

NORFOLK JOINT MUSEUMS & ARCHAEOLOGY COMMITTEE

Date

Friday
22 November 2013

Time

2 pm

Place

The Edwards Room
County Hall
Norwich

Agenda



Pirates! Schools session at Time and Tide Museum, a Key stage 1 session developed as part of the Arts Council England funded *Stories from the Sea* project, in partnership with the Royal Museums, Greenwich."

1 To note Apologies and whether any Substitute Members have been Appointed

2 To Receive the Minutes of the Previous Meeting held on 26 June 2013 (PAGE 5)

3 Members to Declare Any Interests

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 Matters of Urgent Business

5 Public Question Time

15 minutes for questions from members of the public of which two clear working days notice have been given.

6 To Receive the Reports of Area Museums Committees

- | | |
|---------------------------------|------------|
| (a) Breckland | (PAGE 11) |
| (b) Great Yarmouth | (PAGE 75) |
| (c) Kings Lynn and West Norfolk | (PAGE 83) |
| (d) Norwich | (PAGE 93) |

- 7 **Norfolk Museums and Archaeology Service- Performance and Strategic Update Report** (PAGE 100)

Report by the Head of Museums and Archaeology

- 8 **Norfolk Museums and Archaeology Service—Integrated Finance and Risk Monitoring Report for 2013/14** (PAGE 107)

Report by the Head of Museums and Archaeology

- 9 **Norfolk Museums and Archaeology Service--Service and Budget Planning For 2014-17** (PAGE 113)

Report by the Head of Museums and Archaeology

- 10 **NMAS collections - Their Role in Reflecting Norfolk's Identity Regionally, Nationally and Internationally**

PowerPoint Presentation by Dr John Davies, Chief Curator

- 11 **Norfolk Museums and Archaeology Service - A New Identity**

PowerPoint Presentation by Head of Museums and Archaeology and Jo Warr, Programme Manager, NMAS

CHRIS WALTON
Head of Democratic Services

County Hall
Martineau Lane
Norwich
NR1 2DH

14 November 2013

Enquiries and names of any Substitute Members to Tim Shaw

Direct Dialling: Norwich (01603) 222948

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GROUP MEETING

Conservative – 1.30 pm – Colman Room



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NORFOLK JOINT MUSEUMS & ARCHAEOLOGY COMMITTEE

Minutes of the Meeting Held at County Hall, Norwich on 26 June 2013 at 2.00pm

Present:

Norfolk County Council

Mr A Grey
Mr H Humphrey
Mr M Kiddle-Morris
Mr M Sands

Mr M Storey
Mr J Ward (elected Chairman during the Meeting)
Mrs M Wilkinson

Breckland District Council

Mr P J Duigan

South Norfolk District Council

Dr C Kemp

North Norfolk District Council

Mrs L Brettle

Norwich City Council

Mr D Bradford
Mrs C Brimblecombe

Borough Council of King's Lynn and West Norfolk

Mr E Nockolds

Broadland District Council

Mr J W Bracey

Great Yarmouth Borough Council

Mrs K S Robinson-Payne

Co-opted Members (Non-Voting)

Museums in Norfolk Group

Ms S Potts

Museum Friends

Mr J Knight

1 Apologies for Absence

Apologies for absence were received from Mr E Foss and Mr R Parkinson-Hare.

It was noted that since the despatch of the agenda papers, Mrs M Wilkinson had replaced Ms J Brociek-Coulton as a Member of the Joint Committee.

2 Election of Chairman

Resolved (unanimously)

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

(Mr J Ward in the Chair).

The Chairman welcomed to the meeting those Members who had been appointed to the Joint Committee since the County Council election in May 2013 and Steve Miller

whom was attending his first meeting since his appointment as Head of Museums and Archaeology.

3 Election of Vic-Chairman

Resolved (unanimously)

That Mr J W Bracey be elected Vice-Chairman of the Joint Committee for the ensuing year.

4 Minutes

The minutes of the previous meeting held on 26 April 2013 were confirmed by the Joint Committee and signed by the Chairman subject to it being noted at minute 6 that the review of the NMAS had been discussed by Members of the Great Yarmouth Borough Council.

5 Declarations of Interest

There were no declarations of interest.

6 Matters of Urgent Business

There were no matters of urgent business.

7 Public Question Time

There were no public questions.

8 Political Representation on the Joint Museums and Archaeology Committee – Appointment to Sub-Committee for 2013/14

The annexed report (8) by the Secretary of the Joint Committee was received.

Members received a report that set out the political representation on the Joint Committee and asked for appointments to be made to the Accounts Approval and Urgent Business Sub-Committee for 2013/14.

Resolved –

- (a) To agree that the political composition of the Joint Museums and Archaeology Accounts Approval and Urgent Business Sub-Committee for 2013/14 be as follows:

Conservative	4
Labour	2
UKIP	1

- (b) That the following Members be appointed to serve on the Joint Museums and Archaeology Accounts Approval and Urgent Business Sub-Committee for 2013/14:

Mr D Bradford (Labour)
Mr J W Bracey (Conservative)
Mr A Grey (UKIP)
Mr H Humphrey (Conservative)
Dr C Kemp (Conservative)
Mr M Sands (Labour)
Mr J Ward (Conservative)

9 Annual Internal Audit Report 2012/13

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

Resolved-

- To note the Norfolk Joint Museums and Archaeology Committee Annual Internal Audit Report for 2012/13, and the key message, based on an analysis on the audit work carried out and reports issued, meant that Norfolk Audit Services could assure the Joint Committee of the adequacy and efficiency of internal control, including the arrangements for Risk Management during 2012/13 was “acceptable” and therefore considered sound;
- To note that the system of internal audit, including the arrangements for Risk Management, were adequate and effective during 2012/13 for the purpose of the latest Regulations;
- To note that arrangement for anti-fraud and corruption were adequate and had been reviewed and;
- To note the content of the 2013/14 Audit Plan for the Joint Committee as set out in the Annual Internal Audit Report.

10 Norfolk Joint Museums and Archaeology Service – Performance and Finance Act – Report for 2012/13

The annexed report (10) by the Acting Head of Museums and Archaeology was received.

Members received a report that outlined the latest service performance, together with the NMAS revenue budget, reserves and provisions and capital programme based on the out-turn position for 2012/13. The report also provided the Joint Committee with an update on 2012/13 service plan targets.

During discussion, the following key points were noted:

- NMAS had achieved a break-even position at the year end.
- Satisfactory progress had been made with NMAS Service Plans during 2012/13.
- The Chairman drew the Joint Committee's attention to the introduction on a trial basis of the Norwich Museums Summer Season Rover Ticket. It was noted that the ticket would offer unlimited visits to the three Norwich museums (Norwich Castle, Bridewell Museum and Strangers' Hall) for a one month period from the date of purchase and be on sale from early July 2013 until late September 2013.
- Performance with the 2012/13 capital programme was satisfactory.
- Members asked a question concerning the Gressenhall Shop relocation which

was part of the 2012/13 NMAS capital programme. The project was completed in 2012/13 with an over spend of £4,000 which was covered by the revenue budget. The additional costs were incurred due to the District Conservation Officer requiring a revised specification for an automatic door. This resulted in a redesign and requirement for bespoke joinery. The project had seen the shop moved to a more central position on the former workhouse site in order to attract more customers and improved sales.

- Members were pleased to note the good joint working arrangements between the NMAS and the Borough Council of King's Lynn and West Norfolk for improving interpretation and public access to the King's Town Hall complex, through a major HLF capital project.
- Members also supported the development of Museum Youth Forums throughout the county.

Resolved –

- (a) To note progress with performance and service plans during 2012/13.
- (b) To note progress with the revenue budget, capital programme and reserves and provisions out – turn positions for 2012/13.

11 Annual Review of Visitor Performance

The annexed report (11) by the Acting Head of Museums and Archaeology was received. The report analysed the numbers of visits made by members of the public to the museums operated by the Norfolk Museums and Archaeology Service for the financial year 2012/13. Over 357, 500 visits were made to NMAS museums during that period. After taking into account museums refurbishments, this represented a standstill position compared to 2011/12. Of the total number of visits to NMAS museums, 42,783 visits were made by school children in organised groups, almost matching the strong performance in 2011/12 (43,353).

Members asked to be supplied with an analysis of organised school group visits for NMAS museums across the county and for this information to be made available in time for the next meeting of the Joint Committee. Members particularly wanted to know which schools were taking part in organised visits and the average numbers of children per visit.

It was noted that all three NMAS sites at Great Yarmouth were participating in a new heritage pass set up by the Great Yarmouth Tourist Authority to promote the town's museums to visitors during the summer period.

It was noted that the negative impact of major sporting events in 2012 and the continued effect of the recession were outweighed by the reopening of the Bridewell Museum and the loan of the Titian painting to Norwich Castle, generating significantly increased visits. The October and February half terms also saw good levels of visits.

It was suggested that the new Commercial Manager for the NMAS should be asked to review the research work undertaken some two years previously on the postcodes of visitors to NMAS museums and look to bring this information up to date. It was also suggested that the Commercial Manager should be asked to examine options for the introduction of a weekly museum ticket that could be marketed for use by tourists.

Resolved –

That the report be noted.

12 Major Partner Museum Funding From Arts Council England for Norfolk Museums and Archaeology Service

The annexed report (12) by the Acting Head of Museums and Archaeology was received. The report provided a detailed breakdown of the Arts Council England (ACE) grant budget awarded to the NMAS.

The Joint Committee asked to receive regular update reports about how the significant investment in the NMAS by Arts Council England was being allocated and spent across the service on a project by project basis. It was recognised that an in- depth analysis of the projects was provided by Area Museums Officers at Area Museums Committee meetings but it was felt that the Joint Committee also needed to be kept updated of any changed circumstances, and in particular changes in project timetables, local planning permission and finance.

The Joint Committee supported the work which the NMAS had undertaken to agree an activity plan with ACE to deliver against the five goals which ACE had approved for the allocation of resources.

Resolved –

That the report be noted.

13 Induction Presentations for New Members: Site and Key Project Summaries

The Area Museums Managers for the NMAS Western Area (Dr Robin Hanley), Norwich (Rachel Kirk) and Eastern Area (James Steward) explained how the NMAS was a multi-award winning service with:

- Ten museums and a study centre across the county
- Collections of national and international importance
- Over 350,000 visits a year
- A schools programme reaching over 40,000 children a year
- Exciting learning programmes for people of all ages
- A leading role in museum development through the SHARE Museums East programme.
- A national reputation and major investment from Arts Council England.

A number of information packs about the work of the NMAS were laid on the table; further copies could be obtained from the NMAS on request.

At the end of the meeting the Chairman thanked Dr Robin Hanley on behalf of all Members of the Joint Committee for his work as Acting Head of Museums and Archaeology during the interim period following the retirement of Vanessa Trevelyan until Steve Miller recently took up his position as Head of Museums and Archaeology.

The meeting concluded at 3.30pm.

Chairman

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**Joint Museums and Archaeology Committee 22 November 2013
item 6 a**

BRECKLAND AREA MUSEUMS COMMITTEE

**Held on Thursday, 24 October 2013 at 2.00 pm in
The Council Chamber, Thetford Town Council, King's House, King Street, Thetford,
Norfolk IP24 2AP**

PRESENT

Mr P.J. Duigan
Mr C. S. Clark
Mr P R W Darby
Mr R.G. Kybird

Mrs P.A. Spencer
Mr W. R. J. Richmond
Mr P Smyth

Also Present

Mr D. Blackburn
Mrs T Paines

Mr M Oakes

In Attendance

Mr Oliver Bone

Dr Robin Hanley
Ms Sarah Cassell
Ms Megan Dennis

- Curator of the Ancient House, Museum of Thetford Life
- Western Area Manager
- Curatorial Assistant Museums Trainee
- Curator, Gressenhall Farm & Workhouse Museum

Action By

5/13 CHAIRMAN

Mr Philip Duigan was elected as Chairman for the forthcoming year.

6/13 VICE-CHAIRMAN

Mr Harry Humphries was elected as Vice-Chairman for the forthcoming year.

7/13 MINUTES

The minutes of the meeting held on 1 February 2013 were agreed and signed as a correct record.

8/13 APOLOGIES

Apologies were received from Councillors Humphrey and Kiddle-Morris and Mr Steve Miller, Head of Service.

Members were informed that Mr Ray Key had now retired, and the term of office of Ms Christine Walters, Chairman of Friends of Gressenhall had come to an end. It was asked that a letter of thanks

be sent to them.

9/13 CHAIRMAN'S ANNOUNCEMENTS

None.

10/13 URGENT BUSINESS

None.

11/13 DECLARATION OF INTERESTS

None.

12/13 ANCIENT HOUSE MUSEUM OF THETFORD LIFE

Mr Oliver Bone presented the report which covered the period from February to September 2013.

There had been two exhibitions during this period at Ancient House, with the current one being Thetfords Lost Tudor Sculptures. A guide book had been written by the principal investigator of the research project, Mr Phillip Lindley and was circulated to members.

Project Funding allowed free admission to Ancient House during August and September, when normal charges apply, which resulted in significantly increased visitor figures.

The previous exhibition was based on 'Hard Times' and looked at life of the poor 100 years ago. A star object on display was a rare workhouse doll loaned from Gressenhall Farm and Workhouse.

Members were informed that forthcoming themes were being looking at including Toys and Games of the last 50 years and would be open Easter 2014.

The Museum was actively involved with co-ordinating commemorations for the centenary of the Great War which would be held during 2014.

Last October, Thetford and the museum were visited by a group from Japan keen to build cultural exchange with the Thetford area. There were hopes of developing student exchanges, internet resources exhibitions and other forms of connections using the rich archaeological heritage of both areas, particularly flint and obsidian.

