



Uttlesford District Council

Chief Executive: Peter Holt

Museum Management Working Group

Date: Wednesday, 19th October, 2022

Time: 6.00 pm

Venue: Zoom

Chair: Councillor G Sell

Members: Councillors A Armstrong, R Freeman, N Gregory and B Light
K Eden, D Kent, R Priestley, 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

4 - 6

To consider the minutes of the previous meeting.

3 Museum Society Chair's report

To consider the Museum Society Chair's report (verbal).

4 Museum Curator's report

7 - 21

To consider the Curator's quarterly report.

5 Any other items which the Chair considers to be urgent

To receive any items that the Chair considers to be urgent.

6 Date and time of next meeting

The next meeting has been arranged for Wednesday 18th January 2023 at 6pm.

For information about this meeting please contact Democratic Services

Telephone: 01799 510369/410/460/467/548

Email: Committee@uttlesford.gov.uk

General Enquiries

Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

Fax: 01799 510550

Email: uconnect@uttlesford.gov.uk

Website: www.uttlesford.gov.uk

Agenda Item 2

MUSEUM MANAGEMENT WORKING GROUP held at , on WEDNESDAY, 13 JULY 2022 at 6.00 pm

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

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

Officers in attendance: C Edwards (Democratic Services Officer) and C Wingfield (Curator - Saffron Walden Museum)

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

Apologies for absence were received from R Auty, R Priestley and T Watson.

2 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 27th April 2022 were approved as an accurate record.

3 **MUSEUM SOCIETY CHAIR'S REPORT (VERBAL)**

The Museum Society Chair said that he had two things to report: -

The first private viewing in over two years would take place on Friday 15th July for the Lost Language of Nature exhibition.

Secondly, he said that a decision had been made to delay the National Heritage Lottery Fund (NHLF) application. He said that Historic England had questioned whether the Museum, Castle and Tennis Club had been properly considered together as an entire site.

He said that a meeting with the Estate Manager of Audley End would take place to understand their vision.

Councillor Freeman said that there were three pieces of land which were under different management, the Castle by Historic England, the Museum by the District Council and the Museum Society and the Tennis Club by Audley End Estate. He said it would be helpful to have a shared vision for all three.

The Museum Society Chair agreed and said that the Castle and Museum were working well together but he said that it was a good idea to add in the views of the Audley End Estate.

MUSEUM CURATOR'S REPORT

The Curator presented her report and highlighted the following: -

The quarter one report had not included the final income and visitor figures, she said the full report would be circulated next week.

The Museum had a busy Easter but was quieter in May and June with the exception of the Platinum Jubilee weekend and was still behind pre-Covid visitor numbers, although total income remained strong.

The decision to delay the Stage 1 Lottery Fund process had been made in order to deal with financial and planning risks and to ensure that the budget and risk assessments were more secure.

The NHLF had raised concerns about certain financial aspects of the bid process including the pricing by consultants undertaken in 2020. Their advice was to add an additional 10% inflation and 10% contingency to the costings.

Two further Heritage Impact Assessments (HIAs) would be commissioned before the application went ahead. The first would be conducted by a historic building expert to study the effect of post development on the Museum. This would then inform the second study which would involve the engagement of an archaeological specialist to look at the ground works, associated costs and to review the potential for buried archaeological remains.

The Curator said that the studies would involve upfront costs but once they had been carried out the bid would be more secure in terms of the budget and risk assessments.

The new Museum Society Director, Douglas Kent, would engage a cost consultant with experience in historic buildings to look at the costings again.

6:20pm Councillor Gregory entered the meeting.

In response to concerns raised by the Chair about the continued rise in inflation, and the possibility that the Museum would need to amend their development plans, the Curator said that the current scheme did have inflation included up to 2023 although not at the high level that it had reached or was predicted to reach in the future. She said that the schemes would be reviewed and the plan for the Museum might change, which meant that the overall cost of the bid could be kept at realistic levels.

