorative &amp; fine art, costume &amp; textile, world cultures)</i>	65	200 (photos, document archive, Prints, watercolours & drawings)	600 (photos, document archive, Prints, watercolours & drawings)
Archaeology			
Natural sciences collections	0	0	446
<b>Total</b>	<b>65</b>	<b>200</b>	<b>1,046</b>

**3.4 Loans In**

- Reproduction maps, lead seals, tokens and weights all for Living with History temporary exhibition (returned to private collectors, May 2019)
- SW Horticultural Society material for Your Stories display (ongoing until August 2019)
- Red kite, Natterer's bat, Daubenton's bat and barbastelle bat from Essex Field Club for *Take Away the Walls* (ongoing until November 2019).

**3.5 Loans Out**

- Preparation of loan out to Colchester & Ipswich Museums of archaeological treasure finds, agreed by Saffron Walden Museum Society Ltd.

**3.6 Object Identification and Enquiries**

**Object identifications** this quarter: **4**

**Collections Enquiries this quarter: 55** topics included:

- Debden Airfield, Second World War era
- Local Mythology & Legends
- Collections donated in the 1960s (family descendents)
- Thaxted rifle club
- Bridge End Gardens
- Dix Family & their family business - Cement Factory
- Cycle Racing
- Local school history
- St. John's Ambulance
- Police Buttons
- Museum Architecture (for UDC)
- Victorian Coachbuilding
- Visitor enquiries about objects on display and the castle ruin
- Special Roadside Verges site biological records

- Great Canfield motte site
- Radwinter excavation archives
- History of Saffron Walden Museum

### **3.7 Research**

**12 (Human History) + researchers** this quarter, including:

- Cambridge Chinese Centre director + 2 (viewing Chinese costume and textiles)
- Helder Wedge early Aboriginal Collections (Australian researchers & British Museum)
- Witch bottles (Museum of London)
- Police collections and the Second World War (Saffron Walden Historical Journal)
- Suffrage & Baillie-Weaver (potential Esmee Fairburn / regional project application)
- Human remains in Hawaiian collections (State of Hawai'i Office of Hawaiian Affairs, USA)

## **4 Displays and Visitor Services**

### **4.1 Permanent Galleries**

*Object of the Month* featured:

- April: Napoleonic Prisoner of War crafted items (Jenny)
- May: Leopard Moth (Sarah)
- June: Cabbage White Butterfly (James)

*Curiosity Corner*, an initiative by the Learning & Outreach Officer, has featured:

- April – Eggs (birds, reptiles, fish and molluscs)
- May – June - Butterflies featuring live caterpillars
- June – Volunteer Voices display (National Volunteer Week) – see below

Improvements to Local History Gallery, additional collections material added and adapted, paintwork touched up and cleaning displays ongoing.

### **4.2 Temporary Exhibitions**

*Living with History* closed on 12 May 2019.

*Take away the Walls* opened with a private view on Friday 24 May. Subtitled 'an exhibition for health, happiness and wildlife', it was based around the United Nations Sustainable Development Goals and encourages local communities explore the wildlife around them in north-west Essex and create new wildlife areas in private and public spaces. Activities associated with the exhibition are listed under 5.2 below.

#### **Volunteer's Exhibition**

The Volunteers' Voices display demonstrated the range of work undertaken by volunteers in the Museum, acknowledging their contribution and showing how many different roles they undertake as an integral part of the Museum team. Volunteering also contributes to personal and community 'well-being'.

**4.3 Visitor Services**

	Public		Schools incl. adults		Total	
	2019	2018	2019	2018	2019	2018
<b>April</b>	<b>990</b>	1337	<b>179</b>	0	<b>1169</b>	1337
<b>May</b>	<b>1066</b>	706	<b>121</b>	113	<b>1187</b>	819
<b>June</b>	<b>1261</b>	596	<b>94</b>	165	<b>1355</b>	761
<b>Total</b>	<b>3317</b>	2639	<b>394</b>	278	<b>3711<sup>2</sup></b>	3217 <sup>1</sup>

(1) June 2018 includes visitors to Museum site for Fete de la Musique

(2) June 2019 figures include 600 visitors to 1 – 2 June outdoor events 12<sup>th</sup> Century Live and film screening

**Income**

**Shop**

	2019	2018
<b>April</b>	<b>325.53</b>	571.62
<b>May</b>	<b>529.47</b>	575.94
<b>June</b>	<b>226.77</b>	230.77
<b>Total £</b>	<b>1,081.77</b>	1,378.33

**Tickets**

	2019	2018
<b>April</b>	<b>1093.25</b>	1,397.50
<b>May</b>	<b>1046.75</b>	833.75
<b>June</b>	<b>835.90</b>	652.75
<b>Total £</b>	<b>2,975.90</b>	2,884.00

**Donations**

	2019	2018
<b>April</b>	<b>106.29</b>	64.51
<b>May</b>		27.00
<b>June</b>		27.98
<b>Total £</b>	<b>106.29</b>	119.49

**Fees**

	Premises Hire	Talks	Reproduction
<b>April</b>	<b>75.00</b>		
<b>May</b>			<b>26.10</b>
<b>June</b>			<b>2.00</b>
<b>Total £</b>	<b>75.00</b>		<b>28.10</b>

**Learning & Outreach Services**

	Schools Sessions & outreach	Activities & Events	School Loan & Reminiscence Boxes
<b>April</b>	192.00	104.00	36.00
<b>May</b>	273.00	450.90	54.00
<b>June</b>	204.00	0	0
<b>Total £</b>	<b>669.00</b>	<b>554.90</b>	<b>90.00</b>

**Donations**

In an effort to encourage more donations, we trialled an initiative to only empty the donations box in the reception area on a quarterly basis (to see if accumulated donations would encourage people to give more).

**Shop**

We continue to trial new lines of stock aligned to our collections. In May we launched "marble lighthouses" to complement the Henry Winstanley Lighthouse information in our Local History Gallery and existing Henry Winstanley booklet. The Lighthouses are on sale at £5.95 and Henry Winstanley Booklet at £2.

**4.4 Publicity, Marketing, Social Media and New Website**

The Museum has a publicity strategy, which includes planned paid for and free advertising.

**Publicity and Marketing:**

<b>Publication</b>	<b>Advert</b>	<b>Date</b>
East of England GROUP visitor guide	Museum Advert	2019 issue
East of England Visitor guide	Museum Advert	2019 issue
SW Town Council Official Guide and Map	Museum Advert and full page editorial	2018-19 issue
<a href="http://www.visitsaffronwalden.gov.uk">www.visitsaffronwalden.gov.uk</a>	Museum information and what's on listing	ongoing
Eastlife Magazine	Museum advert, what's on listing (and online too)	summer issue

**Published Articles (in print and on-line)**

<b>Date</b>	<b>Publication</b>	<b>Subject</b>	<b>Additional Information</b>	<b>Photo</b>
April Issue	Saffron Walden Flyer	Exhibitions and Events	Museum news, object of the month, what's on listing	Y
1.4.2019	Saffron Walden Historical Journal	Collections	History of local policing (pictures and text from Museum)	Y
1.4.2019	Walden Local	Museum Society	Clare Mulley SWMS talk	Y
10.4.2019	Walden Local	Events	Easter Holiday activities	Y
10.4.2019	Walden Local	Museum Society	In memory of Brian Newman	Y
17.4.2019	Walden Local	Collections	Treasure campaign	Y
17.4.2019	Walden Local	Events	Paper Butterflies (craft activity Easter holidays)	Y
18.4.2019	Saffron Walden Reporter	Collections	Campaign launched to help acquire treasures (Treasure Acquisition)	Y
18.4.2019	Saffron Walden Reporter	Museum Society	In memory of Brian Newman	Y
25.4.2019	Walden Local	Exhibitions & Events	Springtime at SW Museum	Y
25.4.2019	Saffron Walden Reporter	Exhibitions & Events	Community Shed – Take Away the Walls Project	Y
May Issue	Saffron Walden Flyer	Exhibitions and Events	Museum news, object of the month, what's on listing	Y
May Issue	TIC What's On Guide	Events	May Half-Term & 12th Century Live! & Cinema Screening	Y
9.5.2019	Walden Local	Events	May Half-Term Events	Y
9.5.2019	Saffron Walden Reporter	Events	May Half Term inc Saffron Screen event & 12th Century Live!	Y
23.5.2019	Saffron Walden Reporter	Events	May Half Term incl Saffron Screen event & 12th Century Live!	Y
30.5.2019	Walden Local	Exhibitions	Natural History: Take Away the Walls (James)	Y
June Issue	Saffron Walden Flyer	Exhibitions and Events	Museum news, object of the month, what's on listing	Y

2.6.2019	Cinema Screen	Events	Wallace's Great Big Birthday Bake-Off (onscreen advert)	N
5.6.2019	Walden Local	Museum Society	SWMS talk in What's on	N
12.6.2019	Walden Local	Events	Cinematic and historic fun at the Museum and Castle	Y
13.6.2019	Saffron Walden Reporter	Exhibitions	Natural History: Take Away the Walls	Y
19.6.2019	Walden Local	Volunteer's Tea Party	Thanked and explained about current volunteers; sought to recruit	Y
27.6.2019	Saffron Walden Reporter	Events	12 <sup>th</sup> Century Live!	Y

**Exhibition and Events listings**

Exhibition and Events are advertised on many 'What's On' listings (in print and online) including:

- Saffron Walden TIC
- Bishops Stortford TIC
- Saffron Walden Flyer Online
- Net Mums
- Salad Days
- EastLife

**Social Media and Email Newsletter**

Twitter	Followers: 2025
Facebook	Followers: 1125
Instagram	Followers : 505
Email Newsletter	Followers: 1027

**Saffron Walden Museum Website – Statistics for this quarter**

	Visits	Unique Visitors
<b>April</b>	3,460	2,387
<b>May</b>	3,649	2,659
<b>June</b>	3,394	2,392
<b>TOTAL for Q1</b>	<b>10,503</b>	<b>7,438</b>

**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.

**Trip Advisor**

Saffron Walden Museum has once again been awarded a TripAdvisor Certificate of Excellence for consistently impressing visitors. The Museum now ranks number 2 out of 20 things to do in Saffron Walden on this travel and tourism review website and was presented with the certificate based on a 4.5 out of 5 star rating during 2019. Out of 132 reviews, 70% rate it as 'Excellent'.

