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Uttlesford District Council

Chief Executive: Dawn French

Museum Management Working Group Remote Meeting

Date: Wednesday, 14th July, 2021

Time: 6.00 pm

Venue: Zoom - <https://zoom.us/>

Chairman: Councillor G Sell

Members: Councillors A Armstrong, R Freeman, N Gregory and B Light
K Eden, R Priestley, P Salvidge, C Sharpe and T Watson (Museum Society)

AGENDA

PART 1

Open to Public and Press

- 1 Apologies for Absence and Declarations of Interest**
To receive any apologies for absence and declarations of interest.
- 2 Minutes of the Previous Meeting** 5 - 8
To consider the minutes of the previous meeting.
- 3 Museum Society Chairman's report** 9
To consider the Museum Society Chairman's report.
- 4 Museum Curator's report** 10 - 21
To consider the Curator's quarterly report.
- 5 Revised Museum Management Agreement** 22 - 29
To consider the revised Museum Management Agreement between the Council and Saffron Walden Museum Society Ltd.
- 6 Museum Development Committee Update**
To receive a verbal update of the Museum Development Committee.
- 7 Any other items which the Chairman considers to be urgent**
To receive any items that the Chairman considers to be urgent.
- 8 Date & time of next meeting.**
The next meeting is scheduled for Wednesday 20th October 2021 at 6pm.

For information about this meeting please contact Democratic Services

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Agenda Item 2

MUSEUM MANAGEMENT WORKING GROUP held at ZOOM, on WEDNESDAY, 10 MARCH 2021 at 6.00 pm

Present: Councillor G Sell (Chair)
Councillors R Freeman, N Gregory and B Light

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

Also present: K Eden, R Priestley, P Salvidge and T Watson (Museum Society).

1 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from C Sharpe (Museum Society).

2 MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 11th March 2020 were approved as an accurate record.

3 MUSEUM SOCIETY CHAIRMAN'S REPORT

The Museum Society Chairman presented his report. He said that it had been a very difficult time for the Museum which had been closed for the majority of the year. All meetings had moved to Zoom and although the monthly talks' programmes had been cancelled there had been 4 successful talks via Zoom.

The Chair said that he wanted to formerly acknowledge the amazing commitment from the Museum Society Chairman, who had been involved with the Museum Society for 50 years since 1971 in a number of roles, most recently as Chairman. He said that he wanted to mark the anniversary and suggested a reception at the Museum. He said that he would talk outside of the meeting to the Curator and the Assistant Director - Corporate Services.

In response to a question from the Chair, the Museum Society Chairman said the membership of the Museum Society was just under 200.

MUSEUM CURATOR'S REPORTS

The Curator presented four quarterly reports which were summarised for the full year. She highlighted the following areas:-

- The Museum had been supported by the Museum Society which had provided grants for specific projects including the acquisition of one major treasure which would be displayed on re-opening.
- There had been a brief re-opening before Christmas with bookable tickets; this had tested the new cashless payment system and Covid measures.
- Accreditation had been set back another year by the Arts Council.
- The Resilient Heritage Project funded by the National Lottery had gone ahead and apart from a small delay would be finished by the end of April 2021.
- The Museum had been involved with the Mayflower 400 project enabling some of the Saffron Walden Museum objects to be shown to a much wider audience.
- The Learning and Outreach Officer had set up 'click and collect' packs which had been a great success and also a mini website with learning resources for all ages.
- Materials were being collected from local residents to archive as a record of experiences during the pandemic.
- The Income for the year to date had increased to approximately £2,115 from the £1,450 figure in the report.

The Chair asked if a letter of thanks could be sent to the Learning and Outreach Officer to acknowledge the work put into the 'click and collect' packs which had increased income and had provided good learning resources for the community.

Councillor Light wanted to extend thanks to the Museum Curator and all staff.

The Curator confirmed a provisional opening date of Thursday 20th May 2021 with reduced hours, Thursday to Sunday which would then increase to Tuesday to Sunday after 6 weeks subject to Covid restrictions.

5 MANAGEMENT AGREEMENT BETWEEN UTTLESFORD DISTRICT COUNCIL AND SAFFRON WALDEN MUSEUM SOCIETY LTD

The Curator said the agreement needed to be updated to take into account the Shire Hill Store, Arts Council Accreditation, the revised representation of 5 Councillors and 5 Museum Society members as well as other small changes to titles and organisations.

The document was a draft for information but would be brought back to the working group for recommendation to Cabinet and formal approval later in the year.

MUSEUM DEVELOPMENT COMMITTEE UPDATE

The Chairman of the Development Committee gave a verbal update for the meeting:-

- There had been 3 meetings of the Committee held in the year.
- The Fourth Street report set out a number of options for consideration; he noted that the more capital that had been requested, the greater the requirement to increase income.
- It had been decided that a figure of £3.5m was workable and reduced the risk.
- The Museum Society would contribute £500k of the total £3.5m.
- Better quality drawings would be provided and a laser survey would be carried out.
- A consultant had been appointed to help with the fund raising strategy and in particular to provide guidance on raising private funds.
- A fund raising Director would need to be appointed.
- A business plan would be written later in the year, including a forecast of the funds that would need to be raised.
- The risks would then be reassessed and the amount requested increased if possible.

