

Norfolk Joint Museums Committee

Date: **Friday, 27 October 2017**

Time: **14:00**

Venue: **Edwards Room, County Hall,
Martineau Lane, Norwich, Norfolk, NR1 2DH**

Persons attending the meeting are requested to turn off mobile phones.

Membership

Norfolk County Council

Mr P Duigan

Mr D Harrison

Mr H Humphrey

Mr M Kiddle-Morris

Mr G Nobbs

Ms C Rumsby

Mr T Smith

Mr M Storey

Mr J Ward

Norwich City Council

Mrs J Brociek-Coulton

Ms A Haynes

Ms M Maxwell

Borough Council of King's Lynn & West Norfolk

Mrs E Nockolds

Broadland District Council

Mr D Buck

Breckland District Council

Mr H Castle

Great Yarmouth Borough Council

Mr B Lawn

South Norfolk District Council

Mr R Savage

North Norfolk District Council

Mrs M Prior

Co-opted members (Non-Voting)

Arts Council

Ms K Fawcett

Museum Friends

Mr J Knight

**For further details and general enquiries about this Agenda
please contact the Committee Officer:**

Tim Shaw on 01603 222948 or email committees@norfolk.gov.uk

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A g e n d a

1. **To receive apologies and details of any substitute members attending**

2. **JMC Minutes of 30 June 2017**

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3. **Declarations of Interest**

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is on your Register of Interests you must not speak or vote on the matter.

If you have a **Disclosable Pecuniary Interest** in a matter to be considered at the meeting and that interest is not on your Register of Interests you must declare that interest at the meeting and not speak or vote on the matter

In either case you may remain in the room where the meeting is taking place. If you consider that it would be inappropriate in the circumstances to remain in the room, you may leave the room while the matter is dealt with.

If you do not have a Disclosable Pecuniary Interest you may nevertheless have an **Other Interest** in a matter to be discussed if it affects

- your well being or financial position
- that of your family or close friends
- that of a club or society in which you have a management role
- that of another public body of which you are a member to a greater extent than others in your ward.

If that is the case then you must declare such an interest but can speak and vote on the matter.

4. **Any items of business the Chairman decides should be considered as a matter of urgency**

- 5.1. **Breckland Area Committee minutes - July 2017**

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- 5.2. **Great Yarmouth Area Committee minutes - July and September 2017**

Page 17

- 5.3a. **King's Lynn and West Norfolk Area Committee minutes July 2017**

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- 5.3b. **King's Lynn and West Area Committee minutes - October 2017**

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5.4.	Norwich Area Committee minutes - July and September 2017	Page 47
6.	Finance Monitoring Report for 2017/18 Report by Executive Director of Community and Environmental Services	Page 55
7.	Risk Management Report by Executive Director of Community and Environmental Services	Page 61
8.	Performance and Strategic Update Report Report by Executive Director of Community and Environmental Services	Page 71
9.	Collections Review and Rationalisation Programme 2015-18 Report by Executive Director of Community and Environmental Services	Page 83
10.	Norwich Castle Keep: Gateway to Medieval England-Project and Fundraising Update Presentation by Head of Museums	Page

Chris Walton
Head of Democratic Services
 County Hall
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Date Agenda Published: 19 October 2017



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NORFOLK JOINT MUSEUMS COMMITTEE

Minutes of the Meeting Held at County Hall, Norwich on 30 June 2017 at 2.00pm ^{Item 2}

Present:

Norfolk County Council

Mr P Duigan
Mr H Humphrey
Mr M Kiddle-Morris
Mr G Nobbs
Mr M Sands (sub for Ms C Rumsby)
Mr T Smith
Mr M Storey
Mr J Ward (Chairman)

South Norfolk District Council

Mr R Savage

Borough Council of King's Lynn and West Norfolk

Mrs E Nockolds

Norwich City Council

Mrs J Brociek-Coulton
Mr D Bradford (sub for Ms M Maxwell)
Ms A Haynes

Broadland District Council

Mr D Buck

Great Yarmouth Borough Council

Mr B Lawn

Co-opted Member (Non-Voting)

Museum Friends

Mr J Knight

1 Election of Chairman

1.1 Resolved

That Mr J Ward be elected Chairman of the Joint Committee for the ensuing year.

(Mr J Ward in the Chair)

2a Election of Vice-Chairman

2.1 The names of Mrs J Brociek-Coulton and Mr D Buck were moved and duly seconded.

2.2 On being put to the vote there 9 votes in favour of Mr D Buck and 4 votes in favour of Mrs J Brociek-Coulton whereupon it was

Resolved

That Mr D Buck be elected Vice-Chairman of the Joint Committee for the ensuing year.

2b Les Cole a long-serving and dedicated member of Norfolk Museums Service's Eastern Area Team who had recently passed away

The Committee stood for a minute's silence in recognition of Les Cole a long-serving and dedicated member of Norfolk Museums Service's Eastern Area Team who had recently passed away. As well as being a member of the NMS Les Cole had a number of other roles relating to the history of Great Yarmouth, including supporting the Nelson Museum. He will be greatly missed.

3 Minutes

- 3.1** The minutes of the previous meeting held on 31 March 2017 were confirmed by the Joint Committee and signed by the Chairman.

4 Welcome to new Members of the Joint Committee and apologies for absence

- 4.1** The Chairman welcomed to the Committee those new Members who were attending their first meeting.
- 4.2** Apologies for absence were received from Mr D Harrison, Ms M Maxwell, Mrs M Prior and Ms C Rumsby.

5 Declarations of Interest

- 5.1** There were no declarations of interest

6 Matters of Urgent Business

- 6.1** There were no matters of urgent business.

7 Political Representation on the Joint Museums Committee

- 7.1** The annexed report (7) by the Secretary of the Joint Committee was received.
- 7.2** Members received a report that set out the political representation on the Joint Committee and asked for appointments to be made to the Urgent Business Sub-Committee for 2017/18.
- 7.3** Members were informed that the vacancy on the Joint Committee for a Member of Breckland District Council had been filled by Mr H Clarke (a Labour Member). The political balance on the Joint Committee was amended as follows:

Conservative	11
Labour	5
Liberal Democrat	1
Green Party	1

7.4 Resolved –

- (a) That the political composition of the Joint Museums Urgent Business Sub-Committee for 2017/18 be as follows:

Conservative	4
Labour	2
Green	1

(b) That the following Members be appointed to serve on the Joint Museums Urgent Business Sub-Committee for 2017/18:

- Mrs J Brociek-Coulton (Labour)
- Mr D Buck (Conservative)
- Mr H Humphrey (Conservative)
- Mr G Nobbs (Labour)
- Ms A Haynes (Green)
- Mr m Kiddle-Morris (Conservative)
- Mrs E Nockolds (Conservative)
- Mr J Ward (Conservative)
- Mr P Duigan (Conservative substitute member)

8 Finance Monitoring Report for 2016/17

8.1 The annexed report (6) by the Head of Museums was received.

8.2 Members received a report that covered the Norfolk Museums Service (NMS) budget out-turn for 2016/17, including the revenue budget, reserves and provisions and the capital programme.

8.3 The Joint Committee was informed that the NMS had achieved a break-even revenue budget outturn for 2016/17.

8.4 The Joint Committee **resolved** to note –

The final revenue budget, capital programme and reserves and provisions positions for 2016/17.

9 Risk Management Report

9.1 The annexed report (9) by the Head of Museums was received.

9.2 The Joint Committee received a report that provided Members with the latest Norfolk Museums Service Risk Register as at May 2017.

9.3 Members were informed of the measures that the NMS had taken to mitigate against the risks that were set out in the report, particularly with regard to preventing the theft of museum objects and safeguarding against significant damage from flooding at Museum sites.

9.4 Members were assured that the NMS had made adequate arrangements to prevent accidental and deliberate damage to museum objects. While any such incidents of significance were rare they would be reported at the earliest possible opportunity to the Chairman, Vice-Chairman and other Party Spokespersons. This was, however, not considered to be an issue of such significance that it needed to be included within

the risk register.

9.5 The Joint Committee **resolved** to note –

- **The risks in the latest risk report and how they compared to those in the report taken to the previous meeting.**
- **The risk data, information and analysis presented in the risk register report and that the recommended mitigating actions identified in the report were appropriate.**

10 Norfolk Museums Service – Performance & Strategic Update Report

10.1 The annexed report (10) by the Head of Museums was received.

10.2 The Joint Committee received a report that provided progress with performance over the current financial year 2017/18, details as to museum education and learning programmes, marketing and PR, partnerships, commercial developments, Norwich Castle Keep and other capital developments, NMS fundraising, the Arts Council England funding programme and the DCMS National Museums Review.

10.3 During discussion, the following key points were noted:

- The Joint Committee was informed that Museum visits across all 10 NMS sites for the financial year 2016/17 were 387,610, a figure that was in line with expectations and reflected a very successful year. Total visits across the 10 museum sites for April 2017 were 37,800 compared to 33,061 in April 2016, representing a positive start to the season.
- The numbers of school visits to NMS museums for the financial year 2016/17 were confirmed as 49,763, a figure that exceeded the last two record years in which the school visit numbers were 45,032 and 45,505. This excellent result was very much at odds to the national picture of declining school visits to museums.
- The high numbers of school visits were attributed to the strong and relevant school learning programmes and the significant effort of the learning teams across the NMS. An example of this work was the NMS involvement in the County Council initiative “Count on Norfolk” that was designed to help children and young people engage successfully with maths. The creative approach taken with this learning programme was a major contributor to the high school visitor figures.
- The good visitor figures for the financial year 2016/17 represented a very successful year driven by a strong marketing performance and a successful exhibitions and events programme.
- The NMS remained confident of maintaining visitor figures of 400,000 visits across the 10 NMS sites plus outreach and special events attendance and of keeping school visits at the 45,000 level.
- The Joint Committee was pleased to hear that the NMS had secured major investment from Arts Council England for the next four years of £6,557,808.
- The funding from Arts Council England ran from April 2018 to March 2022, and would enable the Service to move forward with its ambitious plans for the transformation of Norwich Castle Keep as well as continue to enhance the temporary exhibitions and permanent galleries, extend the events programme

across all museums, create opportunities for skills development, lifelong learning activities and increase its work with schools and young people.

- The Joint Committee was also pleased to hear that the NMS had supported an application to the Heritage Lottery Fund to celebrate the 250th anniversary of the first modern circus in Britain. The celebration was due to take place in 2018. Partners in the application included Museums Sheffield and Tyne & Wear Museums and Archives, along with local organisations including Seachange Arts in Great Yarmouth.
- Members discussed the local connections between Seachange Arts and Great Yarmouth museums and Peter Jay, the owner of the Great Yarmouth Hippodrome circus; the only circus left in Britain that was still used for its original purpose. The Great Yarmouth Hippodrome was very much a national treasure and remained central to the town's entertainment. A successful application to the HLF would help in introducing the Great Yarmouth Hippodrome and its links to Great Yarmouth Museums to a new audience. It would also help strengthen circus links elsewhere within the NMS.

10.4 The Joint Committee resolved:

- 1. To note progress regarding development of the Keep at Norwich Castle which is outlined in paragraph 5 of these minutes.**
- 2. To note the plans for 2017/18 including the current and future exhibition and events programme and the Service's progress in achieving a balanced budget.**
- 3. To note the Arts Council England's new funding programme for 2018-22 and progress with the Service's funding applications.**

11 Norwich Castle Keep Development Project

- 11.1** The Joint Committee received a presentation from Dr John Davies, the Chief Curator, about the Norwich Castle Keep development project.
- 11.2** Dr Davies said that along with the recreation of the 12th Century Royal Palace, the project would enable a unique form of partnership, displaying national treasures from the British Museum collections alongside exquisite artefacts from Norwich Castle's own medieval collection, in a new *British Museum Gallery of the Medieval Period*. Regular communication was being held between curatorial and project teams at NMS and the British Museum in order to develop concepts for the British Museum Partnership Gallery of the Medieval Period within the Keep.
- 11.3** An initial development grant of £462,400 was a major boost to the multi-million pound plan to transform Norwich Castle's iconic Keep into one of the region's premier heritage attractions. A further £8.7 million had been earmarked towards the project and a second application for the full grant would be made at a later date.
- 11.4** The Project Team had officially entered the Development Phase of the project the work from which would form the basis of the second-round application to the Heritage Lottery Fund, which was expected to be submitted in late 2017/early 2018.

The meeting concluded at 3.45 pm.

Chairman

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BRECKLAND COUNCIL

Item 5.1

At a Meeting of the

BRECKLAND AREA MUSEUMS COMMITTEE

**Held on Wednesday, 19 July 2017 at 2.00 pm in
Gressenhall Farm & Workhouse Museum, Fakenham Rd, Gressenhall, Beetley,
Dereham NR20 4DR**

PRESENT

Councillor C Bowes

Mr H. E. J. Clarke (Chairman)

Mr P. R. W. Darby

Mr R.G. Kybird

Mr P.J. Duigan

Mr W. R. J. Richmond (Vice-Chairman)

In Attendance

Dr. Robin Hanley

Hannah Jackson

Samantha Johns

- Head of Operations and Learning
- Operations Manager - West
- Collections and development Manager
- Democratic Services Officer

Action By

9/17 CHAIRMAN

Resolved that Councillor Clarke be appointed Chairman for the ensuing year.

10/17 VICE-CHAIRMAN

Resolved that Councillor P Duigan be appointed Vice Chairman for the ensuing year.

11/17 MINUTES

The minutes of the meeting held on 27 February 2017 were confirmed as a correct record.

12/17 APOLOGIES

Apologies had been received from David Blackburn, Oliver Bone and Councillor Eagle (NCC).

13/17 CHAIRMAN'S ANNOUNCEMENTS (IF ANY)

The Chairman congratulated Councillor Richmond on his appointment as Vice Chairman.

He thanked Gressenhall Museum staff for the comprehensive and informative tour of the Collections Gallery.

Action By

14/17 URGENT BUSINESS

None.

15/17 DECLARATION OF INTERESTS

None.

16/17 ANCIENT HOUSE, MUSEUM OF THETFORD LIFE REPORT

Dr. Robin Hanley presented the report for the period March – June for Ancient House Museum Thetford.

- 1.1 Thetford Remembers 1914-1918. He advised on 11th November 2018 Ancient House would be involved with Thetford Town Councils evening beacon lighting event to mark the centenary of the Armistice.
An exhibition was planned for Ancient House representing the peace and aftermath of the First World War and would contribute to Norwich Castle's event running from August 2018 to early 2019. He advised that Kate Thaxton, Curator, would bring together all local commemorative exhibitions.
- 1.3 The Story of Thetford Pulp Ware Exhibition. He advised the exhibition would end December 2017 and had been supported by Arts Council England (ACE).
- 2.1 He confirmed work was continuing to create a permanent gallery dedicated to Duleep Singh. Working with Essex Cultural Diversity whose focus was celebrating diversity, a Punjab festival was planned for July 2018. He advised funding schemes offered by Heritage Lottery and ACE were being investigated.
- 2.2 The new temporary exhibition, to open at Ancient House December 2017 was planned to be "Handmade". The display would cover different material with sections on textiles, ceramics, wood, metal and stone.
- 3.1 Holiday activities. An events flyer had been produced promoting activities during the school summer holidays. This flyer had been widely distributed and sent to local schools.
- 3.4 The current programme of learning opportunities for schools remains relevant and current to the needs of the schools in a demanding time with budget and curriculum changes. In total across the 10 museum sites there had been 50,000 school children visit. 2331 of these visited Ancient House. It was noted that elsewhere in the Country school visit numbers had decreased but had increased at Ancient House.
- 4.2 A column remained present monthly in the Thetford and Brandon Times newspaper. This highlighted the exhibitions and events at Ancient House and proved the venue was effective at being kept

Action By

in the public eye.

4.3 Social media. Ancient House currently had 2481 Twitter followers and 551 likes on Facebook. It was highlighted that both the History Club and the Teenage History Club raised awareness of the Museum through Social Media. He advised Melissa Hawker kept alert to local and national social media campaigns, "Kids in museums" take over days had been very effective in their use of social media to highlight the Museum.

5.2 The Museum remained part of the "Teaching Museum Programme". Trainees joined for 12 months on a paid scheme with a development programme. He advised trainees need no formal qualifications just an enthusiasm for museums and heritage. Sam Bellotti is the current trainee, with time being spent at both Lynn Museum and Ancient House. The previous trainee Imogen Clarke had now started a full time job at the Fan Museum.

Account funding – Over the last three years Norfolk Museum Services had received £4 million in funding through the Arts Council England's "Major Partner Museum" programme. He advised that from April 2018 this funding stream would come to an end, and an application had been made in February 2017 with the Arts council to be a "National Portfolio Organisation". Announcements were made in June, many museums applied and he was pleased to report that Norfolk Museum Services application had been approved. This meant funding of £4.8 million over 2018-2022 and covered the cost of temporary exhibitions.

As a service they had been successful in their application for a Heritage Funding, "Kick the Dust" was a long term project engaging with young people. They had managed to secure £750,000 to deliver the project over 4 years. They would work in partnership with YMCA and Creative Collisions Great Yarmouth.

Cllr Clark thanked Robin for the report. He queried how long the handmade exhibition would run for.
RH advised they have one exhibition a year.

Cllr Clark asked what the dates were for filming and airing of "Antiques Road Trip" as it was reported they would be filming at Ancient House.

HJ advised there were no dates set but an initial discussion had taken place.

Cllr Clark requested that a transmission date be advised when known so panel members could watch it. He congratulated the team on their successful funding bids.

Cllr Darby queried if the First World War exhibition at Norwich Castle was confined to Norfolk Museums as he was aware Bishop Bonners Museum in Dereham had a good collection of pieces.

RH confirmed the focus was on Norfolk Museum sites but there

Action By

was an opportunity to work with other museums.
Cllr Darby also pointed out that Gressenhall Museum was a Prisoner of War camp for two years, 100 years ago.
RH explained that the exhibition at Norwich Castle had links to Swanton Morley Barracks and looked at the difficulties faced by servicemen and their families in the First World and today.

