

## **1 Museum Management and Staff**

### **1.1 Management**

#### **Accreditation**

The revision of the Museum's Access Policy and Conservation & Care of Collections Policy was completed and both policies were approved by the Museum Society Board and through MMWG, by Cabinet in November for Accreditation. Work continues on accompanying plans (which are working documents, not requiring formal approval) and on a revised Documentation Policy, which will need to be considered by the Museum Society Board and MMWG in January.

#### **Forward Plan: NHLF Resilient Heritage project**

Our consultants and Fourth Street (Options Appraisal & Feasibility Study) and Julia Holberry Associates (Audience Development) met with the Project Steering Group and staff on 21 October for the 'Project Start-up' day, which included a site tour, a meeting with the Project Steering group and an afternoon workshop with a group representative of all staff and volunteer teams. A further round of site tours and small group meetings took place on 14 November involving members of the Fourth Street team, curatorial staff and Council officers. Julia Holberry Associates ran a series of meetings with local stakeholders in November, in liaison with Fourth Street and emerging options for consideration.

Because of the large amount of data and ideas to assimilate, it was agreed in mid-December that the first options report would be circulated promptly in New Year, to allow time for all of Fourth Street's team to make full input; a report of work in progress was provided for the Curator and senior Project Team members as confirmation of work done. This enabled a schedule of meetings to be set up for January 2020 to consider the forthcoming Options report, starting with Museum Development Committee (effectively the Project Steering group) on 14<sup>th</sup> January, continuing with Museum Society Board and MMWG on 21<sup>st</sup> and 22<sup>nd</sup> January respectively and finally, a Project Steering group meeting with Fourth Street on either Monday 3<sup>rs</sup> or Monday 10<sup>th</sup> February (tbc).

#### **Other Management issues**

Internal Audit have been conducting an audit of the Museum Service; a report is expected in the New Year.

The Curator and Collections Officer took part in a web conference with the Collections Trust and representatives of several other museums. This was part of the Collections Trust's research on setting up an aggregator website for collections, which would help with sharing collections data for research and provide museums with better options for making their collections available on-line to the general public.

There was one breach of GDPR (General Data Protection regulations) when the Curator inadvertently sent an email to 'All Volunteers' without 'blind copying' the email group list; this would have allowed volunteers to view each other's email addresses. This was reported to the Council's GDPR Compliance Officer who decided it was not a serious breach, however an apology was issued to volunteers and it was used to remind everyone about protocols and checks.

**1.2 Staff, Volunteers and Work Experience**

**Staff**

Two new museum assistants (Francesco Maione and Victoria Mansfield) have now joined the team on the casuals' rota to help support the museum at weekends and for additional events.

Access to Work support for Sarah Kenyon, Natural Sciences Officer, was reviewed and the funding for a Support Worker to assist her has been increased from 4.5 to 6 hours per week. Fiona Turnbull, one of the Museum Assistants who has been covering the role in the interim, is going to be the dedicated Support Worker. She will be employed by agency HRGO Recruitment Ltd.

**Volunteers**

We were very sorry to learn that both Peter Stribling and Gillian Ram died unexpectedly over the Christmas period. Peter had been helping out at Shirehill with archaeological projects and Gillian gave a friendly welcome to our visitors on Thursday mornings; both had been with the Museum for a couple of years. We send our condolences to their families; they will both be sadly missed.

**Welcome Desk Volunteers**

We extend a warm welcome to our new Welcome Desk volunteer, Jane Hook and extend our grateful thanks to all our volunteers who manned the Welcome Desk over the festive period, including Bruce Tice (Museum Assistant) and family for their traditional Boxing Day shift. Special thanks to June Baker for her help inducting our new recruit and dressing the part for Museums at Night.

**Collections Volunteers**

This month we said goodbye to Human History volunteers Lillie Weston and Charles Welham who have left to pursue further education and employment opportunities and thank them for their volunteering. We welcomed Dominic Davey who will be working on backlog documentation relating to the geology collections at Shirehill.