In response to a question from the Chair, the Chairman of the Development Committee said if they were successful with the £3.5m bid there would be two options available:-

1. To retain the existing building outside but change the inside - by modernisation to enable frequent changes to the exhibitions.
2. To build a small extension to provide extra space for facilities.

Cllr Light, as a member of the Development Committee, said that it would be a phased approach. In the future they hoped to extend further and raised the possibility of providing a café in the current local history gallery.

The Curator said that the lottery funding for larger grants asked for a minimum of 10% match funding, which meant that the society already had the qualifying amounts required for the maximum £5m, even though the decision had been made to apply for the smaller amount of £3.5m.

The Curator said that she had reconsidered having Museum objects displayed in the Café; she had previously seen it at Chelmsford, by the use of show cases placed at a height where they could not be knocked. She thought that it would give any Café a unique Museum feel and become part of the outreach programme.

In response to a comment from the Chair, it was agreed that it was important for the café to be an integral part of the Museum and the Curator said that it was a good way to open up the Museum to other people who were not regular visitors.

The stages and timetable of the process were discussed:-

- To organise the laser survey of the Museum.
- To engage an architect for the stage one plan which the National Lottery would expect to be in place in order to put in the stage one bid.
- To rework the forward plan to 2025.
- The project enquiry for the bid to be submitted in summer 2021.
- To bring the forward plan to this working group in October 2021 and then take to the December 2021 Cabinet meeting for approval.
- To submit the stage one bid In December 2021/January 2022 with the forward plan in place and architect work carried out.

7 DATE & TIME OF NEXT MEETING.

It was agreed that in order to fit in with the quarterly reports and items that needed Cabinet approval, the next meetings would be arranged for the middle of July and October 2021.

Publicity for the re-opening of the Museum was discussed and the Chair asked if a press release could be organised.

The Museum Society Chairman thought it would be a good idea to promote the opening of the Castle and the Museum together. The Assistant Director - Corporate Services said that he would find out when the Castle was due to re-open.

The Curator said she had an upcoming meeting with the Heritage Development Group and publicity would be discussed. She hoped there would be a joint approach with the Tourist Information and Fry Art Gallery.

The meeting ended at 6.55pm

**Museum Management Working Group
14th July 2021
Museum Society Chairman's Report**

At long last the Museum is open for visitors. Although recent meetings of the Society have continued on Zoom, it is hoped that the Board will be able to meet in the Museum again in August. The Society was represented at the recent opening of the Castle. The access from Common Hill is also open and will assist in the future development of both the Castle and the Museum. We thank the Council officers who have made this possible during the difficult months of various lockdowns.

The Board met in May and among other matters discussed the final reports of the consultations. The Development Committee met in June. The "Museum Mission Statement and Aims" were discussed and approved subject to the wording of Aim 5. It was agreed that an estimate the cost of obtaining a Lazer survey of the museum building should be available for the August Board to discuss. This survey was to be carried jointly with the Uttlesford District Council in relation to the Castle and the castle meadow.

The Zoom talks have continued successfully thanks to both Paul Salvidge and Richard Priestley. The Board are to consider if the zoom talks should continue during part of the winter sessions of talks.

Tony Watson

Agenda Item 4

SAFFRON WALDEN MUSEUM

CURATOR'S QUARTERLY REPORT Q1 2021/22

April – June 2021

1 Museum Management and Staff

DRAFT at 14/07/2021 awaiting visitor figures from Art Tickets on-line fro pre-booked visits

1.1 Management

Museum Service: Covid 19 pandemic and re-opening

The Museum re-opened to the public on Thursday 20 May, following the lifting of restrictions on indoor venues, however there are still Covid safety measures in force until mid-July. Our current opening hours of Thursday – Saturday 11.00 – 4.30 and Sunday 2.30 – 4.30 reflect the continuing need for additional cleaning, assisting visitors with Covid safety measures and an ongoing programme of training volunteers as well as staff on the new cashless payments system and trouble-shooting issues arising from that. The Museum offers advance booking online through Art Tickets (a free service provided by the Art Fund). Visitors have been returning in small numbers but have been appreciative of the measures in place; this is typical of the experience of the museum sector in the region.

The new cashless payments system (till, card reader and barcode scanner) continues to have connectivity issues, which are being energetically pursued with the till and card reader providers and with the assistance of IT staff. The Front-of-House & Admin Officer has been working considerably over her part-time hours to address all these issues, produce and update an in-house manual for the till and card reader and oversee the training and recruitment of volunteers, ably assisted by senior Welcome Desk volunteer June Baker.