**5 Education, Events and Outreach****5.1 Education****Loan and Reminiscence boxes:**

Box	Borrowers	Purpose	Users		
			Children	Adults	Total
Toys and Games	Radwinter School	To support delivery of the curriculum	23	2	25
Egypt - Gods	Farnham School	To support delivery of the curriculum	13	2	15
Ancient Greece	RAB School	To support delivery of the curriculum	94	6	100
Victorians	Radwinter School	To support delivery of the curriculum	28	2	30
Fossils	Radwinter School	To support delivery of the curriculum	24	2	26
Pre History	Rickling Primary School	To support delivery of the curriculum	61	4	65
Victorians	Carey Dickson,		25	5	30
Kestrel	Lathenthorpe School	Primary source material for Art GCSE final major projects	45	5	50
Tawny Owl	Lathenthorpe school	Primary source material for Art GCSE final major projects	45	5	50
Magic Lantern	The Norris Museum	Victorian event	30	30	60
		<b>Totals</b>	<b>388</b>	<b>63</b>	<b>451</b>

**Analysis of use of Learning Services and Pupil Numbers**

	Children	Adults
No. learning in sessions taught by Learning Officer in Museum (Inc Nature tub planting activity in museum grounds)	233	45
No. in independent visits to Museum	103	13
Nos. reached in visits out to schools, care homes or other venues by Learning Officer	0	0
Nos. benefiting from loan and reminiscence boxes (details in table above)	388	63
<b>Total users of Museum Learning Services = 845</b>	<b>724</b>	<b>121</b>

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

<b>Date</b>	<b>Event</b>	<b>Visitors</b>
07 April	Naming Ceremony	30
10 April	Froggy Finger prints – Children’s Craft activity	94
11 April	Paper Butterflies – Children’s craft activity	128
17 April	Paper plant pot sunflowers – Children’s craft activity	64
11 April	May Celebration – Craft and museum trail	46
16 May	Reception after funeral hosted in grounds and ground-floor gallery	60
17 May	Museums (Wildlife) at Night – Craft, trail and stalls (all ages)	85
24 May	Private View launch of Take Away the Walls Exhibition	41
29 May	Build a Bug Hotel – Children’s Craft	119
30 May	Build a Bird House – Children’s Craft	106
31 May	Help plant out Nature gardens	92
01 June	12 Century Live (Historical Re-enactors & local history fair)	200
02 June	Saffron screen at the Museum	400
19 June	Cambridge Chinese Centre	3
	<b>Total</b>	<b>1,468</b>

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

None this quarter

The Museum is also one of the locations featured in an independent Saffron Walden Treasure Hunt (proceeds to the Mayor’s charities).

**Other Museums and Local Groups: support and liaison (Uttlesford)** 27 groups engaged with, at least, 20 meetings involving Museum staff

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

- Essex Field Club – secretary & treasurer details, joint Wildlife at Night event (Natural Sciences Officers, J Lumbard, S Kenyon)
- Essex Amphibian and Reptile Group – 1 meeting – as partner organisation to carry out wildlife surveys for Wildlife at Night (Natural Sciences Officer, James Lumbard).
- Essex Bat Group – 1 meeting - as partner organisation to carry out wildlife surveys for Wildlife at Night (Natural Sciences Officer, James Lumbard).
- Essex Moth Group - 1 meeting - as partner organisation to carry out wildlife surveys for Wildlife at Night (Natural Sciences Officer, James Lumbard).
- Bridge End Gardens – 1 meeting – as a partner venue for wildlife surveys carried out by Essex Field Club and partner organisations for Wildlife at Night event (Natural Sciences Officer, James Lumbard).
- RSPB Hope Farm – Hosted stall at Wildlife at Night to promote wildlife farming practices. Additional ongoing support through leaflets and booklets in Temporary Exhibition gallery. (Natural Sciences Officer, James Lumbard).
- Uttlesford Wildlife – 1 meeting – Hosted stall at Wildlife at Night to promote their work across Uttlesford. (Natural Sciences Officer, James Lumbard).
- Dorrington’s bakery – 1 meeting – to donate cakes for Wildlife at Night event (Natural Sciences Officer, James Lumbard).
- Ridgeons Saffron Walden – 1 meeting – to collect wood donated to Saffron Walden and Bishops Stortford Community Sheds to be used towards items for *Take Away the Walls* outreach project. (Natural Sciences Officer, James Lumbard).

- Homebase Saffron Walden – 1 meeting – to collect lining material for planters made by Community Sheds for *Take Away the Walls* outreach project. (Natural Sciences Officer, James Lombard).
- Saffron Walden Community Shed – 2 meetings – opening of the shed, contacts and materials for the nature gardens at museum (Natural Sciences Officers, J Lombard, S Kenyon). Attendance at Wildlife at Night event to promote their activities and fundraise for the Shed and Museum. Additional ongoing meetings and email exchanges regarding *Take Away the Walls* outreach project (Natural Sciences Officer, James Lombard).
- Bishop’s Stortford Community Shed – ongoing email support and contact-making to provide planters for Molehill Green Residents Group (Natural Sciences Officer, James Lombard).
- Molehill Green, Takeley, Residents’ Group – 1 meeting and ongoing email support – providing support and wooden planters to improve community areas in the hamlet (Natural Sciences Officer, James Lombard)..
- Dig It Community Allotment, Saffron Walden – 1 meeting – joint activity to plant nature tubs in the Museum grounds ((Natural Sciences Officer, James Lombard).
- Organic Countryside – publicising Noakes Grove open day (Natural Sciences Officers, J Lombard, S Kenyon)
- Jubilee Allotment Group for people living with dementia, Great Dunmow – 1 meeting – contact and request for items to provide new wildlife habitats and shelving for the allotment (Natural Sciences Officer, James Lombard).
- Special Roadside Verges project – 1 meeting, Ridgeons mitigation, broadband cabling work, checking spring cut & replacement of missing posts, 2019 ecological survey forms, 2 planning application responses (Natural Sciences Officer, S Kenyon)
- Dunmow Museum – AGM (Curator)
- Searchers metal-detecting clun – 1 meeting (Curator) and participation in 1 June local history displays
- Museum of Archaeology & Anthropology, Cambridge – condition checking material on loan (April)
- Fry Art Gallery – possible 2020 partnership project
- Saffron Screen - meetings to plan cross-marketing in the run up to the June outdoor cinema screening and partnership working to deliver the event.
- Saffron Walden TIC and Saffron Hall – Cambridge Chinese centre visit in June.
- Saffron Walden BID – meeting on 26 April to continue to explore potential for collaboration, with Cllr Dr Barbara Light
- Local History Recorders and heritage organisations (15 groups)– bookings and planning for local history fair in June, plus The Angevins 12<sup>th</sup> Century Re-enactor Group
- ERO Archive point at Saffron Walden Library – liaison re research enquiries
- Saffron Walden Local Plan – meeting at Museum with 2 local plan team members (Curator)

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

- Collections Officer (Human History) is Museum Mentor for two volunteer-run museums, one in Bedfordshire and one in Hertfordshire.
- Museums Essex meeting at Gilwell Park 3 May (Curator)

**Local Performance Indicator**

<b>Performance Indicator</b>	<b>Q1 Actual</b>	<b>Q1 Target</b>	<b>Annual (Cumulative)</b>	<b>Annual Target 2019-20</b>
<b>PI 49</b>				
<b>Users of the Museum Service</b>	4,229	Page 22 <sup>3,400</sup>	4,229	13,200

**Notes on Performance Indicators**

**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; pupils using school loan boxes in the classroom; 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 and 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:**

Exceeded target by 24% due mainly to extra 600 visitors attracted to 1 and 2 June events, and continuing high uptake of new loan boxes by schools. Users comprise 3711 visitors to the Museum site and 518 people using the service remotely (outreach and research services). Website visits and social media excluded but reported separately in attached Q1 report.

**Main Museum activities and items to note for Q2 (July-September) 2019-20****1 Museum Management and Staff**

- Commencement of the NLHF Resilient Heritage Project – recruitment of consultants.
- Recruiting additional Casual Museum Assistants to support weekend working and busy holiday activity and event periods.

**2 Buildings and Site**

- Scaffolding down following the completion of window frame and brickwork re-pointing work.

**3 Collections and Research**

- Updating and discussing Accreditation Policies and Procedures
- Two Aboriginal items to be photographed in July by the British Museum for publication
- Natural Sciences Volunteers continue to update storage location changes with NSO Sarah Kenyon,

**4 Displays and Visitor Services**

- Outcome of VAQAS visit (Visitor Attraction Quality Assurance Service)
- Ongoing development of the Museum's Website
- Negotiated with Newport News biannual free editorial – story about Newport item in our collections, a photograph and a free advert (April for June issue & October for December issue each year)

**Temporary Exhibitions:**

- New *Your Stories* community curated display mid-August 2019.
- Collections Officer (Human History) beginning research for 2020 exhibitions – working titles are All Fired Up and Tech (STEAM) 2020.