<b>Volunteers</b>	<b>Estimated Hours</b>
<b>Collections volunteers</b>	
Hamish McIlwrick - inventory of the photograph collection (4hrs p. week)	48
Ian adding accession register entries to Excel spreadsheet & begun work on SWMS minutes (6 hrs per week)	72
Len Pole adding detail to Modes records for World Cultures collection (3 hrs per wk)	36
Jane and David Laing inventorying the Document Archive (3 hours per week x 2 people)	72
Lillie Weston – social media research (4 hrs per week)	12
Charles Welham – inventorying the ceramic store collections (4 hrs per week)	48
Archaeology volunteers Joanne Pegrum, Peter Morrissey, Peter Stribling	21
<b>Natural Sciences volunteers</b>	
Heather Douglas updating location records in Modes Complete	20
Tony Morton, Ken Rivett, Mike Rowley, Margaret Rufus, Heather and Paul Salvidge checking that the November full width cut of special roadside verges was completed correctly and reporting	10

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**October – December 2019**

missing or damaged marker posts and plaques.	
Richard Priestly, Peter Morrissey and Joanne Pegrum assisting with de-install of <i>Take Away the Walls</i> exhibition.	13.5
Cali Holberry and Dominic Davey working on backlog documentation and cleaning of the geology collection at Shirehill.	12
<b>Wildlife Garden Volunteers</b>	
Issa Cochran and Ann Bannister carried out watering and light maintenance duties.	5
<b>Learning &amp; Outreach Volunteers</b>	
Jane Evans, Chris Phillips, Jeanette Fulcher, Ann Banister and Sue Cockerell helped to deliver a very full program of activities and events plus additional support for planning and making of materials.	110
<b>Exhibition Change</b>	
Ron Lowe, Peter Morrissey, Richard Priestley and Joanne Pegrum provided vital support in exhibition change.	53
Jane and David Laing carried out further work on Diary's for exhibition	20
<b>Admin volunteers</b>	
Mary Adams provides invaluable support with the financial administration	56
<b>Welcome Desk volunteers</b>	
The Welcome Desk volunteers are the 'Face of the Museum', providing friendly welcome for visitors; selling tickets and merchandise, and providing information about the Museum. <i>*Winter Closing</i> Tues-Fri (10am-4.30*pm, 6.5 hours, 4 days per week) and Sun / Bank Holiday (2-4.30pm, 2.5 hours) {(13 x (6.5x4) + (13 x 2.5) + (1 x 2.5) + 6.5 – 17 hours Festive Closures}	362.5
June Baker: induction training for new recruit (JH, 9 hours) and Museums at Night (3 hours)	12
<b>Total hours contributed by all volunteers for this quarter</b> Equivalent to 27 weeks of full-time work	<b>983</b>

**1.3 Training and Seminars Attended**

<b>Date</b>	<b>Course and Staff</b>
30, 31 Oct, 3 Dec	Institute of Leadership & Management level 5 course, plus 1 study day and 1 TOIL day for completing assignment, SMT cohort, UDC Offices – Carolyn Wingfield, Curator (course runs till April 2020)
2-4 Oct	Museums Association Conference & Exhibition 2019, Brighton: 'Sustainable and Ethical Museums in a Globalised World. James Lumbar, Natural Sciences Officer
10 Oct	Procurement card training. Jenny Oxley, Wendy-Jo Atter and Charlotte Pratt
18 Nov	<b><u>SHARE Museums East of England Conference, North Hertfordshire Museum, Guest Speakers, Break-out sessions and Networking. Jenny Oxley</u></b>
04, 11, 18 & 25 Nov	IOSH Management Health and Safety course at UDC Offices, London Road. Attended by Stefan Shambrook, Security & Premises Officer

#### **1.4 Health & Safety**

An incident occurred on 17 December when a visitor suffered a sudden and painful failure of a knee and leg while walking upstairs between mezzanine levels; no actual accident (e.g. trip) or external factors were involved. Staff assisted the visitor and the young adult (with special needs) in her care, until assistance arrived. No ambulance was available within 8 hours to move the visitor, who was eventually able to get into a stair lift, supported by staff and then into a wheelchair on the ground floor level. She was taken to A&E by a relative.