Museum Developments: NHLF Resilient Heritage project and next steps

The Resilient Heritage project, funded by the National Lottery heritage Fund (NLHF) with £10,000 matching funding from Saffron Walden Museum Society Ltd, concluded in May with the end of the fundraising consultancy and project evaluation. The project was completed on schedule and on budget, and has prepared the way for progressing a substantial redevelopment of the Museum, to increase public engagement, income and long-term sustainability.

The Museum Development Committee and Museum staff have been considering the reports and data produced, and the outline timetable for the whole project which is likely to extend into 2026, subject to raising the funding. The immediate actions taken this quarter have been to open negotiations with digital survey contractors and Historic England. Work is in hand to obtain quotations for a comprehensive laser survey of the museum building and also the grounds and the Castle. This will initially provide comprehensive digital data for architects and designers, but also facilitate a range of predicted future uses, including monitoring of the condition of the Castle fabric and production of digital interpretation and marketing materials. An informal meeting on 30 June with the new Historic England Inspector of Monuments for Essex & Herts provided some valuable guidance and a further meeting will be arranged later this year.

1.2 Staff, Volunteers and Work Experience

Staff

Staff working in isolation at Shirehill Museum Store, or homeworking, returned to the Museum to prepare for re-opening and provide staffing when the Museum opened to visitors again.

The process of recruiting additional casual front of house staff has begun to enable us to effectively cover the additional shifts needed during the week and also make it easier to cover the standard weekend shifts.

Volunteers

Most Welcome Desk volunteers returned to the Museum from May onwards and have been undertaking till and card reader training. Inevitably, a number of volunteers decided not to return due to changes to their lives and priorities during the pandemic, or because the change to a touchscreen till and card reader was challenging for some who were unused to digital technology. A recruitment drive has resulted in several new volunteers coming forward, however at present there are not quite enough new volunteers to fill all shifts. The return to the Museum's full opening hours will therefore take place only when there are enough volunteers, trained and sufficiently competent with the cashless payments system, to extend opening hours to pre-Covid times (Tuesday-Saturday and Sunday / Bank Holiday afternoons).

Other volunteers have started work back at the Museum on documentation or continue to volunteer remotely.

Volunteers – remote / outdoors support in Q1	Est Hours
Natural Sciences Volunteers	
Verge volunteers helped check 46 special roadside verges to check they had full width cuts in April 2021. Peter Hanson, Ken Rivett, Tony Morton, Michael Rowley, Margaret Rufus, Heather and Paul Salvidge,	20
A volunteer who wishes to remain anonymous is documenting information about projector slides in the Barry Kaufmann-Wright archive.	24
Gerald Lucy assisted with a public geology enquiry	0.5
Welcome Desk volunteers	
Trainer and Trainee hours for Welcome Desk Covid procedures and cashless payment facilities	300
Performing Welcome role	78
Human History Volunteers – David & Jane Laing (listing archive records ahead of accession/transfer decisions)	10
TOTAL volunteer hours	432.5

1.3 Training and Seminars Attended (all online)

Date	Course and Staff
Multiple dates	Fundraising training (Resilient Heritage Project), Fundraising Committee: inc Carolyn Wingfield Curator and Jenny Oxley, Collections Officer, Human History
04 April	SHARE Natural History Subject Specialist Network quarterly meeting delayed from previous quarter. Regional updates. (Natural Sciences officers)
09 June	SHARE – Research and Retell, working with researchers (Learning & Outreach and Natural Sciences Officers)
21 June	SHARE Resilience and Wellbeing in Museum Seminar (Jenny Oxley, Collections Officer, Human History)
29 June	SHARE Natural History Subject Specialist Network quarterly meeting and regional updates (natural Sciences Officers)
Ongoing	SHARE Rising Leader’s Programme (Jenny Oxley, Collections Officer, Human History)
Ongoing	EpoS Now and RMS – cashless payments (Wendy-Jo Atter, Front of House and Admin Officer)

1.4 Health & Safety

One ‘Near Miss’ incident was reported in June the IT switch box became detached from the Workroom wall while BT engineers were completing installation of a new wi-fi network. Fortunately no one was injured and no equipment was damaged apart from some displaced cables and short-term disruption to network access for some Museum staff. The switch has now been more securely mounted on the wall by Uttlesford Norse.

2 Buildings and Site

2.1 Museum Building

No works on the Museum building this quarter. The Curator and Property Surveyor have met on site with a contractor to discuss the possibility of a laser survey for the Museum and Castle, to provide up-to-date accurate digital data which can be used to generate architects’ plans, monitor fabric condition and meet a wide range of other uses for the Museum’s development project.

2.2 Museum Site and Castle Grounds

Walden Castle was opened to the public by the Chairman of the Council on 18 June with a short ceremony for invited stakeholders, organised by Lewis Merle, Property Surveyor with other Council and Museum staff. The Museum is now responsible for opening and closing the Castle Tuesdays – Sundays when Museum staff are on site. The Museum will also be promoting and handling bookings for hire of the Castle and surrounding grass area for independent public or private events, subject to Covid restrictions and licensing requirements and Scheduled Monument Consent where these are applicable. Income raised from hire of the Castle will be equally divided between the Museum and Castle.