A mobile app had been developed to link with the Thetford Lost Tudor exhibition, and was being used around Thetford Priory.

A Museum trainee had been working on developing a social media presence of Ancient House. Both Twitter and Facebook accounts had been set up which was used to highlight events and provide links with other museums.

Ancient House was trialling a £2 pre-ordered goody bag for visiting school groups, particularly suited to their themed visit and had

received good feedback on this.

The Museum continued to benefit from a Curatorial Assistant Museums Trainee, Sarah Cassell as part of the Teaching Museum scheme. Sarah said the placement had been varied and she had been particularly involved in outreach activities in Kings Street. She had really enjoyed the placement which would finish in January 2014.

The Museum had been very busy with activities and in particular the family museum trails, of which Mr Bone expressed his thanks to the Friends of Ancient House for supporting this project.

Volunteers of the Museum continued to work on scanning images from the museum collections to provide better access and to assist enquirers. Friends of Thetford Museum had provided valuable support including the promotion of Museum at Thetford's Night Market.

Visitor numbers were circulated and Mr Bone said the figures were very encouraging and had increased compared with 2012.

Mr Smyth asked if the Museum had been in contact with the Imperial War Museum for the commemorative celebrations in 2014. Mr Bone confirmed that he had been liaising with them.

Mrs Spencer mentioned that she had visited the Lost Tudor Sculpture exhibition and said it was fascinating and was stunned at the different types of sculptures. She asked how much of it was also at Framlingham.

Mr Bone said that whilst there was some sculptures at Framlingham, the Church had the best examples of monuments.

Mrs Paines said that Friends of Ancient House were working very hard and were involved in all talks and events held at the museum. She was proud that it was becoming more of a community museum.

The Chairman thanked Mr Bone for his report.

13/13 GRESSENHALL FARM & WORKHOUSE

Mr Robin Hanley presented highlights from the report which covered the period between January to September 2013.

The Museum opened with a 'Behind the scenes' trial event for Museum pass holders only. This was a chance for visitors to meet volunteer teams, and visit parts of the museum which were not normally open access to the public. There were 800 people in attendance and very positive feedback had been received.

The event programme was the key driver for key sales, particularly those with museum passes. Events were based on three operational modes, main event days, days with a difference and ticketed events.

The 2013 programme of events consisted of a number of new events as well as maintaining the core events. Each event was reviewed and

would shape the programme for 2014.

Following the success of the Breckland Festival in 2012, Gressenhall hosted the event again in 2013 which was organised and funded by Breckland District Council. In 2012, 772 visitors attended the event, however this year saw over 2000 of which staff stepped up to the challenge. Everyone was very pleased with the event and were looking into the potential for running it again in 2014.

The Village at War event was held August Bank Holiday weekend which saw the full Battle of Britain memorial flypast. There were over 3,500 participants for this event.

Apple day had just taken place on 20 October. Again it was a very good event and had received huge positive feedback.

During the summer holidays the museum offered a comprehensive programme which was themed throughout the 6-weeks. It had been marketed throughout all cluster schools and resulted in over 17,000 visitors during the summer holidays. It had been a great opportunity to sell museum passes.

Gressenhall hosted Radio 4's Gardeners Question Time and the recording session generated significant media interest and coverage for the site.

Planning was underway for a programme of activities in 2014 to mark the centenary of the outbreak of World War One.

The Rediscover Gressenhall marketing campaign which featured discounted entry during April and was aimed to recruit new museum pass members and to capture email contact details for use in follow-up electronic marketing, proved to be very successful with the site welcoming over 11,000 visitors in April, and resulted in very strong pass sales. The museum looked to repeat this campaign in 2014.

A heritage grant application had been submitted to the Heritage Lottery Fund for Voices from the Workhouse project. It would focus on providing new displays in the main museum building, work yards and laundry, with an emphasis on those galleries relating to the workhouse and Norfolk's rural life collections.

Gressenhall continued to maintain its strong social media activities and had an active Twitter and Facebook account. This helped to raise awareness of events at the museum.

Research had been carried out based on the exit surveys undertaken during 2013. It reinforced that the site was a family attraction with 70% of visitors arrived in parties including children.

Staff were continuing to invest in the site, and a new CCTV system had been installed providing day/night coverage.

The new Seeds Merchants shop had opened in Village Row and the Taylor Brothers had attended the opening event.

Gressenhall continued to develop a range of commercial activities as a way to generate new income.

The Friends and Volunteers of Gressenhall continued to provide valuable support to the museum, and they were heavily reliant on volunteer teams across the site. There were currently 130 volunteers at the moment of which the site could not function without them.

The Gressenhall Learning team continued to provide a broad programme to children which attracted between 11,000 – 12,000 children on site during 2013.

There were changes to the national curriculum of which the learning team were looking to re-scope programmes to ensure they offered relevant topics.

Gressenhall was also hosting two trainees as part of the Teaching Museum programme and recruitment was currently underway for the next cohort of trainees for January 2014. One of these trainees would be based at Gressenhall and work on the event programme for 2014.

The Skills for the Future training programme continued to run from strength to strength covering a variety of activities.

Visitor numbers were up on 2012 figures with just under 50,000 visitors to the end of September.

The Chairman thanked Mr Hanley for his report.

13.1 Review of the Collection at Gressenhall Farm & Workhouse

Ms Megan Dennis, Curator for Gressenhall Farm and Workhouse presented this report.

The NMAS Acquisition and Disposal policy sets out that Collections should be regularly reviewed. The core collections fell into three categories with different levels of access which were display material, study collections and long-term research material.

When reviews took place museums needed to consider what to do with items that were not retained for the core collections. They were categorised into five options including dispersal (where objects are found alternative homes), or disposal (if no other homes can be found then objects are sold at auction or scrapped).

This was the fifth phase of reviewing collections at Gressenhall with stores and external storage space containing a number of social history objects. These were brought into the collections during the 1970s at a time when museums were generally actively collecting items in a relatively uncontrolled manner, without reference to an official collecting policy or quality control. As a result many collections contained duplicate objects, objects that were duplicated in other museums and/or poor quality objects that now required large conservation resources to be of display standard. Some objects had little or no provenance and some had no known relevance to local history of the area. As a result these fell outside

the Acquisition Policy of the museums service today.

There were two parts to this review, the first to consider removing threats to other display items and the second was to release storage space.

Ms Dennis bought some objects and shared them with members.

Mr Darby asked if it would be possible to sell items in the museum shop, if the museum was unable to re-home these objects.

Mr Hanley said that the shop was guided by the museum code of ethics which stated that if items were sold in the shop, the money would be ring-fenced to go back into the collection.

The Chairman asked that a list be compiled of items that the museum no longer needed. He also asked if there was a list of objects the museum would like.

Ms Dennis said that by doing the Collection Review it had identified gaps and therefore he had an idea of the strengths of collections.

Resolved to recommend to Joint Museum and Archaeology Committee that the objects listed in Annex 1 of Agenda Item 13a be de-accessioned.







14/13NEXT MEETING

The date of the next meeting would be confirmed and would be held at Gressenhall Farm and Workhouse Museum.





At the end of the meeting, the Chairman thanked Mr Hanley for the 3-month period where he held the position of Head of Service.







The meeting closed at 4.00 pm





CHAIRMAN








Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1976.46.15a3	Sheet music, used for parlour singing; early 20th century; titled 'A Beam from Heaven'		damaged beyond economic restoration - front cover only remaining	disposal
GRSRM : 1977.120.2	White bone china mantelpiece ornament in the form of a cannon. Bears the arms of Falmouth and the text 'Model of Mons Meg Edinburgh Castle.'		damaged beyond economic restoration, poses a threat to other objects of people due to broken china.	disposal
GRSRM : 1981.152.1.1	Cylindrical glass bottle with cork stopper; containing 'Fine Quality Compound Syrup of Figs', made by 'Carter and Sons (Sheffield) Ltd.'; 1930s-40s. One of six.		duplicate item, poor condition.	disposal
GRSRM : 1982.171.1.7.3	Mangel, Gate Post; white/cream coloured		duplicate items	dispersal
GRSRM : 1982.171.1.10.3	Mangel, Golden Tankard; white/cream coloured		duplicate items	dispersal
GRSRM : 1982.171.1.12.3	Potatoes, The Ally; white/cream coloured		duplicate items	dispersal


Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.14.3	Seed pocket for Potatoes, Arran Crest; white/cream coloured		duplicate items	dispersal
GRSRM : 1982.171.1.17.3	Seed pocket for Potatoes, Arran Victory; white/cream coloured		duplicate items	dispersal
GRSRM : 1982.171.1.23.3	Seed pocket for Potatoes, Dunbar Cavalier; white coloured		duplicate items	dispersal
GRSRM : 1982.171.1.27.3	Seed pocket for Potatoes, Kerr's Pink; white coloured		duplicate items	dispersal
GRSRM : 1982.171.1.28.3	Seed pocket for Potatoes, King George; white coloured		duplicate items	dispersal
GRSRM : 1982.171.1.29.3	Seed pocket for Potatoes, May Queen; white coloured		duplicate items	dispersal






Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.30.3	Seed pocket for Potatoes, Ninety Fold; white coloured		duplicate items	dispersal
GRSRM : 1982.171.1.31.3	Seed pocket for Potatoes, Red Skin; white coloured		duplicate items	dispersal
GRSRM : 1982.171.1.44.3	Seed pocket for Swede, Purple-top, Excelsior; white coloured		duplicate items	dispersal
GRSRM : 1982.171.1.45.3	Seed pocket for Swede, Purple-top, John Bull; white coloured		duplicate items	dispersal
GRSRM : 1982.171.1.60.3	Seed pocket for herbs; Parsley, Green Gem; fawn coloured		duplicate items	dispersal
GRSRM : 1982.171.1.69.3	Seed pocket for ornamental grasses and trees; Briza Maxima; green		duplicate items	dispersal
GRSRM : 1982.171.1.73.3	Seed pocket for ornamental grasses and trees; Gynierium Argenteum; green		duplicate items	dispersal








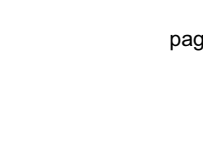
Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.77.3	Large packet for vegetables; Beans, Dwarf Kidney, Ne Plus Ultra; brown		duplicate items	dispersal
GRSRM : 1982.171.1.78.3	Large packet for vegetables; Beans, Early or Monarch Long Pod; brown		duplicate items	dispersal
GRSRM : 1982.171.1.88.3	Large packet for vegetables; Pea, Marvellous Peas; brown		duplicate items	dispersal
GRSRM : 1982.171.1.98.3	Small packet for vegetables; Beet, Dell's Dark Long Red; white		duplicate items	dispersal
GRSRM : 1982.171.1.99.3	Small packet for vegetables; Beet, Nutting's Dwarf Long Red; white		duplicate items	dispersal
GRSRM : 1982.171.1.101.3	Small packet for vegetables; Borecole or Kale; white		duplicate items	dispersal
GRSRM : 1982.171.1.103.3	Small packet for vegetables; Broccoli, Latest of All; white		duplicate items	dispersal









Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.104.3	Small packet for vegetables; Broccoli, Methven's June; white		duplicate items	dispersal
GRSRM : 1982.171.1.108.3	Small packet for vegetables; Brussels Sprouts, President Carnot; white		duplicate items	dispersal
GRSRM : 1982.171.1.111.3	Small packet for vegetables; Cabbage, Enfield Market; white		duplicate items	dispersal
GRSRM : 1982.171.1.112.3	Small packet for vegetables; Cabbage, Mein's No.1; white		duplicate items	dispersal
GRSRM : 1982.171.1.116.3	Small packet for vegetables; Carrot, Altringham Long Red; white		duplicate items	dispersal
GRSRM : 1982.171.1.117.3	Small packet for vegetables; Carrot, Guerande or Early Gem; white		duplicate items	dispersal
GRSRM : 1982.171.1.119.3	Small packet for vegetables; Carrot, Long Red Surrey; white		duplicate items	dispersal








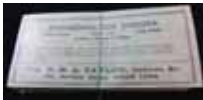
Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.122.3	Small packet for vegetables; Cauliflower, Driancourt; green		duplicate items	dispersal
GRSRM : 1982.171.1.123.3	Small packet for vegetables; Cauliflower, Early Dwarf Enfurt; white/cream		duplicate items	dispersal
GRSRM : 1982.171.1.127.3	Small packet for vegetables; Cucumber, Frame, Covent Garden; white/cream		duplicate items	dispersal
GRSRM : 1982.171.1.132.3	Small packet for vegetables; Leek, Broad London Flag; white/cream		duplicate items	dispersal
GRSRM : 1982.171.1.135.3	Small packet for vegetables; Lettuce, Cabbage, Lee's Immense Hardy; white/cream		duplicate items	dispersal
GRSRM : 1982.171.1.138.3	Small packet for vegetables; Lettuce, Cos, Alexandra; white/cream		duplicate items	dispersal
GRSRM : 1982.171.1.143.3	Small packet for vegetables; Marrow, Vegetable, Table Dainty; green		duplicate items	dispersal









Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.154.3	Small packet for vegetables; Onion, Premier; green		duplicate items	dispersal
GRSRM : 1982.171.1.166.3	Small packet for vegetables; Salad, English Corn; white/cream		duplicate items	dispersal
GRSRM : 1982.171.1.167.3	Small packet for vegetables; Tomato, Bide's Recruit; red		duplicate items	dispersal
GRSRM : 1982.171.1.174.3	Small packet for vegetables; Turnip, Strap-leaved American; white/cream		duplicate items	dispersal
GRSRM : 1982.171.1.182.3	Seed pocket for flowers; Agrostis Nebulosa; green		duplicate items	dispersal
GRSRM : 1982.171.1.183.3	Seed pocket for flowers; Agrostis Pulchella; green		duplicate items	dispersal
GRSRM : 1982.171.1.191.3	Seed pocket for flowers; Antirrhinum, Semi-Dwarf, Advance; blue		duplicate items	dispersal










Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.193.3	Seed pocket for flowers; Antirrhinum, Semi-Dwarf, Bronze King; white/cream		duplicate items	dispersal
GRSRM : 1982.171.1.195.3	Seed packet for flowers; Antirrhinum, Semi-Dwarf, Daybreak; pink		duplicate items	dispersal
GRSRM : 1982.171.1.198.3	Seed pocket for flowers; Antirrhinum, Semi-Dwarf, Red Emperor; blue		duplicate items	dispersal
GRSRM : 1982.171.1.210.3	Seed pocket for flowers; Aster, Giant Comet, White; pink		duplicate items	dispersal
GRSRM : 1982.171.1.214.3	Seed pocket for flowers; Aster, Mammoth; pink		duplicate items	dispersal
GRSRM : 1982.171.1.215.3	Seed pocket for flowers; Aster, Sinensis; green		duplicate items	dispersal








Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.217.3	Seed pocket for flowers; Aubretia Purpurea; pink		duplicate items	dispersal
GRSRM : 1982.171.1.227.3	Seed pocket for flowers; Calceolaria, Herbaceous; pink		duplicate items	dispersal
GRSRM : 1982.171.1.228.3	Seed pocket for flowers; Calendula, Officinalis, Orange Dark Eye; creased		duplicate items	dispersal
GRSRM : 1982.171.1.229.3	Seed pocket for flowers; Calendula, Officinalis, Prince of Orange; green		duplicate items	dispersal
GRSRM : 1982.171.1.231.3	Seed pocket for flowers; Calendula Radio, Golden Beam; white/cream		duplicate items	dispersal
GRSRM : 1982.171.1.232.3	Seed pocket for flowers; Calliopsis, Drummondii; pink		duplicate items	dispersal
GRSRM : 1982.171.1.237.3	Seed pocket for flowers; Campanula, Medium Calycanthema; green		duplicate items	dispersal
GRSRM : 1982.171.1.243.3	Seed pocket for flowers; Candytuft, White Rocket; grey		duplicate items	dispersal






Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.246.3	For flowers; Canterbury Bell, Double Mixed; pink		duplicate items	dispersal
GRSRM : 1982.171.1.255.3	Seed pocket for flowers; Centaurea, Imperialis, Jarman's Varieties; blue		duplicate items	dispersal
GRSRM : 1982.171.1.261.3	Seed pocket for flowers; Chinese Aster; green		duplicate items	dispersal
GRSRM : 1982.171.1.265.3	Seed pocket for flowers; Chrysanthemum Eastern Star; pink		duplicate items	dispersal
GRSRM : 1982.171.1.266.3	Seed pocket for flowers; Chrysanthemum Indorum, Bridal Robe; pink		duplicate items	dispersal
GRSRM : 1982.171.1.268.3	Seed pocket for flowers; Chrysanthemum New Early Flowering Single Hybrids; grey/green		duplicate items	dispersal
GRSRM : 1982.171.1.269.3	Seed pocket for flowers; Chrysanthemum Northern Star; green		duplicate items	dispersal
GRSRM : 1982.171.1.271.3	Seed pocket for flowers; Cineraria Hybrida Grandiflora; pink		duplicate items	dispersal

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.279.1.3	Seed pocket for flowers; Clarkia, Elegans, Firebrand; pink		duplicate items	dispersal
GRSRM : 1982.171.1.279.2.3	Seed packet for flowers; Clarkia, Elegans, Firebrand; pink		duplicate items	dispersal
GRSRM : 1982.171.1.279.3.3	Seed pocket for flowers; Clarkia, Elegans, Firebrand; pink		duplicate items	dispersal
GRSRM : 1982.171.1.292.3	Seed pocket for flowers; Dahlia, Coltness Gem; pink		duplicate items	dispersal
GRSRM : 1982.171.1.295.3	Seed pocket for flowers; Delphinium, Azure Fairy; blue		duplicate items	dispersal
GRSRM : 1982.171.1.300.3	Seed pocket for flowers; Didiscus Coeruleus; green		duplicate items	dispersal
GRSRM : 1982.171.1.304.3	Seed pocket for flowers; Egg Plant Mixed; green		duplicate items	dispersal
GRSRM : 1982.171.1.308.3	Seed pocket for flowers; Eschscholtzia Crocea; green		duplicate items	dispersal







Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.312.3	Seed pocket for flowers; Gaillardia Grandiflora, Dazzler; pink		duplicate items	dispersal
GRSRM : 1982.171.1.317.3	Seed packet for flowers; Gloxinia, Erect Varieties; blue/white		duplicate items	dispersal
GRSRM : 1982.171.1.319.3	Seed packet for flowers; Godetia, Dwarf Compact; pink		duplicate items	dispersal
GRSRM : 1982.171.1.326.3	Seed packet for flowers; Gypsophila Paniculata; pink		duplicate items	dispersal
GRSRM : 1982.171.1.345.3	Seed packet for flowers; Lathyrus Latifolius Pink Beauty; pink		duplicate items	dispersal
GRSRM : 1982.171.1.346.3	Seed packet for flowers; Lavatera Alba Splendens; pink		duplicate items	dispersal
GRSRM : 1982.171.1.348.3	Seed packet for flowers; Limanthes Douglassi; white/cream		duplicate items	dispersal
GRSRM : 1982.171.1.349.3	Seed packet for flowers; Linum Grandiflorum; pink		duplicate items	dispersal







Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.350.3	Seed pocket for flowers; Lobelia Cardinalis, Queen Victoria; blue/pink/white		duplicate items	dispersal
GRSRM : 1982.171.1.357.3	Seed pocket for flowers; Lupinus Arboreus Snow Queen; blue		duplicate items	dispersal
GRSRM : 1982.171.1.368.3	Seed pocket for flowers; Malope Grandiflora Rosea; pink		duplicate items	dispersal
GRSRM : 1982.171.1.369.3	Seed pocket for flowers; Marvel of Peru; blue/grey		duplicate items	dispersal
GRSRM : 1982.171.1.373.3	Seed pocket for flowers; Meconopsis Baileyii; pink		duplicate items	dispersal
GRSRM : 1982.171.1.377.3	Seed pocket for flowers; Mignonette, Golden Machet; pink		duplicate items	dispersal
GRSRM : 1982.171.1.378.3	Seed pocket for flowers; Mignonette, Large Flowering; grey/blue		duplicate items	dispersal
GRSRM : 1982.171.1.382.3	Seed pocket for flowers; Mimulus Moschantus; blue		duplicate items	dispersal
GRSRM : 1982.171.1.383.3	Seed pocket for flowers; Mimulus Prize Strain; green		duplicate items	dispersal



Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.385.3	Seed pocket for flowers; Myosotis, Dissitiflora; green		duplicate items	dispersal
GRSRM : 1982.171.1.386.3	Seed pocket for flowers; Myosotis, Sylvatica; green		duplicate items	dispersal
GRSRM : 1982.171.1.389.3	Seed pocket for flowers; Nasturtium, Ruby King; blue		duplicate items	dispersal
GRSRM : 1982.171.1.390.3	Seed pocket for flowers; Nasturtium, Dwarf Double, Golden Globe; red		duplicate items	dispersal
GRSRM : 1982.171.1.396.3	Seed pocket for flowers; Nasturtium, Empress of India; green		duplicate items	dispersal
GRSRM : 1982.171.1.397.3	Seed pocket for flowers; Nasturtium, Lilliput; green		duplicate items	dispersal
GRSRM : 1982.171.1.399.3	Seed pocket for flowers; Nasturtium, Queen of Tom Thumb; green		duplicate items	dispersal









Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.401.3	Seed pockets for flowers; Nemesia Compacta-Orange Prince; blue		duplicate items	dispersal
GRSRM : 1982.171.1.403.3	Seed pocket for flowers; Nemesia Nana Compacta, Fire King; pink		duplicate items	dispersal
GRSRM : 1982.171.1.404.3	Seed pocket for flowers; Nemesia Strumosa Suttonii; blue and pink		duplicate items	dispersal
GRSRM : 1982.171.1.409.3	Seed pocket for flowers; Nicotiana Sanderae, Crimson King; pink		duplicate items	dispersal
GRSRM : 1982.171.1.413.3	Seed pocket for flowers; Oenothera Lamarckiana; blue		duplicate items	dispersal
GRSRM : 1982.171.1.420.3	Seed pocket for flowers; Pansy Empress Strain; red		duplicate items	dispersal
GRSRM : 1982.171.1.421.3	Seed pocket for flowers; Pansy Masterpiece; pink		duplicate items	dispersal


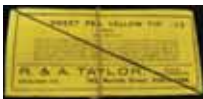


Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.422.3	Seed pocket for flowers; Pansy Orchidaefolia; red		duplicate items	dispersal
GRSRM : 1982.171.1.423.3	Seed pocket for flowers; Papaver Nudicaule, Iceland Poppy; grey/green		duplicate items	dispersal
GRSRM : 1982.171.1.424.3	Seed pocket for flowers; Papaver Nudicaule, Orientale Hybrids; pink		duplicate items	dispersal
GRSRM : 1982.171.1.427.3	Seed pocket for flowers; Penstemon; pink		duplicate items	dispersal
GRSRM : 1982.171.1.428.3	Seed pocket for flowers; Perilla Nankinensis; blue		duplicate items	dispersal
GRSRM : 1982.171.1.429.3	Seed pocket for flowers; Petunia Grandiflora, Choice Mixed; green		duplicate items	dispersal
GRSRM : 1982.171.1.430.3	Seed pocket for flowers; Petunia Grandiflora, Choicest Mixed; pink		duplicate items	dispersal



Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.431.3	Seed pocket for flowers; Petunia Grandiflora, Fimbriata; blue		duplicate items	dispersal
GRSRM : 1982.171.1.432.3	Seed pocket for flowers; Petunia Grandiflora, Fimbriata Flore Pleno; green		duplicate items	dispersal
GRSRM : 1982.171.1.440.3	Seed pocket for flowers; Polyanthus, Gold Laced; pink		duplicate items	dispersal
GRSRM : 1982.171.1.443.3	Seed pocket for flowers; Poppy, Double Dwarf French; green		duplicate items	dispersal
GRSRM : 1982.171.1.448.3	Seed pocket for flowers; Portulaca; blue		duplicate items	dispersal
GRSRM : 1982.171.1.454.3	Seed pocket for flowers; Primula Stellata; blue and green		duplicate items	dispersal


Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.455.3	Seed pocket for flowers; Primula Sindensis Fimbriata; pink/cream		duplicate items	dispersal
GRSRM : 1982.171.1.457.3	Seed pocket for flowers; Pyrethum Aureum; blue/green		duplicate items	dispersal
GRSRM : 1982.171.1.460.3	Seed pocket for flowers; Rhodanthe Marculata; blue		duplicate items	dispersal
GRSRM : 1982.171.1.464.3	Seed pocket for flowers; Salvia Splendens Harbinger; pink		duplicate items	dispersal
GRSRM : 1982.171.1.468.3	Seed pocket for flowers; Scabiosa Caucasica Perfecta; grey		duplicate items	dispersal
GRSRM : 1982.171.1.469.3	Seed pocket for flowers; Scabious, Dwarf, Double, Mixed; pink		duplicate items	dispersal

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.473.3	Seed pocket for flowers; Schizanthus; pink		duplicate items	dispersal
GRSRM : 1982.171.1.476.3	Seed packet for flowers; Sidalcea; pink		duplicate items	dispersal
GRSRM : 1982.171.1.480.3	Seed packet for flowers; Statice Sinuata; green and red		duplicate items	dispersal
GRSRM : 1982.171.1.483.3	Seed packet for flowers; Stock, Beauty Stock, Beauty of Nice; green		duplicate items	dispersal
GRSRM : 1982.171.1.484.3	Seed packet for flowers; Stock, Beauty Stock, Belle of Naples; green		duplicate items	dispersal
GRSRM : 1982.171.1.485.3	Seed packet for flowers; Stock, Beauty Stock, Crimson King; green		duplicate items	dispersal










Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.487.3	Seed pocket for flowers; Stock, Brompton, Lavender Lady; pink		duplicate items	dispersal
GRSRM : 1982.171.1.490.3	Seed pocket for flowers; Stock, Brompton, White Lady; grey		duplicate items	dispersal
GRSRM : 1982.171.1.491.3	Seed pocket for flowers; Stock, East Lothian Intermediate; pink		duplicate items	dispersal
GRSRM : 1982.171.1.500.3	Seed pocket for flowers; Sunflower, Primrose Dame; green		duplicate items	dispersal
GRSRM : 1982.171.1.516.3	Seed pocket for flowers; Sweet Pea, Cupid, Mixed; grey/green		duplicate items	dispersal
GRSRM : 1982.171.1.525.3	Seed pocket for flowers; Sweet Pea, King Manoel; pink		duplicate items	dispersal
GRSRM : 1982.171.1.533.3	Seed pocket for flowers; Sweet Pea, Silver Jubilee; pink		duplicate items	dispersal
GRSRM : 1982.171.1.535.3	Seed pocket for flowers; Sweet Pea, Springtime; pink		duplicate items	dispersal





Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.536.3	Seed pocket for flowers; Sweet Pea, Thomas Stephenson; white		duplicate items	dispersal
GRSRM : 1982.171.1.539.3	Seed packet for flowers; Sweet Pea, Yellow Tip; pink		duplicate items	dispersal
GRSRM : 1982.171.1.543.3	Seed pocket for flowers; Sweet Sultan, White; blue/green		duplicate items	dispersal
GRSRM : 1982.171.1.548.3	Seed pocket for flowers; Tropaeolum, Lobbianum, Brilliant; pink		duplicate items	dispersal
GRSRM : 1982.171.1.557.3	Seed pocket for flowers; Viola, Golden Yellow; green		duplicate items	dispersal
GRSRM : 1982.171.1.558.3	Seed pocket for flowers; Viola, Mauve Bedding; green		duplicate items	dispersal
GRSRM : 1982.171.1.559.3	Seed pocket for flowers; Viola, Odorata, The Czar; pink		duplicate items	dispersal






Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.561.3	Seed pocket for flowers; Viola, Pure White Bedding; green		duplicate items	dispersal
GRSRM : 1982.171.1.563.3	Seed packet for flowers; Violet, Parma; green		duplicate items	dispersal
GRSRM : 1982.171.1.565.3	Seed packet for flowers; Virginian Stock, Crimson King; blue		duplicate items	dispersal
GRSRM : 1982.171.1.567.3	Seed packet for flowers; Viscaria Cardinalis; blue		duplicate items	dispersal
GRSRM : 1982.171.1.570.3	Seed packet for flowers; Wallflower, Covent Garden, Blood Red; white		duplicate items	dispersal
GRSRM : 1982.171.1.573.3	Seed packet for flowers; Wallflower, Vesuvius; pink		duplicate items	dispersal





Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.581.3	Seed pocket for vegetables; Beet, Covent Garden Perfection; cream		duplicate items	dispersal
GRSRM : 1982.171.1.582.3	Seed pocket for vegetables; Beet, Middleton Park Favourite; cream		duplicate items	dispersal
GRSRM : 1982.171.1.587.3	Seed pocket for Anenome, Finest Mixed, Single; mixed colours		duplicate items	dispersal
GRSRM : 1982.171.1.589.3	Seed pocket for Antirrhinum, Nanum Grandiflorum Advance; mixed colours		duplicate items	dispersal
GRSRM : 1982.171.1.590.3	Seed pocket for Antirrhinum, Nanum Grandiflorum Rose Eclipse; mixed colours		duplicate items	dispersal





Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.593.3	Seed pocket for Balsam, Camellia Flowered, Choicest Mixed; mixed colours		duplicate items	dispersal
GRSRM : 1982.171.1.641.3	Seed pocket for Bellis Monstrosa, Mixed; mixed colours		duplicate items	dispersal
GRSRM : 1982.171.1.643.3	Seed pocket for Carnation, Chaband Giant; mixed colours		duplicate items	dispersal
GRSRM : 1982.171.1.645.3	Seed pocket for Larkspur, Rosamund; mixed colours		duplicate items	dispersal
GRSRM : 1982.171.1.646.3	Seed pocket for Lavatera, Rosea Splendens; mixed colours		duplicate items	dispersal
GRSRM : 1982.171.1.666.3	Seed pocket for Cheltenham Green-top Beet; buff		duplicate items	dispersal


Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.689.3	Seed pocket for Intermediate Carrot James' Scarlet; buff		duplicate items	dispersal
GRSRM : 1982.171.1.701.3	Seed pocket for Chives; buff		duplicate items	dispersal
GRSRM : 1982.171.1.707.3	Seed pocket for Improved Long Green Ridge Cucumber; buff		duplicate items	dispersal
GRSRM : 1982.171.1.709.3	Seed pocket for Stockwood Long Ridge Cucumber; buff		duplicate items	dispersal
GRSRM : 1982.171.1.711.3	Seed pocket for Endive, Batavian Green; buff		duplicate items	dispersal
GRSRM : 1982.171.1.723.3	Seed pocket for Bath or Brown Cos Lettuce; buff		duplicate items	dispersal
GRSRM : 1982.171.1.724.3	Seed pocket for Cheshunt Early Giant Cabbage Lettuce; buff		duplicate items	dispersal
GRSRM : 1982.171.1.733.3	Seed pocket for Winter Density Lettuce; buff		duplicate items	dispersal
GRSRM : 1982.171.1.734.3	Seed pocket for Pot Marjoram; buff		duplicate items	dispersal





Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.1.742.3	Seed pocket for Brown Globe Onion; buff		duplicate items	dispersal
GRSRM : 1982.171.1.743.3	Seed pocket for Giant Rocca Onion; buff		duplicate items	dispersal
GRSRM : 1982.171.1.749.3	Seed pocket for Wood's Early Long Radish; buff		duplicate items	dispersal
GRSRM : 1982.171.1.753.3	Seed pocket for Ne Plus Ultra Turnip Radish; buff		duplicate items	dispersal
GRSRM : 1982.171.1.759.3	Seed pocket for Sage; cream; variety written in blue ballpoint		duplicate items	dispersal
GRSRM : 1982.171.1.763.3	Seed pocket for Scorzonera; buff		duplicate items	dispersal
GRSRM : 1982.171.1.769.3	Seed pocket for Tomato, Stonor's Dwarf Gem; buff		duplicate items	dispersal



Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.2.2.3	Seed pocket for garden flowers; 'Aster, Choice Double, Mixed'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.5.3	Seed pocket for garden flowers; 'Calliopsis, Mixed'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.8.3	Seed pocket for garden flowers; 'Carnation, Mixed'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.10.3	Seed pockets for garden flowers; 'Clarkia elegans, double, mixed'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.12.3	Seed pocket for garden flowers; 'Cyanus Minor, Mixed'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal






Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.2.13.3	Seed pocket for garden flowers; 'Eschscholtzia, Mixed'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.15.3	Seed pocket for garden flowers; 'Godetia, fine mixed'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.16.3	Seed pockets for garden flowers; 'Helichrysum Monstrosum'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.19.3	Seed pocket for garden flowers; 'Larkspur, Tall Branching'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.20.3	Seed pocket for garden flowers; 'Linum grandiflorum rubrum'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal





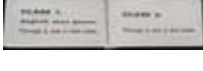



Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.2.21.3	Seed pocket for garden flowers; 'Lobelia Speciosa'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.25.3	Seed packet for garden flowers; 'Marigold, African'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.26.3	Seed packet for garden flowers; 'Marigold, French'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.27.3	Seed packet for garden flowers; 'Mathiola Bicornis'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal


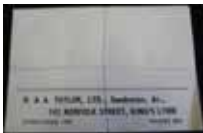



Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.2.28.3	Seed pocket for garden flowers; 'Mignonette'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d	 A rectangular seed packet for 'Mignonette' flowers. The front features a colorful illustration of a flowering branch. The text 'MIGNONETTE' is printed at the bottom.	duplicate items	dispersal
GRSRM : 1982.171.2.30.3	Seed pocket for garden flowers; 'Nasturtium, Tall, Mixed'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d	 A rectangular seed packet for 'Nasturtium, Tall, Mixed' flowers. The front features a colorful illustration of nasturtium flowers. The text 'NASTURTIUM, TALL, MIXED' is printed at the bottom.	duplicate items	dispersal
GRSRM : 1982.171.2.31.3	Seed pocket for garden flowers; 'Nasturtium, Tom Thumb, Mixed'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d	 A rectangular seed packet for 'Nasturtium, Tom Thumb, Mixed' flowers. The front features a colorful illustration of nasturtium flowers. The text 'NASTURTIUM, TOM THUMB, MIXED' is printed at the bottom.	duplicate items	dispersal
GRSRM : 1982.171.2.33.3	Seed pocket for garden flowers; 'Nigella, mixed'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d	 A rectangular seed packet for 'Nigella, mixed' flowers. The front features a colorful illustration of nigella flowers. The text 'NIGELLA, MIXED' is printed at the bottom.	duplicate items	dispersal





Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.2.34.3	Seed pocket for garden flowers; 'Pansy, Fine Mixed'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.37.3	Seed pocket for garden flowers; 'Polyanthus, mixed'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.38.3	Seed pocket for garden flowers; 'Poppy, The Shirley'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.40.3	Seed pocket for garden flowers; 'Stock, Ten Week, Mixed'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal





Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.2.41.3	Seed pocket for garden flowers; 'Stock, Virginian, Mixed'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.47.3	Seed pocket for garden flowers; 'Tropaeolum Canarieuse'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.2.50.3	Seed pocket for garden flowers; 'Zinnia Elegans, Double'; colour printed illustration on front, inscription and instructions on reverse; sold at 1d		duplicate items	dispersal
GRSRM : 1982.171.3.3	Unassembled cardboard container for 'Taylor's Manure and Fertiliser'; full colour printed label on each side of flowers, fruit and vegetables; one bundle wrapped in newspaper 'Daily Telegraph 7 August 1908, and written in pencil '1/- manure'		duplicate items	dispersal




Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.4.3	Container for 'Taylor's Manure and Fertiliser'		duplicate items	dispersal
GRSRM : 1982.171.5.25.3	Seed pocket gummed label for Hyacinth variety; sandwiched between two pieces of cardboard; for 'Grand Maitre'		duplicate items	dispersal
GRSRM : 1982.171.5.57.3	Seed pocket gummed label for Hyacinth variety; sandwiched between two pieces of cardboard; for 'Queen of the Blues'		duplicate items	dispersal
GRSRM : 1982.171.5.61.3	Seed pocket gummed label for Hyacinth variety; sandwiched between two pieces of cardboard; for 'Rose a Merveille'		duplicate items	dispersal
GRSRM : 1982.171.14.3	Headed notepaper, preprinted in black with 'We regret we are unable to supply'. Heading is printed in navy blue on turquoise.		duplicate items	dispersal




Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.16.3	Envelopes in buff manilla printed 'R. Taylor Seed Merchant and Seed Grower 142 Norfolk Street, Lynn' and illustration of swede; one envelope dated in ink 1896		duplicate items	dispersal
GRSRM : 1982.171.17a.3	Bundle of white pre-addressed envelopes printed in black; addressed to 'E.W. King & Co. Ltd., Coggeshall, Essex'		duplicate items	dispersal
GRSRM : 1982.171.19a.3	Bundle of tickets for seed potatoes; 'Class 1 English Once Grown Through 1 3/4 inch riddle'		duplicate items	dispersal
GRSRM : 1982.171.19b.3	Bundle of tickets for seed potatoes; 'Class 1 English Once Grown. Through 1 5/8 over 1 1/4 inch riddle'		duplicate items	dispersal
GRSRM : 1982.171.19c.3	Bundle of tickets for seed potatoes; 'Class 1 English Once Grown. Through 2 over 1 1/4 inch riddle. Class 2 through 2, over 1 1/4 inch riddle'		duplicate items	dispersal
GRSRM : 1982.171.19d.3	Bundle of tickets for seed potatoes; 'Class 1 English Once Grown. Through 2 1/4 over 1 1/4 inch riddle. Class 2 Through 2 1/4 over 1 1/4 inch riddle'		duplicate items	dispersal
GRSRM : 1982.171.19e.3	Bundle of tickets for seed potatoes; 'Class 1 English Once Grown as grown over 1 1/4 inch riddle. Class 2 as grown over 1 1/4 inch riddle'		duplicate items	dispersal
GRSRM : 1982.171.20.3	List of seed potato prices, 1932; printed in black on pink paper		duplicate items	dispersal




Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.21.3	'R. & A. Taylor, King's Lynn' list of flower seeds, choice and popular varieties, 1/- and 6/- packets; printed in black on white paper		duplicate items	dispersal
GRSRM : 1982.171.22.3	Paper label for 'R. & A. Taylor Ltd., 142 Norfolk Street, King's Lynn, 'phone 2550'		duplicate items	dispersal
GRSRM : 1982.171.23.3	Brown manilla envelope 'Calendar for 1907 with R. & A. Taylor's Compliments'		duplicate items	dispersal
GRSRM : 1982.171.24.3	Brown manilla envelope 'Seed Catalogues - from R. & A. Taylor Seedsmen etc. 142 Norfolk Street, King's Lynn'		duplicate items	dispersal
GRSRM : 1982.171.28.3	Bundle of buff tie-on labels with brass eyelets; for sewing into the seams of seed sacks		duplicate items	dispersal








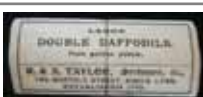

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.30.3	Coarse brown paper seed pocket for 'squaring'; to contain peas or beans		duplicate items	dispersal
GRSRM : 1982.171.31.3	Printed pocket of brown paper, squared at base; full colour print of canaries and inscribed 'R. Taylor, Seedsman etc., Grassmarket, Lynn'; to contain 1/2 lb		duplicate items	dispersal
GRSRM : 1982.171.31.6	Printed pocket of brown paper, squared at base; full colour print of canaries and inscribed 'R. Taylor, Seedsman etc., Grassmarket, Lynn'; to contain 1 lb		duplicate items	dispersal
GRSRM : 1982.171.33.3	Brown paper bag; squared; formerly wrapped in brown paper with labels 'Kraft' and '14lb Rose Bags.'		duplicate items	dispersal
GRSRM : 1982.171.37.3	Printed cards 'Seeds for Present Sowing'		duplicate items	dispersal
GRSRM : 1982.171.38.3	Printed cards 'Seeds for Autumn Sowing'		duplicate items	dispersal








Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.40.3	Unused invoice with letter heading for 'R. & A. Taylor Ltd., 142 Norfolk Street, King's Lynn' printed in green		duplicate items	dispersal
GRSRM : 1982.171.41.3	Unused sheet 'The following are required to complete your esteemed Order and shall be forwarded as soon as possible'; with letter heading for 'R. & A. Taylor 142 Norfolk Street, King's Lynn', printed in blue		duplicate items	dispersal
GRSRM : 1982.171.42.3	Printed label for 'R. & A. Taylor Ltd., 142 Norfolk Street, King's Lynn'; printed in green		duplicate items	dispersal
GRSRM : 1982.171.58.3	Folding card advertisement, green with white lettering 'Corry's Original Weed Death'		duplicate items	dispersal





Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.93.3	Cardboard carton for 'Katakilla Powder (non-poisonous) Insect Spray'; printed in green and red with illustration of man syringing rose		duplicate items and may contain dangerous chemicals	disposal
GRSRM : 1982.171.94.3	Cardboard carton for 'Katakilla the Standardised Derris Spray'; printed in bands of green, white and orange		duplicate items and may contain dangerous chemicals	disposal
GRSRM : 1982.171.95.3	Cardboard carton for 'Katakilla A Standardised Derris Spray'; printed in bands of green, white and orange with Ministry of Agriculture and Fisheries approved mark on reverse		duplicate items and may contain dangerous chemicals	disposal
GRSRM : 1982.171.98.3	Tin containing two cakes of 'XL All Vaporising Compound'; tin printed on lid with label and marked 'poison' on front		duplicate items and may contain dangerous chemicals	disposal





Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.101.3	Bottle of 'XL All Compound'; packed in corrugated cardboard cartons with pink paper label 'Poison R. and A. Taylor'		duplicate items and may contain dangerous chemicals	disposal
GRSRM : 1982.171.104.3	Blue glass bottles containing 'XL All Liquid Manure'		duplicate items and may contain dangerous chemicals	disposal
GRSRM : 1982.171.110.3	Tin containing 'Horticol' dressing for lawn grass seed; screw tops		duplicate items and may contain dangerous chemicals	disposal
GRSRM : 1982.171.120.3	Brown cardboard box with label on front 'Richards Flat Zinc Layer Pegs'		duplicate items	dispersal
GRSRM : 1982.171.127.3	Reel of florists' wire		duplicate items	dispersal
GRSRM : 1982.171.131.3	Florists' stem trainer, long peg with loops at top to hold stems; brass coated		duplicate items	dispersal






Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.140.3	Circular base plate; clay; drainage hole; for inserting in base of large flower pots		duplicate items	dispersal
GRSRM : 1982.171.141.3	Circular seed pan; clay; with four drainage holes in base and marked on side 'Sankey and Son Ltd, Bulwell, Nottingham'		duplicate items	dispersal
GRSRM : 1982.171.149.3	Circular seed pan; clay; marked on side 'Sankey and Son Bulwell Nottingham'; misshapen; single drainage hole		duplicate items	dispersal
GRSRM : 1982.171.152.3	Four inch flower pot; clay; single drainage hole; marked on side 'Sankey Bulwell Nottm'		duplicate items	dispersal
GRSRM : 1982.171.154.3	Flower pot or pan; clay; single drainage hole and three regularly spaced holes below rim, probably for suspension; marked on side 'Sankey and Son Ltd Bulwell Nottingham'		duplicate items	dispersal
GRSRM : 1982.171.155.3	Saucer for flower pot, clay; marked 'Sankeys Bulwell Notts' on side		duplicate items	dispersal
GRSRM : 1982.171.156.3	Saucer for flower pots, clay; marked on side 'Sankey and Son, Bulwell, Nottingham'		duplicate items	dispersal
GRSRM : 1982.171.158.3	Flower pot tray, clay; marked on side 'Sankey and Son Ltd, Bulwell, Nottingham'			dispersal
GRSRM : 1982.171.159.3	Saucer for flower pots; clay; no marks		duplicate items	dispersal







Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.161.3	Saucer for flower pots; clay; unmarked		duplicate items	dispersal
GRSRM : 1982.171.162.3	Saucer for flower pots; clay; marked 'Sankey and Son Ltd Bulwell Nottingham' on side		duplicate items	dispersal
GRSRM : 1982.171.163.3	Flower pot saucer; clay; sides slightly dished; no rim or mark		duplicate items	dispersal
GRSRM : 1982.171.217.11.3	Bundle of gummed paper labels for 'R & A Taylor'; for Splendid Mixed Spanish Iris; white		duplicate items	dispersal
GRSRM : 1982.171.217.12.3	Bundle of gummed paper labels for 'R & A Taylor'; for Finest Mixed Dutch Iris; pink		duplicate items	dispersal
GRSRM : 1982.171.217.21.3	Bundle of gummed paper labels for 'R & A Taylor'; for Splendid Mixed Gladiolus; orange		duplicate items	dispersal
GRSRM : 1982.171.217.42.3	Bundle of gummed paper labels for 'R & A Taylor'; for Splendid Mixed Single Begonias; orange		duplicate items	dispersal
GRSRM : 1982.171.217.50.3	Bundle of gummed paper labels for 'R & A Taylor'; for Large Double Daffodils; white		duplicate items	dispersal
GRSRM : 1982.171.217.52.3	Bundle of gummed paper labels for 'R & A Taylor'; for Gladiolus Lemoines New Hybrids; white		duplicate items	dispersal





Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.217.63.3	Bundle of gummed paper labels for 'R & A Taylor'; for Single Daffodils Spring Glory; orange		duplicate items	dispersal
GRSRM : 1982.171.217.83.3	Bundle of gummed paper labels for 'R & A Taylor'; for Darwin Late Tulips Bartigon; orange		duplicate items	dispersal
GRSRM : 1982.171.217.114.3	Bundle of gummed paper labels for 'R & A Taylor'; for Hyacinths White Roman; white		duplicate items	dispersal
GRSRM : 1982.171.223.3	Bundle of double gummed paper labels for 'Poison'; deep pink		duplicate items	dispersal
GRSRM : 1982.171.233.3	'List of Select Farm Seeds Season 1908. R & A Taylor, 142 Norfolk Street, Lynn' booklet, green paper catalogue illustrated with photographs; 8 pages		duplicate items	dispersal
GRSRM : 1982.171.248.3	'Seed Catalogue 1927 - R & A Taylor'; white cover with colour illustration of stocks on front, photo of onions on back; illustrated with photos; 20 pages		duplicate items	dispersal
GRSRM : 1982.171.250a.3	'Seed Catalogue Season 1929 - R & A Taylor'; white cover with colour illustrations of exhibit of vegetables on front, photo of leeks on back; illustrated with photographs; 20 pages		duplicate items	dispersal







Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.258a.3	'Taylor's Seed Guide 1938 King's Lynn'; cover with photograph of herbaceous border, green tinted; illustrated with photographs; 20 pages		duplicate items	dispersal
GRSRM : 1982.171.259a.3	'Seed Catalogue for 1939 R & A Taylor'; green cover with applied colour illustration of stocks on front; illustrated with photographs; 20 pages		duplicate items	dispersal
GRSRM : 1982.171.262.3	'List of Seeds Spring 1943 R & A Taylor'; catalogue, cover illustration of peas; coarse paper; 8 pages; two copies of Lists of Scotch Seed Potatoes 1943 inserted		duplicate items	dispersal
GRSRM : 1982.171.264.3	'List of Seeds Spring 1944 - R & A Taylor'; catalogue, cover illustration of peas, beans, carrots, cauliflower and onions, in green; coarse paper; 8 pages		duplicate items	dispersal







Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.265.3	'List of Seeds Spring 1946 R & A Taylor'; catalogue, cover illustration of peas in green; coarse paper; 8 pages		duplicate items	dispersal
GRSRM : 1982.171.266.3	'List of Seeds Spring 1947 - R & A Taylor'; white cover with colour illustration of Russell Lupins; 8 pages; inserted list of Flower Seeds		duplicate items	dispersal
GRSRM : 1982.171.269.3	'Catalogue of Seeds Spring 1952 R & A Taylor Ltd'; white cover with colour illustration of zinnias in vase; 8 pages		duplicate items	dispersal
GRSRM : 1982.171.271.3	'Catalogue of Seeds Spring 1954 - R & A Taylor Ltd'; grey cover with colour illustration of petunias; 8 pages		duplicate items	dispersal




Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.272.3	'Catalogue of Seeds Spring 1955 R & A Taylor Ltd'; cover photo of formal garden with colour illustration of sweet williams superimposed; 8 pages		duplicate items	dispersal
GRSRM : 1982.171.273a.3	'Catalogue of Seeds Spring 1959 R & A Taylor Ltd'; grey cover with colour illustration of carnations; same as .270'; 8 pages		duplicate items	dispersal
GRSRM : 1982.171.292.83.3	Gold edged grey card for bulbs with prices pencilled on reverse; for Duc van Tholl Tulips		duplicate items	dispersal
GRSRM : 1982.171.292.169.3	Gold edged grey card for bulbs with prices pencilled on reverse; for Spiraea, Queen Alexandra		duplicate items	dispersal
GRSRM : 1982.171.292.175.3	Gold edged grey card for bulbs with prices pencilled on reverse; for Hyacinth Cosmos		duplicate items	dispersal





Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.292.177.3	Gold edged grey card for bulbs with prices pencilled on reverse; for Hyacinth, Grand Vainqueur		duplicate items	dispersal
GRSRM : 1982.171.292.188.3	Gold edged grey card for bulbs with prices pencilled on reverse; for Hyacinth, Miniature, or Dutch Roman		duplicate items	dispersal
GRSRM : 1982.171.292.189.3	Gold edged grey card for bulbs with prices pencilled on reverse; for Finest Mixed Japanese Iris		duplicate items	dispersal
GRSRM : 1982.171.292.198.3	Gold edged grey card for bulbs with prices pencilled on reverse; for Lily of the Valley		duplicate items	dispersal
GRSRM : 1982.171.292.204.3	Gold edged grey card for bulbs with prices pencilled on reverse; for Polyanthus Narcissus Double Roman		duplicate items	dispersal
GRSRM : 1982.171.329.3	Miniature trug basket		duplicate items	dispersal





Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.330.3	Trug basket, stained green		duplicate items	dispersal
GRSRM : 1982.171.333.3	Wooden punnet; unused		duplicate items	dispersal
GRSRM : 1982.171.337.3	Cream cardboard chip baskets with wooden handles, perforated sides, stapled		duplicate items	dispersal
GRSRM : 1982.171.338.3	Wooden drum for 'Taylor's Lawn Sand', with printed directions for use pasted on side; marked in yellow chalk '2 lbs 10d' and branded on underside 'Venesta Ltd Vintry House, Queen's Place, London, Venesta Barrels and Boxes'		duplicate items	dispersal
GRSRM : 1982.171.351.3	Whalehide pots, stapled with copper staples; dark red outside and black within		duplicate items	dispersal
GRSRM : 1982.171.360.3	Card printed in black on white 'Early Spring Cabbage 6d per bundle of 3 score'		duplicate items	dispersal
GRSRM : 1982.171.362.3	Card printed in black on grey 'Good Quality - Ripe'		duplicate items	dispersal





Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.364.3	Card printed in black on grey card 'Best Quality - Ripe'		duplicate items	dispersal
GRSRM : 1982.171.381.3	Gummed paper labels printed in green on white under the Seeds Act 1920 giving minimum percentages of germination and purity		duplicate items	dispersal
GRSRM : 1982.171.382.3	Gummed paper label printed in black on green giving the percentage germination under the 1920 Seeds Act		duplicate items	dispersal
GRSRM : 1982.171.383.1.3	Brown paper seed pocket for Hartington Windsor Broad Beans; blue label gummed to front		duplicate items	dispersal
GRSRM : 1982.171.383.2.3	Brown paper seed pocket for Hartington Windsor Broad Beans		duplicate items	dispersal
GRSRM : 1982.171.383.3.3	Brown paper seed pocket for Giant Four Seeded Broad Windsor Beans		duplicate items	dispersal
GRSRM : 1982.171.383.6.3	Brown paper seed pocket for Johnson's Wonderful Long Pod Beans		duplicate items	dispersal










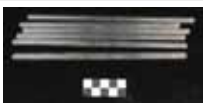

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.383.16.3	Brown paper seed pocket with variety in stencilled letters 'Dwarf Marrow Pea Daisy'		duplicate items	dispersal
GRSRM : 1982.171.383.18.3	Brown paper seed pocket printed; for Early Marrow Pea Hundredfold		duplicate items	dispersal
GRSRM : 1982.171.383.19.3	Brown paper seed pocket, printed with variety in stencilled letters 'Early Marrow Pea Thomas Laxton'		duplicate items	dispersal
GRSRM : 1982.171.383.23.3	Brown paper seed pocket; with blue printed labels for Marrow Pea Dwarf Defiance		duplicate items	dispersal
GRSRM : 1982.171.383.24.3	Brown paper seed pocket; printed; for Marrow Pea Dwarf Defiance		duplicate items	dispersal
GRSRM : 1982.171.383.25.3	Brown paper seed pocket printed; for Marrow Pea Late Queen		duplicate items	dispersal



Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.395.3	Seed pocket for Taylor's Extrafine Lawn Grass (without Ryegrass); yellow with white stripe and colour photograph		duplicate items	dispersal
GRSRM : 1982.171.400.2.3	White seed pockets, coloured illustration on front; printed on lower edge 'Taylor's Celebrated Seeds'; for Larkspur, Tall Branching Rosamond		duplicate items	dispersal
GRSRM : 1982.171.401.2.3	Seed pocket, white; coloured illustration on front; for Cauliflower, May Queen		duplicate items	dispersal




Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.416.3	Taylor's Celebrated Seeds, Spring 1958 catalogue; colour illustration of stocks against grey and white striped ground on front cover; 8 pages		duplicate items	dispersal
GRSRM : 1982.171.418.3	R. and A. Taylor's Vegetable and Flowers Seeds 1966 catalogue; colour illustration of trug basket of vegetables on front cover; 10 pages		duplicate items	dispersal
GRSRM : 1982.171.419.3	R. and A. Taylor's Vegetable and Flower Seeds, Season 1967 catalogue; colour illustration of suburban front garden on front cover; 10 pages		duplicate items	dispersal
GRSRM : 1982.171.420.3	R. and A. Taylor's Vegetable and Flower Seeds, Season 1969 catalogue; colour illustration of larkspur on front cover; 10 pages		duplicate items	dispersal




Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.423.3	'R. and A. Taylor's Catalogues of Seeds for the Farm'; 1894; five overprinted; fold out list on card with three colour illustrations of turnip, mangel and swede, with price list on reverse; in original envelope printed 'Farm Seed List'		duplicate items	dispersal
GRSRM : 1982.171.425.3	Alphabetical list of Roses, Allen's Choice Norfolk Grown Gold Medal Roses; one with label dated 1933 on front; A.J. and C. Allen, Bowthorpe Road, Rose Nurseries, Norwich; 12 pages in deep pink and beige stiff paper cover		duplicate items	dispersal
GRSRM : 1982.171.482.3	Pamphlet advertising Rolcut Secateurs; c.1927; printed in green; illustrated; 4 pages		duplicate items	dispersal
GRSRM : 1982.171.506.43.3	Display card with colour illustrations of bulb; Tulip, Darwin, Pride of Haarlem		duplicate items	dispersal




Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.517.1.3	Glossy photographic show card of Dutch bulb; black top edge; 1970s; of Tulipa Greigii, Peacock Mixed		duplicate items	dispersal
GRSRM : 1982.171.517.12.3	Glossy photographic show card of Dutch bulb; black top edge; 1970s; of Hyacinth, Perle Brillante		duplicate items	dispersal
GRSRM : 1982.171.535.3	Yellow linen measuring tape; calibrated in inches to one yard; reverse inscribed 'Clay's Fertilisers - The Popular plant foot for everything that grows - Safe - Sure - Lasting - Clay's Fertilisers'		duplicate items	dispersal
GRSRM : 1982.171.552.3	Seed pocket for Sweet Peas Jubilee, No.58, Cerise Scarlet; white, with colour illustration on front; overprinted with 'R. & A. Taylor' on reverse		duplicate items	dispersal

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1982.171.553.3	R. & A. Taylor Ltd. Order Sheet; white, printed in black		duplicate items	dispersal
GRSRM : 1982.171.561.10	Glass tube, tapering to one end; greenish glass. Originally packed in wood straw in wooden box (GRSRM : 1982.171.561.1)		damaged beyond economic restoration, poses a threat to other objects or people (broken glass) better condition examples in collection.	disposal
GRSRM : 1982.171.566.3	White linen bag, stencilled 'G.S. 1/2'; probably for grass seed		duplicate items	dispersal
GRSRM : 1982.171.567.3	White linen bag, stencilled 'G.S. 1'		duplicate items	dispersal
GRSRM : 1982.171.568.3	White linen bag, stencilled 'G.S. 1 1/2'		duplicate items	dispersal
GRSRM : 1982.171.570.3	White linen bag, stencilled '1'		duplicate items	dispersal
GRSRM : 1982.171.571.3	White linen bag, stencilled '1 1/2'		duplicate items	dispersal
GRSRM : 1982.171.574.3	White linen bags, stencilled '3'		duplicate items	dispersal
GRSRM : 1983.96.1.21	Glass test tubes used with scientific equipment, from educational aid used at Gressenhall School		damaged beyond economic restoration, poses a threat to other objects or people (broken glass) better condition examples in collection.	disposal
GRSRM : 1983.96.1.25	Six glass tubes, part of scientific equipment, from educational aid used at Gressenhall School.		damaged beyond economic restoration, poses a threat to other objects or people (broken glass) better condition examples in collection.	disposal
GRSRM : 1983.96.1.27	46 glass tubes, part of scientific equipment, from educational aid used at Gressenhall School.		damaged beyond economic restoration, poses a threat to other objects or people (broken glass) better condition examples in collection.	disposal

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1984.103.2	Cylindrical tin containing 'Pettifer's Special Bulling Drench'; paper label; used on J.H. Jones's Burgh Hall Farm at Melton Constable		Contents of tin leaking. Label now in very poor condition, barely readable. Contents are very strong smelling and may be dangerous.	disposal
GRSRM : 1984.103.4	Cylindrical tin containing 'Henri's Cough Linctus'; paper label; used on J.H. Jones's Burgh Hall Farm at Melton Constable		Contents of tin leaking. Label now in very poor condition, barely readable. Contents are very strong smelling and may be dangerous.	disposal

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 1985.48.64	Bottle of 'Superior Quality Worcestershire Sauce'		Contents of bottle leaking. Label now in very poor condition, barely readable. Contents are very strong smelling.	disposal
GRSRM : 1986.120.7	Garden 'push and pull' hoe; flat steel blade attached by single iron projection to long wooden handle; 1930-60		Damaged beyond economic restoration.	disposal
GRSRM : 1987.6.10	Lactation device for nursing mothers comprising glass tube with wide flared mouth and hollow glass sphere attached; tube ends in flexible rubber balloon shaped handle which compresses and expands when pressure is applied or released; handle marked with inscription 'Vel-Fin... Maw, London/ British Made' and trade mark of classical figure and discus; contained in box inscribed 'Mrs E Whitehead, Beeston, King's Lynn, Norfolk'		Damaged or deteriorating beyond economic restoration, poses a threat to other objects or people (broken glass)	disposal

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 2002.87.11	Round green glass bottle of Yorkshire sauce with curved shoulders and long bowed neck; cork stopper with remains of silver paper (metal) seal and glue; pale green label printed in black with decorative border and several types of lettering "Superior quality/Yorkshire sauce" for meat , gravy etc; reverse has label fragment.		Contents of bottle leaking. Label now in very poor condition, barely readable.	disposal
GRSRM : 2002.100.11.3	Display card, dark green printed in white print, sold here Nitrate of Soda for farm and garden crops, card has a string threaded in a the top for hanging		duplicate items	dispersal
GRSRM : 2002.100.11.4	Display card, dark green printed in white print, sold here Nitrate of Soda for farm and garden crops, card has a string threaded in a the top for hanging		duplicate items	dispersal

Record number	Brief Description	Image	Disposal Reasons	NMAS Rationalisation Committee recommendations
GRSRM : 2002.100.25	Cash book, preprinted with five columns for setting out accounts, hand written entries from 1888 to 1923 showing cash transactions in sterling, pounds, shillings and pence, the book has also been started at the other end with earlier accounts, the book is a card covered hardback which has a waxy white paper covering, this covering is coming adrift, the end papers and block are marbled		Transfer to the Norfolk Record Office, as better suited to their archive collections relating to R. and A. Taylors.	dispersal
GRSRM : 2004.68.1	Glass fronted case containing a stuffed Jay among fine gravel and dried flowers. Wooden sides of case are papered over with woodgrain effect paper. Paper 'With Care' label on back with handwritten message in biro 'A Jay shot by Eli Rhodes of Highfield Kirkburton in Savile Wood.'		no Norfolk provenance	dispersal
GRSRM : 2004.68.2	Glass fronted case containing a stuffed red Squirrel holding acorn, among fine gravel and dried flowers. Wooden sides of case are papered over with woodgrain effect paper.		no Norfolk provenance	dispersal

Norfolk Joint Museums and Archaeology Committee 22
November 2013 Item 6 b

Great Yarmouth Area Museums Committee Minutes of
Thursday, 24 October 2013 at 14:00

Attendees:

Mr Barry Coleman (Member), Mr Bert Collins (Member), Mr Michael Jeal (Member),
Mrs Kerry Robinson-Payne (Chairman), Mr Bernard Williamson (Member)

Apologies for Absence:

Mrs Marlene Fairhead (Member)

Absent:

Mr Barry Cunniffe (Member)

Also in attendance at the above meeting were:

Norfolk County Councilors Castle, Hacon and Rex-Parkinson Hare.

Steve Miller (Head of Norfolk Museums), James Steward (Area Museums Manager) and
John Simpson (Project Officer Norfolk Museums).

Darren Barker (Conservation Officer) and Karline Smith (Senior Member Services Officer).

1 Apologies for Absence

An apology for absence was received from Councillor Fairhead.

2 Election of chairman

RESOLVED:

That Councillor Robinson-Payne be appointed as the Chairman of the Area Museums
Committee for the 2013/14 municipal year.

3 Election of vice-Chair

RESOLVED:

That Councillor Rex-Parkinson Hare be appointed as the Vice-Chair for the 2013/14 municipal year.

4 Minutes

That the minutes of the meeting held on 16 May 2013 were confirmed.

5 Eastern Area Manager's Report July - September

The Eastern Area Manager took members through the report which they had received with the agenda which provided information about work undertaken by Great Yarmouth Museums for the period July-September 2013.

1.0 NMAS - Five Year Strategy

NMAS is currently developing a new five year strategy to ensure a strong vision for the future, making the best use of limited resources and with an innovative partnership approach across all areas of the Museum's work. The strategy will involve key stakeholder, officer and member consultation to ensure the ambitions and priorities of the Service going forward reflect the challenges and opportunities of the current period in which we operate. Through member involvement NMAS will seek to ensure that our Service ambitions are clearly stated in line with Borough, County and external funders strategic priorities whilst ensuring our services are defined by sector leadership, excellence in our programming, developing audiences and service users, working towards sustainability and inspiring young people with a world class collection.

2.0 Staff

We are currently recruiting for the Operations manager post vacated in August. This post holder will be responsible for building maintenance and security, leading the visitor service team across the four sites of the Eastern area operation in addition to delivering a vital role in supporting our commercial ambitions, notably in driving up retail income and exploring other means of income generation. Selected candidates will be interviewed at Great Yarmouth Town Hall on Friday 18th October.

3.0 Visitor figures

Visits to the Time and Tide Museum, during the period July – September 2013 totalled 8,531 thereby showing a significant 11% increase on the same period in 2012.

Visits to the Elizabethan House Museum, during the period totalled 4,682

thereby showing a 9% increase on the same period last year.

Visits to the Tolhouse museum, during the period totalled 2,374 thereby showing a 10% decrease on the same period last year. It should be noted that the opening times for the Tolhouse museum have been reduced this year by 15%.

4.0 2014 /15 Museum admission and opening times

The admission charges for 2014/15 will be amended as follows, with effect from 1st April 2014. The proposed changes are based on the consideration of the current core visitor profile at each site in addition to the potential for growth in visitors and associated admission income during the next financial year. A fundamental consideration in the agreement of admission prices is that of ensuring our sites and services remain accessible and affordable to the residents of Great Yarmouth and Norfolk.

Site	Proposed 2014-15 (£)	Current 2013-14 (£)
Time and Tide Museum	Full 4.95 Concession 3.95 Child 3.50 Family (2A+2C) 12.00 Family (1A+ 2C) 9.00	Full 5.20 Concession 4.20 Child 3.70 N/A N/A
Elizabethan House	Full 4.50 Concession 3.50 Child 2.50 Family (2A+ 2C) 10.50 Family (1A+ 2C) 7.00	Full 3.90 Concession 3.30 Child 2.00 N/A N/A
Tolhouse Museum	Full 3.50 Concession 2.95 Child 1.95 Family (2A+ 2C) 8.00 Family (1A+ 2C) 5.50	Full 3.60 Concession 3.00 Child 2.00 N/A N/A

It is proposed that museum opening times in 2014 -15 will remain the same at all three museums as this year with the exception that the Elizabethan House Museum will extend opening hours on Sundays and will reduce opening on Saturdays between April – October 2014.

5.0 Heritage Open Days

Both the Elizabethan House and Tolhouse Museums participated in this year's Heritage Open days (12-15th September) joining many of the town's other historic sites in this annual 'behind the scenes' celebration. In the genteel surroundings of the Tudor Merchant's House on South Quay and the torturous chambers at the Tolhouse, Great Yarmouth museums' staff invited visitors to experience life in the town spanning 800 years.

A variety of themed events were staged at each site and visitors responded positively to the opportunity to see parts of the buildings that are otherwise inaccessible during regular opening times. The growing profile of the Borough's participation in this national initiative has made Great Yarmouth a key part of the County's heritage trail. Over 1,050 visits were recorded showing an increase on last year's event of 35%.

6.0 Museum Learning

The diverse learning programme supports the needs of both adult learners and local schools in the Borough. Learning staff provide an immersive learning experience that is both enjoyable and which enables both key stage and life long learning to take place in a variety of informal learning settings.

During the period Great Yarmouth museums received a total of 1,965 organised school visits showing a significant increase of 25% on the same period in 2012. The majority of these visits were received at Time and Tide as a result of the Museums and schools programme.

6.1

Presentation on ACE Museum & Schools / *Stories from the Sea* programme by John Simpson-Wedge (Project Officer, Norfolk Museums & Archaeology Service)

In 2012 Great Yarmouth Museums received £180k from the Department for Education through Arts Council England for a three year programme, Museums and Schools (until 2015). The aim of the programme is to increase high quality educational visits to local museums and galleries by schools in areas of low cultural engagement. As a result it is expected that Great Yarmouth school children will develop a greater understanding of their local

heritage and its significance, and improve their educational attainment.

6.2 Youth engagement

One of the key priority areas at Great Yarmouth museums for the Major Partner Museum programme (funded by Arts Council England) is youth engagement (16-24). The principal aims of the programme are that more local children will access cultural activities at our museums through youth engagement opportunities and a comprehensive schools service. It is also anticipated that more young people will be inspired by our museum collections and will take a more active role in museum services, becoming co-producers not just consumers.

One of the recent projects, named #Generation produced two photographic displays installed at Time & Tide and Great Yarmouth Library (16th – 22nd July). Students from Great Yarmouth High School captured family life in a single photograph and explained why it was meaningful to them. Working alongside photographer Paul Osborne students took part in two workshops. They borrowed DSLR cameras for one night and took lots of photographs. Then each student made a voice recording, assisted by BBC Voices, about their chosen photo. Students named this exhibition #Generation and it eloquently reflects Yarmouth families in 2013 through the eyes and words of local teenagers. Photographs and voice recordings will remain on display at Time & Tide until November 2013.