She said that there was a Plan B which related to the Historic Buildings advice that had been received which was strict on the size of the extension to the East. She said that if the Museum could not build a big enough extension for the learning and outreach suite and an exhibition gallery, then the plans could be changed. She said that in this scenario the learning and outreach suite would go

ahead and an existing gallery would be used for the new special exhibition gallery, this would have some effect on space for other collections.

The annual thank you event for volunteers had taken place on the 28th June.

Large areas of the Castle site had remained unmown and, in a survey undertaken, two relatively rare species of plants had been found. Other surveys would be completed to see what the site produced without artificial sowing.

Epping Forest District Museum and Saffron Walden Museum had received an Arts Council National Lottery project grant of £100,000 to work in partnership on the Greater in Spirit, Larger in Outlook project.

The Museum was supporting displays in Saffron Walden library on Black lives in the Uttlesford district.

The All Fired Up exhibition had been replaced by the Lost Language of Nature.

Visitor figures currently shown as 1,500 were expected to increase to at least 2,000 users, (visitors plus off-site and remote users of the Museum's services), once the full set of figures were collated.

The indication was that income was good at £3.5k gross.

Income from Learning and Outreach totalled £943.

The Platinum Jubilee events had been successful with a live outdoor screening of the Buckingham Palace concert. The Museum had remained open until 10pm and gave visitors the opportunity to enter for free.

Members made the following comments: -

- Pleased that the unmown grass had worked well.
- Excellent synergy between the Museum and Castle.
- Suggestion that the Portfolio Holder for Sports, Leisure, Education and the Arts be invited to the 'thank you' event for volunteers in the future so that he could meet them and add his thanks.

5 **FORMAT OF FUTURE MEETINGS**

Members agreed to continue with meetings on zoom.

6 **DATE & TIME OF NEXT MEETING.**

The next meeting was agreed for Wednesday 19th October 2022 at 6.00pm.

The meeting ended at 6.40pm

1 Museum Management and Staff

1.1 Management

The focus this quarter has been on the summer activity programme which has brought more families and general visitors to the site for a range of activities and events. The opening of a new exhibition *Lost Language of Nature* and much work with collections enquiries, ongoing projects and local community groups are other areas of particular note during Q2. The Museum was delighted to host the Council's Garden Party for Council staff and members in September. A significant amount of staff time has also been absorbed by premises and operational issues including the heating, electrical and IT issues.

Museum Developments

Plans to revise and submit the Stage 1 Development Grant application to the NLHF have remained on hold pending the resolution of historic building and archaeological issues raised earlier this year by English Heritage and historic buildings advisors. The Museum Society and senior Museum staff have met with the Audley End Estate and Curator of Audley End to make them aware of our plans. The Curator is seeking to obtain quotation for a digital survey of the Museum building and immediate surrounding area and is working with the valuable assistance of Museum Society director Douglas Kent to draw up the specification for a combined Planning, Heritage Impact and Assessment and Design & Access Statement.

The Museum Society is anxious to improve the Museum and Museum Society websites, before the application to the National Lottery heritage Fund (NLHF) since it takes so long to obtain major development grants and there is an increasing urgency to overhaul some aspects of the websites, which would enable the Museum and Society to present a more competitive image online and be more effective in fund-raising and promotion. The Collections Officer (Human History) has produced and revised the Museum's Digital Strategy in discussion with the Museum Society, Council IT and Website officers Alan Mose and Bruce Tice, Museum Society volunteer webmaster Tony Morton and the Digital Culture Network. Following on from the publication of the digital strategy, a brief has been produced to outline the requirements for improvements to be made to the Museum's website, utilising the services of an external web designer. The Museum Society will be meeting the cost of the necessary upgrade.

1.2 Staff, Volunteers and Work Experience

Weekend Team

Tom Holloway from our Museum Assistants casuals team has now become one of our two Visitor Services Assistants (permanent weekend and Bank Holiday staff). We welcome Sophia Ward as a new casual-contract Museum Assistant and she has begun her induction training.

Welcome Desk volunteers

This quarter we said a fond farewell to Tricia and extended a very warm welcome to Elspeth.