A local resident in Castle Street reported a corroded and damaged drain cover in Museum Court, the alleyway leading to garages and land to the immediate east of the Museum building. The Property surveyor is working with the local resident to resolve this.

2.3 Shirehill Store

In May the discovery of some live carpet beetles and moths led to insecticide being sprayed in the entrance area and kitchen. So far there has been no recurrence of beetles or moths but a watch is being kept.

3 Collections and Research

3.1 Acquisitions and Disposals

10 new acquisitions received this quarter (3 Human History; 7 Archaeology ; Natural Sciences 0 JL 0 SK)

These included

- Photos and ephemera relating to Hempstead and Great Sampford
- Film DVD and booklets produced by young artists and writers, Fairycroft House, Saffron Walden
- Romano-British skeletal remains from a burial discovered during building alterations in Great Chesterford
- Archaeological finds from farmland in Tilty parish, including a Romano-British bronze skillet

The remainder were advance allocation of accession numbers to archaeological contractors undertaking fieldwork in mitigation of planning conditions

3.2 Collections Care & Conservation

Insect pest traps were monitored in April 2021 at the Museum and Shirehill store.

Natural History historic taxidermy and “Lost Language of Nature” project

This project started in May (James Lombard, Natural Sciences officer working one extra day per week, funded by Saffron Walden Museum Society Ltd). Cleaning and conservation of some bird specimens has been undertaken, with some filming and photography to generate records and material for use on social media and the website in due course.

3.3 Documentation

Backlog / updates	New Acquisitions	Backlog (existing collections not previously catalogued on Modes)	Edits and Updates to existing records
Human history collections	3	500 (inc map collection)	500 (inc map collection)
Archaeology	0	0	0
Natural Sciences	0	0	54
Total	3	500	554

Other collection records	Excel records
Birds eggs	171
Projector slides	2835 at 29/6
Total	

Eggs: Birds eggs counted and recorded on Excel spreadsheet by Support Worker including details of location, Common and Latin bird names, number of eggs present and missing, the determiner and reference number.
Projector Slides: Another volunteer is documenting information in Excel about the projector slides in the Barry Kauffmann Wright photographic archive.

3.4 Loans In

An Iron Age bronze and iron linch pin from a chariot wheel, found in Radwinter parish, has been kindly loaned for display by a local detectorist.

3.5 Loans Out

Wampum beads and belts have continued on their touring loan to The Box in Plymouth for a commemorative Mayflower exhibition.

3.6 Object Identification and Enquiries

Object identifications this quarter: 10 (Human History: 0 ; 4 Archaeology; Natural Sciences 6)

- Flints Surrey, including Cretaceous sponge fossilised in flint nodule
- Mount Etna rock – actually a piece of dried fruit
- Belemnite & siltstone
- Conglomerate sandstone rock
- Flint nodules from Southern England and Israel
- Flint and stone objects submitted as potential prehistoric implements but actually natural
- Broomrape plant

Collections Enquiries this quarter: 37 (Human History: 26 ; Archaeology 4: ; Natural Sciences : 7)

Topics included:

- Walden Abbey enquiry to support a student with a history project.
- Birds enquiry about specimens of cuckoo, grey partridge, water rail, tree sparrow, green woodpecker, male sparrowhawk in order to arrange for visiting research in second quarter.
- Elderflowers in museum grounds
- Special roadside verges biological records (4)
- Conservation of fluid preserved mammal specimen
- Latin Psalter
- Water company records (SW Town Council) re. water softening
- Elmdon Lea
- Saffron production
- Calculating machines
- British Legion Centenary
- Rail-bus
- Egyptology collections
- Miniature chair in the furniture gallery
- Quakers and the abolition of slavery
- long case clocks

3.7 Research

Three short visits were arranged in compliance with Covid safety measures, for viewing the gold Bronze Age bracelets (one visit for two donors to the appeal, two visits for small family groups of the finder / landowner). Additional family heirloom and costume themed research visit by a local family.

4 Displays and Visitor Services

4.1 Permanent Galleries

In the Early History gallery (Great Hall) the early prehistory cases have been cleaned, re-labelled and some additions have been made. The treasure case has been rearranged to accommodate recent acquisitions (coins, ring and bronze age bracelets).

4.2 Temporary Exhibitions

The new special exhibition *Man and Beast: A cultural History of animals* awaits visitors on re-opening.

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

April: Tapa, Barkcloths from the World Cultures collection.

May: shed skin of a Grass Snake, *Natrix helvetica*, found at Wimbish Green in July 2001. This has remained on display throughout June following re-opening on 20th May.