**Permanent Galleries:**

- Improvements to Local History Gallery, additional collections material added and adapted, paintwork touched up and cleaning displays ongoing.
- Furniture Gallery updates

**Object of the Month Displays:**

- July: Arrowheads from medieval hunting lodge, Stansted Airport Car Park
- August: Victorian Ice-Cream making equipment
- September: Fungus Model

**Curiosity Corner displays:**

1. July – Wallace is 200
2. August – Grand Designs – Nests

**5 Education, Events and Outreach****Events and activities**

- 31<sup>st</sup> July, Embossed Pinch Pots
- 9<sup>th</sup> August – Wallace's Great Big Birthday Bake-off
- 14<sup>th</sup> August – Peg Insects
- 21<sup>st</sup> August – Paper Cone Animals
- 28<sup>th</sup> August – Card board cactus
- 30<sup>th</sup> August – SW Museum Society AGM
- 14 September – Roald Dahl Day
- 14-15 September - Open Heritage Weekend (free admission to Museum)



Accreditation Scheme for Museums  
and Galleries in the United Kingdom

# Accreditation Standard

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## Introduction

The Museum Accreditation Scheme is the UK industry standard for museums and galleries.

It tells everyone involved with a museum that they're doing the right things to help people to engage with collections and protect them for the future.

The Museum Accreditation Scheme does this by making sure museums manage their collections properly, engage with visitors, and are governed appropriately.

The scheme works for museums of all sizes: from the smallest volunteer-run museums to national museums. It's not a one-size-fits-all scheme, though: we'll assess your application according to your museum's size and type, and we'll give you clear guidance on what you need to give us to do that.

### What is the Museum Accreditation Scheme for?

To encourage all museums and galleries to meet an agreed standard in:

- how they're run
- how they manage their collections
- how they engage with their users

To build people's confidence in how museums manage collections in trust for society, and how they manage public resources.

To reinforce a shared, ethical way of doing things for everyone involved in running a museum.

## 1 Have appropriate governance and management

*To meet the standard, you'll need:*

### 1.1 A clear statement of purpose

Your museum must have a statement of purpose that defines why it exists and who it's for.

### 1.2 An appropriate constitution

The museum must be a long-term organisation that exists to benefit the public and protect its assets, including collections. It must have an appropriate and acceptable constitutional structure and documentation for the governing body.

### 1.3 A satisfactory structure for your governance and management

That involves showing us:

- an organisation chart that shows us all the people that work at the museum, including volunteers and paid staff, covering the front of house through to the governing body, and the relationships between them. If a separate organisation runs the museum, we need to see any approved agreements between that organisation and the governing body
- who has the authority and responsibility to approve decisions. This might include decisions you delegate to sub-committees, staff or volunteers
- clear agreements with your staff and volunteers setting out their roles and responsibilities
- evidence that your governing body has access to museum professional advice.

## 2 Plan ahead and have the resources to deliver your plan

To meet the standard, you'll need:

### 2.1

#### A forward or business plan which covers the current and subsequent planning year

Your museum must plan effectively for the long-term and be able to adapt in a changing environment. Your forward or business plan should be approved by your governing body and should:

- include a statement of purpose for your museum
- be explicit about the period the plan covers
- state the key aims you want to achieve over the plan's duration
- explain how you'll achieve these aims
- explain what you'll need to achieve these aims, including people, equipment and money
- include budgets for the current and subsequent planning year
- include the plan's next review date

### 2.2

#### Financial Sustainability

Your museum should provide accounts for the last two available financial planning years showing income and expenditure.

## 3 Assess and manage risk to your organisation

To meet the standard, you'll need:

### 3.1

#### Secure occupancy of all premises containing collections

You should have formal occupancy arrangements for your buildings and sites. These arrangements should be sufficient to keep your displayed and stored collections secure and allow effective forward planning. These arrangements should be long-term, which normally means for at least 12 months.

### 3.2

#### A risk assessment of security arrangements

You should get security advice for all the buildings and sites that the museum occupies. You should do this at least every five years, and the advice should cover:

- arrangements for your staff, volunteers and visitors
- your stored and displayed collections
- your buildings and sites

The advice should be proportionate to the size, scope, vulnerability and value of your museum and collections. You should show what changes you've made or planned as a result of the advice.

### 3.3

#### A clear, workable emergency plan

Your museum must be able to respond effectively to emergency or disaster situations. This means having an emergency plan. It should cover all buildings and sites that house collections and services, and should include:

- arrangements for staff and volunteers, visitors, collections and collections information
- a risk assessment of threats
- how you authorise, maintain, communicate, and test your emergency plan, and how you share it with your staff and volunteers, and the emergency services
- how your museum works with the emergency services, and any other relevant emergency plans
- a priority salvage list - a record of any priority collections you would save first in an emergency
- when you'll review your emergency plan

## 4 Hold and develop collections

To meet the standard, you'll need:

### 4.1

#### To take responsibility for all the collections you manage

You must be able to tell us the size of your collections, the proportion the museum owns, and the proportion on loan to it. If a significant proportion of the collection is on loan you'll need to explain the loan arrangements in place and assess any risks.

### 4.2

#### A policy, approved by the governing body, for developing collections, including acquisitions and disposals

Your collections development policy must include:

- the museum's statement of purpose
- an overview of current collections
- themes and priorities for future collecting
- themes and priorities for rationalisation and disposal
- information about the legal and ethical framework for acquiring and disposing of items
- the date you'll next review the policy

## 5 Hold useful and useable information on collections

To meet the standard, you'll need:

### 5.1

#### An approved documentation policy

Your museum must follow a collections documentation policy approved by your governing body.

This policy may be a separate documentation policy or statement, or it may be part of a wider collections management or documentation plan.

### 5.2

#### To follow the primary Spectrum documentation procedures

The primary Spectrum procedures are essential for managing collections effectively and making them accessible. You need to show that your museum follows these procedures or has a plan to do so. The primary Spectrum procedures are:

- object entry
- acquisition and accessioning
- location and movement control
- inventory
- cataloguing
- object exit
- loans in (borrowing objects)
- loans out (lending objects)
- documentation planning

You'll need to show us how you implement the primary Spectrum procedures and how you intend to develop your collection documentation with a written plan showing priorities and timescales.

If we ask, you'll need to be able to show us your documentation procedures manual which should include step-by-step instructions for completing the primary Spectrum procedures at your museum.

## 6 Care for and conserve collections

To meet the standard, you'll need:

### 6.1 An approved collections care and conservation policy

Your museum must have a care and conservation policy approved by your governing body.

It should show how the collection care and conservation activities of your museum link to your statement of core purpose. It should meet ethical commitments and legal requirements.

This policy may be a separate care and conservation policy or statement or may be part of a wider collections management framework, care and conservation plan, or in your forward or business plan.

### 6.2 A collections care and conservation plan

Your museum must have a plan to maintain and, where possible, improve the way you care for and conserve your collections.

This plan may be a separate collections care and conservation plan, part of an overall collections management framework or in your forward or business plan.

## 7 Be accessible to the public

To meet the standard, you'll need:

### 7.1 An approved access policy

Your museum must have an access policy or statement approved by your governing body. It should cover how people can see, use, and reference your collection, gain access to your museum buildings and sites, and how you share information about the collection with people. This should include:

- using a variety of interpretative methods to exhibit the collections
- enabling public access to the collections, buildings and sites, and associated information
- the date you'll next review the policy

### 7.2 An access plan

Your museum must have plans to maintain, and where possible to improve:

- the physical, sensory and intellectual access to your collections
- information about your collections
- access to the buildings housing your collections

This might be in a separate access plan, or as part of your forward or business plan or in an audience development plan.

8

## Understand and develop your audiences

To meet the standard, you'll need:

### 8.1

#### To understand who uses your museum, and who doesn't

Your museum must be able to identify who uses the museum and the collection. You should also be able to tell who doesn't use it. You should have identified ways to gather this information, as well as finding out about people's needs and expectations for your museum.

### 8.3

#### To have a plan for developing your range of users

You'll need a plan for developing your range of users. You should look at who does and who doesn't use your museum and how to provide an experience to meet expectations. These might be part of a separate audience development plan, or in your forward or business plan.

### 8.2

#### To use information to assess your users' needs

Your museum should use feedback from users to inform the development of the museum and its programmes.

9

## Engage with your users, and improve their experience

To meet the standard, you'll need:

### 9.1

#### To provide stimulating learning and discovery activities, including exhibitions and programmes based on your collections

You should have a variety of ways for people to learn. These should help a broad range of people to access your museum and collections, bearing in mind that you'll need different approaches to engage with different groups.

### 9.2

#### To communicate effectively with users and potential users through a range of access, marketing and promotional activities

You should encourage people to access your collections and collections information through promotion of your activities. You'll need to give them the information they need to make the most of a visit to your museum or find out about your collections and services by using a range of appropriate media.



**MUSEUM**  
ACCREDITATION

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Llywodraeth Cymru  
Welsh Government



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<b>Committee:</b>	Cabinet	<b>Date:</b>	Thursday, 5 September 2019
<b>Title:</b>	Museum Accreditation Review 2019-20 and Collections Development Policy		
<b>Portfolio Holder:</b>	Cllr Light		
<b>Report Author:</b>	Carolyn Wingfield, Museum Curator cwingfield@uttlesford.gov.uk 01799 510640	<b>Key decision:</b>	No

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## Summary

1. The Accreditation Scheme for Museums and Galleries is the UK industry standard for museums. Accredited status is linked to eligibility for grants and funding from various sources, including the National Lottery Heritage Fund, and museums must re-apply every few years to maintain their Accredited status.
2. Saffron Walden Museum undergoes its next Accreditation review in January-July 2020. In preparation for this, the Museum's key policy documents and forward plan must be reviewed and formally approved by the Council, and submitted with copies of the minutes confirming approval as part of the Accreditation review.
3. This report explains the Accreditation Scheme and review procedures, and the list of policy documents with timetable for submission via the Museum Management Working Group to Cabinet for approval between September 2019 and April 2020, beginning with the Collections Development Policy 2020-25 which accompanies this report.

## Recommendations

4. Between September 2019 and April 2020, Cabinet will be asked to approve a total of five Museum policies and plans recommended by Museum Management Working Group, to enable the Museum to complete its Accreditation Review successfully by the anticipated deadline of July 2020. The list and timetable is set out in paragraph 12.
5. The Museum Management Working Group is recommending to Cabinet that it approves the Collections Development Policy attached to this report.