## **2 Buildings and Site**

### **2.1 Security**

A security inspection for Accreditation was made on 11 December by Stephen Armson-Smith, Heritage Crime Prevention Lead for Essex Police. His assessment of the Museum indicated a number of small measures which could be undertaken to tighten security, though there were no major shortcomings identified. These recommendations will now be addressed by the Security & Premises Officer with Saffron Security, budgets permitting. There were no specific recommendations for the Shire Hill store.

### **2.2 Museum**

#### **External works**

Scaffolding was re-erected at the back of the Museum in October to replace the felt on an area of flat roof. The work is still outstanding.

#### **Internal work**

The Museum was one of a sample of museums with 'listed assets' (i.e. historic buildings) asked to complete a questionnaire for the Department of Culture, Media and Sport, Arts Council and National Lottery heritage Fund. This research into the causes, scale and effects of maintenance and repair issues in English museums was in response to the recommendations of the 2017 Mendoza *Review of Museums*. The questionnaire was completed at short notice in December by the Curator and Corporate Property Surveyor; we wait to see if the results lead to more funds becoming available to museums for capital repairs and improvements.

### **2.3 Shire Hill Store**

No incidents other than an interruption to the water supply to the Depot site one Monday morning, caused by workmen accidentally severing a main at the weekend; supplies were quickly restored.

### **2.4 Grounds and Castle Site**

The Castle now boasts an internal gravel floor, new lockable wrought iron gates and external spotlighting controlled by time-switch. Some further turf laying to the surrounding grounds and other minor work is planned for the spring. After an official opening ceremony, the Castle gates will be opened on a daily basis by Museum staff.

### **2.5 Battle Ditches**

The Heritage Development Group project, in which the Curator has been participating, is nearing completion. Text and graphics for two site interpretation panels were finalised in December and an announcement from Saffron Walden Town Council on the unveiling of the panels is anticipated in January.

### **3 Collections and Research**

#### **3.1 Acquisitions and Disposals**

**Acquisitions this quarter have included: 24** (Archaeology: 10; Human History: 14; Natural Sciences: 0; Learning: )

- An additional van-load of archaeological finds and documents from Oxford Archaeology, representing the remainder of material from Framework Archaeology's projects Stansted Airport (finds which could not be fitted on previous van-loads, and small sites which had been overlooked for previous depositions)
- Deposition of a number of small archaeological archives from evaluations in Uttlesford district, by Pre-Construct Archaeology
- Work has continued on sorting, listing and boxing finds from Access Cambridge Archaeology's community projects (test pits) in Manuden, Wendens Ambo and Hallingbury.
- Acquisition of 50 scrapbooks of historical newspaper cuttings and associated photographs from the Saffron Reporter and Dunmow Broadcast, indexed which will help greatly with responding to local history enquiries.
- Late Victorian / Edwardian mourning garments from Newport.
- Photographs and archival material re. Saffron Walden Football Club, local bus and railway services.

#### **3.2 Documentation**

<b>Backlog / updates</b>	<b>New Acquisitions</b>	<b>Backlog (existing collections not previously catalogued on Modes)</b>	<b>Edits and Updates to existing records</b>
Human history collections <i>(local &amp; social history, decorative &amp; fine art, costume &amp; textile, world cultures)</i>	14	200 (photos, document archive, ceramics)	300 (photos, document archive, ceramics, world cultures collections)
Archaeology	0		0
Natural Sciences	0	0	359
<b>Total</b>			

#### **3.3 Loans In**

- One loan-in was returned from the archaeology treasure display: a complete silver, gild and niello Anglo-Saxon strap-end was returned to the landowner for display in his private collection. Its place has been taken by part of a very similar strap-end, from the same area, and previously donated by the finder and landowner.
- Five items on loan in were returned to Essex Field Club following the close of the Take Away the Walls exhibition. We are very grateful to EFC for their generous loan of an impressive mounted red kite

specimen, a mounted collared dove specimen, and study skins of a Natterer's bat, Daubenton's bat and Barbastelle bat.