June: A Collaboration with Curiosity Corner. Humpback whales: photos by Barry Kauffman-Wright, audio, whale model and whale ear bone (James Lombard, Natural Sciences Officer and Learning & Outreach Officer)

Curiosity Corner :

May: 'Party Kiwi': information on Kiwis +and a mini party balloon to celebrate re-opening

June: see Object of the Month above

Your Stories: Sawdust Hearts exhibition remains on display for re-opening.

4.3 Visitor Services

4.3.1 Visitors

Since re-opening on 20 May, as the number of pre-booked tickets has not exceeded the Covid permitted numbers daily, the Museum has also accepted 'walk-up' visitors.

Visitor Figures – Pre-booked figures awaited from Art Tickets

Admission Category	Walk-up Visitors		Pre-booked Visitors (Art Tickets on-line)		Total
	May	June	May	June	
Annual Season Ticket - Adult	2	4			
Annual Season Ticket - Concession	0	0			
Child Admission	14	30			
DAILY Adult Full Price	58	101			
DAILY Concession	11	33			
Disabled Admission	0	2			
Free Admission	1	17			
Upgrade Daily to Season Ticket Adult	1	0			
Total:	87	187			*

The June figures include visitors to the Museum site for Fete de la Musique on Father's Day, 20 June.

*** Anticipated total between 400 and 500 visitors**

4.3.2 Income

The Museum re-opened to the public on Thursday 20 May.

Income

Shop

	2021
April	0
May	167.35
June	348.27
Total £	515.62

Tickets

	2021
April	0
May	290
June	447
Total £	737

Donations

	2021
April	
May	37.94
June	
Total £	37.94

Fees

	Premises Hire	Talks	Reproduction of images
April	0	60	0
May	0	0	0
June	0	0	0
Total £		60	

Learning & Outreach services user numbers and income are reported under 5.1

4.3.3 Shop

Shop Showcase:

- April– new soaps, topical (covid) and an alternative to chocolate eggs for Easter
- May – new greeting cards – featured Hedgehog one as these emerge from hibernation this month
- June – annual season ticket (Father’s Day gift)

Cashless payments

As noted at the opening of this report, continuing connectivity issues between the card reader and till, reconciliation and training and recruiting of volunteers is making considerable demands on staff time and energy, and may do so for some time until the system is embedded and we have enough volunteers, who are sufficiently practiced to use the system consistently and confidently.

4.4 Publicity, Marketing

The Museum has a publicity strategy, which includes planned paid for and free advertising. Publicity and marketing activities have been resumed with re-opening.

During this quarter, the Museum has maintained its monthly feature in the Saffron Walden Flyer (Object of the Month and news update) and the new Learning Hub website has been publicised in the Saffron Walden Reporter. In addition, the Museum is listed on 48 other websites, covering a diverse range of local, regional and national interests.

Published Articles (in print and online)

Date	Publication	Subject	Additional Information	Photo
April	Saffron Reporter and Walden Local	Bollards	Various articles in both paper + online	Y
April	Visit Saffron Walden page	Bollards	Online webpage for the painted bollards.	Y
28 April	Walden Local	Bollards	Bollard Painting Project – Page 5	Y
19 May	Walden Local	News	Cycle dumped in castle grounds – Page 13	N
3 June	Walden Local	Medieval Walden	Launch of Medieval initiatives (leaflet and video) – Pages 1 and 3	Y
9 June	Walden Local	Museum news	Unveiling of prehistoric gold treasure – Page 3	Y
9 June	Walden Local	Events	Fete de la Musique – Page 5	N
10 June	Saffron Walden Reporter	Events	Fete de la Musique – Page 3	Y
10 June	Saffron Walden Reporter	Events	Things to do in June – Page 19	Y
16 June	Walden Local	Events	Fete de la Musique – Pages 9-11	Y
17 June	Saffron Walden Reporter	Museum News	Bronze Age gold bracelets going on display – Page 5	Y
23 June	Walden Local	News	Completion of Castle restoration project – Back page	Y
24 June	Saffron Walden Reporter	News	Completion of Castle restoration project – Pages 1 and 2	Y
30 June	Walden Local	Medieval Walden	Success of Medieval Walden video – Page 18	Y
June	Visit Essex Summer 'Locals' campaign - Nostalgia press release	Photograph collection	Nostalgic pictures of Saffron Walden supplied by email (Collections Officer, Human History).	N

4.5 Online, Website and Social Media

Social Media and Email Newsletter

Twitter	Followers: 2236
Facebook	Followers: 1518
Instagram	Followers : 1043
Email Newsletter	Followers: 1364

Saffron Walden Museum Website

	Visits	Unique Visitors
April	3,964	3,194
May	4,340	3,474
June	5,645	3,948
TOTAL for Q1	13,949	10,616

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

The Museum ranks number 3 out of 18 things to do in Saffron Walden on this travel and tourism review website; of the 141 reviews, 97 rate the Museum as 'Excellent' and 39 rate the Museum as 'Very Good'.

