

**MUSEUM MANAGEMENT WORKING GROUP held at COMMITTEE ROOM - COUNCIL OFFICES, LONDON ROAD, SAFFRON WALDEN, ESSEX CB11 4ER, on TUESDAY, 8 MAY 2018 at 6.00 pm**

Present: Councillor R Chambers (Chairman)  
Councillors B Light and L Wells

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

Also present: T Watson (Museum Society Representative)

**MMG22 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies were received from Councillors Ranger and Sell, Richard Priestly, Paul Salvidge and Paul Walker.

**MMG23 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 24 January were approved and signed by the Chairman as a correct record, subject to noting the following members of the Museum Society were present: R Priestley, P Salvidge, P Walker and T Watson.

**MMG24 MUSEUM SOCIETY CHAIRMAN'S REPORT**

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

The Chairman of the Museum Society noted the society was planning a bake off event in the summer.

**MMG25 QUARTERLY REPORT: JANUARY - MARCH 2018**

The Working Group considered the quarterly report from the Curator. The Curator noted the following specific points.

**Staff Shortages**

The amount of staff on planned and unplanned leave had meant that managing the Museum to full capacity had been difficult.

**Lift Upgrade**

The Museum's lift had been upgraded to comply with the latest fire safety regulations.

### **Visits**

School bookings had been picking up. The learning pages of the Museum's website were now the most viewed. The Museum was considering mailing out posters to schools to encourage them to book visits from the Learning Officer. Shop and ticket sales had been positive, but a St Valentines event had to be cancelled due to lack of sales. With funds from the Resilience Grant, the Museum hoped to commission an audience analysis to understand how to encourage more people to visit the Museum.

The Chairman apologised for the poor Member attendance at the Chairman's charity event hosted by the Museum. He said the work of all its staff was much appreciated.

In response to a question from Councillor Light, the Curator said the Museum would consider providing free entry for the Fete De La Musique.

In response to a question from Councillor Wells, the Curator said parish magazines could be useful for publicising events at the Museum.

## **MMG26 DRAFT FORWARD PLAN 2018**

The Working Group considered the report.

The Curator said the Museum would soon be invited by the government's national Accreditation Scheme for public museums and galleries to complete a mid-term accreditation update. The Forward Plan would need to be finished to be included in this update.

Members discussed the problems of staff retention at the Museum. Competent young staff were well-trained at the Museum but then tended to leave to take on other roles elsewhere. The Chairman said this was the nature of working at a small museum.

The Chairman thanked the Chairman of the Museum Society for working through the Forward Plan with the Curator. The Assistant Director – Corporate Services said the Cabinet Member for Communities and Partnerships, had offered to be another sounding board for the Curator.

## **MMG27 RESILIENT HERITAGE PROJECT ENQUIRY FORM**

The Working Group considered the report.

The Curator said she had submitted the draft project enquiry form online but had not yet received feedback. She hoped to do so soon.

**MMG28 DATE OF THE NEXT MEETING**

It was agreed that early September would be an appropriate date for the next meeting. The final date would be decided once the Democratic Services Officer had been able to investigate room availability.

The meeting ended at 6.50pm.