Volunteers – remote / outdoors support	Est Hours
Natural Sciences Volunteers Verge volunteers carried out 27 ecological surveys of plants at special roadside verges.	60
Welcome Desk volunteers operating the Welcome Desk, shop stock and display, conducting and undertaking induction and till training, assistance with administration and providing cover over the August bank holiday.	465
Human History Volunteers Ian Sharpe accession registers spreadsheets	12
David & Jane Laing (diaries transcription)	50
Archaeology volunteer Joann Pegrum, assisting with projects at Shirehill store	12
TOTAL volunteer hours	599

1.3 Training and Seminars Attended (online & in person)

Date	Course and Staff
22 July	Living with Historic Buildings (Norfolk Museums Service seminar) – Curator
13 Sept	Emergency First Aid at Work – renewal for certificates for 11 Museum staff
September	Refresher on using the Evac chair for permanent & casual staff
20 Sept	Mobilising Museums for Climate Action (SHARE) – JL Natural Sciences Officer
21 Sept	Museum Ethics refresher and case studies (SHARE) - Curator
23 Sept	Staff conference, Uttlesford District Council – 4 Museum staff attended
28 Sept	Accreditation renewal and update (SHARE) - Curator

1.4 Health & Safety

First aid basic training was renewed for most staff as reported above. A post-Covid pandemic review of all general Museum Risk Assessments has been started.

2 Buildings and Site

2.1 Museum Building

Boilers

After a long running and comprehensive exploration into all possible options to replace the Museum's aged gas boilers, it was decided to continue with gas, but go with more efficient and greener condensing units. Unfortunately they would require two small flue pipes fixed to the exterior front wall of the building and due to the Museum's listed Grade II status, permission was not granted.

This leaves the remaining option of replacing like with like. While not as efficient as condensing boilers, new gas boilers have made considerable advances in recent years and would still be more economic

and environmentally friendly than the present ones. It will mean relining the flue which is complicated and cutting into asbestos in the cellar ceiling, which requires specific health and safety precautions, but can be done.

The Museum's present main boiler has been out of action for some time due to the unavailability of spare parts, but the secondary back-up boiler has been doing sterling service for many months now. Unfortunately it failed its mandatory annual safety inspection and has been closed down. The Council have supplied the Museum with 15 electric oil-filled radiators which are adequate at present, but may not be sufficient in colder weather. Hopefully, both short- and long-term difficulties can be resolved in the near future. The Interim Corporate Surveyor has been making considerable efforts to resolve the Museum's heating situation and at time of reporting, the possibility of making a repair to the back-up boiler is being investigated as a short-term solution for this winter.

The growth of ivy has become an issue again on parts of the north side of the museum, where a blocked gutter above the Natural Sciences Office has contributed to a damp area of wall and water to spill over the roof of the north lean-to. Grounds Maintenance have trimmed shrubbery, clearing unsightly growth and cutting ivy on the south face of the Museum and maintaining the area on the north side which overlooks residents' yards in Castle Street.

Fixed Wiring Test

A mandatory 5-yearly fixed wiring test was carried out at the beginning of September. We have yet to see the report but gather there were no major issues.

2.2 Castle and Museum Site

Regrettably, due to the danger of falling flints, the Council had to close the Castle to public access and erect a temporary fence to keep people away from the walls. This has been a long-term occasional issue, now exacerbated by the effects of the long hot and dry summer on the lime mortar of historic ruins. The matter is in the hands of the Council, Historic England and specialist contractors but we do not expect this to be resolved quickly. A drone survey of the structure is planned for mid October.

Castle site ecology

A second visit by the botany group of the Essex Field Club in August brought the total of plant species recorded in the grounds to 135. The 2 notable most species remained as before, few-flowered fumitory (*Fumaria vaillantii*) and fiddle dock (*Rumex pulcher*). Ken Adams, leader of Essex Botany Group suggested that our 200-300 specimens is probably one of the largest colonies in the UK. Only a handful records (i.e. individual plants) are known from the rest of Essex.

2.3 Shirehill Store

The electrically-operated roll-down shutter to the loading bay has failed and we await an engineer to resolve the fault.