Cllr Darby queried the reason for low visitor figures at Lynn Museum.
RH explained that there had not been a drop in paid admissions but there had been a drop in family admissions and free admission days. He advised the Time and Tide museum had performed very well. There was a Titanic exhibition there currently and this had increased both the school visitor numbers and paid visitor admission numbers.

Cllr Ward queried how well the Teenage History Club was attended.

RH advised there was succession planning in place so History Club members could join the Teenage Club as the older members left. He confirmed there was a waiting list to join the History Club.

Cllr Kybird asked which umbrella the Saturday Science Club sat.
RH advised there were currently no Saturday Science Clubs running within Norfolk Museum Service Sites although Saturday Art Clubs were held in Norwich and Great Yarmouth.

17/17 GRESSENHALL FARM AND WORKHOUSE REPORT

Hannah Jackson – Operations Manager West presented the report for Gressenhall Farm and Workhouse to members.

Cllr Clark noted that 137 visitors visited Gressenhall on the Lottery Players preview day that had stated it was their first visit, he queried whether the reason for their visit that day had been captured.
HJ advised that the event had been free of charge to Lottery Players and had been picked up by the local press and social media. It was understood these visitors used the free entry as an opportunity to visit.

Cllr Richmond noted the marquee was in the ground and were people using it for wedding service and reception.
HJ confirmed the most recent wedding used the Chapel only for their service. There were three more weddings booked for 2017 and they were all using the site for the service and reception. She advised they respond to the needs of each individual couple.
Cllr Richmond asked who provided the catering.
HJ confirmed the Mardlers Rest café on site was used for all catering needs.

Cllr Ward queried on the flyer it stated the only assistance dogs were permitted on site and was this a new rule.
HJ confirmed it was in place prior to her employment and she

Action By

understood the policy was driven by livestock issues.

Cllr Richmond advised that it would soon be the bi-centenary anniversary of the Suffragette movement and were there any events planned for this.

RH confirmed that it was being looked at for Norwich, the Shirehall had submitted a draft bid for Heritage funding however he would feedback the potential for an event at Gressenhall.

Cllr Clark queried if the recent Symphonic concert would run again in future years.

HJ advised there had been 270 visitors at the evening performance and would explore future opportunities.

RH commented that the logistics for holding the event were comprehensive and to replicate it at the same high standard would require additional funding.

Cllr Darby advised he attended the concert and had thoroughly enjoyed it.

**18/17 COLLECTIONS REVIEW AND RATIONALISATION PROGRAMME
2015-18**

Samantha Johns – Collections and Development Manager presented the report.

Cllr Clark queried if the preferred option for the items listed was to transfer to another museum as opposed to disposal.

SJ confirmed if items couldn't be transferred the museum would retain them rather than dispose of them.

Cllr Ward queried if item 35 was an incorrect photograph.

SJ confirmed it was. The item is a clock and not a soda syphon as pictured, it was an incorrect image link.

Cllr Ward asked if the Museum service had a cigarette machine in the collection.

SJ advised there was no specific note confirming the service had one in the collection however the one listed did not fit with the collection policy and had no local connection.

SJ advised the items would be advertised through the Museum Journal. She suggested that at the next Breckland Area Museum Partnership meeting held at Gressenhall, members might wish to have a tour of the collection store to view the items and storage.

Resolved that the objects listed in the report be advertised for transfer or disposed of.

The meeting closed at 15:40

CHAIRMAN

Area Museums Committee

Item 5.2

Minutes

Tuesday, 11 July 2017 at 10:30

Present :

Councillor Lawn (in the Chair); Councillors Jeal and Robinson-Payne (GYBC)

Councillor Thirtle (Norfolk County Council)

Dr R Hanley, Mr A Smith, Mr C Stott, Ms J D'onoghue, Ms S Johns and Mr W Courts
(Norfolk Museum Service)

Mr R Hodds (Corporate governance Manager GYBC)

1 MR L COLE

The Chairman referred to the recent death of the Norfolk Museum Service Employee Mr Les Cole and Members stood in one minutes silence as a tribute.

2 APOLOGIES FOR ABSENCE

There were no apologies for absence.

3 DECLARATIONS OF INTEREST

There were no Declarations of Interest declared at the meeting.

4 MINUTES

The minutes of the meeting held on the 2 March 2017 were confirmed.

5 MUSEUMS REPORT FOR GYAMC

The Area Operations Manager presented the report which provided Members with information on Great Yarmouth Museums activities for the period March to July 2017 as follows :-

1) Exhibitions at Time and Tide

1.1) Titanic - Honour & Glory (1 April 2017 - 24 September 2017)

The exhibition opened to the public on 1 April and since then visitor numbers, feedback and retail sales have been hugely positive.

The exhibition is dedicated to preserving the legacy of the White Star Line and their fleet of ships which included, Titanic, Olympic and Britannic. The exhibition features many rare and previously unseen artefacts, including chinaware from the Titanic and luxurious interior fittings from the other ships.

The press preview on 6 April was attended by Harbour Radio and Archant whilst a recorded interview for Radio Norfolk was aired on the Titanic show opening date.

The EDP followed up with the article '9 things to see in Titanic' and the Museum were also featured as the April EDP Object of the Month – highlighting the Endeavour pocket watch and the connections between this display and the exhibition. The marketing graphics look really striking in the large prints on the banners and they work especially well on bus sides.

1.2) Endeavour Project

An additional Titanic item, a pocket watch belonging to a third class passenger on the ship, is also on display. A small exhibition and interactive area to highlight and promote this unique piece is on show by the Wreck and Rescue gallery in the Time and Tide Museum to coincide with the main exhibition. The loan of this poignant piece was arranged from Royal Museums Greenwich as part of the HLF- funded Endeavour Partnership.

1.3) Forthcoming Exhibitions

Only in England (21 October 2017 - 15 April 2018)

A touring exhibition from the Science Museum/National Media Museum of photographs by Tony Rae-Jones and Martin Parr.

Martin Parr has made a new selection, including 57 previously unseen and unpublished works from the National Media Museum's Ray-Jones archive. Shown alongside The Non-Conformists (Parr's rarely seen work from the 1970s), this selection forms a major new exhibition, which demonstrates the close relationships between the work of these two important photographers and provides an elegant and exciting visual counterpoint between them.

2. Events

2.1) Easter and spring Events

At Time and Tide a repeat event was run over the Easter period with Lost at Sea on both the 5th (169 attending) and 12th April. Visitors experienced different ways to survive being lost or stranded at sea including learning Morse code and handling collections related to maritime rescue which are not normally on display. A craft activity each day engaged families, the first was the Kraken whirlpool where visitors could create a ship and see if it could survive the swirling waters or be destroyed.

Children really enjoyed seeing this deserted island with all its detail and they cheered when another family member's ship did not make it. The second craft was a Glitter Fairy, making Morse code bracelets. There were Catapults and Castles on 7th April at the Tolhouse Gaol where a castle fort was built before being invaded by dragons and knights which could be knocked down by elastic band catapults. At Elizabethan House the Easter holidays started with Ruffs, Cuffs and Crowns on 3rd April (71) with Artlike helping visitors create some fabulous paper collars, cuffs and sparkly crowns.

2.1) Titanic Events

The increased interest in the Titanic exhibition has also extended to the events programme linked to the show. The commemoration event on the Saturday 15th April marked the 105th anniversary of the sinking. Titanic: That Fateful Night (155), brought some passengers back to talk about life aboard this 'Unsinkable ship'. We also had the first of our Titanic talks by John Balls, who spoke about the five Norfolk Survivors. A total of 48 people attended this including visitors who travelled from Devon for the day just to come to the exhibition and attend the talk for their son's birthday as he had such a keen interest in this subject. With the Titanic trail you 'travel' around the ship talking to well-known characters including Captain Smith, designer Thomas Andrew as well as the NMM pocket watch passenger Robert Douglas and discover different facts about the ship.

2.2) Museums at Night

Time and Tide- HMS Time & Tide- Edwardian Passenger liner

Time and Tide was filled with the sights and sounds of an Edwardian passenger liner inspired by our Titanic: Honour and Glory exhibition. Down in

the galleries below, music of the third class passengers could be heard with visitors playing along with drums and tambourines, and crew member Nigel was teaching the art of Morse code while telling people about the 'Unsinkable Titanic'.

Tolhouse- Mutiny (Referencing Mutiny on the Bounty)

There was a Mutiny at the Tolhouse Gaol. The museum had been taken over by its crew and the captain was locked in the cells. Visitors were put through their paces as they learnt to fight with a sword and see if they could be top of the leader board when loading the cannon as the crew sought to find the best of the best to join them. Meanwhile, in the cells below, the captain tried to bribe people into letting him go free so he could reclaim his ship.

Elizabethan House- Trade Routes (Tudor Merchants)

At Elizabethan House those with the gift of haggling could try their hand at outwitting our merchant out of her exotic goods straight off the ships. Upstairs the merchants wife with her vast and fine wardrobe was teaching these 'poor untidy souls' the art of dressing in the finest Elizabethan fashions.

It was reported that overall a strong year for the evening with a total of 1997 people visiting all three museums up by 48% on last year's total (1350). Time and Tide had the majority of the visitors with 861, an increase of 39%, Tolhouse with 633 up 66% and Elizabethan House with 503 up 45%.

3. Other Museum Developments

3.1) Sea History Differently

The project - funded by the Esmée Fairbairn Collections Fund - will transform access to our important maritime and historic boat collections. Specialist boat conservation and enhanced collections documentation and research will provide a starting point for community co-curation of a maritime fine art exhibition at Time & Tide that will be delivered for summer 2018. As the first phase of this project, the conservation work on the boats displayed in the courtyard at Time and Tide, scheduled to start in June, has begun. The transportation was successful of the first beach skiff, 'Grace' to the specialist boat conservator's workshop in Fakenham. Staff from the Museum of the Broads helped to facilitate the move. The skiff was safely and efficiently moved off site before the museum opened. It took a 7.30am start and 9 members of staff to lift the boat onto rollers before being loaded onto a trailer.

3.2) Visit of the British Museum Trainees

We were successful in our application to the British Museum to work in partnership with their HLF Skills for the Future Learning Museum programme. Our BM trainee Mauro Maia started with us last year on his 12 month secondment. In April, via Mauro's British museum contacts, we welcomed the

full British Museum Learning Trainee cohort to Time & Tide. They spent the morning covering the basics of collections documentation with Rosalind, our collections officer, followed by a session on object condition checking. In the afternoon a practical photography covered the basics of collections photography and taking photographs to go alongside a documentation (MODES) record. The day shared an insight into the work of our collections trainee and provided some new skills in regards to handling, documenting and photographing museum collections.

3.3 Creature Comforts - Summer Intervention at Elizabethan House

Mauro Maia and our new Exhibitions and Events Trainee, Alanna Baker, are working together and planning a small exhibition in the toy room at Elizabethan House to reinvigorate the space for the summer holidays.

The exhibition will focus on much loved childhood toys and their associated memories. It will also offer interactive play opportunities for families with small children – this material will also be available to visitors beyond the summer period of the exhibition.

Calls to the public have been put out, including to the local Portuguese community, via Mauro. Our Learning team will run a special summer holidays session of the Little Kippers under 5's group in the exhibition space at Elizabethan House focusing on a Teddy Bears Picnic theme.

4. Learning

The learning team have been busy as ever with innovative youth engagement projects taking place in Great Yarmouth and record breaking schools visit figures supported by events developed as part of the Stories from the Sea programme.

4.1) Crafting History Exhibition

The final Artist in residence led programme of workshops has been completed. Glass artist Alex R was selected by a panel of young people to lead the workshops for young people and their teachers and to create an installation inspired by our collections. Eight tutors, technicians, learning support assistants and museum staff took part in a glass skills workshop at Great Yarmouth College. They learned how to cut, decorate and fuse glass to create their own tiles and small bowls. The Museum is delighted to report that as a result Great Yarmouth High School are regularly doing glass work with their year 11 students. Sixteen students from three high schools and two colleges took part in an intensive three days of workshops at Time and Tide and Great Yarmouth College. They learned about the history of local glass objects from museum collections, such as buoys and roman glass, before using them for inspiration to design an individual lightbox. Expertly guided by Alex, they learned to cut, decorate, fuse and grout their pieces according to their bespoke designs.

Additionally Alex led one day with ten textiles students at East Norfolk Sixth Form and another day with selected students at Great Yarmouth College. All of the further education students have used their pieces to support their course work and at least three have included them in their portfolio for successful university interviews.

The Crafting History final exhibition was launched on 27th April and runs until September 9th. A celebration of two years, twenty four days of student workshops involving one hundred and fifty students, six professional development days (CPD), six public event days and six artists creating site specific work. Creative Collisions students and artists are exhibiting side by side in the galleries amongst the objects which inspired them. The event was very well attended and included presentations by the NMS Head of Service, the Creative Collisions Chairperson and most importantly two of the young participants.

Many students, parents, artists, teachers, school & college staff came along. Great Yarmouth Borough Councillors, Norfolk and Suffolk Festival Bridge and the local press also attended.

Exhibition visitors are taking part in a Craft Heritage trail and are eligible to win an original Sally Hirst print from a specially adapted 1950s art vending machine.

This project has been made possible by a grant from the Heritage Lottery Fund – Young Roots programme.

4.2 National Art & Design Saturday Club

The Museum reached the end of our pilot year running the club in partnership with East Coast College. It has been a fantastic year with sixteen young people taking part in a broad range of creative activities during 30 weeks at Time and Tide Museum and East Coast College.

Master Class

The end of last term saw the group finish with a fabulous masterclass with award-winning designer, Henry Franks (www.henryfranks.net) at Time and Tide Museum courtesy of The Saturday Club Trust. The aim of the workshop was to teach the group about ideas and how important they are- how to have them, how to develop them, and how to turn these initial ideas/sketches into an actual product.

Using the museum as their inspiration for ideas the group was left to explore both the collections and the building itself to try and identify what they would redesign. These ideas were then developed and the group encouraged to think outside the box with Henry reiterating, 'anything is possible if you can think it up'. Finally, Henry had the group designing and making lamps from pine battering, helping them turn a few quick sketches into a working product whilst safely using hand saws, drills and other tools.

Carnival

Art club members took part in the Great Yarmouth Arts Festival carnival with colourful flags and banners inspired by the town's seaside culture. The young people really enjoyed taking part in what proved to be a really lively event.

Summer Show

Work created by our talented art club members has been on show at Somerset House in London as part of the annual Saturday Club show organised by the Sorrell Foundation.

On the 18 June club members went with their families to see the exhibition and take part in a celebration event.

The young people were visibly proud to see their art displayed in such a prestigious venue alongside the work of other clubs from around the country. The Museum are currently seeking funding to run the club again next year. Most of the current club members want continue next year and there is a waiting list of young people wanting to join us in September.

Funded by Arts Council England & Enjoy-Great Yarmouth

4.3) Big Draw

Creative Collisions youth arts network teamed up with Flipside to run a lively Big Draw event in June. Young people and families to part in activities in the Market Place and St Georges Theatre including; graffiti, life drawing and cartooning.

4.4) record Breaking School Numbers at Time & Tide Museum

The Eastern Area Learning Team has had another record breaking year. The Time & Tide Museum in Great Yarmouth received 9,117 school pupil visits between April 2016 & March 2017, up 1,606 on last year's record total and up by around 2,500 on previous years.

Over 50% of these pupil visits were made by pupils attending schools within the Borough of Great Yarmouth, which demonstrates how well the Time & Tide is meeting one of its main objectives of engaging and inspiring young people through their local heritage.

These outstanding numbers are largely due to a high quality learning programme delivered by a dedicated & hugely creative team of museum educators.

4.5) Great Yarmouth Pupils visit the National Maritime Museum

Two hundred pupils from Edward Worlledge Primary Academy, St George's Primary School & Great Yarmouth Primary Academy visited the National Maritime Museum and the Cutty Sark thanks to the Department for Education & Arts Council England supported Museums & Schools programme. Pupils

took part in the fantastic new
National Maritime Museum literacy workshop: Trafalgar Tales!

All the children had a wonderful time, with many saying it was their first visit to the capital city. Thank you to Arts Council England, the Department for Education & our partner museums for making it all possible.

4.6) Norfolk Nelson Museum Partnership

The Museum are pleased to report that the Norfolk Nelson Museum in Great Yarmouth has joined the Stories from the Sea partnership group, which already comprises of the Time & Tide Museum, the National Maritime Museum in Greenwich, Cromer Museum and the RNLi Henry Blogg Museum in Cromer. The Eastern Area Learning team will be working closely with Nelson Museum Curator Kerry Robinson-Payne and her dedicated group of volunteers to create a full day school event focusing on Norfolk's greatest hero : Lord Horatio Nelson

4.7) Collections Stories Project

April saw the opening of a new 'Titanic Stories' exhibition at Time and Tide Museum. This is part of a national project funded by the Heritage Lottery Fund called "Collections Stories".

The National Maritime Museum is working with regional partners to explore ways to use NMM collections to engage different audiences. The Museum currently have an artefact from the Titanic and are using this to engage people with the issue of migration.

The museum have worked with BBC Voices & ESOL students from GY College, who have created films about their experiences of coming to live in Great Yarmouth from different countries. Some follow up workshops will be undertaken with these young people helping to interpret objects that will be on display at the NMM in the new 'Endeavour' galleries.

We will also be organising a range of public events linked to the Collections Stories project:

- Human Library event at Great Yarmouth Library during refugee week (24th June)
- Public event at Time and Tide (15th July)
- Vox Pop Recording at Out There Festival (16th & 17th Sept)

4.8) Migration Norfolk Network

We have also recently joined the Migration Norfolk network that has been set up as part of a UEA research project looking at the impact of migration in Norfolk with a focus on inter-community relations in Great Yarmouth. The

network has been formed to provide a forum for the university and arts and cultural organisations to share information and work on collaborative projects addressing the theme of migration. We have used the network to access support for our 'Human Library' event and we have also linked with local artist Kevin Hunn about collaborating on an art project with primary schools to explore the history of migration in Great Yarmouth. This would happen in summer term 2018.