## Financial Implications

6. No expenditure is incurred as a result of the Accreditation Review. There are no fees charged for participation in the Accreditation Scheme. The Museum

will lose or restrict its eligibility for external funding and grants if it fails to maintain its Accredited status, including grants from the National Heritage Lottery Fund. This would have a major impact on the Museum’s development plans and ability to improve audience engagement and income in the long-term, as well as inhibiting the Museum’s participation in other medium-term projects and partnerships where full Accredited status is a requirement or expectation.

## Background Papers

- The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

*Accreditation Standard: Accreditation Scheme for Museums and Galleries in the United Kingdom*, Arts Council England, November 2018

*Accreditation Guidance: Supporting Guidance for Accreditation Standard* November 2018, Arts Council England, March 2019

## Impact

- 

Communication/Consultation	Public confidence in the Museum service is encouraged by Accredited status. The confidence of external funding bodies and other supporting or partnership organisations is encouraged by Accredited status. Key policies and plans, reviewed for Accreditation, communicate the Museum’s vision and procedures to the wider world.
Community Safety	No direct impact
Equalities	No direct impact, but Accredited status signifies that the Museum’s governance arrangements and policies are generally sound, including its Access Policy.
Health and Safety	No direct impact, but Accredited status signifies that the Museum’s governance arrangements and policies are generally sound, and management of collections is in keeping with Health & Safety legislation.
Human Rights/Legal Implications	No direct impact, but Accredited status signifies that the Museum’s governance arrangements and policies are generally sound, including legal and ethical considerations for managing, acquiring and

	disposing of collections.
Sustainability	None
Ward-specific impacts	None
Workforce/Workplace	All Museum staff's work is affected by Accreditation and maintenance of the required standards.

## Situation

9. The Museum Accreditation Standard is the UK industry standard for museums and galleries of all types across the UK. It is managed as a UK partnership between Arts Council England, the Welsh Government, Museums Galleries Scotland and the Northern Ireland Museums Council.
10. It helps everyone involved with a museum to do the right things, helping people to access and engage with collections, and protect them for future generations.
11. The Accreditation Scheme achieves this by ensuring that museums and galleries manage their collections properly, engage with visitors, and are governed appropriately. To achieve full Accredited status, museums and galleries must undergo a periodic in-depth review to demonstrate that they meet the agreed standard in how they are run, how they manage their collections, and how they engage with their users.
12. Saffron Walden Museum has maintained its Accredited status since the inception of the Scheme and was last reviewed in 2014-15. It is due for an Accreditation Review from January 2020, when a letter is expected from the Arts Council England (ACE) to trigger the six-month review period. During this time, the Museum will have to complete a lengthy and detailed on-line questionnaire and upload policies, plans and other evidence, including signed minutes of MMWG and Cabinet meetings concerning the recommendation and approval of principal policies and plans. The Museum must complete its Accreditation return by the deadline in July 2020. All being well, its Accredited status would then be reaffirmed later in 2020.
13. In recent years, the Museum service has undergone some significant changes. The completion of the Shirehill store and resulting improvements in collections care and access, has now opened the way for the Museum to proceed with development plans for the Museum itself, focusing on developing public engagement, income and sustainability for the service. In 2019 a grant of £52,000 was awarded by the National Lottery Heritage Fund under its 'Resilient Heritage' programme to fund consultancies in audience development and an options appraisal & feasibility study. It is therefore timely for the Museum to review its Forward Plan and other policies, in anticipation of Accreditation Review in 2020.

14. The list of five plans and policies which must be approved by the Council is dictated by the Accreditation Scheme. The format and content of the plans and policies are also guided by the Scheme. In order to manage the workload for officers and members, it is proposed to submit the revised policies and plans for approval gradually from September 2019 onwards to successive MMWG and Cabinet meetings, to avoid the need to consider a large number of documents all at once. The schedule allows time before the deadline for one further Cabinet meeting before July 2020 in the event of unforeseen complications or delays. These are the policies and plans which the Council is asked to approve, and the proposed schedule for presenting them to Cabinet following review by the Museum Management Working Group:

Collections Development Policy	Cabinet 5 September 2019
Access Policy Statement	Cabinet 26 November 2019
Collections Care and Conservation Policy	Cabinet 26 November 2019
Documentation Policy	Cabinet 1 April 2020
Forward Plan	Cabinet 1 April 2020

15. Accreditation represents a standard which the Museum service should meet if it is functioning properly. The Accreditation review is an opportunity to run a 'health check' on the service and provide reassurance to the Council and Saffron Walden Museum Society Ltd that there are no significant problems with the operation of the service.

16. The Museum needs to maintain its Accredited status to be eligible for grants from heritage-sector organisations such as the National Heritage Lottery Fund and many others. Access to external funding from such bodies is essential for the Museum's development plans and some activities.

17. Loss of accredited status would also be likely to impact on the Museum's image and public confidence. This in turn would make it difficult for the Museum Society to raise funds in support of the Museum from charitable donations and grants, including grants towards purchase of important new acquisitions for the collections and displays (the Museum Society owns the collections and therefore all funds for new acquisitions are provided through the Society and not by the Council).

### **Risk Analysis**

Risk	Likelihood	Impact	Mitigating actions
Museum fails to complete Accreditation return in time	2	3	Begin work on policies and plans in 2019 and agree timetable for submissions to MMWG and Cabinet,

			to ensure all are approved ahead of July 2020 deadline.
Museum fails to meet Accreditation standard	1	3	Working through policies and plans will help to identify any weak areas, and address these either immediately or in development plans.
Museum development plans, including associated fund-raising strategy to achieve them, are deferred or halted	2	3	Maintaining Accredited status ensures the Museum is eligible to apply for grants and support from external funding organisations
Public confidence in the Museum falls	2	2	Maintaining Accredited status is a mark that the Museum is well-run

1 = Little or no risk or impact

2 = Some risk or impact – action may be necessary.

3 = Significant risk or impact – action required

4 = Near certainty of risk occurring, catastrophic effect or failure of project.

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## SAFFRON WALDEN MUSEUM

Uttlesford District Council &  
Saffron Walden Museum Society Ltd



### 4.2 COLLECTIONS DEVELOPMENT POLICY 2020-2025

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**Name of museum:** *Saffron Walden Museum*

**Name of governing body:**

*Uttlesford District Council & Saffron Walden Museum Society Ltd*

**Date on which this policy was approved by Museum Management Working Group:**

*Insert date TBA.*

**Policy review procedure:**

The collections development policy will be published and reviewed from time to time, at least once every five years.

**Date at which this policy is due for review:**

*Insert date TBA.*

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

**1**

## **Relationship to other relevant policies/ plans of the organisation:**

- 1.1** The museum's statement of purpose is to give people inspiration and a sense of place in Uttlesford district / north-west Essex, through exploration of our wide-ranging collections and the histories they represent.
- 1.2** The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.3** By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.
- 1.4** Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.5** The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.
- 1.6** The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

- 1.7** In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:
- the disposal will significantly improve the long-term public benefit derived from the remaining collection
  - the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
  - the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored
  - extensive prior consultation with sector bodies has been undertaken
  - the item under consideration lies outside the museum's established core collection

## 2

## History of the collections

### 2.1 Ownership and History of the Saffron Walden Museum Collections

**2.1.1** The collections are owned by Saffron Walden Museum Society Ltd, UK registered charity 1123209, which founded the Museum in the 1830s to house its collections (then known as the Saffron Walden Natural History Society). Society members were local gentlemen of learned interests and far-flung contacts, allowing them to acquire collections from all over the world, notably in ethnography and the natural sciences, as well as closer to home. Pre-eminent among the Museum's founders were John Player, a retired civil servant from the Admiralty, and Jabez Gibson, a member of a prominent local Quaker family of brewers and bankers. Later nineteenth century collectors continued to enrich the Museum, such as George Stacey Gibson's herbaria and fossil collections, Joseph Clarke's collection of antiquities and the fine collections of ceramics and glass made by William Tuke (another Quaker family of note) and Dr Henry Stear. Until the 1880s members of the Society curated the collections but in 1880 the first professional curator, George Nathan Maynard, was appointed. The Society continued to run the Museum directly, with the aid of grants from various sources, until 1974, when the newly established Uttlesford District Council took over the operation of the Museum Service. Saffron Walden Museum Society leases the Museum collections and buildings to Uttlesford District Council under a joint management agreement (revised 2004, 2009 and 2014).

Under this agreement, the Museum Service's governing body is the Museum Management Working Group, a joint committee of representatives from Saffron Walden Museum Society Ltd and Uttlesford District Council.

- 2.1.2** The collections of Saffron Walden Museum, estimated to be about 170,000 objects and specimens, have been developed since 1832. Initially collecting was widespread, reflecting the diverse interests and contacts of the Society membership, and covered natural and human history from around the world, as well as objects and specimens local to north west Essex. Many of the Museum's most important ethnographic items were collected in its early decades.
- 2.1.3** In the twentieth century, the rise of social history and archaeology as museum disciplines and the disposal of many of the older exotic animal mounted specimens in the early 1960s led to a greater focus on the immediate district (now Uttlesford). That process of refining and targeting collecting continues in the twenty-first century. The Museum must also balance the demands placed by developments such as Stansted Airport, which are producing large volumes of archaeological material, with finite resources. The off-site store and subsequent adjustments to the Museum buildings will set a finite spatial limit on sustainable collecting for the foreseeable future.

### 3

## An overview of current collections

The scope of the collections is summarised below under headings to reflect the dual local (north-west Essex) and global range of subjects covered. In general, the Museum's collecting area will be defined by relevance to Uttlesford District, the area of north-west Essex defined by the local authority boundary of Uttlesford District Council.