2.4 Former Schoolroom (9B Museum Street)

The Old Schoolroom building, which has been leased to the Fry Art Gallery since 2016 years, was vacated by the Fry and handed back to the Museum on 29 September. The Museum is temporarily providing access for contractors for routine maintenance, security and fire safety until the Council finds a new tenant. The rent provides income for the Museum service budget.

3 Collections and Research

3.1 Acquisitions and Disposals

21 new acquisitions received this quarter (17 Human history, 4 Archaeology and 0 Nat Sci)

- Cream separator c.1920. Used by the donor's grandmother at Garrols Farm, Broxton
- Tudor style doll's house donated by St Mark's College
- Unique Moorcroft vase, decorated with Ferdinand Fop (a frog) designed by former Elsenham resident Barbara Haslam
- Book, "Lest we forget", First World War memorials of Uttlesford district published by Sworders Auctioneer (2014) - produced by the Recorders of Uttlesford History
- Glass syringe. Victorian/Edwardian. Belonged to donor's father's parents - Elsenham & Ugley
- Archaeological Archive - evaluation - Great Dunmow.
- 19th century tobacco pipe bowl
- Pottery owl, originally acquired by the Fry Art Gallery. Made by Madge Spencer, Nottingham, known as the "first black potter" in the UK, her father was taught by Bernard Leach.
- Oversize volume "South Australia Illustrated" by George Freud Augas - 1967 reprint of 1847 publication
- Archaeological Archive - watching brief, Chesterford
- Archaeological Archive - trial trench evaluation, Wimbish

3.2 Collections Projects, Care & Conservation

Lost Language of Nature project

Artist Janetka Platun was commissioned to produce a community-inspired artwork using the stories of movement and migration found within the Museum's taxidermy bird collection. We are grateful to a partnership with Essex Cultural Diversity Project for providing the funding opportunity to commission Janetka, and to the Museum Society for providing additional funding for the commission. Janetka's work launched at the *Lost Language of Nature* Family Fun Day on 17 August welcoming visitors of all ages to draw birds from the Museum's learning collection using real feather quills and pigments or fixatives made using natural materials, including eggs. The day welcomed approximately 150 visitors for storytelling, a falconry stand, wildlife hunts, museum craft activities and Janetka's art stall. Two more days of conservation were carried out during the summer in the exhibition space itself to make good on some birds in cases and to prepare October's *Object of the Month*.

AIM Collection Care Audit Scheme : Natural History collections

An application has been made through the Museum Society to a conservation grants scheme operated by the Association of Independent Museums (AIM) for small museums with a charitable organisation involved in their management. This is for a small grant for £1,100 plus costs to carry out an introductory audit of collections storage conditions. If successful, the work will be carried out by a professional accredited conservator with a natural history specialism, who will produce a report with recommendations on how to improve the storage and care of the natural history collections, specifically the entomology and taxidermy birds. The report can be used as evidence to support future funding applications from AIM's related grant schemes, or other sources, to carry out the recommendations. It would also be useful to inform the nature of funding and design within the NLHF redevelopment project. The application submitted by Natural Sciences Officer James Lumbard on 30 September and we expect to hear the result in 4-6 weeks.

Costume & Textiles Collection Move

The costume and textile collections were moved from Saffron Walden Museum to the Museum's offsite store at Shire Hill on 26 September using local removal company Eezeemovers, to improve the collections' storage conditions. It took 4 hours to remove all the items and a further 2 to unpack them from the van on the other side and get the boxes laid out on the shelves. Work will now continue into next year on re-organising and repacking these collections, researching and documenting them further. Volunteers are being sought to help make up padded hangers and calico bags to enable the long garments to be stored hanging for the first time, rather than folded up in boxes.

Greater in Spirit, Larger in Outlook

Alice Lodge has been recruited as the Collections Connector role across both Epping Forest and Saffron Walden Museums for this Arts Council funded £100,000 grant project. She has begun working at Saffron Walden Museum on Fridays researching sections of the world cultures collections. Her research findings will be added to the collections database and there will be public outputs as the project progresses. The first community event was held at the end of September and will inform how the project progresses.

