

**MUSEUM MANAGEMENT WORKING GROUP held at CHAIRMAN'S OFFICE
- COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, ESSEX CB11
4ER, on TUESDAY, 23 JANUARY 2018 at 6.00 pm**

Present: Councillor R Chambers (Chairman)
Councillors B Light, V Ranger, G Sell and L Wells

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

MMG15 MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 4 October 2017 were received and signed by the Chairman as a correct record.

MMG16 MUSEUM SOCIETY CHAIRMAN'S REPORT

The Working Group considered a report from the Chairman of the Museum Society.

MMG17 MUSEUM QUARTERLY REPORTS

The Working Group considered the latest two quarterly reports from the Curator. The Curator noted the following specific points.

Learning and Outreach Officer

The new Learning and Outreach Officer had had a positive effect on the museum since she began her work in September. There had been an increase in the number of education sessions held, both at and away from the museum. Actions had been taken to limit excessive numbers of visitors attending activity sessions, ensuring a good quality of experience for those attending the sessions. Improvements in services for those with special needs were also taking place, with focus groups for dementia patients and their carers to improve object handling.

Museum Shop

The Museum Admin Officer had done a lot of work on the shop and small stock. There had been an increased visitor spend per head. The Visitor Attraction Quality Assurance Scheme had rated the museum at 75% overall, but the retail element had only received a 60% score because of the small space in the shop. Members said it would be good for the Museum if the shop could take card payments. The Assistant Director – Corporate Services said the monthly cost of taking card payments was not high, but the cost of the till and of training staff

and volunteers to use it would be costly. He and the Curator would be looking into this further.

In response to questions from members, the Curator said the event would be reported on in the next quarterly report. The Chairman thanked the Curator for the Museum's work on the event.

Members asked about the possibility of providing refreshments to members of the public. The Curator said this was something that the Museum would like to do if it had a larger foyer.

MMG18 MENDOZA REVIEW OF MUSEUMS IN ENGLAND

The Working Group considered the report.

The Curator said the report gave an overview of the recommendations from the Mendoza Review and the Review of the Heritage Lottery Fund that were relevant to Saffron Walden Museum.

MMG19 TIMETABLE FOR HLF PROJECT APPLICATIONS AND FORWARD PLAN REVIEW

The Working Group considered the report.

The Curator said the Forward Plan was in need of review. The first draft of the revised Forward Plan would be ready by mid-April.

MMG20 DRAFT PROJECT ENQUIRY FOR RESILIENT HERITAGE GRANT

The Working Group considered the report.

The Curator said the Museum needed to do this as part of the preparation process for applying for a Resilient Heritage Grant.

MMG21 DATE OF NEXT MEETING

Potential dates for the next meeting were discussed as 8 and 9 May 2018.

Subsequent to the meeting, the date of the next meeting was agreed as Tuesday 8 May 2018.

The meeting ended at 6.50pm.