Occasionally offers of appropriate objects or specimens may be accepted for subjects which are non-local by their nature, such as ethnography, as described below. The time span within which the Museum collects also varies according to subject. For the archaeology and history of Uttlesford, all periods from earliest prehistoric to today are relevant. For geological collections, the time-frame extends backwards to include Pleistocene remains and beyond that fossils from the Palaeozoic, Mesozoic and Cenozoic eras.

### **3.1 Human History and Culture of north-west Essex, and its regional and British context**

- 3.1.1 Archaeology** – excavated finds and records from Uttlesford, all periods from prehistoric to post medieval, and finds made as a result of other fieldwork or by chance. Historically, the Museum also holds some antiquarian finds from the region and further afield.

- 3.1.2 Social and Local History:** objects, ephemera and documents – made or used in Uttlesford, or associated with local places and people
- 3.1.3 Pictorial: Prints, Watercolours, Paintings, Drawings and Photographs** reflecting the history, people and natural history of Uttlesford, but excluding ‘fine art’
- 3.1.4 Costume, Textiles, Needlework and Accessories** – range of English and local.
- 3.1.5 Ceramics and Glass** – British and European ceramics and glassware, 16<sup>th</sup> – 20<sup>th</sup> century (decorative arts).
- 3.1.6 Woodwork and Furniture** - local and English domestic woodwork of 14<sup>th</sup> – 18<sup>th</sup> century and a small collection of English furniture of 16<sup>th</sup>-18<sup>th</sup> century

### **3.2 Natural Environment of north-west Essex and its regional and British context**

The natural science collections contain about 70,000 specimens of plants, animals, rocks, minerals and fossils. The founders of the Museum and other 19<sup>th</sup> century naturalists presented most of these specimens. They collected in Essex and the rest of Britain.

- 3.2.1 Plants** - specimens of flowering plants, ferns, mosses, liverworts, fungi, lichens and algae
- 3.2.2 Animals** - mammals, birds, birds’ eggs, amphibians, reptiles, fish, insects, molluscs and other invertebrate groups
- 3.2.3 Fossils** – fossils from Palaeozoic, Mesozoic and Caenozoic eras of geological time
- 3.2.4 Minerals and Rocks** – minerals; sedimentary, metamorphic and igneous rocks

### **3.3 Human History and Culture – the wider world**

- 3.3.1 Mediterranean and Egyptian antiquities** – a small collection including pre-dynastic to Ptolemaic artefacts and one Roman-period mummy from Egypt, and pottery from Greece and Cyprus.
- 3.3.2 Ethnography (world cultures)** – a collection of international significance, over 4,000 objects mostly collected between the late 18<sup>th</sup> and early 20<sup>th</sup> centuries, all continents and many different cultures represented.

- 3.4 Natural Environment - the wider world**  
Specimens illustrating the natural environments of continents around the world.
- 3.4.1 Plants** – plants collected outside Britain in the 19<sup>th</sup> century
- 3.4.2 Animals** – animals collected outside Britain during the 19<sup>th</sup> and early 20<sup>th</sup> centuries
- 3.4.3 Geology** - rocks, minerals and fossils found outside Britain

## 4

### Themes and priorities for future collecting

This section provides more information and subject-specific guidance, additional to and subject to the general acquisition and disposal criteria.

#### 4.1 Human History and Culture of North-West Essex, and its Regional and British Context

##### 4.1.1 Archaeology

###### Scope and Role of Collections

Single finds and excavation archives (the finds and records from archaeological fieldwork) covering all periods from earliest prehistoric (Old Stone Age) to recent centuries (Post Medieval). The role of the collection is to preserve and interpret evidence of human activity and sites, especially those that have been damaged or destroyed by development, agriculture or by natural erosion. It is also to help us understand the long history of changing human cultures and interaction with the landscape and environment. The collection includes early coins, from Iron Age to Post Medieval, recovered from archaeological sites, and antiquarian coins and numismatics of no fixed provenance. The new purpose-built museum off-site store, which has been fully operational since 2016/17, has resolved immediate issues of capacity for archaeological archives, allowing the backlog of archives from archaeological contractors to be deposited, notably those from large-scale projects at Stansted Airport (Framework Archaeology) and the new A120 (Oxford-Wessex). However the current and anticipated extent of development in the district along the M11 and A120 corridors will continue to generate a significant number of evaluation and larger project archives, which may test future capacity.

For future use, the special strength of the archaeology collection will be as a large archive of multi-period sites reflecting the evolution of a rural landscape and sites within it from prehistoric to recent times. The nature of the developments at Stansted Airport, coupled with road schemes, pipelines and community projects, will provide a unique archive of local and some regional importance, even

nationally with regard to the Airport projects.

Human remains from archaeological excavations, skeletal or cremated, will continue to be collected (subject to storage space) for long-term research and educational potential where appropriate, and according to the terms of the Ministry of Justice licence (*Authority to excavate human remains for archaeological purposes*) issued to the archaeological contractors, and any other necessary permissions, e.g. from Church authorities. (see also Guidelines below).

Historic Building Records or HRBs (usually paper and/or digital records without finds) relating to properties in Uttlesford district will also be accepted.

The acquisition and deposition of archaeological archives and HRBs will be governed by the standards set out in *Archaeological Archives in Essex - Guidelines for preparation and deposition* (2015 and subsequent editions) including deposition charges to be paid by archaeological contractors. This includes criteria under which digital material will be accepted, but a copy of the digital archive must be deposited by contractors with the Archaeological Data Service (ADS) and associated costs borne by the depositing contractor. The Museum lacks the resources and IT capacity to continually migrate digital data to new software and platforms, but the ADS fulfils this function ensuring that digital archives will be future-proofed and remain accessible.

### **Collecting Area and Priorities**

Fieldwork archives, provenanced finds from Uttlesford including finds which have been declared treasure and which Saffron Walden Museum Society Ltd is willing and able to purchase (with grant-aid if necessary). Special priority will be given to acquiring major archives from Stansted Airport, the A120 and related large-scale fieldwork from associated developments, and to smaller archives from parish projects where local communities working with professional advice have undertaken systematic in-depth studies or fieldwork.

In all cases, it is necessary to establish that finds are acquired legally with the landowner's consent, or in keeping with the Treasure Act 1996 where appropriate, and to avoid acquiring 'tainted cultural objects' as defined under the Dealing in Cultural Objects (Offences) Act 2003.

### **Sampling, Selection and Retention**

For large-scale linear projects e.g. pipelines, roads across district boundaries, deposition of the archive should be made on archaeological criteria, to prevent illogical division of archives across collecting area boundaries, and provided copies of documentation are deposited with other museum services involved. An example is the archive from the Cambridge-Matching Green Gas Pipeline 2002

which will be deposited at Saffron Walden Museum, by arrangement with Cambridgeshire Archaeology Service and Epping Forest District Museum.

Large quantities of common finds such as potsherds, unworked animal bone, waste products of industrial processes and building materials will be preserved through samples and records rather than in their entirety, unless there are special reasons for preserving all finds from a particular context intact. The Museum will work with excavators and specialists to refine the content of archives before acquisition as far as possible.

Large quantities of common finds from archives already in the collection may be reviewed and sampled in future, in consultation with appropriate specialists, with the aim of maintaining collections within sustainable limits while retaining, through records and scientifically viable samples, the information essential to preserve the archive's usefulness and integrity of purpose. The long-term retention of very small quantities of common finds from evaluations and watching briefs may also be reviewed, if subsequent fieldwork or research shows that they are not significant. Older excavation archives and antiquarian collections with limited contextual data will be priority for rationalisation, though with due regard for the impact of new analytical techniques or information from more recent fieldwork, which can sometimes transform the significance of older collections.

In sampling and disposal, care will be taken to preserve evidence or record of individual sites and ensure every parish in Uttlesford remains represented in the collection, and the collections retained should allow comparative studies of the distribution of sites across the landscape. The needs of local educational and community projects for access to finds from their own parish will be observed.

Sampling of archaeological material for destructive techniques, such as Radiocarbon dating or DNA analysis, may be permitted if appropriate and the potential gain to information and research outweighs the physical integrity of the object or specimen.

Antiquarian collections with material from outside Uttlesford may be retained where these form a distinct group with its own story or purpose. An example would be collections amassed for broader comparative purposes e.g. in prehistoric lithics, the Palaeolithic flint and stone tools which cover sites in south-east Britain, and extend to comparative material from a few French sites.

#### **4.1.2 Social & Local History: Objects, Ephemera and Documents Scope and Role of Collection**

A wide range of objects connected with the history of Saffron Walden and the district of Uttlesford. It includes collections of traditional building material used locally and objects relating to local trades. Of

particular interest is the agricultural collection, which contains farm tools and vehicles of local significance. There are also several discrete collections of domestic metalwork, timepieces, medical instruments, scientific pieces, and lighting instruments. The general collection of British coins and numismatics includes a good collection of 17<sup>th</sup> century tradesmen's tokens, and local bank notes. Examples of Saffron Walden clock-makers' work are also a special local feature. The small collection of toys and dolls has some good examples of 18<sup>th</sup>- 20<sup>th</sup> century dolls and dolls clothes from the 17<sup>th</sup> – 19<sup>th</sup> century, which are of regional importance.

There is an extensive collection of documents and ephemera relating to the administration of the town with some items of regional significance. It also includes good documentation on the Museum's own beginnings. Items of national importance include some Robert Southey manuscripts, William Penn letters, and annotated books from Gabriel Harvey's library and a collection of autograph letters collected by George Stacey Gibson. There are some historic maps and large-scale 19<sup>th</sup> century OS plans of Saffron Walden and the surrounding area.

### **Collecting Area and Priorities**

Additions will only be made to this collection provided that the objects offered are associated with people, places, events or industries in the Uttlesford District, or fill gaps in the existing collections. Small items that do not have a local connection but which illustrate a general trend or local theme, and are of a high quality will be acquired, provided that no other accredited museum has a stronger claim. In future acquisitions of toys and dolls from the 20<sup>th</sup> century could develop a comparative collection. Toys and dolls with a local connection and that fill gaps in the current collection will continue to be collected.