Pargetting Placement

Pargetting is the ornamentation of plastered and rendered building facades that would otherwise be smooth, lined-out or roughcast. It is a decorative technique which uses stamps and combs to create the final effect. It is an ancient craft which has been popular in this district, but which is dying out. Anna Kettle has begun a joint placement with the Society of Protection of Ancient Buildings (SPAB) and Saffron Walden Museum. Anna has been working at the Museum and Shirehill store to make an inventory of pargetting-related items in the collections, and the next stage is to photograph and research them, before publishing her findings. She is also producing a database of all the pargetting examples in existence around the town.

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

We are still awaiting results from The Francis Crick Institute as the process of extracting and analysing aDNA is a lengthy one, but we understand that the early stages are promising and so we hope that the level of aDNA preservation in the 63 samples submitted from the Museum's skeletal archive will produce some useful information in due course.

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

Minerals and fossils affected by pyrite decay were moved from the small Museum Archaeological Metals store in the Museum to the new more stable Archaeological Metals Store in the Shirehill store. Bronze Age metalwork has been moved to the store and is being repacked prior to updating records on Modes. This will be followed by a phased move of all other archaeological metalwork in stages over the winter.

Environmental monitoring and digital dataloggers

The Museum Society has purchased three additional data loggers which will allow us to remotely monitor the environmental conditions in all the main storage areas at Shirehill, with a spare device to test methods of connecting to the Wi-Fi at the Museum. Conversations between Council IT colleagues and the service providers suggest this should be possible.

The three additional data loggers can only be used once we subscribe to the online service EasyLog Cloud, which currently allows us to use one device free of charge. The current cost for this is £2.25 per month (£27 per year) which is covered from the Museum core budgets.

3.3 Documentation

Backlog / updates	New Acquisitions	Backlog (existing collections not previously catalogued on Modes)	Edits and Updates to existing records
Human history collections	50	500 (inc. Trade Tokens collection)	500
Archaeology		10	15
Natural Sciences			21
Total	50	510	536

Other collection records	Excel records
Birds' Eggs (Natural Sciences Support Worker)	17
Projector Slides (Natural Sciences Volunteer)	
Accession register transcribing (Collections Volunteer)	50
Total	67

3.4 Loans In

Eleanor Pye has loaned in her saffron-themed artwork for a display in the Great Hall which has been created in advance of the town's Saffron Day on Sunday 16 October.

An historic loan-in of Roman artefacts associated with the Wendens Ambo Roman villa is being reviewed with the lenders, the Museum of Archaeology & Anthropology (University of Cambridge) with an option to extend this for a few years until the gallery can be cleared for redevelopment.

3.5 Loans Out

The Abolitionist silk reticule (purse/bag) went on loan to Saffron Walden Library for a joint exhibition with the Gibson Library on the theme of *Black Lives in Uttlesford* (July-Sept). Their display is likely to go on display in the *Your Stories* section at Saffron Walden Museum from November onwards.

A figure of Bastet the cat god and two Horus (falcon) figures on display in the museum's Egyptian gallery have gone out on temporary loan to Epping Forrest District Museum for their current special exhibition "Animal Mummies," which was installed in September and will run until January.

Historic loans into the world cultures collections are being reviewed and where relevant items are being returned to their original museum collections, including the Horniman Museum and the Museum of Archaeology & Anthropology in Cambridge.

A wooden paddle from the Museum's world cultures collections is being returned from historical loan out to the Science Museum.

Colchester & Ipswich Museums have now formally requested the loan of the Roman gladiator frieze for an exhibition in Colchester Castle Museum in 2023.

3.6 Object Identification and Enquiries

Object identifications this quarter: 13 (Human History and Archaeology: 9; Nat Sci: 4)

These have included a pyrite nodule from Pakistan; fossil sea urchins, belemnite guard and an ammonite; a metal human figure: from novelty knife block set 20th/21st century; a glass syringe, irrigation type; 17th – 18th century fittings and coins; and two seal matrix identification enquires by email.