7.0 Display development

The final stage of re-developing the seaside holiday display at Time and Tide has now been completed with the addition of an Edwardian bathing machine structure which we have used to display collections on the theme of 'a day at the seaside' and brings together, costume, accessories, games and programmes from the 1940s – 1960s.

As part of this redisplay the museum recently took delivery of a new automata created by artist, and toy-maker, Ron Fuller. This depicts a collection of seafront attractions from the past that includes the Revolving Tower that was situated by the Britannia Pier until WWII until being demolished and recycled for the war effort. The former Hotchkiss Railway that enabled visitors to cycle along the promenade in the 1900s and the famous Joyland snail rides, built in 1949, also feature. The automata, which operates on receipt of 20 pence also features Admiral Nelson doing battle with a band of pirates and Britannia, from Nelson's monument, dances in the foreground. The exhibit has proved an instant success with visitors of all ages.

8.0 Temporary Exhibitions

Frayed: Textiles on the Edge opens on 10th October 2013. This exciting and

unusual exhibition explores historic and contemporary textiles, examining issues of individual self expression and mental health through stitch. At the heart of the show are some of Norfolk Museum & Archaeology Service's most fascinating and poignant objects, including:

Two embroidered 'letters', each over three metres long and entirely covered in text, made by Lorina Bulwer whilst an inmate in the lunatic wing of Great Yarmouth Workhouse between 1901-5.

The extraordinary counterpane and bed hangings made by Anna Margaretta Brereton while in deep mourning for the loss of her two children in 1801.

This will be the first time the Lorina Bulwer samplers have been displayed together - the second sampler is being loaned by the Thackray Museum, Leeds - and also the first time that the NMAS sampler has been displayed in its entirety. Alongside these will be significant loans including a piece by artist Tracey Emin and Elizabeth Parker's sampler from the V&A collections which, like the Bulwer sampler, has been an inspiration for contemporary artist's work.

The exhibition will allow each object to speak for itself, with interpretation focussing on the biography of the maker and the context in which it was made. This is in keeping with the deeply personal resonance of many of the pieces on display, such as the Parker sampler which is known by the name of its maker, rather than by the title of the work location of its creation.

Issues of mental health, grief and long term illness will be articulated in part by the inclusion of contemporary works, including Tracy Emin and Sara Impey. This will enable these issues to be explored both in a historical context, and also will demonstrate that textile arts are still a means of personal testimony and therapy and that these historic objects have been a hugely important influence for artists working with textiles.

RESOLVED:

(i) That it was agreed that at a future meeting the youth engagement officer would be asked to attend to explain the engagement work that they are carrying out

6 Curatorial Summary July - September 2013

The Committee considered the curatorial report relating to collections management work completed during the period.

7 Presentation on Stories from the Sea Project by John Simpson-wedge, Project Officer, Norfolk Museums

The Norfolk Museums Project Officer gave a presentation on the stories from the Sea Project reporting that the aim of this was to get 4,500 children to make 13,500 visits to museums and this was in conjunction with the Royal Museum of Greenwich as the

sponsor. They had worked with 13 schools to look at literacy. Each child received a return pass to Time and Tide which lasts for 18 months and they can take an adult with them.

There are two projects:-

(i) Pirates

For reception years 1 and 2 children. The museum has a poet and a drama person so that the children can meet a real life Pirate, write stories, hold items or treasure and a teachers pack was also issued.

(ii) Shipwrecked

Connections with Captain Manby, Casiter and Gorleston/Great Yarmouth Lifeboat were explored.

Further details were available on www.rmg.co.uk/storiesfromthesea.

Results and Feedback:-

1,334 children signed up who have made 2,337 visits. The explorers project would follow.

8 Update from Senior Conservation Officer

Darren Barker reported on the Cemeteries Project stating that this had delivered 3500 training hours, had engaged 300 volunteers and carried out the full and comprehensive repair of 50 monuments. 20 trainees had completed 2 modules of conservation training including survey, recording, analysis, masonry repairs, stone conservation, flint knapping and blacksmithing. 2 of the trainees had been taken on as apprentices on another trust project, 4 others were directly employed by the trust to carry on working in the cemeteries, 1 had gone onto further education in conservation and 1 had enrolled on a Princes Trust scheme. The project now provides training for 25 Great Yarmouth College students one day a week who are working towards an accredited heritage certificate. The project was shortlisted to the final 5 from 900 entries in the national Heritage Angels Award and although didn't win was highly praised by the judges.

St Georges was completed and the conservation section was awarded a commendation from the National Heritage Angels Awards 2013 for their contribution to the repair and conservation of the chapel.

The Conservation Officer then spoke of St Georges and King Street Townscape Heritage Initiative Scheme an area based conservation led regeneration scheme funded by the Heritage Lottery Fund, grant assisting building repair and reuse and community engagement.

133 King Street a grade II listed building at risk was bought by the Preservation Trust in 2012, the building is currently being repaired for reuse as an art gallery, artist studios and residential units. The project was providing a range of training opportunities and was funded by the King Street THI scheme.

135 King Street a grade II listed building at risk with significant structural problems bought by the Preservation Trust in 2013. Plans were currently being prepared for repair and reuse for officers and residential accommodation. The project would be funded by the King Street THI scheme.

The Great Yarmouth Preservation Trust was working in partnership on Hopton Ruined Church to deliver consolidation and repair of the grade II ruined church and use this as a training initiative as funding had been awarded by the Heritage Lottery Fund and English Heritage and works on site are due to start in the new year.

The Borough Council was working in partnership with the Preservation Trust on Vauxhall Bridge and the first phase of repairs had been carried out.

The Conservation section was preparing the initial works to bid for funding to undertake the repair and reuse of the grade II listed Winter Gardens building. It was hoped the building could be reused as a winter gardens for plants, providing an alternative offer along the Seafront and funding was being sought from the Heritage Lottery Fund and English Heritage.

The Conservation sections was currently exploring was opportunities for restoration work at the Waterways.

Work to repair and reuse two town wall towers for holiday accommodation were progressing. English Heritage supported the proposal in principal and quotations to carry out the works were being received for appropriately skilled contractors.

Repairs continued to the medieval town wall at Blackfriars, Northgate and Market Gates.

Earlier this year the town hosted five Estonian conservation students who spent two weeks working on preservation trust projects.

9 Any other business

The Head of Area Museums reported that a new website had been launched and it was recommended for independent museums.

The Arts Council are now about to launch their next round of Strategic Funding for around £1/2m.

The meeting ended at: 15:40

Norfolk Joint Museums and Archaeology Committee
22 November 2013 Item 6c

BOROUGH COUNCIL OF KING'S LYNN AND WEST NORFOLK

KING'S LYNN AND WEST NORFOLK AREA MUSEUMS COMMITTEE

**Notes of a meeting of the above Committee held on
Monday 14 October 2013 at 2.15 pm in the
Committee Suite, King's Court, Chapel Street, King's Lynn**

PRESENT:

Councillor Mrs E A Nockolds (Chairman)	- Borough Council of King's Lynn & West Norfolk
Councillor Mrs S Smeaton	- Borough Council of King's Lynn & West Norfolk
Councillor A Tyler	- Borough Council of King's Lynn & West Norfolk
Councillor A J Wright	- Borough Council of King's Lynn & West Norfolk
County Councillor M Chenery	- Norfolk County Council
County Councillor H Humphrey	- Norfolk County Council
County Councillor R Coke	- Norfolk County Council
Mr S Miller	- Head of Service (Museums)
Dr R Hanley	- Norfolk Museums and Archaeological Service
Lindsey Bavin	- Manager, True's Yard
Dr Clive Bond	- West Norfolk and King's Lynn Archaeological Society <i>(left the meeting at 4.10 pm)</i>
Mr T Humphreys	- Tourism Manager, Borough Council of King's Lynn and West Norfolk
Wendy Vincent	- Democratic Services Officer, Borough Council of King's Lynn and West Norfolk

1 APPOINTMENT OF CHAIRMAN

RESOLVED: That Councillor Mrs E Nockolds be appointed Chairman for the remainder of the Municipal Year.

2 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: That County Councillor H Humphrey be appointed Vice-Chairman for the remainder of the Municipal Year.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Borough Councillor M Back and County Councillors J Bracey and J Ward.

4 MINUTES

The notes of the meeting held on 25 February 2013 were agreed as a correct record.

5 MATTERS ARISING

There were none.

6 DECLARATIONS OF INTEREST

There were none.

7 THE GAYWOOD VALLEY ARCHAEOLOGICAL AND HISTORICAL PROJECT

Dr Clive Bond, Project Director and Chairperson of the West Norfolk and King's Lynn Archaeological Society gave a presentation on the Gaywood Valley Archaeological and Historical Project.

The following areas of the report were highlighted:

- Introduction.
- Project Design.
- Project Implementation.
- Public Participation and Engagement.
- Conclusion.

In response to questions from Councillor Tyler relating to the projects involving young people and funding, Dr Clive Bond explained that certain criteria had to be met in order to apply for a grant from £3,000 to £10,000. Projects had to demonstrate that they were community based. All successful organisations were required to have an adviser to provide technical support.

Following comments from County Councillor Humphrey regarding "finds" being stored in sheds of domestic properties, Dr Bond advised that briefings were given and linked with Parish Councils prior to any archaeological digs being commenced. Advice was also given on contacting museums and the legal process to report any treasure found.

Councillor Mrs Smeaton commented that she found the presentation very interesting and asked Dr Bond if he would be willing to attend a meeting of Heacham Parish Council. In response, Dr Bond confirmed he would attend a future meeting of Heacham Parish Council.

In response to questions from Councillor Tyler regarding the discovery of Fanny Burney's house, Dr Bond explained that the property was demolished in 1810 and the vicarage had been built upon it. A test pit had been dug and at the bottom a line of red brick wall was found which was believed to be Fanny Burney's house.

The Chairman, Mrs E Nockolds thanked Dr Bond for his interesting presentation.

RESOLVED: That the report and content of the presentation be noted.

8 REPORT OF WESTERN AREA MANAGER

King's Lynn Museums Report – October 2012 to January 2013

The Western Area Manager presented the report which provided Members with information on King's Lynn Museums for the period February to September 2013 as set out below:

(i) Temporary exhibitions and events at Lynn Museum

The King's Lynn on the Map temporary exhibition would run from 27 April 2013 to 25 January 2014. The exhibition told the story of the town through maps, models, photographs and related collections and featured some significant objects, including the 27 King Street dolls house.

A programme of illustrated talks continued to take place at Lynn Museum on Wednesday afternoons.

A regular programme of family events continued to be scheduled at the Lynn Museum.

Lynn Museum participated in the King's Lynn Heritage Open Day held on 15 September, offering free admission as part of the Civic Society's programme. Over 400 visitors were recorded.

Planning work was continuing for an exhibition and event programme to mark the 2014 centenary of the outbreak of World War One.

(ii) Other Museum Developments

Alterations to Lynn Museum reception were now complete and a new high-specification display case had been installed in the reception area, utilising ACE Major Partner funding targeted at improved interpretation.

The refresh of the main exhibition gallery at the Lynn Museum would now take place between late 2013 and early 2014.

The Lynn Museum had developed its social media presence, with Twitter and Facebook accounts being created and maintained by the Teaching Museum trainee.

A new team of NMAS collections volunteers had recently been recruited. The team of ten volunteers would be based in the NMAS offices at Queen Street and would be involved in a range of collections management tasks.

In order to facilitate the long-term preservation of rare historic documents associated with the Savage's engineering works, NMAS proposed to transfer a number of historic documents currently held in Aickman's Yard to the Norfolk Record Office in Norwich. This would ensure that those important documents were stored in optimal conditions which were not possible at Aickman's Yard.

(iii) Friends of King's Lynn Museums

The Friends continued to offer a varied programme for members. The Friends supported the afternoon talks programme offered at the Lynn Museum.

The Friends had recently redesigned and reprinted their membership leaflet, with assistance from the Teaching Museum Trainee.

The Friends held their Annual General Meeting on 9 October 2013. Mr B Howling had been re-elected as Chairman.

(iv) Partnership Projects

NMAS had developed, delivered and evaluated a programme of pilot activities in the Town Hall as part of the development stage of the Stories of Lynn Heritage Lottery Fund project, using Round 1 funding from the HLF.

The operation of NMAS in King's Lynn and West Norfolk continued to be managed under the terms of the 2012-13 SLA with the Borough Council. Under an extension to the original agreement, NMAS continued to provide curatorial advice, support and an enquiry service for those Borough collections currently held in the Town Hall including fine art and Civic Regalia.

NMAS continued to lead the Greater Fens Museums Partnership through the development and delivery of the HLF funded partnership project Fenland Lives and Land.

Lynn Museum featured in the 2013 Discover King's Lynn tourism marketing leaflet and accompanying discount voucher scheme.

(v) Learning and Outreach

The Lynn Museum continued to host a Teaching Museum traineeship as part of the NMAS *Teaching Museum* programme funded by ACE as part of the 2012-15 Major Partner Museum ACE business plan. Sarah Cassell was part of the first intake of eight trainees.

Lynn Museum continued to work with local schools to deliver a broad range of formal learning sessions. NMAS learning staff were currently reviewing the implications of the recent changes to the History National Curriculum, which was likely to result in more primary-age children visiting the Seahenge Bronze Age gallery.

NMAS continued to deliver a broad programme of youth engagement activities, funded as part of the ACE Major Partner business plan 2012-15.