Priority needs to be given to reflecting the social life and changes in Uttlesford through the 20<sup>th</sup> century, particularly in domestic and personal life and changes in the local economy and industry. Restrictions of resources, space for display and storage means that items of large machinery and equipment, domestic appliances and vehicles, will not be acquired. The emphasis will be on smaller objects, good examples of printed items and ephemera.

Firearms will only be collected if of local relevance (e.g. local gunsmiths, local militia, and poacher's guns) and within the scope of the Museum's Firearms Licence. Prohibited weapons, live ammunition or anything containing explosives or unstable chemicals will not be collected.

Pharmaceutical and medical items containing stable residues of historic identified drugs will be retained intact for research and display, and the appropriate Ministry of Justice licence obtained if

necessary (the Museum is currently licensed for the possession of opiates in respect of a Victorian doctor's portable medicine cabinet, but may not loan these without a licence to supply opiates).

#### **4.1.3 Pictorial Collections: Prints, Maps, Watercolours, Paintings, Drawings and Photographs.**

##### **Scope and Role of Collection**

Prints, maps, drawings, photographs and paintings form a comprehensive collection of Saffron Walden topographical representations from 18<sup>th</sup> century to 20<sup>th</sup> century, with good coverage of other parts of the county. There is a collection of portraits of Essex personalities and some early photographs, though not necessarily of local people. The Clarke collection of Essex views and portraits is the most significant single collection. There are important collections of natural history prints by Thomas Bewick and prints of Roman mosaic floors. The collection of Essex and local maps includes historic printed maps and sets of 19<sup>th</sup>-20<sup>th</sup> century large-scale Ordnance Survey maps for the district, some with historical annotations.

##### **Collecting Area and Priorities**

Prints, drawings and paintings are acquired primarily as historical or topographical records and must possess aesthetic or historic merit and depict people, places and events in Uttlesford, and/or be by local artists. The Museum does not collect from a 'fine art' perspective and will refer works by the Great Bardfield group of artists (Bawden, Ravilious and associates) and other 20<sup>th</sup> – 21<sup>st</sup>-century recent north-west Essex artists to the Fry Art Gallery (North-West Essex Collection).

There are a small number of oil paintings which are largely an outcome of random historic acquisitions, which do not form a coherent collection and most of which are not displayed. Exceptions are a small number with strong local connections, principally portraits of local gentry, work of local 19<sup>th</sup> century artist J Youngman and the friezes by Cipriani for the Adams' rooms at Audley End House; the latter have been returned to Audley End on renewable loan for display and study alongside related documents in the Audley End archives. An expert assessment (for insurance valuations) in 2006 coupled with the work of the Public Catalogue Foundation since then, has led to a re-assessment of the oil paintings, and as a result a small number of paintings in very poor condition and of no artistic, historical or local merit have been disposed of.

Past and present photographs of named people and places in Uttlesford, especially outside Saffron Walden, should be actively acquired and with copyright, or record of the copyright holder, wherever possible. Film collections will be referred to the Essex Record Office or East Anglian Film Archive where specialist facilities for their care, use and preservation are available.

Priorities for documents, manuscripts and books should be the acquisition of printed documents, ephemera and where applicable maps that relate to the more recent history of the Museum and the Uttlesford district. Books should not be actively collected as there are current difficulties in storing early books; only volumes in good condition with a very direct relevance to items in the collection should be accepted. Isolated examples of manuscripts or other documents may be collected where these relate closely to objects in the Museum's collection and do not have special archival needs beyond the Museum's scope, such as an account book amongst a group of items from a local shop, or a diary with other belongings of a famous local resident

#### **4.1.4 Costume, Footwear, Textiles, Needlework and Accessories Scope and Role of Collection**

This collection ranges from the 17<sup>th</sup> century to the 20<sup>th</sup> century with costume and accessories not necessarily of local origin, but able to illustrate stories relevant to life in north-west Essex and its inhabitants, and a range of techniques, styles and materials. Samplers, lace samples and equipment, children's costume and stump work are of regional significance. Important individual items include a late 16<sup>th</sup> century glove said to have belonged to Mary Queen of Scots. Under Ethnography, there are other items of costume and textile, notably a significant collection of Chinese and east Asian costume and textiles, collected and/or used by the families of Essex residents.

#### **Collecting Area and Priorities**

Storage problems in the costume and textile store will restrict acquiring large examples or collections of costume and or textiles for the immediate future. The Museum will acquire locally-related costume and textiles in good condition if they can be accommodated. Priority will be given to sparsely represented items e.g. men's clothing, uniform relating to the First and Second World Wars, work wear for men and women, and clothing reflecting 20<sup>th</sup> century trends as experienced by people living in Uttlesford. Children's clothing from the 20<sup>th</sup> century is also a priority, but items over-collected in the past such as christening robes and wedding dresses will not be collected except in exceptional circumstances, if they fill a gap and are accompanied by exceptional contextual information.

#### **4.1.5 Ceramics and Glass Scope and Role of Collection**

Two local benefactors, William Tuke and Dr Henry Stear, made the core collection of British and European ceramics and glass in the late 19<sup>th</sup> century, with some later additions. This collection contains some pieces of national importance, particularly in the field of tin glazed earthenware, and also includes cream ware, stoneware and English drinking glasses of a high quality. English porcelain, medieval

earthenware and Staffordshire figurines are also represented. A small collection of Castle Hedingham pottery (19<sup>th</sup> century art pottery) provides a local dimension.

#### **Collecting Area and Priorities**

Ceramics and Glass will be acquired if the items offered fill a gap, have a local connection or will add to important or high quality pieces already in the collection. The Museum should be actively seeking to acquire donations, bequests or affordable purchases of pieces, which extend the collection into the twentieth century, concentrating on the development of tablewares and domestic pottery. Studio pottery will continue to be represented by long-term renewable loans for the foreseeable future, as acquisition would require funds and expertise beyond the Museum's scope. Braintree District Museum is considered the primary collection of Castle Hedingham ware in Essex, and will be given priority for any pieces offered at public auction.

#### **4.1.6 Furniture and Woodwork**

##### **Scope and Role of Collection**

One or two pieces of national importance are contained in this collection: a Tudor bed, an oak stool, plus other items of high quality such as chests. The majority of the collection consists of decorated panels and structural timbers of local interest. Occasional additions to the collections are made through local donations or bequests but the Museum does not have the space, purchase funds or in-house expertise to actively pursue collecting.

##### **Collecting Area and Priorities**

The Museum will not acquire large items of furniture or woodwork that cannot be adequately displayed or stored; this means that little is likely to be acquired for the foreseeable future. The priority will be to improve care and interpretation of the existing collections, including links with textiles (tapestries), ceramics, glass and social history collections.

#### **4.2 Natural Environment of Uttlesford (north-west Essex) and its regional context**

The natural science collections contain about 70,000 specimens of plants, animals, rocks, minerals and fossils. The founders of the Museum and other 19<sup>th</sup> century naturalists presented most of these specimens. They collected in Essex and the rest of Britain.

##### **Collecting Area and Priorities**

Acquisition of specimens found in north-west Essex will be given priority over material from elsewhere in Britain and the rest of the world. Field collection and survey at sites in Uttlesford will not be undertaken without permission of the landowner. The Museum will not collect or record on Sites of Scientific Interest (SSSI) without official permission.

### **Sampling, Selection and Retention**

Natural history specimens should be accompanied with full data, such as species/object identification, exact location found, method of collection, whether it was found dead as a result of accidental death, date collected, name of collector.

#### **4.2.1 Plants**

##### **Scope and Role of Collection**

The historic herbarium is of considerable regional importance. It contains about 14,000 dried specimens of flowering plants, ferns, mosses, liverworts, fungi, lichens and algae. Essex botanists such as George Stacey Gibson, Joshua Clarke, W.L.P. Garnons and Frederick Brocas collected many of these plants in Britain during the 19<sup>th</sup> century. The Museum has a copy of G.S. Gibson's *Flora of Essex* and some field notebooks of wild flowers records.

##### **Collecting Area and Priorities**

Biological records of sightings of plants in north-west Essex. The Museum coordinates and undertakes surveys of plants at sites designated under the Special Roadside Verges Project in Uttlesford. The Museum will collect voucher specimens of plants that are found in north-west Essex.

#### **4.2.2 Animals**

##### **Scope and Role of Collection**

Mammals, birds, amphibians, reptiles, fish, insects, molluscs and other invertebrates can be found in the zoology collections. A small collection of mainly British mammals includes the famous "Wallace the Lion" who was born in Scotland and belonged to menagerie-owner George Wombwell, who came from a village near Saffron Walden. Historic specimens of British birds form the main part of the bird collection. Joseph and Joshua Clarke, Jabez Gibson, John Gould, Stephen Salmon, and Mr Stevenson presented birds. There is a field notebook of bird records. The birds' egg collection includes material from W.M. Tuke and H.E. Smith. Breastbones from different species of birds are part of the bone collection.

The insect collection includes large numbers of British beetles, butterflies and moths, including micro-moths. Shells from Britain are found in the mollusc collection and the local material has extensive data.

##### **Collecting Area and Priorities**

Biological records of sightings of animals in north-west Essex. Mammals and birds found in north-west Essex. The Museum may acquire historic mounted specimens with data and modern specimens that have died of natural or accidental causes. Birds' eggs will not be accepted unless they have paperwork to prove they were legally collection before 1954, the specimens have

collection data and the eggs fill gaps in the collection. Specimens of insects and other invertebrates from north-west Essex will be collected; however, the acquisition of butterfly and moth collections is not a priority unless the collections have full data.