Collections Enquiries this quarter: 60 (Human History: 47; Archaeology: 6; Natural Sciences: 7)

These have included collections related to Audley End House; pargetting examples; saffron cultivation; the history of the Gibson Bank; Staffordshire flatbacks; indigenous American beadwork; Roman period mummy masks; biological records and maps of Special Roadside Verges; Wallace the Lion; insect collections and some non-British bird specimens.

There has been one FOI request concerning art collections.

3.7 Researchers

7 researcher visits this quarter (Human History: 6; Natural Sciences: 1)

These included:

- Lost Walden book project – researchers came to photograph the photographs and slides in the collections required for their upcoming book on views of Saffron Walden which have been lost.
- Len Pole – past curator of the museum has been using the collections to research for a Saffron Walden Historical Journal article on past curators of the museum and the museum's history
- PhD student working with the Pitt Rivers Museum in Oxford and a researcher in the same field from Berlin, Dr Andreas Schlothauer, visited in September researching feather-work made by Indigenous peoples of South America.
- Anatomical measurements of a hen harrier for making life size copies in wood.

4 Displays and Visitor Services

4.1 Permanent Galleries

No significant changes this quarter.

4.2 Temporary Exhibitions

The Lost Language of Nature Private view held 15 July, open to public from Saturday 16 July
This exhibition is a small step in attempts to recognise and address the colonial context and the role of social class systems in how the natural history collections were brought together, and the information recorded about them, or the information that remains today. It uses research into folk names and stories from across the world as interpretation material for the birds on display, information which has been traditionally omitted from museum records. This approach seems to interest visitors, as monitored by simple questionnaires placed in the gallery: 79% of evaluation responses state visitors' favourite aspects are the exhibition theme, objects or their stories. The next most common favourite aspect was the design, which was also a big hit at the private view and the first few weeks of comments by volunteers.

Saffron Story

A small display of art, text panels, human history objects, specimens from the herbarium plant collection and documents related to saffron and the saffron crocus, has been arranged to compliment Saffron Day in the Market Square. (Collections Officer, Human History and Natural Sciences Officer)

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

July	Roman finds from Stansted Mountfichet	Curator
August	Akan gold dust weights and boxes	Collections Officer, Human History
September	Nest of a Harvest Mouse, Sweetings Meadow EWT reserve, Thaxted 2001.280 and photograph of another mouse with its nest in a barn.	Natural Sciences Officer

Curiosity Corner : (Learning & Outreach Officer)

August	No display due to refurbishment – full removal of display frames etc, sand, fill and repaint whole area
September	Autumn theme: Display of seeds and leaves of Oak and Horse Chestnut.

Your Stories: (Collections Officer, Human History)

July- Nov	Horniman Museum: Loan in (<i>Collections in Focus</i> Project) Kayan Tattoo models, to illustrate traditional tattoo practices, such as hand tapping.
-----------	--

4.3 Visitor Services

4.3.1 Visitors total this quarter:

Category	July	August	September	Total
Child Admission	156	382	142	680
Adult Admission	413	631	395	1439
Free Admission	44	64	26	134
Sub Total (general visits)	613	1077	563	2253
Activities - Children		329		329
Activities - Adults		224	180	404
Total	613	1,630	743	2,986

Activities figures for August are for visitors using the outdoor area for Crafts at the Castle , LLON Activity Day and Little Learners; activities figure for September is for the Council Garden Party

4.3.2 Income from Admissions, Shop and Donations

Income Category	July	August	September	Total (£)
Admission	830.34	1309.75	795.50	2,935.59
Shop - Books	59.95	71.65	33.97	165.57
Shop - Souvenirs	370.40	720.92	210.81	1,302.13
Donations	17.61	9.27	102.84	129.72
Sub Total:	1,278.30	2,111.59	1,143.12	4,533.01

Shop Showcase:

Month	Topic	Product(s)
July	Lost Language of Nature exhibition	Heroes look at Nature book
August	Crafts at the Castle 'Winstanley' event	Henry Winstanley booklet and Marble Lighthouse
September	Back to School	Stationary items