- Saffron Players theatre group have loaned documents, photographs, costumes and stage props for the duration of their *Your Stories* display in the Museum from August 2019 until Jan 2020.
- Ongoing work on resolving and renewing historic loan agreements. A long-term loan from the Museum of Archaeology & Anthropology, Cambridge was renewed: finds from R C Neville's excavations at the Roman villa in Wendens Ambo, on display in the archaeology gallery.

### **3.4 Loans Out**

- Continuation of the loan out to Colchester and Ipswich Museums of treasure finds for their *Adorn* exhibition, running at Colchester Castle into early 2020.
- The mace on display in the Museum's local history gallery went out for ceremonial duties for Remembrance Day in November.
- Ongoing work on resolving and renewing historic loan agreements
- A loan of the North-West Essex Anglo-Saxon ring was agreed for exhibition at the Sainsbury Centre for July-October 2020

### **3.5 Object Identification and Enquiries**

**Object identifications this quarter: 11** (Archaeology: 2; Human History: 5 ; Natural Sciences: 4 )

- Melanesian wooden staff (liaised with Cambridge Museum of Archaeology and Anthropology)
- Hoverfly (*Volucella Zonaria*)
- Flint fossil Sponge
- Fossil *Gryphaea* shell
- Flint Nodule (not a fossil bone)
- Tin of assorted metal detectorist finds
- Section of metal "snake" ornament, Art deco style
- Domestic items collected by children from the moat at Stambourne Hall
- Animal paw brooch
- Coin from Littlebury Green Road.
- Bracelet, scenes from *Don Quixote* by Cervantes

**Collections Enquiries this quarter: 68** (Archaeology: 11 ; Human History : 45 ; Natural Sciences: 12)

topics included:

- Second World War collections including the Roll of Honour
- Photograph collection – local views of Saffron Walden and surrounding villages (comparison by Gibson library volunteers, with their own photograph collections and those held at SW Library).
- Saffron Walden Pageant 1910
- Ancient Sumerian research (school topic)
- 15<sup>th</sup> century carved woodwork
- Helder wedge early aboriginal collections and natural history specimens

- Rowley Hill Farm, Little Walden Road: human history and natural sciences objects. It is now Saffron Grange vineyard and winery. Their website shows the museum woolly mammoth tusk and links to the museum website.
- Special roadside verges biological records.
- Birds: Fieldfare, Brazilian birds.
- Molluscs: Oyster shells.
- Image of George Nathan Maynard.

### **3.6 Research**

**Research visits this quarter: 11** (3 Archaeology + 5 Human History + 3 Natural Sciences)

Topics included:

- Medieval decorated floor tiles
- Sites and archaeological finds along the route of the Roman road between Braughing and Great Chesterford
- Artist Kabir Hussain has visited the Museum three times this quarter as part of research to prepare a joint exhibition at the Museum of original artwork and items from the Museum's existing collection.
- Henry Winstanley prints of Audley End for future book publication
- Cuming Collection, Southwark Museum visit regarding ongoing loan of items for display in the world cultures gallery
- 400<sup>th</sup> Anniversary of the Mayflower research project – Wampum in UK collections.
- Two separate visits from past members of Saffron Sound Barbershop group to view recent acquisitions (following these visits and interest on social media, these new acquisitions from last quarter may become a future *Your Stories* display)

### **3.7 Collections Insurance project**

Contact was made in December with the Museum Collections Valuation Trust and with James Glennie, Art & Antiques Appraisals, who has recently resumed work. AXA have now wound up the MCVT but the £5,000 grant allocated for our insurance review has been paid to the Museum Society, who will use it to reimburse the Council when Mr Glennie has completed the report. This is expected in 2020, but it is not clear yet whether this will be in the current financial year or 2020/21.

## **4 Displays and Visitor Services**

### **4.1 Permanent Galleries**

Gallery improvements ongoing – sections of local history gallery cleaned and repainted. Objects in local history gallery on open display were conservation cleaned by Jenny in late November.

### **4.2 Temporary Exhibitions**

**Object of the Month** featured:

- October – pinned butterflies showing local butterflies and those which are locally extinct (James)
- November – medieval gold reliquary pendant from Farnham (Carolyn)

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**October – December 2019**

- December – Christmas themed doll's house furniture from Arkesden (Jenny)

**Curiosity Corner** (Charlotte):

- October: Bones
- November: Bones
- December: Crystals

**Your Stories:** (Jenny):

Saffron Players display will run until January 2020. A competition to win a set of family tickets for their Panto was held on Facebook in December to help promote the display. A new Your Stories display by the local branch of the WW1 themed textile project "Sawdust Hearts" will open in late January and run until June 2020.

