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.

MMWG date	Policy or Plan
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.

Volunteers	**Estimated Hours**
Collections volunteers and exhibition work	
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
Natural Sciences volunteers	
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 17th May (5 hours x 4 people)	20
Members of Dig- It Community Allotment assisting with planting the Museum's nature tubs on 31st May (2 hours x 5 people)	10
Learning & Outreach Volunteers	
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 12th Century Live and Outdoor Cinema Screening (June)	100
Admin volunteers	
Mary Adams provides invaluable support with the financial administration.	78
Welcome Desk volunteers	
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
Total hours contributed by all volunteers for this quarter Equivalent to 28 weeks of full-time work	**1,042.5**

1.3 Training and Seminars Attended

Date	Course and Staff
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 17th 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 *(local & social history, decorative & fine art, costume & textile, world cultures)*	65	200 (photos, document archive, Prints, watercolours & drawings)	600 (photos, document archive, Prints, watercolours & drawings)
Archaeology			
Natural sciences collections	0	0	446
Total	**65**	**200**	**1,046**

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
April	**990**	1337	**179**	0	**1169**	1337
May	**1066**	706	**121**	113	**1187**	819
June	**1261**	596	**94**	165	**1355**	761
Total	**3317**	2639	**394**	278	**3711[2]**	3217[1]

(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 12th Century Live and film screening

Income

Shop

	2019	2018
April	**325.53**	571.62
May	**529.47**	575.94
June	**226.77**	230.77
Total £	**1,081.77**	1,378.33

Tickets

	2019	2018
April	**1093.25**	1,397.50
May	**1046.75**	833.75
June	**835.90**	652.75
Total £	**2,975.90**	2,884.00

Donations

	2019	2018
April		64.51
May	**106.29**	27.00
June		27.98
Total £	**106.29**	119.49

Fees

	Premises Hire	**Talks**	**Reproduction**
April	**75.00**		
May			**26.10**
June			**2.00**
Total £	**75.00**		**28.10**

Learning & Outreach Services

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

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:

Publication	Advert	Date
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
www.visitsaffronwalden.gov.uk	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)

Date	Publication	Subject	Additional Information	Photo
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	12th 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**
April	3,460	2,387
May	3,649	2,659
June	3,394	2,392
TOTAL for Q1	**10,503**	**7,438**

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
		Totals	**388**	**63**	**451**

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
Total users of Museum Learning Services = 845	**724**	**121**

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

Date	Event	Visitors
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
	Total	**1,468**

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 Lumbard).
- Saffron Walden Community Shed – 2 meetings – opening of the shed, contacts and materials for the nature gardens at museum (Natural Sciences Officers, J Lumbard, 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 Lumbard).
- Bishop's Stortford Community Shed – ongoing email support and contact-making to provide planters for Molehill Green Residents Group (Natural Sciences Officer, James Lumbard).
- 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 Lumbard)..
- Dig It Community Allotment, Saffron Walden – 1 meeting – joint activity to plant nature tubs in the Museum grounds ((Natural Sciences Officer, James Lumbard).
- Organic Countryside – publicising Noakes Grove open day (Natural Sciences Officers, J Lumbard, 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 Lumbard).
- 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 – I 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 12th Century Re-enactor Group
- ERO Archive point at Saffron Walden Library – liaise 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

Performance Indicator PI 49	**Q1 Actual**	**Q1 Target**	**Annual (Cumulative)**	**Annual Target 2019-20**
Users of the Museum Service	4,229	3,400	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

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