#### **4.2.3 Fossils**

##### **Scope and Role of Collection**

Fossil remains of animals from the Chalk and Red Crag seas that once covered East Anglia are the strengths of the fossil collection. It is particularly rich in Crag fossils from Essex, Suffolk and Norfolk, amassed into a collection by G.S. Gibson. There are local chalk and boulder clay fossils and remains of animals from the Ice Age glaciations of the Pleistocene period. Most fossils date from the Caenozoic and Mesozoic eras of geological time.

##### **Collecting Area and Priorities**

Caenozoic and Mesozoic fossils found in north-west Essex.

#### **4.2.4 Minerals and Rocks**

##### **Scope and Role of Collection**

The mineral collection contains specimens from Britain collected in the 18<sup>th</sup> and 19<sup>th</sup> centuries by Sir John St. Aubyn, Dr W. Babington, G.S. Gibson and J.E. Drew. Many of the mines in Cornwall, Derbyshire and northern England where these minerals were collected are now closed. The rock collection has examples of igneous, metamorphic and sedimentary rocks.

##### **Collecting Area and Priorities**

Rocks, minerals and fossils found in north-west Essex.

### **4.3 Human History and Culture – the Wider World**

#### **4.3.1 Egyptian and Mediterranean Antiquities**

##### **Scope and Role of Collection**

A small historic collection formed mainly in the 19<sup>th</sup> and early 20<sup>th</sup> centuries. Mediterranean antiquities are principally Greek and Cypriot pottery. Egyptian antiquities range from pre-dynastic to Ptolemaic, including one human mummy. These collections are used for teaching National Curriculum topics on Ancient Egypt and Ancient Greece to visiting school classes, Saffron Walden Museum being the only museum in Essex to offer Ancient Egypt as a standard and popular part of its schools' programme. Most of the Egyptian antiquities are common items from funerary contexts but some are more significant, such as a Middle Kingdom double statue, a stela and a pot for sacred milk from the temple of Hathor. In recent years, research has continued to shed new light on important exhibits: the CT scan of the Roman-period mummy of a young boy attracted much attention and led to significant new information, while other re-identified objects include a rare *Book of Breathings* funerary papyrus

and shabti figures from the tomb of Seti I.

### **Collecting Area and Priorities**

The Museum does not intend to actively add to these collections: besides the relative restrictions on acquiring ancient Egyptian and Mediterranean antiquities today, purchase costs, lack of space and lack of appropriate curatorial staff in these fields make it inappropriate. Offers of small items by gift or bequest may be considered only if they fit with the existing collections and are of sound provenance. Efforts will be concentrated instead on researching and widening the uses of the existing collection, through involvement with The Fitzwilliam Museum /University of Cambridge museums, British Museum and other appropriate networks.

## **4.3.2 Ethnography (World Cultures)**

### **Scope and Role of Collection**

An internationally important collection of some 6,000 objects, mostly domestic artefacts, worldwide in scope. Significant early acquisitions include the Bennet collection (Polynesia), Helder Wedge collection (Australia) and objects reflecting the native cultures of North America. Oriental collections include an early suit of Samurai armour and East Asian costume and textiles, notably a collection of costume from a Chinese family spanning 1870 to 1970 and a collection of embroidered textiles from the Middle East to China. The collection asserts the creativity and skills of many different cultures around the world, and records some cultures which have since disappeared (often as a result of European intervention) or changed dramatically in the last two hundred years. It also reflects the trading, missionary and colonising context, in which much of the ethnographic collections were made during the 19<sup>th</sup> century, and the stories of individual local collectors and their travels. In recent decades, Saffron Walden Museum has also become the repository for small collections of ethnography from other museums in Essex; therefore it also holds a countywide responsibility for historic collections relating to Essex collectors and travellers in general.

### **Collecting Area and Priorities**

Acquisitions will be restricted to donations of provenanced items, which relate to or complement existing collections, and especially any associated with collectors, residents or explorers from north-west Essex, to reflect the continuing exchange and contacts between; local communities and other parts of the world. In assessing offers for the collection, the Museum must be able to establish that the object(s) were not exported illegally from the country of origin. The Museum will not collect human remains from outside the UK (see Archaeology above), unless as artefacts incorporating small amounts of historic human tissue (e.g. hair, teeth). Active collection from present-day communities is outside the Museum's scope, so the Museum will concentrate on interpreting historic collections in their context.

Projects in recent years with other small ethnographic collections in the region (museums in Bishop's Stortford, Hertford, Wisbech and Time & Tide, Great Yarmouth) have increased awareness of potential links with these and other collections through themes and geographical areas of interest, collecting histories and early collectors. In considering any future acquisitions and rationalisation, reference will be made to these and other specialist and to other museums with specialist ethnographic collections in the region, as appropriate (e.g. Cambridge University Museum of Archaeology & Anthropology, Sainsbury's centre for the Visual Arts, Norwich; Colchester & Ipswich Museums; Horniman Museum).

#### **4.4 Natural Environment - the wider world**

Material was collected from Europe and all over the world during the 19<sup>th</sup> century. These specimens illustrate the natural environments of continents around the world.

##### **Collecting Area and Priorities**

Not a priority unless specimens represent groups not found in the collection and can be used for education; for example to illustrate animals found in different habitats, or the types of materials found around the world.

##### **4.4.1 Plants**

###### **Scope and Role of Collection**

The herbarium has a small number of plant specimens and tropical seeds collected outside Britain. The collection also contains some examples of products from the cotton and rubber industries.

##### **4.4.2 Animals**

###### **Scope and Role of Collection**

The Mammal collection contains some European material. Birds were collected from Europe and there is a wealth of fine artistic Victorian taxidermy with examples of humming birds, Birds of Paradise and other species from Africa, Asia, North and South America and Australia. A small number of foreign Reptiles and Amphibians are represented.

Local Essex donors have presented insects and other invertebrates from Africa, the Middle East and Asia. Shells from around the world are found in the mollusc collection.

##### **4.4.3 Geology**

###### **Scope and Role of Collection**

Some fossils, minerals and rocks were collected in elsewhere in the world. There is an interesting collection of volcanic rocks.

#### **4.5 Handling & Educational Loan Collection**

It is the policy of Saffron Walden Museum to regard all collections as of educational value and to make all objects and specimens available

for educational purposes in ways compatible with their nature and preservation. Nevertheless safeguards have to be in place to prevent any objects or specimens from the Museum collection being exposed to excessive risk from repeated handling or use off the Museum premises without Museum staff present. For this reason, the Museum's Learning & Outreach Officer maintains a separate Handling & Educational Loan collection of objects, specimens and replicas specifically for frequent handling in learning activities, and for Loan Boxes to be used by teachers, community groups and others for learning and well-being, in schools and other venues. This Handling and Educational collection is distinct from accessioned Museum objects or specimens, which may however be *occasionally* shown or handled under the direct supervision of Museum staff for specific purposes, when material in the Handling & Educational collection will not suffice.

Objects and specimens diverted to the Handling & Educational Loan Collection will be duplicates or otherwise surplus to the Museum collection, and be suitable for handling by all age groups or for use in school classrooms and other educational venues on a regular basis.

Donors offering items which are unsuitable for the Museum collection, but accepted for the Handling & Education Loan Collection, will be informed of the difference in risk and status, and must consent to the item(s) being allocated for handling and schools loan use. This should be noted on the signed Entry Form.

The interests of other accredited museums take precedence where an object or specimen, which is not acquired or required for Saffron Walden Museum's collection, may be suitable for handling and educational loans but also meets acquisition criteria for another Accredited museum which wants to acquire it.

## Themes and priorities for rationalisation and disposal

**5.1** The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

**5.2** The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

### **5.3 Human History and Culture of North-West Essex**

#### **5.3.1 Archaeology**

Finds identified in conjunction with researchers and specialists as having insufficient context or research potential to justify retention. Bulk excavated finds of common types which could be adequately preserved by record and/or a statistically viable sample, according to specialist advice. Isolated finds or small groups of finds from other parts of Britain, where they do not contribute significantly to understanding the archaeology or collecting history of Uttlesford and its context, and significantly greater public benefit could be achieved by permanently transferring it to another accredited museum.

#### **5.3.2 Social & Local History**

Objects that have no local connection or provenance, or cannot be used to illustrate a local story, and the condition of which is such as to necessitate more conservation work that their significance merits will be prioritised for disposal. Duplicate items such as single examples of common tools and other common equipment or household items will be assessed for disposal and other uses as part of the transfer of collections to the new off-site store. Care will be taken however to preserve intact collections of associated tools from named local workshops or craftsmen.

#### **5.3.3 Pictorial Collections: Prints, Maps, Watercolours, Paintings, Drawings and Photographs**

Offers of historic manuscripts such as deeds, wills and other documents with specialist archival needs will be referred to the Essex Record Office. This will include comprehensive archives from local businesses, such as series of ledgers, accounts and long-term diaries kept by Essex residents.

Maps, especially historic Ordnance Survey editions, have already been the subject of a cataloguing and rationalisation programme 2009-2012, which resulted in duplicate copies being disposed of to appropriate local sources, historic reference maps being accessioned due to accrued historic significance, and a small number being transferred to the *Essex Record Office* because of links with other records held there. A similar process will be applied to other categories of prints as work through the collections progresses. Antiquarian collections of brass rubbings from various counties will be considered for disposal to relevant museums or archives where possible, with only Essex examples or samples retained as appropriate.

Disposal from photographic collections (including glass plates and lantern slides) will be considered to remove non-local and unprovenanced images which do not form part of a coherent collection.

Rationalisation of oil paintings without local connections will continue, to consider the disposal of paintings which could be better curated and displayed in other institutions, preferably accredited galleries or museums.

#### **5.3.4 Costume, Footwear, Textiles, Needlework and Accessories**

Continuing contact with other museums collecting costume and textile in the county and region to establish collections which specialise in certain types of costume or textiles, e.g. the Warner Textile Archive in Braintree.

#### **5.3.5 Ceramics and Glass**

Damaged pieces where a duplicate in better condition exists or can be acquired, unless part of a set. Specialist advice will be sought if any disposal is contemplated.