4.4 Publicity, Marketing

Published Articles (in print and online)

Date	Publication	Subject	Photo
July edition	Stansted & District Flyer*	Object of the Month (July) (Saffron Walden edition of the Flyer closed down)	Y
7 July	Walden Local	Volunteer Tea Party	Y
7 July	SW Reporter	Volunteer Tea Party & "Behind the Door" Saffron Hall Project	Y
14 July	SW Reporter	Come Together Saffron Hall Project – "Behind the Door" (Museum & Saffron Hall, & the Community Link)	Y
20 July	Walden Local	Advert for Summer holidays activities, Craft at the Castle	Y
20 July	Walden Local	LLON exhibition opening	Y
27 July	Walden Local	Black Lives exhibition at Gibson Library, silk reticule bag on display from the Museum's collections.	Y
August edition	Stansted & District Flyer	Object of the Month (August)	Y
4 August	SW Reporter	LLON Fun Day, school holidays, Art Project	Y
10 August	Walden Local	LLON Fun Day, Art Project	Y
11 August	SW Reporter	Horniman project – tattoo models loan	Y

12 August	Walden Local	Museum art project to explore 'The Lost Language of Nature' https://www.saffronwaldenreporter.co.uk/lifestyle/heritage/saffron-walden-museum-lost-language-of-nature-9205932	Y
17 Aug	Walden Local	Dorothy Free costumes; Museum's previous 150th anniversary	Y
18 Aug	SW Reporter	LLON Art Project, front page & full article	Y
Sept edition	Primary Times	Advert: October Half Term activities and Museums at Night	Y
1 Sept	SW Reporter	"From Station Officer Drane" book relaunch (Paul Wood) (All Fired Up Exhibition)	Y
1 Sept	Walden Local	Crafts at the Market Square (SWTC) Horniman Object loan project: Kayan Tattoo Models	Y
Sept edition	Stansted & District Flyer	Object of the Month (September)	Y
14 Sept	Walden Local	Carolyn Talk to Inner Wheel group with mystery objects	Y
29 Sept	SW Reporter	Saffron Day Event Poster	Y

4.5 Online, Website and Social Media

Social Media and Email Newsletter

Twitter	Followers: 2302
Facebook	Followers: 1620
Instagram	Followers: 1138
Email Newsletter	Followers: 1501

Saffron Walden Museum Website

	Visits	Unique Visitors
July	8,103	4,212
August	8,412	4,340
September	6,209	3,665
TOTAL for Q1	22,724	12,217

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 2 out of 18 things to do in Saffron Walden on this Travel and Tourism review website; of the 151 reviews, 106 rate us as 'Excellent'.

5 Education, Events and Outreach

5.1 Learning & Outreach

Learning Activity	Details	Users		Income £
		Children	Adults	
School session	July: Harlowbury school visit for 20 pupils to the Museum – Cancelled due to heat wave			n/a
Work experience	July: 2 projects for work students to do at the Museum and remotely	2		n/a
Summer Holiday Activities	August: 5 weekly sessions of the holidays (see 5.2) + a free session at the town square – reported below in 5.3	204	118	£ 450
Loan Boxes	Rickling Primary: Vikings	Yet to report		£ 48
	Downfield School: Ancient Greece	Yet to report		£ 24
	Thurlow School: Pre History Stories	Yet to report		£ 24
	Marching Green Primary: WII	Yet to report		£ 24
	Cathy McGogon for Saffron Stories Project: Local History	93	6	£ 12
	Thaxted Primary: Pre History	Yet to report		£ 24
	Debden Primary: Toys and Games	Yet to report		£ 24
	SWCHS for open evening: Local History	Yet to report		£ 12
	SWCHS for open evening: Romans	Yet to report		£ 12
	SWCHS for open evening: Archaeology	Yet to report		£ 12
	SWCHS for open evening: Saxons	Yet to report		£ 12
Adult craft activity - Sept	Book binding session for Trefoil Guild		6	£ 30
Total		299	130	£ 718

The delay in receiving user figures from schools for loan boxes means that most loan box user figures relating to the early autumn term will be reported in Q3, as boxes go out for half a term at a time.