4.9) Requiem – An Act of Remembrance

Creative Collisions youth arts network has just been awarded a Heritage Lottery Fund Young Roots grant to run a project commemorating the experiences of Great Yarmouth people in the First World War. Groups of young people working on the project will help to create an exhibition, make a film of the project, create visual art pieces, compose an original piece of orchestral music and perform alongside members of the BBC Concert Orchestra in a commemorative concert in March 2018.

We will be working in partnership with Orchestras Live, Norfolk Music Service, Norfolk Libraries, Norfolk Record Office, Norfolk Regimental Museum, Historic England, Norwich Writers Centre and BBC Voices as well as schools and colleges in the Creative Collisions network.

This project is funded by the Norfolk Music Hub and Heritage Lottery Fund - Young Roots Programme.

4.10) Great Places - Making Waves

We are part of a consortium led by Great Yarmouth and Waveney Councils that was successful in receiving funding from a new funding scheme called Great Place. The pilot Great Place Scheme is one of the flagship measures from the Government's Culture White Paper and has two central aims: to ensure that the considerable investment in culture made by organisations like the Heritage Lottery Fund and Arts Council England has the maximum positive impact on jobs, economic performance, educational attainment, community cohesion and health and wellbeing; and to enable ambitious civic organisations and local businesses and communities to invest in and put culture at the heart of their thinking.

The Making Waves project will support a significant increase in Heritage and Cultural activities across Great Yarmouth and Lowestoft. It will also support the development of Enjoy-Great Yarmouth and its counterpart, Lowestoft Rising and foster closer working relationship between the two Local Cultural Education Partnerships. Time and Tide Museum has funding for a programme of partnership work with museums in Suffolk.

5. Partnerships

5.1) Cultural Heritage Partnership

Great Yarmouth museums continue to actively support a range of local

partnerships. The Head of Operations & Learning & the Operations Manager East attend the Great Yarmouth Cultural Heritage Partnership meetings and also sit on the steering group.
The Learning Manager – East is part of the Cultural Educational Partnership.

5.2) Cultural Education Partnership

Our Learning Manager continues to chair this network, branded Enjoy – Great Yarmouth. We are continuing to lead this cultural education partnership, working with schools and cultural organisations in the town to create more opportunities for children and young people and the various projects and networks listed above show the success of this partnership working.

6) Visitor numbers

The Area Operations Manager reported on the year to date visitor numbers for the Time and Tide, Elizabethan House and Tolhouse Gaol.

RESOLVED :

That the Great Yarmouth Museums briefing report for the period March to July 2017 be noted.

6 RATIONALISATION REPORT

The Committee considered the Head of Museums report with regard to the Collections Review and Rationalisation Programme 2015 to 18. Members were advised as part of its strategy to review service needs and reduce costs Norfolk Museum Service has an ongoing Collections Review and Rationalisation Programme where by collections are reviewed on a regular basis and those which are not suitable for future display or study needs may be found alternative homes.

The program follows best practice as advised by Arts Council England's Museums Accreditation standard and the Museums Association Code of Ethics standards of which have been incorporated into the Norfolk Museums Service Collections Development Policy. Accordingly Members considered the Head of Museum's report which proposed rationalisation of various items.

RESOLVED :

That approval be given to the rationalisation of the Great Yarmouth Museums items listed in Appendix 2 of the Head of Museums report.

7 LEARNING DEPARTMENT

Members considered a presentation from the Eastern Area Learning Manager with regard to the following issues :-

- Great Place - Making Waves
- Creative Collisions
- Recream Project
- Storied from the sea
- Collection Stories
- Kick the Dust
- Circus 250

As part of the presentation Members viewed a video with regard to the activities carried out by Creative Collisions.

The Chairman recorded the Area Museums Committee's thanks and appreciation to the staff of the Norfolk Museum Service for all their work in connection with Great Yarmouth Museums.

The meeting ended at: 11:30

Area Museums Committee

Minutes

Friday, 22 September 2017 at 10:00

Present :

Councillor Lawn (in the Chair); Councillors Jeal, Mavroudis and Myers.

Councillor Hacon attended as substitute for Councillor K Grey

County Councillor Smith-Clare and Thirtle

Mr A Smith, Ms J O'Donoghue, Mr C Stott and Mrs T Hall (Norfolk Museums)

Mrs S Wintle (Senior Member Services Officer)

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors K Grey and Robinson-Payne.

2 DECLARATIONS OF INTEREST

There were no Declarations of Interest declared at the meeting.

3 MINUTES

The minutes of the meeting held on the 11 July 2017 were confirmed.

4 MUSEUMS REPORT FOR GYAMC

The Area Operations Manager presented the report which provided Members with information on Great Yarmouth Museums activities for the period July to September 2017 as follows :-

1. Exhibitions at Time and Tide

1.1 Titanic – Honour & Glory (1 April 2017 – 24 September 2017)

The Titanic exhibition will close later in September after a hugely successful six month run which has delivered strong visitor numbers and retail sales whilst customer feedback has been hugely positive.

The exhibition, dedicated to preserving the legacy of the White Star Line and the iconic ship, has lifted visitor figures 30% since April and an additional 3,700 people have visited Time and Tide across July and August. Admissions income is up 57% with August delivering an increase of over 100%.

1.2 Endeavour project - pocket watch

The loan of an additional Titanic item, a pocket watch belonging to third class passenger Robert Douglas Norman who perished in the disaster on the morning of 15 April 1912, was arranged from Royal Museums Greenwich as part of the HLF- funded Endeavour Partnership. A small exhibition and interactive area to highlight and promote this unique piece has been on show by the Wreck and Rescue gallery in the Time and Tide Museum to coincide with the main exhibition. This loan agreement has been extended with RMG for the poignant piece to stay on display in Time and Tide until 15 April 2018.

1.3 Forthcoming Exhibitions

Only in England (21 October 2017 – 15 April 2018)

A touring exhibition from the Science Museum/National Media Museum of photographs by Tony Rae-Jones and Martin Parr opens at Time and Tide in October.

Fascinated by the eccentricities of English social customs, Tony Ray-Jones spent the latter half of the 1960s travelling across England, photographing what he saw as a disappearing way of life. Humorous yet melancholy, these works had a profound influence on photographer Martin Parr. Parr has now made a new selection, including previously unseen and unpublished works from the National Media Museum's Ray-Jones archive and this selection forms a major new exhibition.

Alongside the exhibition we are holding a photography competition Only In The East which will run from 21st October 2017 until 16th March 2018, and have categories for under 16 year olds and adults. Martin Parr has confirmed he will act as head judge.

Photographers of all ages are invited to take inspiration from the iconic photographic work by Tony Ray-Jones and Martin Parr featured in the exhibition, and to share their own interpretations of East Anglia. Through the Only In The East project, the museum hope to gather images that represent the distinctive character of East Anglia today and competition entrants will draw inspiration from Only in England and respond in their own photographic style. Photographs could show anything from iconic scenery and places, to the people and customs that give East Anglia its unique identity and fascination.

New learning activities based on Only in England are being designed and the Youth Engagement Officer for GY will run a Wide Angle youth photography group session, with a brief set by Martin Parr, which will feature in the community gallery at Time and Tide, alongside digital screens showing the competition entries plus another with images from the GY photographic archives.

Details are being finalised for a series of family events and adult learning workshops to accompany the exhibition and work is progressing on a sensory photographic trail. Banners are being installed on Tuesday 26 September and Only in England flyers are now in distribution phase.

Changing Tides (26 May 2018 – 9 September 2018)

Our 2018 summer exhibition, Changing Tides: Visions of a Norfolk Coast, at Time and Tide Museum will be the centrepiece of the Sea History Differently project, funded by the Esmée Fairbairn Collections Fund. The project aims to transform engagement with maritime collections through the heritage and cultural history of Great Yarmouth, including working with local people who will co-curate the exhibition. The exhibition will chart the depiction of the Norfolk coastline over 200 years, with a particular focus on the town of Great Yarmouth and its role in the development of British landscape painting.

As part of this exhibition we have formally requested works from the Tate and are expecting to hear back in the next few weeks. We have also requested works from National Museums Wales and are in discussions with several other lenders. To support this project we have also submitted further funding bids to the Weston loan programme and the Fore (Bulldog Trust).

2. Events

2.1 Summer Events

At Time and Tide (2nd August) the firm favourite, Science Day returned with a sci-fi theme. Mad Science held mini shows throughout the day teaching the science behind making slime, kinetic energy and electricity. Philip Harvey

made mini daleks and brought along his very own Tardis with all the sound effects and lights. There were 310 visitors on the day, up by 42% from last year's Science Day.

Next was the First World War event *Stenches in the Trenches* (16th August), where Nurse Angela and Sergeant Amies of the Norfolk Regiment explained what life was like for those on the front line. The day featured the 'What's in this Sock?' game as well as lots of great handling objects. 229 visitors came in, an increase of 31% on last year.

The museum introduced *Sea Monsters Day* (23rd August) investigating the myths of the sea as well as viewing some of the museum's natural history objects. The kraken activity was popular as visitors could see how their boat making skills fared against a whirlpool and water spraying monster. Artlike created mini sea monsters such as bubble wrap jelly fish. Maritime themed face painting complemented the activities. *Sea Monsters* attracted **189** people a 45% increase against last year.

The first Double Bumper History Days with *Paupers and Parlours* (31st July) was a joint event at both Elizabethan House and the Tolhouse Gaol. At Elizabethan House Mandy the maid asked willing children to help clean the house the way Victorians used to. Whereas in the Tolhouse her daughter Izzie explained what life was like in the workhouse and taught visitors how to write with a quill and ink. 87 people visited Elizabethan House and 68 the Tolhouse Gaol.

For the *Rags and Riches* event (14th August) the visitors met our Georgian lady who discussed the latest fashions and etiquette from the period. This brought 86 people into Elizabethan House and 76 into the Tolhouse Gaol.

2.2 Titanic events

Explored life aboard *Titanic* (9th August). Visitors experienced the world of a crew member and a lady from first class. The crew member explained the layout of the ship and how even the crew found it difficult to navigate their way around as well as teaching Morse code.

In the exhibition gallery the first class passenger talked about how to dine in style, asking visitors to lay out the perfect table setting whilst explaining the etiquette required to be in first class. Record number of event visitors that day were seen, with 631 people participating. The repeat *Titanic Day Out* event on the 30th August attracted 386, making it the second most attended event of the summer.

2.3 Sea History Differently events

The *Sea History Differently* project has run the first of the fifteen required events at the museum, which was delivered in collaboration with the *Crafting History* project. The 'All Aboard! Maritime Discovery Day' saw wood carving artist Jill Brewster return to showcase her talent and skill through a live

demonstration in the courtyard. Her work on the day was inspired by the fishing boats and she created 3 boat name plaques for the Coronation, Grace and Shipmates. Jen and Brogan hosted a craft activity competition which invited visitors to create their own plaques for a new boat name - the winning name selected 'Merry Mermaid' will be carved onto a 4th name plaque by Jill to be displayed as part of the boat building display in the Changing Tides exhibition next summer. Mauro and Morris were on hand with some ship models and provided an opportunity for visitors to engage with collections that are not normally on display and are kept in store. The day went well and was a useful pilot event for what can be achieved when working to deliver maritime themed events as part of the project in the museum. The day saw 159 visitors in total.

2.4 Heritage Open Days

The Maritime Festival (Saturday 9th and Sunday 10th September) gave the opportunity to promote the museums for HOD's and show some of our handling collections. We also collected some Maritime Memories for the Sea History Differently project and offered craft activities making maritime badges and boats.

Time and Tide engaged for the first time as part of Heritage Open Days. The Rows 1940's shop was open with Gemma and Phoebe handing out rations of jelly beans as a treat for visitors coming in. The courtyard boats featured banners explaining the conservation work taking place and information on the different boats.

3 Other museum developments

3.1 Sea History Differently project

The conservation work on the courtyard boats at Time and Tide continues. The skiff Shipmates returned from the conservator Kelvin's studio and her structural work began at the end of July. As with the work on the other skiff Grace, this requires a huge amount of stripping and rubbing down to expose the bare original wood.

Grace is nearing completion as all structural and stripping down work has been completed, just leaving the re-painting to be finished. Work on the larger shrimper boat Coronation has also begun, as the team work first on her exterior, removing any rotten and damaged wood before giving her a coat of paint.

4 Learning

The Learning Manager presented the Learning report which provided Members with information on Great Yarmouth Museums Learning activities for the period July to September 2017 as follows :-

4.1 Crafting History Exhibition

The crafting histories exhibition has helped to draw in the crowds over the summer, with art works created by artists and residence and local students on display throughout the museum. The artworks have added another dimension to the museum galleries and we are hoping to be able to keep some of the larger pieces on display after the exhibition comes to an end in September.

The project is now drawing to a close and we will be writing a full evaluation report that will demonstrate the impact on the young people who took part.

This project was led by the Creative Collisions youth arts network and was made possible by a grant from the Heritage Lottery Fund - Young Roots programme

4.2 Requiem - An Act of Remembrance

This First World War centenary project is now up and running and we are pleased to have recruited Rachel Duffield to work as project coordinator. Groups of young people working on the project will help to create an exhibition, make a film of the project, create visual art pieces, compose an original piece of orchestral music and perform alongside members of the BBC Concert Orchestra in two commemorative concerts at the Hippodrome on 2nd March 2018. All committee members will receive an invitation to this event.

The museum will be working in partnership with Orchestras Live, Norfolk Music Service, Norfolk Libraries, Norfolk Record Office, Norfolk Regimental Museum, Historic England, Norwich Writers Centre and BBC Voices, as well as with schools and colleges in the Creative Collisions network.

Over the summer initial research has been carried out in local archives and made arrangements for research workshops with young people in September. Young people have been recruited to a steering group to help shape the project activities. Filming will start in September and music workshops with Sarah Freestone from BBC Concert Orchestra will take place in October and November. The Norfolk Music Hub team are recruiting primary schools to take part in choral activities from January onwards.

This project is funded by the Norfolk Music Hub and heritage Lottery Fund - Young Roots Programme.

4.3 Wide Angle Photographers

The museum have been working with a group of young people from local colleges to develop their skills and experience as photographers. They have received training and support from professional photographers and covering events staged by local cultural and community organisations. The pictures taken during the past year will be featured in an exhibition at Great Yarmouth library in October. The museum are delighted to have received a project brief from internationally acclaimed photographer Martin Parr for the young people

to complete. Their responses will be on show alongside the Only in England exhibition that opens at Time and Tide on the 21st October.

4.4 National Art & Design Saturday Club

Time & Tide Museum and East Coast College

Following the success of last year's Saturday Club which culminated in an incredible showcase of student work at Somerset House, a second year of the Club is currently being organised and due to start again on the 30 September.

The museum saw a full house this year of 22 young people from local schools in and around the Great Yarmouth area including Great Yarmouth High School, Ormiston Venture, Acle Academy and Flegg High School, and we have attracted attention just over the Suffolk border from Benjamin Britten School.

There is a new schedule of creative activities to challenge and enthuse the group including typography and photography exploration, life drawing, clay work, a trip to the Sainsbury Centre to visit 'The Russian Season' exhibitions and a trip to Central Saint Martins and a London gallery to finish off the first term.

The museum will continue to work in partnership with East Coast College and their creative staff to facilitate these sessions and use both venues for inspiration and delivery.

4.5 - Schools - Record Breaking School Pupil Visits during Summer Term at Time& Tide Museum

The Time & Tide Museum has once again had a record breaking summer term on the schools front, with over 3,500 pupil visiting between April & July 2017. This incredibly high level of demand further demonstrates the reputation the museum has with local teachers for consistently delivering top quality learning experiences for their pupils.

Titanic: Honour & Glory

The Time & Tide Learning Team has created an innovative & exciting workshop inspired by the fantastic *Titanic: Honour & Glory* exhibition. Working in partnership with the Norwich Writers Centre, the workshop takes children back to April 1912 to meet some of the passengers aboard the infamous ship, including local passenger Ellen Bird.

An incredible 1,200 local pupils took part in the workshop over 3 months.

4.6 Stories from the Sea

The literacy project continues in partnership with National Maritime Museum, RNLi Henry Blogg Museum and the Norfolk Nelson Museum. To date the project has helped to significantly increase schools visits at the Time and Tide.

Work is continuing with the Nelson Museum to create a joint event for primary schools which should pilot in the autumn term, and a conference is being planned at the National Maritime Museum in March 2018 for museums working to support schools literacy teaching.

4.7 Collections Stories Project

The 'Titanic Stories' exhibition at Time and Tide Museum has drawn big crowds over the summer the museum are very pleased that they have been able to negotiate an extension of the loan of the Titanic pocket watch to April 2018 as part of the national Heritage Lottery Fund project - "Collections Stories". The National Maritime Museum is working with regional partners to explore ways to use NMM collections to engage different audiences. We are using the project to record and share stories of people who have moved here from other countries and placing these in an historical context.

Alongside the exhibition a number of public engagement events have been held:

- Human Library event at Great Yarmouth Library during refugee week (24th June)
- Music, story-telling and dance event at Time and Tide (15th July)
- Vox Pop Recording at Out There Festival (16th & 17th Sept)

As part of the project ESOL students from East Coast College will be taking part in workshops with staff from National Maritime Museum to help interpret objects that will be featured in a new @Sea Things@ gallery that will open in Greenwich in September 2018.

The museum have also recently joined the Migration Norfolk Network that has been set up as part of a UEA research project looking at the impact of migration in Norfolk with a focus on inter-community relations in Great Yarmouth. A workshop at eth museum was supported in July which resulted in a series of photographs that will be exhibited at Time and Tide in September. We are also hosting an event at the museum in November where academics from the UEA will share the findings from their research.

4.8 Great Places - Making Waves Together

The museum is part of a consortium led by Great Yarmouth and Waveney Councils that was successful in receiving funding from a new funding scheme called Great Place. The pilot Great Place Scheme is one of the flagship measures from the Government's Culture White Paper and has two central aims: to ensure that the considerable investment in culture made by organisations like the Heritage Lottery Fund and Arts Council England has the maximum positive impact on jobs, economic performance, educational attainment, community cohesion and health and wellbeing; and to enable ambitious civic organisations and local businesses and communities to invest

in and put culture at the heart of their thinking.