#### **5.3.6 Furniture and Woodwork**

There is little scope for rationalisation or disposal envisaged at present, and expert advice would need to be sought if any were contemplated.

#### **5.3.7 Biological Specimens (Animals and Plants), Geology (Fossils, Rocks and Minerals)**

Categories for disposal are duplicates of common species, or specimens, which do not have associated data and are in poor condition. Objects that pose a health and safety hazard that cannot be controlled or isolated.

#### **5.3.8 Egyptian and Mediterranean Antiquities**

No scope for rationalisation and disposal is seen in the foreseeable

future; the collection includes a small number of items of significance, and others, which are likely to benefit from further research.

### **5.3.9 Ethnography (World Cultures)**

Fuller documentation and research may reveal a small number of unprovenanced, duplicate items suitable for handling collections or disposal, otherwise disposal is not envisaged. A large collection of items placed on long-term loan by the Cuming Museum in the 1960s has been re-assessed with the Cuming Museum; items in store were returned to the Cuming Museum and the remaining 120 objects on display are being regularly reviewed. In the event of the Museum receiving any requests for repatriation of artefacts, each request will be considered on its own terms and advice will be sought from the Museum Ethnographers Group (MEG) and other sources of appropriate expertise and guidance. There are no human remains in the ethnographic collection, except for human components such as hair and teeth used in a few artefacts. Two Toi moko (Maori preserved and tattooed heads), which were previously in the collection from the mid-19th century, were repatriated to New Zealand in 2005.

### **5.3.10 Handling & Educational Loan Collection**

Objects and specimens from the Museum collections, which are diverted to the Handling & School Loan collection, should be deaccessioned, i.e. formally removed from the Museum collection, subject to the approval of the Board of Saffron Walden Museum Society Ltd. This process should ensure that items of potentially high research potential are not placed at unnecessary risk, and keep the Museum's governing body aware of specific educational developments. It should also free parts of the collection for more imaginative use. Because they are unaccessioned or deaccessioned, items in the Handling & Educational Loan collection are not subject to the disposal policy in this document. However, a register of items in the Handling & Educational Loan collection will be maintained by Learning and Outreach Officer, and the loss, damage or disposal of any item, and the reason, will be recorded in that register.

## 6

## Legal and ethical framework for acquisition and disposal of items

- 6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

## 7

## Collecting policies of other museums

- 7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 **Specific reference is made to the following museum(s)/organisation(s):**

Work in Essex and the region on collecting, and the network of subject specialist groups, are likely to establish county and regional priorities and centres of specialisation in future, which will be accommodated into this policy as they arise.

In particular, Saffron Walden Museum will liaise regarding acquisitions of common interest with local museums and galleries which are accredited or actively seeking accredited status, and other institutions:

- 7.2.1 **Fry Art Gallery, Saffron Walden** – paintings and other works by North-West Essex artists
- 7.2.2 **Great Dunmow Museum** – local history objects from or relating to the town of Great Dunmow and Little Dunmow
- 7.2.3 **Neighbouring museum services in Essex, Hertfordshire, Cambridgeshire and Suffolk** on acquisitions which cross collecting area boundaries and interests. Saffron Walden and Bishop's Stortford museums have agreed to share information on local history and archaeological acquisitions from Uttlesford parishes (Essex) bordering Bishop's Stortford (Herts.): Birchanger, Farnham and the Hallingburys. Acquisitions of objects and specimens from border locations, especially where county and district boundaries have changed, need particular consideration.
- 7.2.4 **Saffron Walden Gibson Library** (formerly known as the Town Library) - printed and hand-written documents, photographs, pictures, books and other sources of information on Saffron Walden's history. Like the Museum, the Town Library is a special legacy of learned

local benefactors from the mid-19<sup>th</sup> century, and there are close connections between the Town Library's and the Museum's collections.

**7.2.5 Essex Record Office, Chelmsford** – historic documents and archives that can be more appropriately cared for, interpreted, used and accessed in a record office with archivists and specialist conservation facilities for documents.

**7.2.6 Essex Regiment Museum (Chelmsford Museum)** – items relating to the Essex Regiment

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## Archival holdings

As Saffron Walden Museum holds and, in certain circumstances, may acquire certain types of archival material, such as photographs and printed ephemera, its governing body will be guided by the Code of Practice on Archives for Museums and Galleries in the United Kingdom (3<sup>rd</sup> edition, 2002).

## Acquisition

**9.1** The policy for agreeing acquisitions is:

### **9.1.1 Aim of Acquisition**

To improve the scope, quality and relevance of Saffron Walden Museum's collections, within sustainable limits, in order to fulfil the Service's stated aims.

### **9.1.2 Definition**

To **accession** is formally to enter an object or specimen into the Museum collections. A record of the object or specimen is made in the Saffron Walden Museum Accession Register and a unique accession number is issued for the object or specimen.

### **9.1.3 Methods of Acquisition**

Collections may be acquired by the following methods: donation, bequest, purchase and field collection (for natural science and archaeology in certain circumstances).

Anyone intending to bequeath items to the Museum will be encouraged to discuss and agree future bequests with the Museum, which will keep a record for future reference. Bequests or conditions made without the Museum's prior knowledge and agreement cannot be regarded as binding on the Museum.

Loans will only be accepted for a specific time period and purpose, such as a special exhibition or for comparative study as part of a research project. 'Indefinite loans' or 'permanent loans' are not accepted. Items loaned for the long-term, usually for long-term display, will be accepted as renewable loans and the loan agreement will be reviewed and renewed by both lender and Museum at regular intervals, of not more than five years. Loans will not be accepted simply for storage or 'safekeeping'.

### **9.1.4 Limitations on Collecting**

Saffron Walden Museum will take into account limitations on collecting imposed by such factors as staffing, storage or care of collection arrangements. In cases where extensive conservation of an acquisition would be necessary, the cost and benefits must be weighed.

### **9.1.5 Shared Acquisitions**

Occasionally it may be beneficial for Saffron Walden Museum to seek joint acquisition of an exceptional item with one or more other museums. This may be considered where it is the best or only way of acquiring an important item for public collections, or where a strong interest is equally shared between museums and cannot be addressed by ordinary loan arrangements. In such cases, the terms and responsibilities and administrative obligations of the joint

acquisition must be agreed with participating museums before acquisition and recorded in full.

#### **9.1.6 Authority for Acquiring Items**

For donations and bequests, authority to determine acquisitions is delegated to the Curator, acting in consultation with other curatorial staff as appropriate in accordance with this policy, and with external expert advice if necessary.

For purchases, permission must be sought from the Saffron Walden Museum Society Ltd, which provides the purchase funds. This should be by the Board of Directors of the Society in accordance with its articles and memorandum.

Acquisitions outside the current stated policy will only be made in very exceptional circumstances, and then only after proper consideration by the Museum's governing body, having regard to the interests of other museums. The Museum's governing body is the Museum Management Working Group (MMWG), which comprises four Saffron Walden Museum Society representatives and four members of Uttlesford District Council. Decisions affecting the collections (acquisitions outside the policy, loans, purchases and disposals) must first be agreed by the Board of Directors of Saffron Walden Museum Society Ltd (owners of the collections) before being referred to MMWG. MMWG will then make a recommendation to the Cabinet of Uttlesford District Council for formal approval.

- 9.2** The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- 9.3** In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

**10****Human remains**

- 10.1** The museum does not hold or intend to acquire human remains under 100 years old; human remains acquired through archaeological fieldwork are all over 100 years old, and objects in the social history and ethnographic collections which contain human tissue (e.g. hair, teeth) are all over 100 years old. In the unlikely event that the museum should acquire any human tissue under 100 years old, it will obtain the necessary licence under the Human Tissue Act 2004 and any subordinate legislation from time to time in force.
- 10.2** As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.
- 10.3** Human remains from archaeological excavations in Uttlesford may be acquired for long-term research, reference and educational purposes where permitted under Ministry or Justice Licence, and with the consent of the appropriate church or religious authority for remains from Christian burial grounds. Human remains from burials of other existing religious faiths are not anticipated, given the rural nature of the district, but if they do occur then the same principle of liaison with the appropriate religious organisation will apply. Saffron Walden Museum recognises the special status of human remains which under UK law cannot be 'owned' in the same way that other collections are. Human remains from elsewhere in the UK or from other countries will not be acquired. The only exception may be if human tissue forms an integral part of an artefact, for instance if human hair or teeth have been used in historic jewellery.

**11****Biological and geological material**

- 11.1** So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

## Archaeological material

- 12.1** The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.
- 12.2** In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

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## Exceptions

**13.1** Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

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## Spoliation

**14.1** The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

## The Repatriation and Restitution of objects and human remains

- 15.1** The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.
- 15.2** The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

## Disposal procedures

- 16.1** All disposals will be undertaken with reference to the Spectrum primary procedures on disposal.
- 16.2** The Board of Saffron Walden Museum Society Ltd (owners of the museum's collections) will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3** When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4** When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort – destruction.
- 16.5** The decision to dispose of material from the collections will be taken by the Board of Saffron Walden Museum Society Ltd only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6** A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone. Decisions to dispose will be initially taken by Saffron Walden Museum Society Ltd, as owners of the collection, and then reported to Uttlesford District Council's Museum Management Working Group (MMWG, the museum's governing body) (as section 9.1.6 above).

- 16.7** Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8** If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9** The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10** Any monies received by the Saffron Walden Museum Society Ltd, as owners of the collections from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England.

- 16.11** The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12** Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with Spectrum procedure on deaccession and disposal.

### Disposal by exchange

- 16.13** The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.

- 16.13.1** In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.
- 16.13.2** If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.
- 16.13.3** If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.13.4** Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

### Disposal by destruction

- 16.14** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15** It is acceptable to destroy material of low intrinsic significance

(duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

- 16.16** Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17** Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18** The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, e.g. the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

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