**Special Exhibition):**

- The current exhibition *Death Masks to Diaries – The Many Faces of Portraiture* continues until 22<sup>nd</sup> March (Charlotte)
- *All Fired Up* – exhibition on local and regional fire-fighting history with Essex Fire Museum (Grays), part of Essex County Fire & Rescue Service will run from 4<sup>th</sup> April-11<sup>th</sup> July.

**4.3 Visitor Services and Income**

	Public		Schools incl. adults		Total	
	2019	2018	2019	2018	2019	2018
<b>October</b>	<b>950</b>	1026	<b>107</b>	61	<b>1057</b>	1087
<b>November</b>	<b>691</b>	461	<b>37</b>	111	<b>728</b>	572
<b>December</b>	<b>549</b>	410	<b>0</b>	0	<b>549</b>	410
<b>Total</b>	<b>2190</b>	1897	<b>144</b>	172	<b>2334</b>	2069

**Shop**

	2019	2018
<b>October</b>	<b>396.69</b>	468.94
<b>November</b>	<b>431.66</b>	246.17
<b>December</b>	<b>244.42</b>	253.37
<b>Total £</b>	<b>1072.77</b>	968.48

**Tickets**

	2019	2018
<b>October</b>	<b>1055</b>	1164.20
<b>November</b>	<b>853</b>	596.50
<b>December</b>	<b>640.50</b>	496.50
<b>Total £</b>	<b>2548.50</b>	2257.20

**Donations**

	2019	2018
<b>October</b>	<b>61.46</b>	47.48
<b>November</b>	<b>0</b>	28.84
<b>December</b>	<b>53.73</b>	25.40
<b>Total £</b>	<b>115.19</b>	101.72

**Donations**

Monies donated during November were left in the donations box to encourage further donations during the month of December. The box was emptied at the end of December and total figure accurately reflects monies donated for this quarter.

**Shop**

Saffron Walden Museum took part in Museum Shop Sunday on 1 December, an international event celebrating the unique shops and products which play a vital role in helping arts, culture and heritage attractions to survive and thrive. Visitors had the chance to meet former curator and author, Len Pole; they asked him questions and purchased signed copies of his book, *Worlds of Man*.

**New Product: Jigsaws**

This quarter we launched our new product, a Wentworth Jigsaw Puzzle, inspired by our British Butterfly Collection. These puzzles have 'Whimsy' pieces ( 2 x butterflies, and 3 x flowers) and irregular shaped pieces.

**Shop Showcase:**

- October: Halloween/Museums at Night - Witches Cats, Museum Branded Torches and Slime
- November: Remembrance - Victor Heroes Book and other war related shop products
- December: Alternative Christmas gifts - Annual Season Ticket Gift Cards and Museum Jigsaws

**Income from Learning & Outreach Services**

Schools Sessions & outreach	Activities & Events	School Loan & Reminiscence Boxes
St Lawrence School - Egypt	Spooky Forest Mobile £66	Local History event- WW2
Katherine Semar – Toys and Games	Ghost in a Jar £88.50	St Mary's School SW Vikings
Bentfield School – Stone Age	Museum at Night 167.40	Toys and Games Kathrine Semar
	Trefoil guild print workshop £58.50	Rickling Primary school Egypt (loan extension)
	Perfect portraits 20th and 21 <sup>st</sup>	Linton Heights – Greek – (loan extension)
<b>£360</b>	<b>£380.5</b>	<b>£84</b>

**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	Generic Museum Advert	2019 edition
East of England Visitor guide	Generic Museum Advert	2019 edition
SW Town Council Official Guide and Map	Generic Museum Advert and page of editorial	2019 edition
<a href="http://www.visitsaffronwalden.gov.uk">www.visitsaffronwalden.gov.uk</a>	Editorial and hyperlinks to Museum Website	2019 edition
Eastlife Magazine	Social Media adverts for Museum Shop Sunday	November
Newport News		

