

NORFOLK JOINT MUSEUMS COMMITTEE

**Minutes of the Meeting Held at County Hall, Norwich on 30 June 2017 at
2.00pm**

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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