Good To Go industry standard

The Museum has been successful in applying for the Visit England, "We're Good to Go" scheme which is being run in partnership with the national tourist organisations to provide a 'ring of confidence' for all sectors of the tourism industry, as well as reassurance to visitors that businesses have clear processes in place and are following industry and Government COVID-19 guidance on cleanliness and social distancing. <https://www.visitengland.com/know-before-you-go-map>

5 Education, Events and Outreach

5.1 Learning

Education and outreach figures for this quarter

Activity or Service	No.	Users	Income £	
Loan boxes	6	121 children 20 adults 2 boxes yet to report nos.	£108	including the creation of one new loan box <i>Seaside Holidays</i>
Taught Session- outreach	1	26 children 2 adults	£120	
Taught session onsite	1	50 children 10 adults	£150	
Self guided	2	42 children 6 adults		Included in Art Tickets visitor figures (pre-booked on-line)
Total		277 users	£ 378	
Learning website		126 unique visitors		

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

No events this quarter due to closure April-20 May and continuing Covid restrictions after 20 May

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

Date	Event	No. Attending
	Online talk for Epping Forest District Festival of Culture: "Barry Kauffman-Wright: The Wildlife Man". James Lumbar, Natural Sciences Officer.	11
	Total	11

Museums and Local Groups: support and liaison (Uttlesford) 7 local groups supported, 6 meetings

- Heritage Development Group – 2 meetings, completion of Medieval Walden project with publication of Medieval Walden leaflet and the Medieval Walden film, which features the Museum Curator)
- Hadstock Society – advisory visit to help sort pottery for retention from community archaeology projects in the parish Curator)
- Fry Art Gallery – liaison on various matters (Curator)
- Essex Record Office (Access Point, Saffron Walden Library) – liaison on enquiries, research and acquisitions (Collections Officer, Human History)
- Local History Readers – liaison on enquiries, research and acquisitions (Collections Officer, Human History)
- Saffron Walden Library – liaison on enquiries and research (Collections Officer, Human History)
- Gibson Library – liaison on enquiries, research and acquisitions (Collections Officer, Human History)
- Special Roadside Verges – 2 meetings, check of March 2021 cut and posts, 4 planning application comments., review of UDC planning validation checklists, volunteers for ecological surveys and registration with Essex Wildlife Trust, print and deliver survey forms to volunteers, 1 ecological survey, liaise with Essex County Council over GIS -3 verge extensions and supplying a current verge GIS layer to UDC (Natural Sciences Officers).
- Climate Change Group - 1 meeting, query over grass cutting regime in Museum and Castle grounds, supplying 74 special roadside verge maps for public biodiversity survey app (Natural Sciences Officers).

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

- Museums Essex: presentation by Learning & Outreach Officer on initiatives during lockdown
- Museums Essex – Snapping the Stiletto Project
- Epping Forest Museum – Anglo-Ethiopian co-curated collections project
- Museums East of England
- SHARE Natural History Curators Group Eastern Region – 2 meetings (Natural Sciences Officers)
- SHARE Rising Leader’s Programme Group (Collections Officer, Human History)

Local Performance Indicator

Performance Indicator PI 49	Q1 Actual	Q1 Target	Annual (Cumulative)	Annual Target 2021-22
Users of the Museum Service		500		6,000

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:

Final User figure waiting for Art Tickets admission figures, but will exceed 500 target, as users will include 288 users of learning and outreach services this quarter. plus 274 total 'walk-up' visitors plus pre-booked visits tbc from Art Tickets.

Main Museum activities and items to note for Q2 2021-22 July - September 2021

1 Museum Management

- Museum Development Project – planning and organizing laser survey and outline brief with the Museum Development Committee, preparing to submit expression of interest to the National Lottery Heritage Fund.
- This will trigger revision of the Museum's Forward Plan (to come to MMWG and then Cabinet later in the year)
- IT: continuing work to get casual museum assistants and volunteers set up with individual log ins to access the Council IT system
- Monitoring take-up of services after re-opening, adjusting to visitors' expectations and preferences as far as possible and planning future programme and marketing in the light of this

2 Buildings and Site

- Promoting the Castle for community use and hire for appropriate events (subject to Covid restrictions being eased)
- Setting up arrangements for taking bookings for use of the Castle

3 Collections

- Collection / Documentation projects continue, including *Lost Language of Nature*

4 Visitor Services and Galleries

- Cashless Payments – continue to work to resolve the connectivity issues and train the volunteers
- Welcome Volunteers – ongoing recruitment and induction for new welcome volunteers

5 Learning, Outreach and Events

- Public Holiday Activity sessions resume in the Museum grounds – Crafts at the Castle.
- Snapping the Stiletto Project – events and artist in residence
- Application submitted to Arts Council for Anglo-Ethiopian project (partner ship led by Epping Forest District Museum)
- Ecological surveys of special roadside verges sites.
- Museum taking part in an Open Day at the Gardens of Easton Lodge to mark the Gardens' connections to WW1 and WW2, on 25 July