The Making Waves project will support a significant increase in Heritage and Cultural activities across Great Yarmouth and Lowestoft. It will also support the development of Enjoy-Great Yarmouth and its counterpart, Lowestoft Rising and foster closer working relationship between the two Local Cultural Education Partnerships. Time and Tide Museum has funding for a programme of partnership work with museums in Suffolk. Shortly the museum will be recruiting a full time project officer to support the development of the Local Cultural Education Partnerships in Great Yarmouth and Lowestoft as well as offering support to grass roots cultural organisations in Great Yarmouth.

Head of Service (Steve Miller) and Learning Manager (Colin Stott) will also be joining the new Cultural Board being set up to oversee the implementation of the Making Waves culture strategy.

5 Visitor Numbers

The Area Operations Manager reported on the year to date visitor numbers for the Time and Tide, Elizebethan House and Tolhouse Gaol.

County Councillor Thirtle asked in relation to the safety of the potential Tate artwork loans that had been requested and whether the museums had adequate security for such artwork, and he was advised that extra measures would be put in place at the Time and Tide should the museum be successful in acquiring the artworks on loan.

Councillor Myers sought clarification in relation to the museum visitor numbers for June at the Tolhouse Museum, and he was advised that figures differed from 16-17 to 17-18 due to the number of school visits and a trial of Friday openings which had occurred in 16-17 which had not been undertaken this year. Councillor Myers also asked in relation to financial stability at the museums, and he was advised that although the museums were very reliant on funding and grants, they were confident at the present time.

Councillor Jeal asked whether there had been school visits to the museum in August, and he was advised that no school visits had been undertaken in August and the strong visitor figures were delivered with a vibrant events programme and the popular Titanic exhibition.

RESOLVED :

That the Great Yarmouth Museums briefing report for the period July to September 2017 be noted.

5 SEA HISTORY DIFFERENTLY PROJECT

The Committee considered the Curator, Great Yarmouth Museum's Sea History Differently report which detailed the following projects :-

- Boat Conservation - Research and Discovery
- Boat Conservation - Behind the paint
- Exhibition object selection - social history collections & exceptional fine art NMS Collections
- Potential Loans
- Events and working with young people

RESOLVED :

That the Committee note the Curator's report.

6 YOUTH ENGAGEMENT

The Committee considered the Youth Engagement Officer's report which detailed the following areas of work undertaken within the Eastern area:-

- National Art & Design Saturday Club
- Wide angle photography young volunteers
- Requiem
- After Hours - Creative drop in sessions for 14-24 years olds
- Teen Twitter Takeover day
- Collection Stories 'Endeavour'
- Continuing relationships

RESOLVED :

That the Committee note the Youth Engagement Officer's report.

The meeting ended at: 12:00

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK

KING'S LYNN AND WEST NORFOLK AREA MUSEUMS COMMITTEE ^{Item 5.3a}

Minutes from the Meeting of the King's Lynn and West Norfolk Area Museums Committee held on Monday, 24th July, 2017 at 3.00 pm in the Card Room, Town Hall, Saturday Market Place, King's Lynn PE30 5DQ

PRESENT: Councillor Mrs E Nockolds (Chairman)
Councillors A Bubb, M Chenery of Horsburgh,
H Humphrey (Vice-Chairman), T Smith and A Tyler

1 **APPOINTMENT OF CHAIRMAN FOR THE MUNICIPAL YEAR 2017/2018**

AGREED: That Councillor Mrs Nockolds be appointed as Chairman for the Municipal Year 2017/2018.

2 **APPOINTMENT OF VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2017/2018**

AGREED: That Councillor Humphrey be appointed Vice-Chairman for the Municipal Year 2017/2018.

3 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from T Humphreys, S Miller, Councillors J Ward, Mrs A Wright and Mrs S Youngs.

4 **MINUTES**

The notes from the meeting held on 13 March 2017 were agreed as a correct record.

5 **MATTERS ARISING**

There were no matters arising.

6 **DECLARATIONS OF INTEREST**

Councillor T Smith advised that he was also a County Councillor.

7 **REPORT OF THE HEAD OF OPERATIONS AND LEARNING**

The Committee received the report from the Head of Operations and Learning as circulated with the Agenda.

Robin Hanley, Hannah Jackson and Oliver Bone presented the report.

The above officers responded to questions relating to:

- The Breen brothers who went to King Edward Seventh Grammar School in King's Lynn and objects from the last two decades.
- Ways to boost attendance at Museum events – for example, articles in Parish Council magazines, leaflet distribution to schools, on-line publicity and use of social media.
- The Museum's fortnightly History of King's Lynn in 100 Objects series with the Lynn News generated significant interest - Medieval cheese press, a presentation sword given to Captain Manby, a gold ring and sailmaker's leather palm.
- Recent purchase of a painting by Henry Baines of the Cemetery Chapels at the Hardwick Road Cemetery. Photos to be published on website and information panels in the Lynn Museum.
- Pilgrim badges collection.
- Junior Friends of King's Lynn Museum Scheme.
- Forties Event.
- HLF Funding for improving the interpretation and display of the South Gates which included a budget for volunteer development.
- Pop up recital held at the Lynn Museum during King's Lynn Festival.
- Number of visitors on a Sunday.
- Digital Pilgrim Project – 10 to 12 Curators had attended the event.
- King's Lynn Pilgrim Trail.
- Digital interpretations at the Lynn Museum.
- Schools Programme/visits.
- Outreach activities – new boxes of handling artefacts were being created for use with schools. Travelling exhibitions to schools.
- How Museum events were promoted.

S Thompson, Chairman of the Friends of Lynn Museum provided an overview of forthcoming events organised by the Friends. It was noted that the Annual General Meeting would be held on 9 October 2017. The Committee was currently looking for new Members, a Treasurer and Secretary.

Councillor Tyler provided background history on Lord Bentinck/Disraeli and commented that contact could be made with Buckinghamshire Museum to consider any joint working proposals.

Councillor Tyler advised that with regard to the Forties Event he had been contacted by a resident in his Ward about wartime and explained that he would schedule a visit to the gentlemen and forward any useful information onto officers at the Lynn Museum.

The visitor figures were tabled and it was reported that numbers were 1,000 down for the same period last year. The Committee was provided with an overview of the campaign “History in your Hands” which had just been launched.

The Head of Museums and Operations updated the Committee on funding which had been awarded as set out below:

- Arts Council – funding secured for a four year period 2018/2022 at £1.2m per annum. It was reported that in addition to the £1.2m per annum and addition £1.7m had also been secured for the next four years to continue to support the Museums service.
- Kick Dust Project, part of a one-off HLF programme. The bid had been successful and the Museums Services had been awarded £750,000 for working with younger people aged between 16 and 24 years. Only 12 grants had been awarded in the country.

Councillor Humphrey commented that it would be useful if in future reports text as follows be added under Resources Implications – There are no resource implications. The Head of Operations and Learning undertook to include text under Resource Implications in future reports.

RESOLVED: The Museum Trainee, Sam Bellotti be invited to attend a future meeting of the Committee.

8

SCHEDULE OF MEETINGS

9 October 2017

Meeting to be held in the Lynn Museum at 2.15 pm. Prior to the meeting, the Committee are invited to undertake a visit to Aikman’s Yard.

11 December 2017

This meeting to be rescheduled to 4 December 2017 at 2.15 pm in the Council Chamber, Town Hall.

19 March 2018

To be held at 2.15 pm in the Card Room, Town Hall.

The meeting closed at 4.36 pm

BOROUGH COUNCIL OF KING'S LYNN & WEST NORFOLK
KING'S LYNN AND WEST NORFOLK AREA MUSEUMS COMMITTEE Item 5.3b

Minutes from the Meeting of the King's Lynn and West Norfolk Area Museums Committee held on Monday, 9th October, 2017 at 2.15 pm in the Lynn Museum, Market Street, King's Lynn, PE30 1NL

PRESENT: Councillor Mrs E Nockolds (Chairman)
 Councillors T Bubb, M Chenery of Horsburgh, H Humphrey (Vice-Chairman),
 T Smith, A Tyler, Mrs A Wright and Mrs S Young

Councillor J Ward, Chairman of the Joint Museums Committee
 Mr K Leonard, Treasurer - Friends of Lynn Museum

Officers: S Bellotti, O Bone, R Hanley, H Jackson – Norfolk Museums Service

1 APOLOGIES FOR ABSENCE

Apologies for absence were received from County Councillor D Collis and Susan Thompson.

2 MINUTES

The Minutes of the meeting held on 24 July 2017 were agreed as a correct record.

3 MATTERS ARISING

There were no matters arising.

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 REPORT OF THE HEAD OF OPERATIONS AND LEARNING

The Committee received the report from the Head of Operations and Learning which provided information on King's Lynn Museum activities for the period from July to September 2017, circulated with the Agenda.

R Hanley, H Jackson, O Bone and S Bellotti presented the report.

The above officers responded to questions relating to:

- Two recently restored pictures/Baines paintings currently stored at Aickman's Yard and creation of space to display at Lynn Museum to enable the general public to view.

- Museum programme/exhibitions regularly used items stored at Aickman's Yard.
- Lending items/collections to other Museums.
- Shoes exhibition – attracted a significant number of visitors.
- Displays regularly rotated in order to incorporate new acquisitions.
- Potential of Guildhall to accommodate future exhibitions.
- Baines Paintings – suggestion made to produce a limited edition calendar for fund raising purposes.
- Opportunities to create temporary exhibitions – example given of the shoes.
- Potential development opportunities at the Town Hall
- Lynn Museum able to apply to loan objects/collections from national museums.
- Group of trainees met on a regular basis to exchange ideas/support each other to develop ideas.
- Programme group met on a quarterly basis to oversee and deliver current and future programmes/exhibitions to link in with local theme events.
- Local event/town wide activity to welcome recent acquisition of Thomas Baines painting back to King's Lynn.
- School visits/programme (funding available for transportation of pupils to visit museums).
- Outreach work - mobile exhibitions visiting community venues, materials loaned to schools
- Marketing campaign – a new History in Your Hands flier had been produced to publicise the museum's events.
- Acquisitions policy.
- Use of Internet to create virtual exhibitions.
- Google Cultural Institute – plans to follow up with an additional new online exhibition on pilgrimage and pilgrim badges.
- Sunday opening 12 pm to 4 pm had received positive uptake which was supported by the Borough Council.
- Visitor numbers/variance/trends across all Norfolk museum sites.
- Local celebration events to link in with national anniversaries, etc.

K Leonard, Treasurer of the Friends of Lynn Museum provided an overview of forthcoming events organised by the Friends. It was noted that the afternoon talks were well attended and attracted approximately 20 attendees. It was noted that the Friends had funds available to continue to support the Lynn Museum. The Friends published a newsletter and Mr Leonard undertook to forward a copy to the Democratic Services Officer for circulation to the Committee.

On behalf of the Committee, the Chairman, Councillor Mrs Nockolds thanked the Friends for their continued support.

H Jackson tabled the visitor figures and it was reported that:

- July 2017 - Numbers were on a par compared with 2016/2017.
- August 2017 – Numbers were on a par compared with 2015/2016.
- September 2017 – Numbers were up on the 2016/2017 reported figures.

The Committee was informed that it was hoped that the continued work to promote and deliver activities as well as the use of social media would generate increased footfall.

King's Lynn Museums Report – Supplementary Information

The Head of Operations tabled supplementary information following the comments made at the last meeting.

The Committee considered and discussed the suggestion as set out below:

- (a) Finance.
- (b) Property.
- (c) Staff
- (d) Information Technology.

RESOLVED: 1) K Leonard to email the Friends' Newsletter to the Democratic Services Officer (wendy.vincent@west-norfolk.gov.uk) for circulation to the Committee.

2) The supplementary information tabled to be included in future Museum reports.

6 **DATE OF NEXT MEETING**

The next meeting of the Committee would be held on Monday 4 December 2017 at 2017 in the Council Chamber, Town Hall, King's Lynn.

The Chairman, Councillor Mrs Nockolds asked that some of the meetings be held at the Lynn Museum.

The meeting closed at 4.09 pm

Norwich Area Museums Committee**14:00 to 16:10****11 July 2017**

Present:

City Councillors:Brociek-Coulton (chair following appointment)
Bradford
Herries
Maxwell
Price**County Councillors:**Nobbs (vice chair following appointment)
Clipsham
Jones (B)
Rumsby
Ward**Co-opted voting members:**Brenda Ferris (Norfolk Contemporary Art Society)
Amanda Geitner (East Anglia Arts Fund)
Ceri Lamb (Friends of Norwich Museums)
Councillor Hardy (South Norfolk Council)County Councillor Buck (vice-chairman, Norfolk Joint Museums committee)
(ex officio member)

Apologies:

County Councillor Butifkofer (other council business) and City Councillor Jones (T)

1. Declarations of interest

Councillor Buck declared an interest in item 4 (below), Friends of the Norwich Museums – Update, because he had been the recipient of a grant.

2. Minutes

RESOLVED to agree the accuracy of the minutes of the meeting held on 7 March 2017.

3. Norwich Museums Briefing February to June 2017

By way of introduction, the head of operations and learning said that, at the last meeting, the committee had asked the collections development manager to undertake a review of the collections to identify film containing silver nitrate that could potentially become unsafe. An item had been identified at Strangers Hall which would be kept under-review and any decision on its future would be referred to the committee.

The head of operations and learning presented the report and answered members' questions.

Ruth Battersby-Tooke, curator of costumes and textiles, gave a power-point presentation on the Nelson and Norfolk exhibition, which would contain objects and clothing associated with Lord Nelson from his childhood in Norfolk to his death in 1805. The Ensign of Le Généreux had been made in the late eighteenth century and was an early example of tricolour. It was an important historic object which had been gifted to the City of Norwich by Captain Edward Berry and had been displayed at St Andrews Hall for 97 years. The exhibition would be the first time that it had been displayed in public for 100 years. It had been subjected to forensic testing and gunpowder dust had been identified. Other significant exhibits on display included the drape from the Nelson's funeral car; the portrait of Nelson by William Beechey which was donated to the City of Norwich, the dress coat worn by Nelson at the Battle of the Nile, a dress worn by Lady Hamilton and a brick with Nelson's initials (interesting in itself, in that it was discovered by H Rider Haggard).

When considering the forthcoming exhibitions, members welcomed the Nelson and Norfolk exhibition. Amanda Geitner referred to the Magritte: The Lost Painting exhibition in the Colman Project Space and said that tickets for a talk at 17:30 the following day had sold well. She referred to the Rembrandt: Lighting the Darkness exhibition of etchings and said that the mechanism of printing had not changed much since the fifteenth century. The John Jarrold Printing Museum had been approached for the loan of a printing machine to demonstrate the printing technique. Members asked for a detailed presentation on the exhibition at its next meeting.

During discussion members of the committee congratulated the officers for the success of the Norfolk Museums Service at securing external funding including the recent announcement of National Portfolio Organisation funding from Arts Council England covering the period 2018-22. The head of operations and learning said that the credit for this was due to Steve Miller, the assistant director, community and environmental services (culture & heritage) and a strong team of officers; and, importantly, the support of the Norfolk Contemporary Art Society, East Anglia Art Fund, The Friends of the Norwich Museums, Heritage Lottery Fund, the Freeman and other partners which strengthened the bids and enabled projects such as The Keep to be progressed. He explained that prior to this year the Arts Council had funded 16 museums and, as from this year, bands had been created widening out the criteria for funding to 66 museums. There were a number of museums across East Anglia that, unlike the Norfolk museums service (NMS), had previously not benefited for funding that were now eligible for funding under bands 2 and 3. NMS was in band 3, one of only 12 museums now in that band. He explained how the service received additional funding from Arts Council England to support regional development work across the East of England including the Share Museums East workforce development programme and support for independent museums with Accreditation.

The operations manager circulated the attendance figures for the last quarter at the meeting. He explained the importance of the "blockbuster" exhibitions, such as the Nelson and Rembrandt, in attracting visitors to Norwich Castle. Members were advised that the visitor numbers included wedding and school visitors where appropriate.

Discussion ensued on managing visitor numbers and the potential to use of Trip-advisor and social media to provide up to the minute information. A member referred to new technology which enabled supermarkets to change prices in response to demand and asked whether flexible pricing could be used to encourage visitors at quiet times or divert visitors away from Norwich Castle to the other city museums. The operations manager said that the service would need to make decisions about pricing in the long term. However it was important to ensure that admission charges were not too great as to be priced out of the market. The Freeman's gift of two weeks' of free entrance to the Norwich museums would give an opportunity to survey visitors to ascertain their motives for visiting the museums. The head of operations and learning confirmed that whilst dynamic pricing could in theory see individual ticket prices decrease or increase, there were no plans to change the overall pricing structure at present. There would be comprehensive review of pricing structure as part of the Keep Project business plan. This would look at a range of options. A member said that he would not be happy with "rationing entry by price". Members were reminded that free admission continued to be offered to key groups including Norfolk school children.

Members commented on the popularity of Gressenhall Farm and Workhouse and were advised that this was due to the new "Voices from the Workhouse" exhibition. The event there for foster carers had families had been well attended. The operations manager said that a key motivator for the purchase of museums passes was events or exhibitions. In reply to a question, he said that it was not possible to break down figures of young people attending events or exhibitions from the rest of the museum. This could only be done by monitoring visitors at the door. The head of operations and learning said that part of the Keep Project business plan would be to monitor the flow of visitors around the museum.

Angela Riley, the Keep Project manager, gave a power-point presentation to update members on the Keep Project (Norwich Castle – Gateway to Medieval England) as it moved through the development stage. The contract for the Project Management role had been awarded to Artelia UK. She explained the objectives and expected outcomes from this complex project. Members were also advised that the project was in a strong financial position with a remaining £1.2 million still to be raised. The Garfield Weston Foundation had given £500,000 which had boosted the funding. It was hoped that £50,000 of this would be through by a keep-giving campaign that would be launched in September to coincide with the European Heritage days. The committee then viewed the "fly-through" of what the project would look like when completed.

During discussion, the Keep Project manager, together with the head of operations and learning, answered members' questions on the procurement arrangements and the project team. Discussion ensued on the promotion of Norwich as a medieval city and members were advised of works including a survey that had been conducted by University of Leicester post graduate students into what the city had to offer as a medieval city and reviewing the landscaping to improve access to the museum. The working group would be looking at the outcome of this and was considering digital trails, improved signage and maps. It was intended to hold a medieval festival in either 2020 or 2021.