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

Date	Publication	Subject	Additional Information	Photo
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# SAFFRON WALDEN MUSEUM

## CURATOR'S QUARTERLY REPORT Q3 2019/20

October – December 2019

01.10.2019	Walden Flyer	October Edition - Object of the Month and Museum update	Monthly free editorial	Y
11.10.2019	Walden Local	Museum Society Talk – Graffiti in Churches		N
16.10.2019	Walden Local	Castle development & collapsed boundary wall	Letters page	N
16.10.2019	Walden Local	Volunteers encourage residents to visit	Letters page	N
16.10.2019	Saffron Walden Reporter	October Half-Term activities		Y
24.10.2019	Saffron Walden Reporter	October Half-Term activities & Halloween themed Museum at Night		Y
27.10.2019	Saffron Walden Reporter	Museum Market Stall - finger casting portrait project – Death Masks to Diaries exhibition	Volunteer Mary pictured with Charlotte	Y
1.11.2019	Walden Flyer	November edition - New Exhibition: Death Masks to Diaries ; Object of the Month and Museum update	Monthly free editorial	Y
06.11.2019	Walden Local	Museum Shop Sunday – Len Pole		Y
27.11.2019	Walden Local	Museum Shop Sunday – Len Pole		Y
01.12.2019	Walden Flyer	December edition - Object of the Month and Museum update	Monthly free editorial	Y
December Edition	Newport News	House of Correction – Newport Gaol	Bi-annual free editorial (December & April).	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
- BBC History magazine exhibition listing and article for "From death masks to diaries"
- Net Mums
- Salad Days
- Where Can We Go
- EastLife
- The Listing, Royston
- Facebook (Saffron Walden events)

### Social Media and Email Newsletter

Twitter	Followers: 2,088
Facebook	Followers: 1,306
Instagram	Followers : 665
Email Newsletter	Followers: 1,122

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

	<b>Visits</b>	<b>Unique Visitors</b>
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<b>October</b>	3,216	2,480
<b>November</b>	4,234	3,067
<b>December</b>	4,117	2,603
<b>TOTAL for Q3</b>	<b>11,567</b>	<b>8,150</b>

**Visits:** the number of visits made by all visitors. (This could be described as the number of "sessions", implying the possibility of multiple pages per visit and multiple visits per unique visitor).

**Unique Visitor:** the number of persons or computers (hosts) that have made at least 1 hit on 1 page of the website during the current period. If a user makes several visits during this period, it is counted only once. Visitors are tracked by IP address, so if multiple users are accessing the website from the same IP (such as a home or office network), they will be counted as a single unique visitor.

**Trip Advisor and Facebook**

On Trip Advisor, the Museum ranks Number 2 out of 17 things to do in Saffron Walden on this Travel and Tourism review website, of the 139 reviews, 71% rate us as 'Excellent'. On Facebook there are 23 reviews, the Museum has been Recommended by 147 people and is rated at 5 Star.

**5 Education, Events and Outreach**

**5.1 Education**

**Loan and Reminiscence boxes:**

<b>Box</b>	<b>Borrowers</b>	<b>Purpose</b>	<b>Users</b>		
			<b>Children</b>	<b>Adults</b>	<b>Total</b>
Reminiscence 1950s	Saffron Walden Dementia Café (carried over from last quarter)	Reminiscence		14	14
Local History	SWCH (carried over from last quarter)	Teaching + open evening	300	4 + 500 at opening evening	804
Victorians	Debden School (carried over from last quarter)	Teaching	28	3	31
Prehistory	All saints school (carried over from last quarter)	Teaching	30	2	32
WW2	The Laings -	Local history event		100	100
Vikings	St Mary's School SW	Teaching	30	3	33
Toys and Games	Kathrine Semar	Teaching	63	3	66
Egypt	Rickling Primary School	Teaching + assembly	130	10	140
Greek	Linton Heights	Teaching	29	3	33
		<b>Totals</b>	<b>610</b>	<b>642</b>	<b>1252</b>