Agenda Item 5

Committee:	Museum Management Working Group	Date:	14 July 2021
Title:	Report to approve the revised Museum Management Agreement between the Council and Saffron Walden Museum Society Ltd		
Portfolio Holder:	Councillor A Armstrong, Portfolio Holder for Sport, Leisure, Education and the Arts		
Report Author:	Carolyn Wingfield, Curator cwingfield@uttlesford.gov.uk	Key decision:	Non key

Summary

1. This report accompanies the Museum Management Agreement 2020 which has been revised to incorporate the Museum's off-site store at the Shirehill Depot and other minor updates. Approval for the revised Agreement is requested and is necessary before the Museum's next Accreditation review by Arts Council England, due in 2022, and further applications for National Lottery funding

Recommendations

2. To recommend that Cabinet approve the revised Museum Management Agreement between Uttlesford District Council and Saffron Walden Museum Society Ltd.

Financial Implications

3. There are no financial implications directly resulting from the revision of the Museum Management Agreement. Failure to keep governance documents up-to-date could impact on the Museum's eligibility for Accredited status with Arts Council England, which could in turn impact on eligibility for funding from the National Lottery and other sources.

Background Papers

4. 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.

Museum Management Agreement revised October 2020

Impact

5.

Communication/Consultation	Saffron Walden Museum Society Ltd has been consulted and has contributed to the revision of the Management Agreement
Community Safety	There are no Community Safety implications
Equalities	There are no Equalities implications
Health and Safety	There are no Health & Safety implications
Human Rights/Legal Implications	There are no Human Rights/Legal implications
Sustainability	The sustainability of the museum service is dependent on the continuing partnership between the Council and Saffron Walden Museum Society Ltd
Ward-specific impacts	There are no ward-specific impacts
Workforce/Workplace	There are no workplace / Workforce specific impacts

Situation

6. The Council is now the first party named in the Management Agreement, as the organisation which operates Saffron Walden Museum. This is in keeping with the Arts Council's expectations on governance for the Accreditation scheme.
7. Since the last revision of the Management Agreement in 2014, the Museum has quit its former off-site store at the Council's Newport Depot, and acquired a purpose-built storage facility at the Shirehill Depot in Saffron Walden. The Management Agreement has been updated to register this change.
8. The revised Management Agreement includes the new Terms of Reference for the Museum Management Working Group, allowing for five representatives from the Council and five from the Museum Society.

Risk Analysis

9. There are risks only if the revised Management agreement is not adopted.
- 10.

Risk	Likelihood	Impact	Mitigating actions
Revised Agreement not adopted – former Agreement does not accurately reflect state of affairs and affects the Museum’s next Accreditation review (due 2022) and eligibility for external funding	2	3	Revised Management agreement is adopted

- 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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Revised Draft of Management Agreement (October 2020)

THIS AGREEMENT is made the day of [insert new date] 2020 **BETWEEN**

- (1) **UTTLESFORD DISTRICT COUNCIL of** Council Offices London Road Saffron Walden Essex CB11 4ER (hereinafter called “the Council”) of the one part; and
- (2) **THE SAFFRON WALDEN MUSEUM SOCIETY Ltd** (Company Registration Number 6469141) whose registered office is Saffron Walden Museum, Museum Street, Saffron Walden in the county of Essex (hereinafter named ‘the Society’) of the other part.

WHEREAS:-

1. The parties to this agreement have been engaged in the day to day running of the **Saffron Walden Museum** (hereinafter called “the Museum” or “Museum Service”) pursuant to the terms contained in two agreements each made between the parties hereto and dated and 7th October 1996 (hereinafter referred to as “the 1996 Agreement”) (to which agreement Barclays Bank Trust Company was also a party) and pursuant to the terms of: (A) a lease dated 7th October 1996 made between Barclays Bank Trust Company of the first part the Society of the second part and the Council of the third part (hereinafter referred to as “the Lease”) (as amended by the Deed of Surrender dated 18th April 2014 between the Society of the first part the Saffron Walden Town Council (Custodian Trustee) of the second part and the Council of the third part) and (B) an Underlease dated 6th October 2014 made between the Society of the first part Saffron Walden Town Council of the second part and the Council of the third part
2. The Council and the Society work together through the Museum Management Working Group of Uttlesford District Council, which comprised members from the Council and the Society
3. The Custodian Trustee of the Society is the Saffron Walden Town Council by virtue of a deed of appointment dated 21st September 1999 and made

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between Barclays Bank Trust Company Limited of the one part and the Saffron Walden Town Council of the other part

4. The Saffron Walden Museum Society registered as a Charity under Number 310666 transferred all its assets undertakings and obligations to the Society a registered company on 8th August 2008 and registered as a Charity under Charity Number 1123209
5. The Museum Service is a department of the Council which has responsibility for running the museum, as a museum service for Uttlesford district
6. The Society and Council worked together to procure a storage building, referred to hereinafter as the Shirehill store, at the Council's Depot , Shire Hill Industrial Estate, Saffron Walden in 2016. Reference to the Museum within this agreement also includes the Shirehill store.