RESOLVED to:

- (1) note the report and thank the officers for their presentations;
- (2) ask the head of operations and learning to arrange for a presentation on the Rembrandt exhibition at the next meeting;
- (3) hold an informal tour for members of the committee who wish to attend in the hour before the next committee meeting, and to ask members to advise the head of operations and learning if they have any preferred areas that they would like to visit.

(Due to the length of the meeting, Councillor Ward had left the meeting at this point. Councillors Jones (B) and Hardy left the meeting during the following item.)

4. The Friends of Norwich Museums – Update

Ceri Lamb presented the report on the activities of the Friends of Norwich Museums (FNM). The FNM had been established in 1921 and was the second oldest independent friends group in the UK. In reply to a question, she said that the FNM obtained its funding to support the museums through its members' subscriptions. The FNM only funded projects or artefacts at the request of the curators.

RESOLVED to thank Ceri Lamb for the report.

5. Norfolk Contemporary Art Society

Brenda Ferris presented the report on the activities of the Norfolk Contemporary Art Society (NCAS). The society had celebrated its sixtieth anniversary in 2016 and had held a range of exhibitions and activities throughout the year. The society raised most of its funds through the biennial auction. The next auction would be on 24 November 2017 and members wishing to purchase good contemporary art at a reasonable price were advised to attend.

RESOLVED to thank Brenda Ferris for the report.

CHAIR

Norwich Area Museums Committee**14:00 to 15:05****12 September 2017**

Present:

City Councillors:Bradford
Herries
Jones (Tim)
Maxwell
Price**County Councillors:**Nobbs (vice chair, in the chair)
Clipsham
Rumsby
Watkins**Co-opted non-voting members:**Brenda Ferris (Norfolk Contemporary Art Society)
Amanda Geitner (East Anglia Arts Fund)
Ceri Lamb (Friends of Norwich Museums)
Councillor Hardy (South Norfolk Council)County Councillor Buck (vice-chairman, Norfolk Joint Museums committee)
(ex officio member)

Apologies: City Councillor Brociek-Coulton (chair) and County Councillors Ward (other council business) and Jones (Brenda)

1. Membership

The committee noted that the county council had appointed Councillor Watkins to the committee and that he had replaced Councillor Butikofer.

2. Public questions/petitions

There were no public questions or petitions.

3. Declarations of interest

None.

4. Minutes

RESOLVED to agree the accuracy of the minutes of the meeting held on 7 March 2017, subjecting to amending the list of members present by replacing "Co-opted voting" with "Co-opted non-voting" members.

5. Norwich Museums Briefing July to August 2017

The head of operations and learning presented the report and answered members' questions.

Dr Francesca Vanke, keeper of art, gave an illustrated presentation on the "Rembrandt - Lightening the Darkness" exhibition (21 October to 7 January 2018). The exhibition would include Norwich Castle's collection of 93 prints and one drawing by Rembrandt and loans from British Museum, National Galleries of Scotland, National Gallery and the Royal Collection.

The committee noted the success of the family-focused day and the programme of lectures at Norwich Castle, which were part of the national Archaeology Festival. Members were pleased to note that this would be a feature on the Castle's annual events programme.

During discussion on the evaluation and impact of the free admission days from 25 July to 6 August funded by the Norwich Freeman as part of the programme of activities taking place across the city, a member asked that the information was shared with the Freeman. The publicity provided by the Freeman for the open days had been very successful with around 90 per cent of the visitors to Strangers Hall and the Museum of Norwich at the Bridewell stating that they would make a return visit. There would be further analysis to see why 10 per cent would not be returning. The committee expressed its gratitude to the Freeman for the support given to the Norwich museums and appreciated that the Freeman supported the Museum of Norwich at the Bridewell which promoted the city's industrial and commercial history.

Members were sad to learn of the death of Katrina Siliprandi, who had worked with the Norfolk Museum Service (NMS) for 30 years, and had left a significant legacy in the quality of the learning programme that was at the heart of the museums. This was demonstrated as the NMS learning team at Norwich Castle had yet again been awarded the Sandford Award for Heritage Education. Gressenhall Farm and Workhouse had also been awarded it and the Time and Tide Museum would be re-applying for it next year. The committee noted the learning team's work with schools, including GCSE and A'level students and Looked After children.

The committee received the news that a funding bid, expression of interest, had been submitted to Arts Council England for a grant under the Celebrating Age programme, for a project to be delivered over a three year period at the Museum of Norwich at the Bridewell, in partnership with Norwich Writing Centre and Norfolk Libraries focused on older people.

The committee welcomed the award of Heritage Lottery Fund (HLF) Kick the Dust funding for the project, Norfolk Journeys to Norfolk Museums Service, as part of a consortium with YMCA Norfolk and Creative Collisions. The project would engage young people in a range of heritage activities to develop skills, experience and confidence. Further details would be reported to the next meeting of the committee.

Harriet Loffler, curator of modern and contemporary art, gave a power point presentation on the New Geographies for the East which would be a land mark project to nominate destinations of interest for art projects; the "We Came Here to Conquer: Eleven Artists Respond to the Print Collection at Norwich Castle" and the

“Women in the World” exhibition in the Timothy Gurney Gallery which would showcase women’s art in the Norwich Castle collection.

(Amanda Geitner left the meeting at this point.)

The operations manager circulated the attendance figures for the last quarter at the meeting. Visitor numbers at Norwich Castle in August were highest on record since 2001, and could be attributed to the success of the Nelson exhibition and the Pirates and Seafarers children’s activities. The Nelson exhibition was continuing to attract visitors this month as many people had waited for the school holidays to end. The Freeman open days had also made a dramatic impact on visitor numbers. The Heritage Open Days had also been very well attended with Norwich Castle reporting its busiest day ever on the Saturday (9 September 2017). In response to a question on the impact of such high visitor numbers, the operations manager said that there had been congestion at the café which had struggled to cope with the demand on that Saturday. He pointed out that it had also been a very wet day and the combination of free access had contributed to the high visitor numbers. An important aspect of the Keep Project would be to study the flow of visitors around the museum. There had been no negative comments on Trip Advisor, although one person had commented that Norwich Castle was “a nice place, not that old”.

Councillor Maxwell, as chair of the Mousehold Heath Conservators, said that the Conservators were interested in identifying links with the heath and Norwich Castle and could contribute to the Keep Project. Former tram lines were being marked and recorded on the heath.

The operations manager then presented the good news to members that Norfolk County Council had provided capital funding for major improvements to the external lift at the castle, alongside improvements to environmental controls within the main temporary exhibition galleries in the museum. The lift operating system needed to be replaced and should be operational by the end of March 2018. Environmental control was important and Norwich Castle had to meet standards to satisfy the rules to continue to receive exhibits on loan. This project should be completed by the end of 2019-20 when the Keep Project was also expected to open to visitors.

RESOLVED to:

- (1) note the report and thank the officers for their presentations;
- (2) ask the chair to write:
 - (a) a letter of condolence to the family of Katrina Siliprandi and express gratitude for her stewardship of the learning programme and that her influence will continue as a legacy into the future;
 - (b) to write to the chairman of the Freeman to pass on the committee’s vote of thanks for their generosity in supporting the Norwich museums;
- (3) note that at the next meeting there will be further reports/presentation on:

- (a) the current work of the Norwich Museums learning team with young people
- (b) the HLF Kick the Dust programme.

CHAIR

Norfolk Joint Museums Committee

Item No

Report title:	Finance Monitoring Report for 2017/18 <small>Item 6</small>
Date of meeting:	27 October 2017
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact This report covers the forecast position for the Norfolk Museums Service (NMS) in 2017/18 as at 31 August 2017.	

Executive summary

This report covers the forecast Norfolk Museums Service (NMS) budget out-turn for 2017/18. The report details progress with the NMS revenue budget for 2017/18, reserves and provisions and the capital programme.

The main issues for consideration by this Committee are:

- Progress with the NMS Revenue budget indicates that the Service should achieve a break-even position at year-end.
- Progress with NMS Capital budgets.
- Movements in NMS Reserves & Provisions.

Recommendations:

Committee Members are asked to consider and comment on:

- **Progress with the revenue budget, capital programme and reserves and provisions forecast out-turn positions for 2017/18**

1. Proposal

1.1. Revenue Budget 2017/18

- 1.1.1 The NMS is currently projecting a break-even revenue budget outturn in 2017/18 through careful monitoring and control.
- 1.1.2 It should be noted that a budget pressure of £0.070m on NMS Business Rates for Norwich Castle Museum will be funded centrally.

The pressure was a result of the Government's Valuation Office Agency (VOA) using the 'Contractor's method' (Cost of rebuilding) to set the business rates, rather than basing the calculations on the net income and expenditure which is the method which has been used in previous years.

The increased costs have been reviewed corporately with a view to equalising all other affected budgets across the Council.

Norwich Castle Museum's situation is also being reviewed by our Corporate Property Team with a view to potentially lodging an appeal on the current assessment of the rates.

- 1.1.3 There is a potential budget over-spend of £0.020m on Staffing, resulting from increased pressures on front of house staff covering extended opening hours and events across the County. There is also additional pressure on the Archaeology team as the new income-generating business model beds in.
- 1.1.4 There is an additional pressure of £0.041m on Partnerships income, including undesignated fundraising and sponsorships income.
- 1.1.5 There is a projected surplus of -£0.052m from Admissions income, which is currently 3.94% above target. There have been strong performances in Admissions income over the first half of the year, with exceptional visitor numbers to both Norwich Castle and Time and Tide Museum in August. This has resulted in an increase of £0.065m compared to August last year and a £0.143m improvement on the year to date. There is a strong exhibition programme planned over the autumn / winter months, however, the spring 2018 programme is unlikely to meet the income generating levels of last year's very high performance. We are, however, optimistic of maintaining the current positive position.
- 1.1.6 Any remaining budget shortfalls are likely to be offset by other additional income and by the control of expenditure.
- 1.1.7 The table below sets out the net revenue service budget and out-turn for NMS.

Service	Approved budget £m	Outturn £m	+Over/-Under spend £m	+Over/Under spend as % of budget	Variance since last report £m
Norfolk Museums Service	2.900	2.900	0.000	0.00%	0.000
NMS Total	2.900	2.900	0.000	0.00%	0.000

1.2 Capital programme

- 1.2.1 Norfolk County Council's commitment to the county's cultural heritage and resources has been evidenced over the last year in our continuing programme of refurbishment and improvement to museums.
- 1.2.2 The capital programme is monitored over the life of the scheme rather than a single year. This reflects the life of the projects and the associated funding. The Norfolk Museums Service is highly active in attracting external funding for new schemes and where appropriate these will be reported to future committees. There are currently no new Norfolk County Council schemes planned for future years.
- 1.2.3 The NMS 2017/18 capital programme is detailed in the table below and includes any programme revisions.

Capital Programme 2017/18 – Norfolk Museums Service

Scheme or programme of work	Approved 2017/18 Capital Budget £m	2017/18 Forecast Capital Outturn £m	Slippage	Reasons
Schemes in Progress				
Voices from the Workhouse Project	0.537	0.537	0	Project estimated to be completed in 17/18
Norwich Museums Capital Projects	0.013	0.013	0	Project estimated to be completed in 17/18
Seahenge	0.007	0.007	0	Ongoing conservation
Gressenhall Biomass Boiler CERF *	0.009	0.009	0	Project estimated to be completed in 17/18
Strangers' Hall Replacement Lighting	0.002	0.002	0	Project complete – final payment outstanding
Castle Keep Improvements	0.693	0.693	0	Stage 1 Development phase estimated to be completed in 17/18
ACE Small Capital Grants	0.158	0.158	0	Year 3 funding to be completed in 17/18
Norwich Castle Critical M&E Services	0.150	0.150	0	Stage 1 estimated to be completed in 17/18
Total	1.569	1.569	0	

* CERF is the Carbon Energy Reduction Fund.

Funding of the NMS Capital Programme

The NMS capital programme is funded from a variety of sources:

- Voices from the Workhouse project is funded from Heritage Lottery Fund (HLF). £1.800m funding will be received over 2 years, to transform Gressenhall into a national centre for workhouse interpretation and increase the role of Gressenhall as a regional centre for heritage tourism
- Norwich Museum's capital projects is funded by residual monies from the Museum of Norwich project of which £0.025m was funded from the Friends of Norwich Museums and Service contributions.
- Seahenge funding is for ongoing conservation work. This is rolled forward from prior years.
- Initial capital funds used for Castle Keep development prior to HLF bid. Successful capital bid money was received in July 2015 from Historic England £0.800m. Further development funding of £0.462m was received from the Heritage Lottery Fund to develop the project further during 2016/18

- Small Capital grants have been funded by Arts Council England (ACE) for a third year to allow NMS to fund the purchase of capital assets to a number of accredited Museums in our region to increase resilience.
- Policy & Resources Committee approved the funding of £0.900m to improve two critical elements of the Norwich Castle site M&E infrastructure during 2017/20, including the systems that control the temperature in the exhibition galleries and the external lift, a requirement of the Equalities Act 2010.

1.3 Reserves and provisions

1.3.1 There are some changes to reserves and provisions to report. The table summarising the out-turn position appears below.

- The income reserve is maintained to enable the service to effectively manage pressures on revenue streams and resources, particularly during periods of unfavourable weather conditions that can impact upon visitor numbers.
- The Museums Repairs and Renewals Reserve includes funds for Gressenhall play area, farm and superstore equipment.

The Unspent Grants and Contributions Reserve includes earmarked non conditional project balances at year end.

Reserves and Provisions 2017/18	Balances at 01Apr17	Forecast Outturn at 31Mar18	Change
	£m	£m	£m
Norfolk Museums Service			
Museums Income Reserve	0.130	0.130	0.000
Museums Repairs and Renewals Reserve	0.160	0.108	-0.052
Unspent Grants and Contributions Reserve	0.524	0.301	-0.223
Service Total	0.814	0.539	-0.275

2. Financial Implications

2.1 The implications for resources including, financial, staff, property and IT, where relevant, are set out in Section 1 of this report.

3. Issues, risks and innovation

3.1 Officers have considered all the implications which members should be aware of. Apart from those listed in the report (above), there are no other implications to take into account.

4. Background

There are no other documents to refer to.

Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : Steve Miller **Tel No. :** 01603 49362

Email address : Steve.miller@norfolk.gov.uk

Officer name : Julie Berry **Tel No. :** 01603 223423

Email address : Julie.berry@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Norfolk Joint Museums Committee

Item 7 Item No

Report title:	Risk Management report
Date of meeting:	27 October 2017
Responsible Chief Officer:	Tom McCabe - Executive Director, Community and Environmental Services
Strategic impact One of the Joint Museums Committee's roles is to consider the risk management of the Norfolk Museums Service. Assurance on the effectiveness of risk management and the service risk register helps the Committee undertake some of its key responsibilities. Risk management contributes to achieving service objectives and is a key part of the performance management framework.	

Executive summary

This report provides the Committee with the latest Norfolk Museums Service Risk Register as at October 2017. The reporting of risk is aligned with and complements the Performance and Financial reporting to the Committee.

The Norfolk Museums Service risk register was last reported to the Joint Museums Committee in June 2017, and following review in October 2017, there are no significant changes proposed in this report..

Recommendations: Committee Members are asked to consider and comment on:

- **Review and comment on the risk data, information and analysis presented in the risk register report in Appendix A and determine whether the recommended mitigating actions identified are appropriate.**

1. Proposal

- 1.1 The recommendations are included in the Executive summary above.

2. Evidence

- 2.1 The Norfolk Museums Service (NMS) risk data detailed in this report reflects those key business risks that are managed by the Norfolk Museums Service Departmental Management Team. Key business risks materialising could potentially result in the Service failing to achieve one or more of its key objectives and/or suffer a financial loss or reputational damage. The Norfolk Museums Service risk register is a dynamic document that is regularly reviewed and updated in accordance with the Council's Management of Risk framework.
- 2.2 The current risks are those identified against departmental objectives for 2017/18 and are included in **Appendix A**.
- 2.3 The register contains six risks. Of these, one risk is assessed as having an amber prospect of meeting the target score by the target date, one is assessed

as having a green prospect, with the remaining four risks having already met their target score by the target date, but maintained on the risk register as low, but continuous risks in their nature. An explanation of the criteria for judging prospects scores can be found in paragraph 2.5 below.

Each risk score is expressed as a multiple of the impact and the likelihood of the event occurring.

- 2.4
- Original risk score – the level of risk exposure before any action is taken to reduce the risk
 - Current risk score – the level of risk exposure at the time of the risk is reviewed by the risk owner, taking into consideration the progress of the mitigation tasks
 - Target risk score – the level of risk exposure that we are prepared to tolerate following completion of all the mitigation tasks. This can be seen as the risk appetite

- 2.5
- The prospects of meeting target scores by the target date are a reflection of how well the risk owners consider that the mitigation tasks are controlling the risk. It is an early indication that additional resources and tasks or escalation may be required to ensure that the risk can meet the target score by the target date. The position is visually displayed for ease in the 'Prospects of meeting the target score by the target date' column as follows:

- Met – the target score has been achieved by the target date
- Green – the mitigation tasks are on schedule and the risk owner considers that the target score is achievable by the target date
- Amber – one or more of the mitigation tasks are falling behind and there are some concerns that the target score may not be achievable by the target date unless the shortcomings are addressed
- Red – significant mitigation tasks are falling behind and there are serious concerns that the target score will not be achieved by the target date and the shortcomings must be addressed and/or new tasks are introduced.

- 2.6
- There are no risks that the risk owner has identified as 'prospects of meeting the target score by the target date' as Red.

- 2.7
- The evidence is that risks are being managed to an appropriate level with the mitigation tasks being undertaken. In all cases, risks have been reviewed by risk owners to ensure that the risk scores and target dates reflect the current position against current service objectives. Risk registers are reviewed and challenged appropriately by the Risk Management Officer to ensure a consistent approach to risk management across all teams.