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

	<b>Children</b>	<b>Adults</b>
No. learning in sessions taught by Learning Officer in Museum (3 sessions)	81	11
No. in independent visits to Museum	39	6
Nos. reached in visits to schools, care homes or other venues by Learning Officer	63	8
Nos. benefiting from loan and reminiscence boxes (details in table above)	610	642
<b>Total users of Museum Learning Services: 1,460</b>	<b>793</b>	<b>667</b>

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

<b>Date</b>	<b>Event</b>	<b>Visitors</b>
Oct	Print Workshop for Trefoil Guild	11
30 Oct	Spooky Forest Mobile	90
31 Oct	Ghost in a Jar	116
1 Nov	Wildflower seed sowing	3
1 Nov	Museum at Night	160
15 Nov	Private View "From Death Masks to Diaries"	48
1 Dec	Include Museum Shop Sunday	34
9 Dec	Museum Society Christmas Party	73
20 + 21 Dec	Fabulous Festivities craft activities Xmas wreaths and Victorian photos)	14
	<b>Total visitors for on-site activities and events</b>	<b>549</b>

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

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

<b>Date</b>	<b>Event</b>	<b>No. Attending</b>
3 Oct	Finger casting at the Museum for "From Death Masks to Diaries" Oxley (Appeal for participants on social media)	10
8 Oct	Finger casting for "From Death Masks to Diaries" at SW Market, Charlotte Pratt and Jenny Oxley (40 people engaged through discussion – death mask taken to display)	40
	Finger Casting with the "Together in Sound Cast", Charlotte Pratt and Jenny Oxley (in liaison with Saffron Hall)	20
16 Oct	Finger casting at Faireycroft house with young writers group , Charlotte Pratt	15
	<b>Total</b>	<b>85</b>

**5.4 Other Museums and Local Groups: support and liaison (Uttlesford)**

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

- Heritage Development Group, 2 committee meetings, 1 site meeting and assisting with text and comments on design of Battle Ditches interpretation panels, Carolyn Wingfield
- Dunmow Museum Committee, 14 October, Carolyn Wingfield
- Fry Art Gallery, Carolyn Wingfield
- Searcher Metal Detecting Club I evening meeting attended, 4 November, Carolyn Wingfield
- Essex Field Club at Museum for Wildlife at Night survey, 1 November. James Lumbard.
- Gibson Library – Research for Fire Brigade exhibition (April-July 2020) and re-launch of Gibson Library, Jenny Oxley
- Essex Record Office (SW Library, ERO access point) – Research for Fire Brigade exhibition (April-July 2020) Jenny Oxley
- Local History Recorders and Historical Journal - Research and planning for Fire Brigade exhibition (April-July 2020) Jenny Oxley
- Essex 2020 – Uttlesford Hub - STEM exhibition and related events (July –Oct 2020) Jenny Oxley
- Saffron Walden TIC – town merchandising and event PR (Wendy-Jo Atter & Charlotte Pratt)
- Audience Development project (NLHF Resilient Heritage) Julia Holberry meetings with local stakeholder groups
- Special Roadside Verges project – 1 meeting, 2019 annual reports, missing posts and plaques, checking November verge cut, 2 planning application responses, Sarah Kenyon, James Lumbard

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

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

- Museums Essex – members meeting, Chelmsford Museum, 6 December, Carolyn Wingfield
- MEE (Museums East of England / SHARE) Meeting at Sudbury and seminar on the Creative Case for Diversity, 15 October, Carolyn Wingfield
- SHARE Museums East of England Conference at North Hertfordshire Museum, Guest speakers and networking with regional museum colleagues, 18<sup>th</sup> November, Jenny Oxley
- Museum Mentor two volunteer run museums, one in Bedfordshire and one in Hertfordshire, Jenny Oxley
- Essex Fire Museum – Research and planning for Fire Brigade exhibition (April-July 2020) Jenny Oxley
- Essex County Fire & Rescue Service - Research and planning for Fire Brigade exhibition (April-July 2020) Jenny Oxley
- Cambridge Science Centre - STEM exhibition and related events (July –Oct 2020) Jenny Oxley & Charlotte Pratt
- Stow Maries Great War Aerodrome near Maldon, Essex – CEO visited us and offered to assist with

Museum Development project.