NOW IT IS HEREBY AGREED AS FOLLOWS:-

1. **The Museum** shall be operated in accordance with the Forward Plan, Collections Development Policy and other policies from time to time registered with the Art Council England or successor government body responsible for museums and the national Accreditation Scheme, and the following provisions of this Memorandum shall only take affect insofar as they are not inconsistent with policies for the time being in force
2. **The Society** shall have the following rights duties and functions:-
 - a. To administer the Saffron Walden Museum Society Ltd in accordance with its Articles and Memorandum
 - b. To hold General, Board and Committee Meetings on the Museum premises without charge (having given reasonable prior notice thereof to the Council)
 - c. To hold on the Museum premises without charge such lectures and fund-raising and other functions as shall be agreed with the Council
 - d. To enlist from its membership such volunteer helpers as shall be agreed in order to assist in the running of the Museum

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- e. Subject to any statutory provision or requirement to provide from time to time as required Advisers to the Appointments Panel which shall be set up to appoint or (as the case may be) to advise the Council in the engagement and employment of future Curators and any other professional officer for the Museum
- f. To purchase and accept donations of objects in consultation with the Curator and Council and in accordance with the provisions of the said Collections Development Policy
- g. To raise funds for the benefit of the Museum service and to apply such funds in such manner as shall be agreed with the Council to include matching funding for grant-aided projects applied for by the Council together with or without the Society
- h. To be responsible for the payment of the National Non Domestic Rates in respect of the Museum

3. **The Council** shall have the following rights duties and functions:-

- a. To maintain the Museum buildings and contents (both existing and future) in accordance with the terms of the said recited Leases
- b. To employ and pay such permanent and other staff as it shall deem appropriate for the proper and efficient operation of the Museum Service
- c. To be generally responsible for the organisation operation and management of the Museum Service
- d. To be the lead partner in funding applications to the National Lottery and other organisations for the development of the Museum Service in any joint funding application

4. The Council shall be responsible for the policy of the Museum Service including the nature of displays and the types of objects to be displayed and/or acquired. The Council shall take into account the views of the Society and (in any event) the provisions of the said Collection Development Policy.

5. **The Museum Management Working Group** (hereinafter referred to as “the Group”) shall be act in an executive role as the focus for practical

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collaboration between the Society and the Council with the following terms of reference:-

- a. The Group shall comprise the Cabinet Member with responsibility for the Museum Service and four further Council members and five members appointed by the Society.
- b. The Museum Curator shall attend all meetings of the Group in an advisory capacity and in accordance with the requirements of the national Accreditation Scheme for museums or any replacement thereof.
- c. Meetings shall normally be held in private and the Council shall meet the costs of all Group meetings and be responsible for the taking of minutes at such meetings.
- d. The Group is to meet a minimum of four times in a year where possible to:-
 - i. Receive a quarterly report from the Museum Curator about the Museum Service.
 - ii. Agree and recommend to the Council and the Society the provision of the Museum Service for Uttlesford district and the Museum Service strategic objectives and long term plans
 - iii. Discuss matters and make recommendations to the Committee and the Society matters relating to the management of the Museum where a decision needs to be taken or an action needs to be ratified by the Council and / or the Society including the purchase of objects and the loan of objects to other museums.
 - iv. Act as the Museum's governing body for the purpose of registration and implementation of appropriate codes of practice
 - v. Appoint from the Group the Council's representative to attend any relevant meetings determined by the Group.
 - vi. Invite representatives of other Uttlesford museums and public galleries to attend a meeting of the Group if necessary or appropriate to the matters under discussion.
 - vii. Recommend to the Committee hours of opening to the public and the admission charges to be levied on all users of the Museum having regard to promoting accessibility of the Museum

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and social inclusion and any requirements imposed on the Museum Service by other agencies.

- viii. Where appropriate make recommendations to the Council and Society concerning alterations to the interior or exterior of the Museum buildings, major projects capital developments and any other significant proposals affecting the Museum.
 - ix. Generally promote and act as advocates for the Museum.
6. The Council shall have the right to charge members of the public an entrance fee for access to the Museum. The Council shall afford to members of the Society such concessions as may from time to time be agreed between the Council and the Society. Any donations in the Donations Box in the Museum shall belong to the Council but any legacies or other donations made to “the Museum” shall be deemed to be made to the Society.
 7. The existing shop in the Museum shall be run by or on behalf of the Council. Profits shall be treated as income to the Museum’s budget as deemed appropriate. Any losses which might occur shall be borne by the Council.
 8. The 2014 Agreement is hereby discharged and shall cease to have effect from the date of this agreement (but without prejudice to the antecedent rights and liabilities of the parties).
 9. For the avoidance of doubt it is agreed and declared that the 2014 Agreement and the Lease and Underlease are not affected by anything contained herein

SIGNED for and on behalf of Uttlesford District Council by

SIGNED for and on behalf of the Saffron Walden Museum Society by