3. Financial Implications

There are no significant financial implications arising from the Risk Management report. Any variances to a balanced financial position will be identified through continued financial monitoring, and reported appropriately.

4. Issues, risks and innovation

There are no other significant issues, risks and innovations arising from this Risk Management report. This Committee will continue to be notified of any changes to this position.

Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Risk Number	RM14162					Date of update			12 October 2017	
Risk Name	Failure to generate additional income streams in 2014/2017 in accordance with service plan.									
Risk Owner	Steve Miller					Date entered on risk register			21 March 2014	
Risk Description										
Failure to generate additional income streams will lead to reliance on alternative budget savings to balance the budget.										
Original			Current			Tolerance Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
3	5	15	1	2	2	1	2	2	Mar-18	Met
Tasks to mitigate the risk										
Commercial Strategy in place Staff will be trained and supported in the delivery of key goals Wedding licences obtained and in place New conference and banqueting offer in place External income generation for Conservation and Design underway										
Progress update										
Ongoing review of performance through monthly SMT meetings and through Operations and Finance meetings. Despite significant reductions in staffing as a result of funding reductions, revenue generation is progressing well. The likelihood score has been reduced to 1 as we aren't forecasting a significant variance on externally generated income, The impact score has been reduced to 2 as we are not forecasting any variance greater than £100k. As this is a risk to be managed on an on-going basis,the target date has been amended to April 2018.										

Risk Number	RM14027					Date of update		12 October 2017		
Risk Name	Theft of museum objects									
Risk Owner	John Davies					Date entered on risk register		22 March 2012		
Risk Description										
Breaches in security resulting in loss of museum objects, damage to reputation and loss of confidence in the museums service.										
Original			Current			Tolerance Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
5	5	25	1	3	3	1	3	3	Mar-18	Met
Tasks to mitigate the risk										
Review of display case security undertaken										
Review of security staffing and systems completed										
Additional CCTV coverage provided										
Upgrade of case locks where necessary completed										
Installation of additional case alarms where necessary completed										
Ensure that staff are vigilant in monitoring any suspicious behaviour by the public or contractors										
Progress update										
Reviewed by SMT September 2016. Internal audit by NCC in 2016 confirmed external security actions have been taken and agreed security procedures are being adhered to. NMS will continue to maintain vigilance in this key area.										
Given the rare occurrence of theft of museum objects, the likelihood has been lowered to 1. The impact has been lowered to 3 following further review of the impact against risk management impact criteria.										
As this is a risk to be managed on an ongoing basis, the target date has been amended to April 2018.										

Risk Number	RM13947					Date of update			12 October 2017		
Risk Name	Failure to maintain historic buildings										
Risk Owner	Steve Miller					Date entered on risk register			30 June 2011		
Risk Description											
We operate our service from historic buildings that can be difficult to maintain. If we are not able to establish or ensure a robust relationship with our property management partner NPS that adequately identifies our additional needs it could result in damage to our exhibits, undermine safety and negatively affect our reputation.											
Original			Current			Tolerance Target					
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date	
3	3	9	2	3	6	2	3	6	Mar-18	Met	
Tasks to mitigate the risk											
Close liaison with NPS and Norwich City Council to identify priorities in building maintenance											
Ensure we include investment in buildings maintenance in all capital projects											
Ensure we foster a good personal and professional relationship between our staff and that of NPS											
Ensure that our building staff are continuously monitoring our buildings to supplement NPS											
Ensure we have appropriate emergency response procedure in place in all premises											
Progress update											
Constructive discussions with NPS and Norwich CC have resulted in substantial investment in buildings maintenance. Bacon House is now on NCC Property Portfolio with access to the Building Maintenance Fund to bring site up to required standard.											
Following a review of this risk's likelihood against risk management likelihood criteria, the likelihood has been reduced to 2.											
As this is a risk to be managed on an ongoing basis, the target date has been amended to April 2018.											

Risk Number	RM14286		Date of update		12 October 2017					
Risk Name	Reduction of centralised support services									
Risk Owner	Steve Miller		Date entered on risk register		21 March 2014					
Risk Description										
Impact on NMS from reducing resources within County Hall including finance, HR, ICT, NPS, etc. Also, pressure on minor works budget could create additional problems/maintenance costs.										
Original			Current			Tolerance Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
2	4	8	2	4	8	1	4	4	Mar-18	Amber
Tasks to mitigate the risk										
Work closely with colleagues in County Hall support services to protect existing services and to ensure good communication at all times in terms of flagging risks and developing alternative means of delivery/resolution.										
Progress update										
Regularly reviewed by SMT - ongoing concerns in the reduction and quality of central services and continuing impact from cost pressures being applied centrally and impacting at the level of the Service.										

Risk Number	RM13948		Date of update		12 October 2017					
Risk Name	Significant flooding at any of the Museum sites.									
Risk Owner	Steve Miller		Date entered on risk register		30 June 2011					
Risk Description										
There is a risk of significant flooding at any of our sites, with particular focus on river flooding in Great Yarmouth and Kings Lynn.										
Original			Current			Tolerance Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
3	4	12	1	2	2	1	2	2	Mar-18	Met
Tasks to mitigate the risk										
Emergency plan is in place										
Regular checks of the store are carried out to check on safety of contents										
Insurance in place										
Risk assessment is reviewed regularly										
High risk items relocated										
Ensure location records are accurate										
Progress update										
Following extensive work between 2013 - 2016, this risk has been largely addressed. A residual low-level flooding risk will always remain in terms of Elizabethan House, Great Yarmouth and the Museum Stores at King's Lynn. This is reflected in the amendment to the risk likelihood and impact scores to 1 and 2 respectively.										

Risk Number	RM14132					Date of update		12 October 2017		
Risk Name	Failure to secure Arts Council England (ACE) funding as a National Portfolio Organisation.									
Risk Owner	Steve Miller					Date entered on risk register		20 September 2016		
Risk Description										
Failure to secure ACE funding for the period 2018-2022 will result in a massive loss of investment in NMS and the wider County in the region of £1.55m per annum. This will result in significant job losses and the end of many major education and social inclusion programmes and projects. If we do not deliver on the targets set for our ACE funded business plan this could lead to a failure to draw down funding during 2015-18, the loss of funding and a resulting reduction in service provision.										
Original			Current			Tolerance Target				
Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Likelihood	Impact	Risk score	Target Date	Prospects of meeting Target Risk Score by Target Date
3	5	15	2	4	8	1	3	3	Mar-18	Green
Tasks to mitigate the risk										
Deliver the current ACE Renaissance programme successfully										
Maintain excellent working relationship with ACE colleagues through advocacy and varied communication methods										
Put together the strongest application possible										
Strategic conversations with NCC Directors and Elected Members involved in discussions relating to 2018-22 programme										
Monitor service delivery to ensure that targets are being met										
Maintain close liaison with ACE Relationship Manager to ensure that they are aware of achievement and challenges										
Progress update										
Funding for 2015-8 was successfully secured with an ongoing need to deliver against the agreed Major Partner Museum (MPM) plan. NMS was awarded provisional funding for 2018-22 in the new ACE National Portfolio Organisation (NPO) funding programme, with final sign-off of the required Business Plan and associated documents expected by March 2018.										
Positive progress continues to be made against all business plans (MPM, Museums Development and Museums & Schools) for the current 2015-18 funding period. Visitor numbers across the 10 museums are high and learning programme targets are being delivered. This risk continues to be periodically reviewed with positive progress continuing.										

Norfolk Joint Museums Committee

Item No.

Report title:	Performance and Strategic update Item 8
Date of meeting:	27 October 2017
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services
Strategic impact This report provides an update on performance against Norfolk Museums Service (NMS) Service Plans.	

Executive summary

This report provides an update on performance against Norfolk Museums Service (NMS) Service Plans.

Recommendations:

- To note progress regarding development of the Keep at Norwich Castle
- To note progress in terms of the programme and key Service Plan priorities for 2017/18
- To note progress in terms of developing the business plan for Arts Council England's new funding programme for 2018-22

1. Background

This report notes the performance of Norfolk Museums Service over the current financial year 2017/18 including the exhibitions and events programme across the 10 museums, the Service's award-winning learning programmes and the Service's work with groups including Looked After Children and foster families. The report also provides an update on all major projects including the Keep development at Norwich Castle.

2. Performance Summary

- 2.1 Total visits across the 10 museum sites up to the end of August 2017 were 217,601 compared to 190,282 for the equivalent five month period in 2016/17, a 14% increase. This positive position for the year-to-date is largely attributable to a very strong events and exhibitions programme across all 10 museums, including *Titanic: Honour & Glory* at Time and Tide and *Nelson & Norfolk* which gave the Service a record-breaking August for Norwich Castle (31,268 visits).
- 2.2 School visits across the 10 sites for the period up to the end of July 2017 were 17,555 compared to 17,406 for the equivalent four-month period 2016/17, a 1% increase on last year's record-breaking figures. As we usually report, this continuing trend of very high school numbers is very much at odds with the national picture of declining school visits to museums and is a tribute to the continuing hard-work of the learning teams across the County.
- 2.3 The Service is hoping to maintain visitor figures of c.400,000 across the 10 museums for 2017/18 and to keep school visits at the c.45,000 level.

3. Performance/Service Plan highlights

- 3.1 'Sixty Years On': Norfolk Contemporary Art Society; exhibition at Norwich Castle**
An exhibition celebrating the impact of Norfolk Contemporary Art Society on Norwich Castle's collections over the last six decades.

Exhibition in the Timothy Gurney Gallery – closed September 2017.
- 3.2 Titanic: Honour and Glory; exhibition at Time and Tide Museum, Great Yarmouth**
Titanic has become the most famous ocean liner in the world: from her conception to her premature demise, the Titanic legend continues. With this exciting touring exhibition we explore this famous ship, her sister ships and their owners, the White Star Line, as well as revealing the local links of some of its passengers. Titanic: Honour & Glory is a must for all ages fascinated by this endlessly compelling story.

Exhibition ran 1 April – 24 September.

As a legacy from the exhibition, staff are exploring the option of a permanent presence for the Titanic story in the maritime galleries in Time and Tide Museum.
- 3.3 Olive Edis: Pioneering Photographer; touring exhibition in North Norfolk**
Supported by the Heritage Lottery Fund, an exhibition showing the work of Olive Edis, pioneering photographer and the world's first female war photographer, is touring venues in North Norfolk.

Summer 2017.
- 3.4 300 Year of Freemasonry; exhibition at the Museum of Norwich**

Exhibition exploring 300 Years of Freemasonry in Norwich.

Exhibition ran 9 May – 22 July.
- 3.5 Nelson & Norfolk; exhibition at Norwich Castle**

Admiral Lord Nelson (1758 –1805) and his affection for his native county of Norfolk is the subject of the exhibition Nelson & Norfolk. The exhibition presents some of the most extraordinary and potent objects connected to Nelson, from his boyhood in Norfolk to his death at Trafalgar in 1805.
The centerpiece is the early French Tricolour - the monumental Ensign (or flag) of the French warship Le Généreux, which took part in the Battle of the Nile in 1798. A British victory, the battle sealed Nelson's reputation as England's greatest hero.

Exhibition runs 29 July – 1 October 2017
- 3.6 Rembrandt: Lightening the Darkness; exhibition at Norwich Castle**

Rembrandt Harmenszoon van Rijn (1606-1669) is one of the most revered artists of the European tradition. Rembrandt: Lightening the Darkness focuses specifically on one of the less well-known aspects of Rembrandt's output,

namely his fascination with print-making

During his lifetime, Rembrandt was as famed for his etchings as for his paintings. In Britain, for example, he was far better known as a printmaker producing evocative Dutch landscapes, biblical scenes and sensitive portraits, including many introspective self-portraits.

Rembrandt produced 290 etchings during his life and in his hand the etching became a true work of art in its own right. To this day he is widely considered to be the most accomplished etcher of all time.

Rembrandt: Lightening the Darkness showcases Norwich Castle's extraordinary collection of 93 prints and 1 drawing by Rembrandt alongside select loans from the British Museum, National Galleries of Scotland, National Gallery, and Royal Collection.

Exhibition runs 21 October – 7 January 2018.

3.7 We Came Here to Conquer; exhibition in the Timothy Gurney Gallery, Norwich Castle

11 artists with connections to Norwich have created work in response to the historic print collection at Norwich Castle. Supported by Arts Council England, East Anglia Art Fund and Norwich University of the Arts.

Exhibition runs from the end of September 2017.

3.8 Shoes!; exhibition at Lynn Museum

Shoes can be expressive. Shoes can be special. Shoes can be status symbols. Shoes can be works of art. Shoes can be magical. Shoes can be good luck charms.

Shoes! explores changes in footwear from the 13th century to the present day. The display draws upon the Lynn Museum's collections of historic footwear with additional items from the Norfolk Museums Service costume and textile collections.

Exhibition runs 24 June 2017 - 9 June 2018.

3.9 Cecil Aldin: The Art of Black Beauty; exhibition at the Museum of Norwich

Explore a display of beautiful, Cecil Aldin watercolours, painted for the 1912 edition of Black Beauty - a text first printed in Norwich by Jarrolds & Sons 140 years ago. Don't miss the special trail and activities created to accompany this show.

Cecil Aldin: The Art of Black Beauty' has been created in partnership with Jarrold & Sons.

Exhibition runs from July 2017 until 25 November 2017.

4. Learning Programme highlights

- 4.1** The Learning Teams have secured two prestigious Sandford Awards for Excellence in Education. The two sites recognised were Norwich Castle and Gressenhall Farm & Workhouse. These national awards recognise the role which museums and heritage sites play in supporting the development of young people in a variety of ways.

The Judges' comments were very complimentary about both sites and included the following statements:

Gressenhall Farm and Workhouse Museum provides excellent teaching in a wonderful Heritage environment. With careful reference to all key stages of the National Curriculum, pupils learn about current issues while experiencing a step back into the history of Norfolk. Informal visitors can be thoroughly immersed in activities in the museum galleries and then explore the historic Farm and Gardens. Thoroughly recommended.

and

Norwich Castle is an impressive Heritage building of over 900 years old, it houses wonderful collections of History, Archaeology, Art and Natural History. The Learning Service provides excellent stimulating sessions for schools at all Key stages, informal visits are rewarded with a wealth of absorbing activities. A truly memorable visit.

- 4.2 On the 31st August, the Learning Team at Gressenhall hosted a day for families who use Virtual School Sensory Support services (VSSS) in Norfolk. NMS has been holding these days for pre-school families for the past few years but this year the decision was made to expand the event to include up to Year 4 children who use VSSS. This resulted in a significant increase in numbers from about 50 in previous years to 273 family members.

The event follows a similar format to the Service's Family Fun Day for foster and adoptive families. Museum staff facilitate a few accessible activities including Art Attack and washing, watering and cleaning around the farmhouse. The feedback from VSSS staff and visitors was uniformly excellent. Similarly to the Family Fun days, the opportunity that we give for families to meet in a safe and positive environment came up over and over again.

Matt Dunkley, Interim Director of Children's Services, kindly wrote to Jan Pitman and the Gressenhall team to congratulate them on the delivery of this successful event.

- 4.3 The following feedback was received from the Learning Team at Gressenhall following a recent visit by Churchill Park School from near King's Lynn:

Dear Ellie

I would like to thank you for a truly wonderful day out at Gressenhall Workhouse and Farm.

After speaking to the other teachers, we are all in agreement that as a school visit it is unsurpassed. The children who visited today have a range of complex and challenging needs and find accessing the community difficult but they all, without question, loved it. Each child found something wonderful to talk about on the bus home and one young man in particular (who finds writing extremely distressing and refuses most of the time) refused point blank to go home this evening until he had written independently "That trip was awesome"

The staff at Gressenhall are truly wonderful and so helpful. They had the students in the palm of their hands and they are extremely knowledgeable and patient.

There is no price that can be put on a community resource like Gressenhall and I know that my class will enjoy this visit all year by looking back at photographs and talking about it again and again.

I would appreciate this email being shared to all at Gressenhall and beyond.

Thank you

*Warm regards
Kelly Terrey*

5. Teaching Museum & Skills

5.1 The new Teaching Museum trainees are well into their 12 month placements and are involved in programmes across the County.

- Alanna Baker, Exhibition and Events, Time & Tide, Great Yarmouth
- Sam Belotti, Thetford and King's Lynn
- Andrew Bowen, Costume & Textile department, Norwich
- David Holgate-Carruthers, Museum of Norwich
- James Lumbard, Keep Project
- Phoebe Wingate, Learning Team, Eastern Area
- Nicoletta Foden-Hall, Events and Commercial, Norwich Castle

5.2 Following the submission of an application developed by Dr Robin Hanley and the Learning Teams in November 2016, NMS has been awarded £776,500 from the Heritage Lottery Fund for the 'Norfolk Journeys' project. The project seeks to empower young people to develop their own pathways into the County's heritage. This project forms part of the Heritage Lottery Fund's 'Kick the Dust' initiative, a new £10m grant programme which aims to transform how heritage organisations engage with young people.

As part of the bid process 17 young people aged 16-25 were recruited as Heritage ambassadors, they then advised the Heritage Lottery Fund on the projects they found to be most useful and appealing. Hannah Keddle, 22, Heritage Ambassador from East Anglia, said: "It has been an amazing experience learning how grants are awarded, and helping HLF to allocate £10m to projects involving more young people in heritage. I'm really pleased that Norfolk Journeys has won funding, as we found its plans to involve young people in museum work and provide them with archaeological experience especially appealing. Making Norfolk's heritage easier to access and participate in for more people my age is really important to me and the other ambassadors, and I'm looking forward to seeing how the project progresses in the future."

The next stage of the project will be the completion of an Activity Plan, which is due for submission by December. Subject to a Round 2 pass by HLF, project activity will start in April 2018 and run until March 2022 (4 years).

6. Marketing and PR

6.1 Marketing and PR activity moves from the highly successful *Nelson & Norfolk* exhibition to *Rembrandt: Lightening the Darkness* and other exhibitions across the County.