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

Date	Event	Users		Income £
		Children	Adults	
26 July, 9 & 23 Aug	Little Learners – hire of Castle site for outdoor messy play for young children and their parents	45 (est)	36 (est)	£ 75
3, 10, 17, 23 and 31 Aug	Summer Holiday Activities: Crafts at the Castle	204	118	£ 450
17 Aug	Lost Language of Nature event (general admission)*	80	70	£ 125
17 Sept	Heritage Badge Guides (guided tour)		25	£ 48
23 Sept	Council Garden Party for staff and members		180	-
	Total	329	429	£ 698

* 150 total visitors estimated as 80 children and 70 adults, adult admissions totalling around £125

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

Date	Event	Users		Income £
		Children	Adults	
26 August	Children's activity in Market Place for Saffron Walden Town Council	60	20	n/a
7 Sept	Talk to Saffron Walden Inner Wheel (Curator)		22	£ 72.00
	Total	60	44	£ 72.00

5.3.1 Museums and Local Groups: support and liaison (Uttlesford)

- Fry Art Gallery - pest identification (Natural Sciences Officer SK).
- Great Hallingbury Local History Society re. Tudor weekend (providing image and captions of Tudor objects and a handling collections loan box and replica costumes for display in St Giles Church 30 Sept for events 1-2 Oct) (Collections Officer, Curator)
- Wendens Ambo – potential grant sources for archaeological project (Curator)
- Newport News – article written for publication in autumn (Curator)
- Saffron Walden Library & Gibson Library - *Black Lives in Uttlesford* (July-Sept) display (Collections Officer)
- Audley End House (English Heritage) – behind the scenes collections visits and knowledge sharing at both sites. (Collections Officer, Curator)
- Great Chesterford – liaison with developer and local groups re. potential community projects to raise awareness of local Roman heritage (Curator)

- Support for Sight x 2 meetings regarding making next exhibition more accessible (Learning & Outreach Officer)
- Creative Walden young writer group liaising re contribution to next exhibition (Learning & Outreach Officer)
- Coggeshall Grange Heritage Fair (18 September) – sent leaflets for the Fair event.
- Essex Wildlife Trust Uttlesford – comments on local groups constitution review (Natural Sciences Officer SK).
- Special Roadside Verges – ordering Oct/Nov cut, ghosted verges, post and plaques work, volunteer recruitment, 1 ecological survey, 3 planning application comments (Natural Sciences Officer SK).
- Heritage Development Group – support for Saffron Day project, including advice for schools sessions and preparations for Saffron Day 16 October with special exhibits in the Museum

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

- Museum Essex Trustees & Members meetings
- The Monumental Brass Society, Seminar at St. Mary's Parish Church – collections showcased at the Museum (Sat 16th July)
- Epping Forest District Museum – Egyptian loans & *Greater in Spirit Larger in Outlook* grant project
- Essex Fire Museum, Grays - Mick Ford talk on *The history of firefighting in the First World War* for the Museum Society (September).
- Horniman Museum – collections loan in and historic collections return (world cultures collections)
- Science Museum – Historic loan return (world cultures collections)
- Cambridge Museum of Archaeology & Anthropology – Historic loan return (world cultures collections)
- Digital Culture Network - advice regarding web development and digital strategy.
- North Herts Museums – information and advice about moving collections project (Natural Sciences Officer SK).

5.4 Local Performance Indicator

Performance Indicator PI 49	Q2 Actual	Q2 Target	Annual (Cumulative)	Annual Target 2022-23
Service Users	3,169	2,700	5,453	10,000

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

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

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

Comments on this quarter's figures: User figures are 17% above the target. A new exhibition and busy outdoor activity programme, aided by the hot and dry summer, brought visitors onto the site at a time when otherwise the museum and heritage sector is still finding it difficult to bring visitors back to pre-Covid numbers.