- Collections Trust (CT) – in December Carolyn and Jenny took part in a phone conference with CT and other museums regarding digitising collections and providing access to them online, exploring the idea of a national collections aggregator system.

**Local Performance Indicator**

<b>Performance Indicator</b> <b>PI 49</b>	<b>Q3 Actual</b>	<b>Q3 Target</b>	<b>Annual (Cumulative)</b>	<b>Annual Target 2019-20</b>
<b>Users of the Museum Service</b>	3,750	3,000	11,366	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:**

User figures exceeded the target by 25%, mainly due to continuing demand for schools loan and reminiscence boxes. Outreach activities (finger casting of the Death Masks to Diaries exhibition) also extended the Museum's audiences to new participants.

**Main Museum activities and items to note for Q4 2019-20 Jan – March 2020**

**1 Museum Management and Staff**

- NLHF Resilient Heritage Project – reports from the consultants Fourth Street due in January for project steering group. Further audience development work (Julia Holberry) and consultation to undertake.
- Museum Accreditation: review and revision of collections policies, plans and procedures ongoing
- Internal Audit report due

**2 Buildings and Site**

- Completion of the Castle works
- Follow-up remedial work resulting from a comprehensive hard wiring check
- Natural History store ceiling repair , requiring removal of collections from store in Museum
- Replacement of flat roof felting at back of Museum
- Review and revision of policies, plans and procedures for Accreditation

**3 Collections and Research**

- Digitisation and collections online research and planning
- Ongoing documentation of collections (Modes)

**4 Displays and Visitor Services**

- Website improvements (with Tony Morton, Museum Society)
- Exploring online ticket selling (Art Tickets)
- Completion of Visitor Insight East (VIE) surveys (by end of January) with SHARE Museums East of England to feed into the Audience Development Study (NLHF Resilient Heritage project)

**Temporary Exhibitions:**

- ***From Death Masks to Diaries*** – *The Many Faces of Portraiture* continues until 22 March (Charlotte)
- ***All Fired Up*** – *Exhibition research and planning for exhibition with Essex Fire Museum (Grays), part of Essex County Fire & Rescue Service on the history of local and regional fire-fighting (4 April-11 July). Planning meeting at SW Museum, 21 Jan; Exhibition Changeover for two weeks 2 March-3 April (Jenny)*
- ***STE(A)M 2020*** – exhibition research and building local and regional links for exhibition this quarter in advance of the exhibition July-October 2020.

**Object of the Month** will feature:

- **January:** Nautilus shell (Sarah)
- **February:** Snowy Owl, link to Harry Potter Book Day (James)
- **March:** Medieval decorated tiles (Carolyn)

**Curiosity Corner** (Charlotte) will feature:

- **January:** Crystals (ongoing from December)
- **February:** Owls/Harry Potter
- **March:** Hares

***Your Stories* (Jenny)**

- A new Your Stories display by the WW1 themed textile project "Sawdust Hearts" will open in late January and run until June 2020, with an associated event held in May.

**5 Education, Events and Outreach**

**January**

**Loan boxes**

- Heather Mount: Fossils
- St Marys: Romans
- Rickling: Romans

**Activities**

- Birthday party trail (2 January)
- Uttlesford STEM Essex 2020 Hub meeting (9 January)
- Art Club
- Minis
- Toddler STEM

**February**

- Heritage School visit Museum

**Activities**

- Photography workshop (7 February)
- SW Snapshots (collections explorer session) (15 February)
- Cambridge Chinese Centre – Saffron Walden Familiarisation visit – TBC (27 February)
- Toddler STEM
- February Half-Term activities: Mask Making, Clay Head, Dastardly Disguises
- Minis
- Art club

**March**

**School Visits**

- St Mary's SW Mini Museums
- J Hull - Local History 60 pupils (tbc)

**Activities**

- Creative Writing (7 March)
- Saffron Walden Rocks (craft activity linked to Facebook group) (14 March)
- Museum Society Talk (linked to Your Stories - Sawdust Hearts)
- Art Club
- Minis
- Toddler STEM