- 6.2 Norfolk Museums Service launched its new website in September. Many thanks go to the project team at Norfolk County Council, led by Fran Grimmer and sponsored by Ceri Sumner, Assistant Director (Community, Information & Learning). The new site, embedded within the NCC website, is enabled for mobile and tablets and features a huge range of new facilities including video. www.museums.norfolk.gov.uk
- 6.3 As previously reported, the Magritte painting from the Norwich collections, *La Condition Humaine*, featured on BBC East Inside Out on 31 January. The story of the hidden painting also made the list of the top 10 international art discoveries of 2016. Preparation is ongoing for a permanent display of this now internationally famous painting, along with several other key works from the contemporary art collections.
- 6.4 The loan of the Pentney Brooches from the British Museum to Lynn Museum was a great success, with significant interest in the exhibition which was extended to run until May 2017. The acquisition of a major work of art for Lynn Museum is currently underway and further details will be made available soon.

7. Partnerships

- 7.1 The Museums Service has completed the loan of the wing of the P10 aircraft which is now displayed in the ground-breaking Norwich International Aviation Academy. The wing, from the first steel-framed plane in the world, was made by Norwich manufacturing company, Boulton & Paul and was exhibited at the Paris Air Show in 1919. The Aviation Academy is now delivering its first full year of training.
- 7.2 Sarah Gore, Teaching Museum Manager, has taken on the role of Chair of the City of Sanctuary project which aims to support refugees in the City. This builds on the very successful work with Syrian refugees over the summer period.
- 7.3 Norfolk Museums Service supported Broadland DC and the Aylsham and District Team Ministry with the delivery of the exciting 12 Towers Project and planning is currently underway for a follow-up programme for 2018.
- 7.4 Norfolk Museums Service has supported a successful application to the Heritage Lottery Fund to celebrate the 250th anniversary of the first modern circus in Britain. Partners in the application include Museums Sheffield and Tyne & Wear Museums and Archives, along with local organisations including Seachange Arts in Great Yarmouth. The celebration will take place during the autumn of 2018.
- 7.5 The Museums Service worked very successfully in partnership with the Norwich Freeman to give free entry to both the Museum of Norwich at the Bridewell and Strangers' Hall over the summer period. The initiative, linked to a strong programme, saw a very significant uplift in visitor numbers. An evaluation exercise is underway.

8. Commercial Developments

- 8.1 A key element of the current Service Plan and of meeting the challenges of the budget reductions ahead is the successful delivery of the Service's commercial income targets. Key developments since the last meeting are listed below:
- 8.2 During 2016/17, over 540 ceremonies have been held within the Benefactors' Room at Norwich and bookings for 2017/18 are very strong. An increasing

number of weddings have been delivered at Strangers' Hall and Gressenhall and the Museums Service is working with the Registrar team on the 'Marry in Norfolk' campaign.

8.3 The Museums Service continues to work successfully with a tourism organisation UK Countryside Tours to develop tourism packages for the US alumni market, based on quintessential English experiences. The team at Gressenhall has helped to create an offer around the history of English agriculture focusing on leading figures like Jethro Tull and Charles Townshend.

8.4 External Services – the Museum's national-standard Design and Conservation teams continue to offer professional services commercially to other museums and heritage sites. Project work for a number of external clients is being delivered for the forthcoming financial year, including work for the Sainsbury Centre for Visual Arts (SCVA) and the National Trust.

The Design Team continue to secure an impressive range of external contracts, across the County and beyond.

For more details visit www.conserveanddisplay.co.uk

8.5 An increasing number of commercial bookings for Norwich Castle continue to be delivered, including major events and celebrations for local businesses. A verbal update on the latest figures will be given at the meeting.

8.6 Conclusion

The Service is on track to deliver its key priorities in terms of programmes and events, along with a balanced budget for 2017/18.

9. Strategic Developments

9.1 **Norwich Castle Keep.** An initial development grant of £462,400 is a major boost to the multi-million pound plan to transform Norwich Castle's iconic Keep into one of the region's premier heritage attractions. A further £8.7 million has been earmarked towards the project and a second application for the full grant will be made at a later date.

9.1.1 Along with the recreation of the 12th Century Royal Palace, the project will enable a unique form of partnership, displaying national treasures from the British Museum collections alongside exquisite artefacts from Norwich Castle's own medieval collection, in a new *British Museum Gallery of the Medieval Period*.

9.1.2 Following permission to start, which was obtained on 14 July 2016, the Project Team have officially entered the Development Phase of the project. The work being undertaken during this period will form the basis of the second-round application to the Heritage Lottery Fund, which is expected to be submitted in late 2017/early 2018.

9.1.3 The following key meetings have been held to date:

- The second Academic Advisory Board meeting was held on 16 September 2016
- The second Project Board meeting was held on 12 October 2016
- The second HLF Monitor/Mentor meeting was held on 21 October 2016

- The third Project Board meeting was held on 4 January 2017
- The fourth Project Board meeting was held on 8 May 2017
- The fifth Project Board meeting was held on 28 July 2017

- 9.1.4 Following a European tender process, Artelia Projects UK Ltd were appointed to provide project and cost management services for the Development and Delivery phases of the project in November 2016. The evaluation panel consisted of members of the NMS Senior Management Team and Norfolk County Council Corporate Property Team, and approval to appoint was granted by the Project Board. An inception meeting with the Project Team took place on 14 December 2016 and the contract officially commenced on 9 January 2017.
- 9.1.5 Following a European tender process, Hayley Sharpe Design were appointed to provide design support in April 2017. The evaluation panel consisted of members of the NMS Senior Management Team and Norfolk County Council's procurement team.
- 9.1.6 Regular communication is being held between curatorial and project teams at NMS and the British Museum in order to develop concepts for the British Museum Partnership Gallery of the Medieval Period within the Keep.
- 9.1.7 A consultation session was held on 5 September 2016 with The Society for the Protection of Ancient Buildings, which resulted in favourable responses to the design proposals for the Castle Keep and entrance hall.
- 9.1.8 A drone survey of the exterior of the Keep was completed in March and further work is ongoing in terms of analysing the information from this and the digital metric survey.
- 9.1.9 The Architectural and Structural Engineering appointments were made in June 2017 following a European tender process. Fielden & Mawson LLP have been appointed as the Project Architects and Conisbee have been appointed as Structural Engineers.

9.2 Norfolk Museums Development Foundation (NMDF) & Fundraising

- 9.2.1 Delivery of the fundraising strategy via the Norfolk Museums Development Foundation continues to progress well.

A website for the Foundation has been created to give the charity a profile for potential supporters and grant giving bodies – <http://nmdf.org.uk/>

- 9.2.2 Current focus for the Foundation remains the Keep development project for which a large amount of preparatory research and advocacy work is being undertaken, along with the submission of applications to grant-giving trusts and foundations.
- 9.2.3 An application to the Garfield Weston Foundation for the support of the Keep development was successful in April with a grant of £500,000 towards the project being made.
- 9.2.4 The forthcoming Norwich Castle exhibition programme, including the Rembrandt exhibition in the autumn, are also being supported by fundraising through the Foundation.
- 9.2.5 The public fundraising programme for the Keep project went live in September.

The campaign is entitled 'Keep Giving and includes a range of ways to support the Project, such as Text Giving, Keep Giving merchandise and on-site promotion.

A new initiative, Adopt an Object, allows members of the public to adopt a museum object connected with Norwich Castle. For more details, visit www.adoptanobject.co.uk

9.3 Gressenhall Farm & Workhouse – Voices from the Workhouse project

- 9.3.1 The Voices from the Workhouse development project at Gressenhall, supported by the Heritage Lottery Fund and other key funders including DCMS Wolfson and Breckland DC, has now been successfully completed, with the main exhibition opened to the public in May 2016.
- 9.3.2 Learning and outreach work with local schools and community groups linked to the project continues.
- 9.3.3 The Gressenhall project team have been recognised for their hard work and dedication to delivering an exemplary project by Norfolk County Council in the form of an Outstanding Contribution Award (OSCA).
- 9.3.4 The final element of the capital works, the redeveloped Collections Gallery, was completed in May 2017 and is now open to the public. The new gallery will be used by a range of users, including young people's groups.

9.4 Arts Council England

- 9.4.1 NMS was successful in its application to be included in the Arts Council England's National Portfolio Organisation (NPO) family for the period 2018-22. NMS was awarded £4.812m for the four year period.

In addition to the NPO application, the Service also submitted a successful application to continue as one of the nine national providers of Museum Development services through SHARE Museums East (SHARE Museums East is now described as a Sector Support Organisation or SSO). NMS was awarded £1.745m for the four year period.

- 9.4.2 The Service now has to submit business plans for the period 2018-22 and this will be assessed during the coming months.

The East Contemporary Visual Arts Network (ECVAN), of which NMS is a leading member, has been successful with an application to Arts Council England's Ambition for Excellence strategic fund. Receiving a grant of £600,000 over three years will enable ECVAN to deliver a new project: New Geographies of the East.

New Geographies of the East is an ambitious programme that will deliver 10 major site-specific visual arts commissions, developed with and for communities in the East of England and with international partners from the Netherlands. The programme will be accompanied by an extensive community engagement programme and an artist and curator development initiative.

The project will develop new audiences for contemporary visual art whilst strengthening and deepening relationships between artists and curators in the

East of England and the Netherlands. Nine lead partners from ECVAN will collaborate with three partners in the Netherlands; The Rijksakademie van beeldende kunsten, Casco: Office for Art, Design and Theory and If I Can't Dance, I Don't Want to be Part of Your Revolution. They will work alongside a host of additional local partners including Great Yarmouth Borough Council, Vivacity Peterborough and CPP Marketplace, Fenlands & Forest Heath and others.

The public are currently being encouraged to submit ideas for important, but less well-known places, which will be considered as locations for the artworks.

9.4.3 Norfolk Museums Service has been tasked with a national leadership responsibility for the Arts Council's Goal 4 Diversity and Skills. This has involved delivering a national conference and publicising case studies drawn from NMS's work and that of 5 other Major Partner Museums across England. NMS is also working with Kids in Museums, the national charity, to develop a new Takeover Day programme aimed at introducing children from diverse backgrounds to the idea of working in museums and the cultural sector.

9.4.4 The Museums Service received a very positive end of year report from the Arts Council with particular credit given to the Museum's progress embedding new income generation initiatives and activities, and its award-winning work with children and young people.

An artistic assessment of the *Nelson & Norfolk* exhibition was also undertaken by the Arts Council in September.

9.5 Deep History Coast Project

9.5.1 NMS curatorial staff continue to progress the *Deep History Coast* Project initiative.

9.5.2 Staff continue to work on the Deep History Coast (DHC) publication.

9.5.3 Work is continuing, together with Natural History Museum specialists, on a review and analysis of Norfolk's faunal collections from the Cromer Forest Bed. Dr David Waterhouse appeared on the Channel 4 documentary 'Walking Through Time', concerning Britain's lost land bridge. A DHC public 'Fossil Roadshow' event was delivered at Time & Tide Museum over the summer and behind the scenes tours as part of Heritage Open Weekends in September

9.5.4 NMS staff continue to work with North Norfolk District Council (NNDC) on the DHC Steering Committee in order to shape the direction of the project in North Norfolk. Specialist advice and support has also been provided to North Norfolk's developing DHC Coastal Community Team work, with further meetings scheduled.

9.5.5 The partnership application led by NNDC to the Government's Coastal Communities Fund (CCF) was unfortunately unsuccessful. However, the partnership have decided to seek new sources of funding with a continuing focus on Cromer Museum as a community hub for the project.

9.6 DCMS National Museums Review

9.6.1 The Department for Culture, Media and Sport has begun a National

Museums Review, the first such review in more than 15 years.

- 9.6.2 As part of the Review, the Museums Service received a visit in August from Neil Mendoza, Chair of the Review, Dr Simon Thurley and Kate Bellamy from the DCMS.
- 9.6.3 Jo Warr and Jamie Everitt attended roundtable meetings at DCMS in March.
- 9.6.4 The Museums Review is expected to be published in the autumn of 2017.
- 9.6.5 In parallel to the National Review, the Museums Association has created a Museums Taskforce to examine the state of the museums sector across the UK and produce a report by January 2018. NMS is represented on the Steering Group for this piece of work.

9.7 Health & Wellbeing

- 9.7.1 Following the Health & Wellbeing Conference held at Norwich Castle in May 2016, development work continues on a range of initiatives to support Norfolk residents including projects on the topic of mental health and early onset dementia. Many of these programmes are being delivered in partnership with NCC's Public Health services and third sector partners.

10. Museum Development across Norfolk

- 10.1 NMS continues to have a leadership role for the wider museums sector across the East of England. The Service is in receipt of a grant of £1.2m per annum from Arts Council England to provide professional support, advice and guidance to museums for the three year period 2015-18. The programme of support is delivered by SHARE Museums East.
- 10.2 SHARE Museums East continues to provide Accreditation advice to museums in the region with a dedicated email enquiries line and regular county group updates and briefings.
- 10.3 Forward planning seminars and a grants award scheme have been announced to assist museum boards in reviewing and developing their forward plans to support improved organisational resilience.
- 10.4 The annual SHARE Museums East Volunteers Awards took place on 8 June 2017. The Awards generated a record 71 nominations, with an excellent response from Norfolk museums. The winner of the Unsung Hero award was Ron Batley from the 100th Bomb Group Memorial Museum at Thorpe Abbots near Diss. Megan Dennis was awarded Highly Commended in the Volunteer Manager award.
- 10.5 The 7th Annual SHARE Museums East conference Facing Change, Moving Forward will be held at the John Bunyan Museum in Bedfordshire on 6th November 2017. The keynote speakers will be Julia Kauffman OBE (Chair, Small Charities Coalition) and Bernard Donoghue (Director, Association of Leading Visitor Attractions).
- 10.6 For more information on NMS' leadership role in museum development in the region and the SHARE scheme visit: <http://sharemuseumseast.org.uk>

11. Equality Impact Assessment (EqIA)

Norfolk Joint Museums Committee

Item No.

Report title:	Collections Review and Rationalisation Programme 2015-18
Date of meeting:	27 October 2017
Responsible Chief Officer:	Tom McCabe – Executive Director, Community and Environmental Services

Executive summary

As part of its strategy to review service needs and reduce costs Norfolk Museums Service (NMS) has an ongoing Collections Review & Rationalisation programme whereby collections are reviewed on a regular basis, and those which are not suitable for future display or study needs may be found alternative homes.

The programme follows best practice as advised by Arts Council England's Museums Accreditation Standard and the Museums Association's Code of Ethics standards of which have been incorporated into the NMS Collections Development Policy. The outline of which is noted in Appendix 1

Recommendations:

Committee Members are asked to consider and approve the rationalisation of:

- **Items from Great Yarmouth and Gressenhall listed in Appendix 2**

1. Proposal

- 1.1. This report asks Committee Members to consider and approve the rationalisation of museum collections identified by staff as falling outside of NMS' Collections Development Policy.

1.1 Background

- 1.1.1 NMS' ongoing Collections Review & Rationalisation Programme assesses collections for their relevance and cultural significance. Those that are not suitable for the future display or study needs of NMS may be found alternative homes, usually retaining them within a publicly-accessible domain. This is done with the aim of:

- Reducing NMS' accommodation needs to the minimum necessary for the safe and accessible storage of collections, in order to reduce the financial and staffing burden of collections care
- Ensuring that all collections are accessible and used on a regular basis for the benefit of the public
- Improves the care of the collections it retains
- Ensuring that those collections which are not key to the mission of NMS are cared for and made accessible by other organisations

The methods by which collections are rationalised are set out in Appendix 1.

The programme was considered and approved by the Norfolk Joint Museums & Archaeology Committee on 14 January 2011.

2. Collections review programme

- 2.1. The objects listed in Appendix 2 are from the Gressenhall and Great Yarmouth collections and recommended for rationalisation by the methods proposed against each object.
- 2.2. The objects listed have been scrutinised and approved by NMS' internal Rationalisation Committee on 23 February and 5 August 2017 respectively which comprises the Chief Curator, the departmental Curator, Collections Development Manager, Collections Documentation Officer, the Senior Conservation Officer and the Registrar. Every effort will be made to find these objects a home in another museum or cultural institution. The objects were approved for rationalisation by their respective Area Museums Committee 11 and 19 July 2017.

3. Resource implications

3.1. Finance

- 3.1.1 The Review & Rationalisation Programme is fully funded through Arts Council England's Major Partner Museums funding. There are no other revenue implications.

4. Other implications

4.1. Equality Impact Assessment (EqIA)

- 4.1.1 The NMS Service Plan places diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment.

These assessments help the Service focus on meeting the needs of customers in relation to age, disability, gender, race, religion and belief and sexual orientation.

- 4.1.2 This review of collections aims to improve accessibility. Principles of representation and equality will guide the selection of objects for rationalisation, which will all be offered in the first instance to other Accredited museums.

4.2 Health and Safety implications

- 4.2.1 The rationalisation programme will improve health and safety conditions for staff by removing risks inherent in overcrowded stores.

5. Section 17 – Crime and Disorder Act

- 5.1 NMS is working hard to help address the issues of social exclusion, one of the key triggers for crime and disorder. NMS provides services that are accessible to local people, encourage participation in cultural activities by people who are at

risk of offending, engage offenders through a range of cultural projects, assist schools in improving pupil attainment and deliver opportunities to increase the number of people who are in education, employment or training.

Through these and many other projects the NMS is using its resources to contribute towards reducing crime and disorder in Norfolk.

6. Recommendation or action required

6.1 The Joint Museums Committee is asked to consider and recommend for rationalisation:

- the Norwich Social History items listed in Appendix 2

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

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Email address : Steve.miller@norfolk.gov.uk



If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Appendix 1: Strategy for Rationalising NMS Collections

Item 9

1. Introduction

As part of a regular programme of good collections care all museum collections will be reviewed to ensure that objects conform to standards of high priority and top quality. Material which does not conform will be disposed of. This paper sets out how the review will be undertaken. The key elements of the process outlined below are required under the Museum Accreditation Scheme, Arts Council England's standards scheme for museums that ensure good practice is followed in all publicly-funded museums.

The policy of NMS is to preserve and interpret Norfolk's history while also providing a window on the world for the people of Norfolk. NMS has rich and diverse collections and is ranked within the top 2.5% of non-national Accredited museums. These collections are held in trust on behalf of current and future generations. Those housed in the Castle Museum & Art Gallery and the Norwich Castle Study Centre have been Designated by the DCMS as being of national significance; only 50 out of over 2,000 Accredited museums have received this distinction.

Collecting within NMS is undertaken in accordance with the Collections Development Policy, which is reviewed and approved by Committee every five years (last revised in July 2015). This sets out the strengths of the collections, areas for future collecting and constraints on collecting, such as resources, space such as resources, space and expertise. Cromer Museum, for instance, will only acquire material that provides information about the history of Cromer not currently held within the museum. Thus, duplicates or material that is historic but not otherwise interesting or informative, will not be acquired.

This does not preclude collecting outside the terms of the Collections Development Policy in exceptional cases, such as the West Runton elephant, which is within the terms of the Policy but of unusual size and national importance. A similar exception is the famous teapot collection of over 3,000 examples, which is a nationally-important collection without parallel elsewhere in the country and supports the study of styles in ceramic design.

2. Using Collections

The Core Collections fall into three categories, with different levels of access:

1. **Display material** represents the best or most significant items in the collections and is easily accessible by all people visiting the museums. Gallery displays are highly interpreted to attract the interest of the general visitor and, hopefully, enthuse them. The Egyptology collection at Norwich Castle, for example, provides an interesting display for the general visitor

and an important resource for schools, which are able to study this part of the national curriculum from real objects in their local museum.

2. **Study collections** provide depth for people who want to learn more about a specific subject. The emphasis is on presenting as many objects as possible for study. Study facilities are provided at the Collections Study Centres at Shirehall and Gressenhall. Objects are either freely accessible when a museum is open, on open storage (easily accessible with an appointment or on regular open days) or in study rooms (open on set days a week).
3. **Long-term research material** is needed as evidence for current or future research and only needs to be available on an appointment basis. This can be contained in high density storage, thereby making the most cost effective use of space. Some of this material may duplicate other collections but museums have a responsibility to future research to ensure that important evidence is not destroyed unnecessarily. New analysis techniques are being developed all the time and often unprepossessing archaeological samples can provide important information. A balance needs to be struck between keeping enough for future needs but not so much that there are no resources to do anything else.

Items not retained for the Core Collections are categorised as follows:

4. **Working or demonstration material** Objects are put to working use or demonstration use at or on behalf of the museum. Items may require sufficient restoration to satisfy health and safety requirements and functionality. Work carried out on an object should take account of presentation issues of object preservation or restoration within the museum environment. Objects should be used under defined conditions that are stated in their documentation.
5. **Education, handling and loan collection** Objects are included for educational reference material only, including loans. There is an implied deterioration through usage over time.
6. **Set dressing** Objects are used as set dressing for on-site activities of the museum, following the principal of ultimate disposal through usage. They may also be re-used to enable the restoration of working collections.
7. **Dispersal** Objects are transferred or (as a last resort) sold to other organisations or individuals. NMS will follow Arts Council England's Accreditation and the Museums Association's guidelines. There will be a presumption that objects will be retained in the public domain and offered initially to similar institutions at whichever location provides the best balance of appropriate care, context and access.
8. **Disposal** Following Accreditation and Museums Association guidelines, objects which have no other viable home or use are disposed of or reused for restoring other objects or in creative projects.

3. The Review & Rationalisation Programme

The Review & Rationalisation Programme will particularly concentrate on identifying material which falls into categories 3-8. Some material in category 2 may also be reviewed as it is likely that this group contains objects which,

over the years, have become surplus to requirements due to duplication within NMS.

Material in category 1 will not be reviewed since this will have been assessed when a decision was taken to put it on display. NMS has an ongoing programme of renewing or refreshing displays which allows for changing objects on display and assessing their importance.

3.1 First steps in the Rationalisation Programme

The Collections Development Manager will be responsible for the review programme. Other staff to be involved include:

- Chief Curator
- Head of Conservation or Senior Conservator
- Staff with curatorial responsibility for collections at specific sites, e.g. Curator of the museum
- Subject specialists

The first step will be to agree a review process and timetable with staff and identify staff teams to carry out the review. The timetable will be affected by major developments currently underway or in the planning cycle that will determine the availability of staff.

3.2 Identifying material for rationalisation

NMS shall particularly examine material in the following categories to consider them for rationalisation:

- Does not fall within the current collecting policy.
- Unethically acquired material.
- Loan material no longer required for display.
- Does not provide important information about Norfolk and its history.
- Is irrelevant to the collection.
- Has no reasonable expectation of being useful for display or research.
- Is unaccessioned (i.e. has not been properly recorded).
- Is unprovenanced (i.e. has no background information to provide a context).
- Is an unnecessary duplicate.
- Is of poor quality compared with other examples in the collection.
- Has deteriorated beyond any useful purpose (e.g. through decay or infestation. This might be a textile item that has rotted or a natural history specimen that has an infestation)
- Poses a threat to other objects or people (e.g. by contamination. This might be WW2 gas masks with degraded asbestos filters or radioactive geological specimens).
- Where there is no reasonable expectation that NMS will be able to provide suitable levels of curation or collections care.
- Is of good quality but would fit better into another museum's collection.
- May be more appropriate to the Norfolk Record Office or Norfolk Library & Information Service.

Meeting one of the above criteria does not automatically condemn any object. Each object will be considered on its merits. There may well be good reasons why objects that fall into one or more of the above categories should be kept, but they will be critically examined and justified.

3.3 Options for disposal

There are several ways in which material that is not suitable for NMS core collections might continue to fulfil a useful purpose. The list below indicates the methods of disposal which will be considered for each object, in descending order of priority:

- Transfer to another Accredited museum by gift
- Repatriation to country of origin
- Transfer to another public institution by gift
- Return to donor or lender (if there are compelling reasons to do so)
- Transfer to a handling collection for use with schools or the public
- Re-used to enable the restoration and operation of working machinery, which can be used to engage the public and demonstrate historic practices
- Set dressing to enhance museum displays
- Charitable donation
- Sale on the open market
- Destruction (as a last resort)

3.4 Process for decision taking

The process for taking decisions about disposal is time consuming but it is important to ensure that:

- all legal responsibilities are fulfilled,
- that the sensibilities of donors are respected,
- that the political views of the partners in the Joint Museums Agreement are taken into account, and
- that the public retain confidence in NMS and Norfolk County Council as trustees of Norfolk's heritage.

3.5 The process of selection for disposal will be as follows:






- Objects for disposal will be identified by staff with curatorial or collections care responsibilities at each site, assisted by subject specialists as appropriate
- Documentation will be checked to confirm that NMS is the legal owner of the items and is legally free to dispose of them (for example, there may be conditions attached to a bequest)
- The views of particularly interested groups or organisations will be sought
- If material was acquired or conserved with grant aid, contact will be made with the grant funding body to establish whether the funder has any requirements or views on the disposal. Reimbursement of grant aid is a standard requirement unless the object is to be transferred as a gift to another Accredited museum.





- Permission for disposal will be sought in the first instance from Area Museums Committee and if agreed from Joint Museums Committee





3.6 Process for disposal of accessioned material







Once the Joint Museums Committee has agreed the list of proposed disposals the following steps will be taken:





- As required by the conditions of the Museum Accreditation Scheme, a notice will be placed in the Museums Journal or its on-line equivalent, and any other appropriate specialist publications, advertising the availability of significant material to other Accredited museums.
- Direct contact will be made with any Accredited museums or other public institutions which would have a particular interest in any of the objects.
- If no Accredited museum is interested and the material was donated within the last 20 years, attempts will be made to contact the donor to return the item.
- Material in which no interest is expressed will be either sold or otherwise disposed of, once all reasonable efforts to find it a new home have been exhausted.
- Complete records of all transactions will be kept.





Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRSRM : 1986.116.16	tub	'Sulfluid Household Ointment'; manufactured by Parker, Ward and Co., London; round silver-coloured metal tub; early 20th century		Very poor condition. Leaking. Ephithite, Lauren 31.7.2015	Disposal. Safely dispose of this item.
GRSRM : 1987.1.64.3	dressing	Orange paper packets, each containing a bandage. Label on paper in black lettering reads 'W.O.W. BANDAGE B.P.C. GUARANTEED BRITISH MADE. 2 INS x 4 YDS'. Issued to Shipdham branch of Red Cross.		Duplicates. 2 retained for the collection Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : 1987.1.84.3	towel	Hand towels made of heavy white cotton. A label sewn into bottom left hand corner reads 'Trade Mark. Made in U.S.A. CANNON Color Guaranteed Fast' with small cannon and cannonballs logo. Used by Shipdham branch of Red Cross.		Duplicates. 2 retained for the collection Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : 1993.77.1	churn	Wooden; cylindrical drum; flaps inside rotated by steel and wooden handle		Duplicate. Other examples within collection have stronger provenance of use. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : 1993.115	trough	Oak animal feed trough		Trough has no provenance, it is in fairly poor condition and is incredibly difficult to store. Ephithite, Lauren 3.4.2017	Transfer. Offer to museums via Museums Journal






Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRSRM : 2015.2.52	jar	Jar of tomatoes. In kilner screw top jar. Possibly bottled c 1948.		It is probable this object was never accessioned into the collection. It has been given an accession number for the purpose of disposal. This object has no provenance and is incomplete. Ephithite, Lauren 25.2.2015	Disposal. Safely dispose of this item.
GRSRM : 2015.14.66	stove	Green and black three hob gas cooker. Silver metal plaque on front reads 'Valor Taylor No 603'. Black circular metal part to side has directions for use on it.		No provenance. Similar to NWHCM : 1980.278.5 Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : 2015.14.67	washing machine	Parnall washing machine, front loading with controls on the top.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : 2015.14.68	washing machine	Cream washing machine, 'Superheat, 'Wilkins Servis' on wheels with mangle on top. Removable circular lid with red handle. Also red rectangular handle to side of lid with 'Pull to start was' written on. Black interior.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal





Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRSRM : 2015.14.69	cooker	Electric cooker, enamelled grey and white with 4 legs. 'Just Electric Always' size no 1. Made in England by 'Jackson'.		No provenance. Very similar to NWHCM : 1978.11 Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : 2015.14.70	refrigerator	Concrete/enamelled brown fridge with glaze on outside, white inside. 4 shelf ledges.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : 2015.14.71	extractor	Metal cylinder with folding lid panels. Metal winding gear on the lid with wooden handle, spout at base. Label on front reads 'E.H Taylor limited. Beehive Works, Welwyn, Herts, England'. paper label attached reads 'Lid of unaccessioned honey extractor. Donated by Chris Smith, NRLM, Rest of extractor on display in honey hut'.		Outside of collecting policy as originates from Hertfordshire. No other provenance of use. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : 2015.14.72	extractor	Large grey metal cylinder with removable top. Plaque on front reads 'E.H Taylor beehive works, Welwyn, Herts, England'.		Outside of collecting policy as originates from Hertfordshire. No other provenance of use. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal



Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRSRM : 2016.22	clock	Clock. Round, wooden, wall mounted clock. Pale face with roman numerals and glass and metal door which opens.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN108	chest	Large tool chest, possibly for carpenter's tools; wooden, stained black; rope handles at sides for lifting		No provenance. Duplicates with other chests in the collection. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.1	wick	Three replacement wicks for Harper No. 1000 Oil Converter. part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.2	wick	Three replacement wicks for Harper No. 900 Oil Converter. part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.3	part	Two Indicators for Valor No. 65S Boiling Stoves. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.4	part	Galery for Valor No. 65S Boiling Stoves. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal


Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRSRM : NN153.5	part	Door No. 350 for Valor Perfection Cookers. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.6	lid	Stove lid. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.7	lid	Stove lid. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.8	knob	Two metal and wood knobs. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal


Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRSRM : NN153.9	part	Two galvanised stove parts. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.10	part	Two galvanised stove parts. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.11	part	Galvanised stove part. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.12	part	Galvanised stove part. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal





Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRSRM : NN153.13	part	Three metal stove parts. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.14	part	Metal stove part. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.15	part	Metal stove part. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.16	part	Metal stove part. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.17	part	Galvanised stove part. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal





Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRSRM : NN153.18	part	Galvanised stove part. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN153.19	block	Red and green sanding block. Part of a collection of convector heater wicks, galvanised heater parts and other objects possibly from a shop stock.		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
GRSRM : NN178	machine	Cigarette dispensing machine; large, steel freestanding machine with bolts for fixing to wall; made by Harper Automatics of Croydon; two slots for 'sixpence' and 'two pennies'; glass windows in front; marked 'World Patents Owned and Controlled by Harper Automatics, Croydon, England' and 'It's a Harper Production'; fitted with glass pane in lower half painted with 'B.W. Stebbings, Cigarettes, Day & Night'; either from railway platform or outside grocer's shop; found unaccessioned in collections		No provenance. Ephithite, Lauren 6.2.2017	Transfer. Offer to museums via Museums Journal
NWHCM : 1973.354.10	mill	Cake mill; early 20th century; marked 'W.N. Nicholson & Son, Newark No.2 Cake Mill'		Duplicate. 2 other Cake Mill's in the collection, both of which were made and used in Norfolk. This one was used in Norfolk but made outside of the county. Ephithite, Lauren 3.4.2017	Transfer. Offer to museums via Museums Journal


Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1973.371.4.3	chair	Chair. Wooden strap back kitchen chair. One of ten which comes from Hill House at Pulham Market which was formerly the Depwade Union Workhouse. Dates from the twentieth century.		Duplicate. Part of a set of 10. 2 have been retained for the museum collection.	Transfer. Offer to other workhouse museums such as Ripon or Southall and to other museums via Museums Journal.
NWHCM : 1973.371.4.4	chair	Chair. Wooden strap back kitchen chair. One of ten which comes from Hill House at Pulham Market which was formerly the Depwade Union Workhouse. Dates from the twentieth century.		Duplicate. Part of a set of 10. 2 have been retained for the museum collection.	Transfer. Offer to other workhouse museums such as Ripon or Southall and to other museums via Museums Journal.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRSRM : 1980.56.13.1	cart	Two wheeled game cart; constructed of wood; painted brown; two shafts; body in form of high-sided box; two brackets for lamps, one lamp still in position, but damaged; metal plate screwed to side, painted black and white and embossed 'J.P. Meade Esq., Earsham'; used on Earsham estate for transporting the results of shooting; John Percy Meade used to put his name on everything that he owned (information supplied by his great grandson, contact of John Goldsmith)		Very poor condition. Extensive live woodworm which has damaged this object structurally. Object is broken beyond reasonable repair. Ephithite, Lauren 3.4.2017	Object to be safely disposed of. Report outcome to Breckland AMC.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRYEH : 1956.240.3	map	Map; by Corbridge showing the west prospect of Great Yarmouth		This object is a duplicate. We have three identical maps, this one is in much worse condition than the others. Kett, Wayne 5.1.2017	Transfer. Offer to Norfolk Record Office and museums via Museums Journal.
GRYEH : 1961.126	machine	Jones treadle sewing machine		NMS has over 100 sewing machines in its collection. Yarmouth are retaining a selection with stronger provenance. Kett, Wayne 22.2.2017	Transfer. Offer to museums via Museums Journal.
GRYEH : 1969.3	machine	Sewing machine, black, hand operated, in cream case decorated with children's transfers		NMS has over 100 sewing machines in its collection. Yarmouth are retaining a selection with stronger provenance. Kett, Wayne 22.2.2017	Transfer. Offer to museums via Museums Journal.
GRYEH : 1973.108	machine	Hand sewing machine in a wooden case		NMS has over 100 sewing machines in its collection. Yarmouth are retaining a selection with stronger provenance.	Transfer. Offer to museums via Museums Journal.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRYEH : 1982.64	machine	Hoover washing machine		This object has no direct link to Great Yarmouth other than via the donor. It is in fairly poor condition. There is an identical washing machine in the Norwich Social History collection.	Transfer. Offer to museums via Museums Journal.
GRYEH : 1984.82	machine	Sewing machine; hand operated machine painted in black enamel and decorated with transfer pattern in gold, manufactured in Germany by Frister and Rossman, mounted on wood base with veneered wood box cover (rather shabby)		NMS has over 100 sewing machines in its collection. Yarmouth are retaining a selection with stronger provenance. The case for this sewing machine has suffered from significant wood worm damage. Kett, Wayne 22.2.2017	Transfer. Offer to museums via Museums Journal.
GRYEH : 1991.73	heater	Electric fire, The Newberry Magicoal; grey metal grate with lattice grille front containing imitation coal with flame effect light below, large spiral heating element under integral hood, circa 1930s		No local provenance and outside of collecting policy. Kett, Wayne 22.2.2017	Transfer. Offer to museums via Museums Journal
GRYEH : 2016.17.5	sign	Metal, enamel painted sign advertising 'Van Houtens' cocoa powder.		This object has no link with Great Yarmouth and is therefore outside of the collecting policy for Yarmouth museums. Kett, Wayne 21.12.2016	Transfer. Offer to Strangers Hall and other museums via Museums Journal.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRYEH : 2016.17.8	machine	Sewing machine in wooden case		NMS has over 100 sewing machines in its collection. Yarmouth are retaining a selection with stronger provenance. Kett, Wayne 22.2.2017	Transfer. Offer to museums via Museums Journal
GRYEH : 2016.17.9	machine	Singer sewing machine		NMS has over 100 sewing machines in its collection. Yarmouth are retaining a selection with stronger provenance. In addition this object is in extremely poor condition. Kett, Wayne 22.2.2017	Transfer. Offer to museums via Museums Journal.
GRYEH : 2016.17.11	machine	Wilcox & Gibbs sewing machine		NMS has over 100 sewing machines in its collection. Yarmouth are retaining a selection with stronger provenance. In addition this object is in fairly poor condition. Kett, Wayne 22.2.2017	Transfer. Offer to museums via Museums Journal.
GRYEH : 2016.17.12	weight	Boats mudweight		Object is in very poor condition. Kett, Wayne 22.2.2017	Transfer. Offer to museums via Museums Journal.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRYEH : 2016.17.13	machine	Singer sewing machine		NMS has over 100 sewing machines in its collection. Yarmouth are retaining a selection with stronger provenance. Kett, Wayne	Transfer. Offer to museums via Museums Journal.