The Youth Engagement Officer had developed and delivered an innovative new programme entitled the Messy Museum Café, targeted

at under 5's and young parents and based on the Story Café model used in schools.

(vi) Visitor Numbers

The visitor numbers were tabled. It was reported that a new addition "King's Lynn Town Hall (SLA)" had been added to the visitor numbers.

The Committee was informed that the King's Lynn Museum visitor numbers were progressing in the right direction and that staff were investigating ways to boost numbers. It was anticipated that there would be an increase in schools visiting the Museum due to the recent changes to the History National Curriculum.

Museum staff were planning a range of new activities within the programme which would offer a high quality experience to visitors at the same time as an increase in visitor numbers.

The Chairman, Councillor Nockolds commented that a good working relationship was in place with the Borough Council and County Council. It was encouraging to hear that younger children and their parents were offered a range of activities at the Lynn Museum.

In response to questions from County Councillor Coke on tourists visiting from outside the county and the general economic situation, the Western Area Manager explained that both postcode analysis and mosaic profiling had been undertaken. The results showed that the majority of visitors were local people within a 30 minute travel time.

County Councillor Humphrey referred to the exhibition to celebrate the centenary of World War One and that Emneth Primary School were hosting a theme for World War One and enquired if the travelling exhibition could visit the school when available. In response the Western Area Manager explained that it was hoped that the travelling exhibition would be available during the summer/autumn of 2014 and undertook to pass this information to the team.

Following further comments and questions from County Councillor Humphrey regarding the distribution of leaflets, the Western Area Manager explained that NMAS used an e-postcard system which proved an effective means of communication as well as providing the opportunity to gather email addresses to enter on databases. There was a high percentage of membership within the Museums Service who received information such as newsletters and posters via email.

County Councillor Humphrey referred to the proposed transfer of the Savage documents to Norwich and asked if when the documents were digitised would they be available in King's Lynn and be easily accessible. In response, the Western Area Manager explained that the documents would be catalogued on a computer system and –when resources allowed - have good digital images attached to enable a search on line facility.

In response to comments and questions from County Councillor Chenery on the Royal Norfolk Regimental collection and brass rubbing, the Western Area Manager explained that NMAS had taken the decision to close the former

Regimental Museum in Norwich and relocate the collection and displays to the Castle Museum. With regard to brass rubbing, the Western Area Manager advised that where items were worn original brasses rubbings were not permitted but that reproductions were used for such activity.

The Chairman, Councillor Mrs Nockolds reminded the Committee that Members were given free entry to Museums in Norfolk when they showed their ID cards.

In response to questions from Councillor Tyler regarding the sharing of the Curatorial Assistant between King's Lynn and Thetford Museums, the Western Area Manager advised that the normal ratio was King's Lynn 3 days and Thetford 2 days.

At the invitation of the Chairman, Councillor Mrs Nockolds, Dr Bond asked the Western Area Manager if the Savage documents could be brought back to King's Lynn for a temporary display period to allow the ageing population to view them. In response, the Western Area Manager explained that it was proposed to transfer the documents to Norwich for long term preservation. Good quality digital images could be produced and made accessible to the public. If there was scope within the Town Hall in the future the documents could be brought back on an occasional basis.

Councillor Smeaton informed those present that she was in possession of World War 1 memorabilia including paperwork and a discharge note relating to a soldier in Hunstanton and asked the Western Area Manager if it could be used as part of the World War 1 exhibition. In response, the Western Area Manager advised that the exhibition wished to reflect on real stories and invited Councillor Smeaton to send an email to him. An appeal would also be launched to ask for photographs, etc.

The Chairman, Councillor Mrs Nockolds informed the Committee that a meeting had been scheduled week commencing 21 October to co-ordinate the World War 1 commemorations and to provide a diary of events throughout the Borough

A discussion took place on the proposal to transfer the Savage documents to the Norfolk Record Office for long term preservation purposes.

The Chairman, Councillor Mrs Nockolds thanked the Area Museums Manager for his detailed report and proposed an amendment to recommendation (2) as set out below:

"The Savage documents, if possible, to remain in King's Lynn and be stored in the improved archive storage following the refurbishment of The Town Hall. The Western Area Manager be requested to find out this information prior to the Committee making a decision on transferring the documents to Norwich."

The Committee voted on the above proposed amendment which was carried.

Mr S Miller, Head of Service (Museums) thanked the Chairman for the invitation to attend today's meeting and explained that a consultation session, Norfolk Museums and Archaeology Service – 5 year strategy would be held

on 8 November at Norwich Castle and the Committee were welcome to attend. A formal invitation would be sent out within the next few days.

RESOLVED: (1) The Area Museums Committee noted the report.

(2) The Western Area Manager to enquire if there was capacity for storage of the Savage documents within the improved archive storage within the Town Hall, following the refurbishment project prior to a decision being made to transfer the documents to Norwich.

9 REPORT OF THE BOROUGH COUNCIL

The Tourism Manager presented a report that updated members of the Area Museums Committee on tourism marketing undertaken by the Borough Council during the period October 2012 – September 2013.

Website and On-Line Marketing

The website www.visitwestnorfolk.com went live on 18 July 2012. Since then the number of people visiting the site had steadily increased.

The visitwestnorfolk twitter account was being actively used and had attracted 390 followers to date.

Update on the 2013 Destination Marketing Campaign

West Norfolk Holiday Guide

The 2013 lead generation and brochure distribution campaign was nearing completion. The final distribution for the holiday guide was outlined at section 3.1 of the report.

Where to Go and What to Do in West Norfolk

The format of the 2013 Where To Go in West Norfolk guide followed the revised format introduced in 2012. All available advertising space was taken by attractions and visitor services. 200,000 copies were produced. Distribution had taken place throughout a catchment area of approximately 75 minutes' drive time to West Norfolk.

Discover King's Lynn

The increased print run from 100,000 to 110,000 copies of Discover King's Lynn was continued for 2013 and would all have been distributed by the end of the autumn. The discount King's Lynn voucher scheme continued with offers provided at Lynn Museum, True's Yard Fisherfolk Museum, The Custom House Maritime Exhibition and at Tales of The Gaol House.

Other Guides

Updated version of the Hunstanton Mini Guide, Downham Market Mini Guide, King's Lynn Hanse Trail, Pilgrimage Trail and Hunstanton Wolf Trail were all printed and distributed during 2013.

Proposals for 2014 West Norfolk Main Destination Promotion

Work on production of the 2014 West Norfolk Holiday Guide was underway. 90,000 copies to be published in December with distribution commencing immediately in 2014.

The promotional package for advertisers again included advertising space in the brochure, presence on the website and promotion through the Tourist Information Centres. For 2014, advertisers could opt for a web-site and TIC only option. Businesses in the north of the Borough also had the opportunity to promote themselves through the new destination marketing organisation Visit North Norfolk.

The 2013 lead generation campaign was currently being planned. This would comprise one campaign using both off line and on line media to generate direct requests for the West Norfolk Holiday Guide.

West Norfolk would again be working with Visit England to take part in the English countryside campaign to take place early in 2014.

The Borough Council of King's Lynn and West Norfolk were active partners in the Visit Norfolk partnership which was formed to replace the previous Norfolk Tourism Forum. The Borough Council were also active partners in the recently formed Visit North Norfolk Coast and Countryside Ltd.

Tourist Information Centres

For the period January – August 2013, King's Lynn Tourist Information Centre had welcomed over 83,000 visitors which was the highest figure for this period since the Tourist Information Centre moved to the Custom House in 2000.

The Tourist Information Centre in Hunstanton, which was now operated by Hunstanton Town Council under a management agreement with the Borough Council was substantially refurbished during the spring of 2013. The mechanism for counting visitor numbers had been interrupted for several months so comparable figures were not available.

Other Heritage Marketing

King's Lynn Town Guides

The Borough Council had continued to support the valuable work of the King's Lynn Town Guides. A total of 15,000 copies of the improved King's Lynn Town Guides Guided Walks leaflet for 2013 were printed and distributed.

King's Lynn Maritime Trail

The King's Lynn Maritime Trail was launched on 25 May 2013. A series of 27 bronze pavement way markers were installed depicting 4 different designs and were being used in the four different historic wards of King's Lynn which the trail passed through.

A supporting maritime trail guide had been developed which introduced the story of King's Lynn maritime history at a cost of 50p.

King's Lynn Pedestrian Signposting

The content and locations featured on the current range of 34 directional fingerposts in the town centre had been reviewed and a new signing scheme introduced. The scheme identified 6 key areas which were signed from all 34 locations. Individual venues or locations were signed within and close to the area of the town in which they appeared. The exception was the Tourist Information Centre which was signed from all 34 locations.

The scheme had aimed to introduce a much more consistent and comprehensive approach to signing which also aimed to increase awareness of the different key areas within the town centre.

Welcome and Orientation Information Signs

Proposals for a series of new welcome and orientation signs would be developed for potential use at car parks and other key locations. These would aim to build on and reinforce the scheme of signing areas and individual locations used on the fingerpost scheme.

A series of information posters had been created which it was hoped would be displayed at King's Lynn Railway Station at the time when the restoration works on site had been completed.

Heritage Open Day

2013 Heritage Open Day took place on 15 September 2013, organised by the Civic Society in partnership with the Borough Council, Town Guides and other organisations, the event featured more sites and activities open to the public than before, with 49 sites or events available for the public to enjoy.

The Hanse

King's Lynn celebrated the international Day of the Hanse in May. King's Lynn and West Norfolk was also promoted at the International Hanse Festival in Herford, Germany during June. Plans for the celebration of the 2014 International Day of Hanse were underway with events focused around a musical theme.

The Town Hall

Following the positive response from the Heritage Lottery Fund to the Stage 1 application for the 'Town Hall Project – Stories of Lynn', work had been taking place to work up the full stage 2 application.

To assist with the development of the project plans the consultative forum (originally established to support the development of the stage 1 application) had been reconvened to gather and formulate recommendations to be fed back into the project proposals.

It was planned that the Stage 2 application would be submitted in February 2014. If successful, it was hoped that £1,690,600 would be secured towards this £2.3m project.

Other Marketing

King's Lynn Visitor Pontoons and Sail the Wash

The King's Lynn Visitor Pontoons were installed on South Quay and opened at the end of July. The pontoons were open to visiting craft for stays of up to 7 nights, with berths charged on a daily basis, priced per metre length of the craft.

Prior to installation, the Borough Council had been working with operators of two other marinas, with access to the Wash (Wisbech Yacht Harbour and Fosdyke Yacht Haven) to develop a new website – www.sailthewash.com to promote the Wash as a sailing craft destination on the east coast on England.

In response to questions from Councillor A Wright, the Tourism Manager explained that Marriott's Warehouse had been included in the Discover King's Lynn Guide.

Following questions from Councillor Tyler on the Heritage Open Day, the Tourism Manager explained that the Open Day provided visitors with an introduction of the venues on offer within King's Lynn.

Councillors Mrs Smeaton and Tyler commented that in previous years a group of youngsters from the European Community had performed at an event and had been well received.

The Chairman, Councillor Mrs Nockolds thanked the Tourism Manager for his informative report.

RESOLVED: That the Committee noted the report.

10 SCHEDULE OF MEETINGS 2014

Monday 31 March 2014, 2.15 pm in the Committee Suite, King's Court, Chapel Street.

Monday 2 June 2014, 2.15 pm in the Committee Suite, King's Court, Chapel Street.

Monday 27 October 2014, 2.15 pm in the Committee Suite, King's Court, Chapel Street

The Meeting closed at 4.39 pm

MINUTES

NORWICH AREA MUSEUMS COMMITTEE

2pm to 2.50pm

9 July 2013

Present:

City Councillors:

Button (chair following
appointment)
Ackroyd
Blunt
Bradford
Grahame (substitute for
Councillor Boswell)
Maxwell

County Councillors:

Bremner (vice chair following
appointment)
Dearnley
Sands (M)

Co-opted Non-
voting members:

Councillor Bracey (Broadland District Council), Brenda Ferris
(Norfolk Contemporary Arts Society), Charlotte Crawley (East
Anglia Arts Fund) and Ceri Lamb (Friends of Norwich Museums)

Apologies:

County Councillors Gihawi, Morgan and Watkins
City Councillor Boswell

1. APPOINTMENT OF CHAIR

RESOLVED to appoint Councillor Button as chair for the ensuing civic year.

2. APPOINTMENT OF VICE CHAIR

RESOLVED to appoint Councillor Bremner as vice chair for the ensuing civic year.

3. GENERAL INTRODUCTIONS

General introductions ensued. The committee was introduced to Steve Miller, head of museums and archaeology, who attended the meeting for this item.

4. MINUTES

RESOLVED to approve the accuracy of the minutes of the meeting held on 11 December 2012.

5. THE NORWICH MUSEUMS – MEMBERS' BRIEFING JULY 2013

The Norwich museums manager presented the report and circulated copies of the Curator report 2011-12. She reported that Councillor Bradford had attended the Norwich Museums Youth Forum event on 18 June 2013 to celebrate the work of the young people aged 16 to 24 years, who comprised the forum, whose aim was to make the museums more youth friendly and reach a whole new audience.

During discussion members considered that there were still some teachers who were not aware of the extent of what could be offered by the Norfolk Museums and Archaeology Service (NMAS) to the learning process. The Norwich museums manager informed members that an ACE funded Schools Marketing Strategy was underway which would address this issue. Members sought reassurance that despite changes in the national curriculum, there would still be opportunities for children to dress up as Victorians and Ancient Egyptians. Members also considered the capacity to host school visits and it was noted that members of the Norfolk Contemporary Arts Society were concerned that the use of the Timothy Gurney gallery for schools to eat their lunches was a distraction to visitors to the art gallery. The Norwich museums manager reassured members that options were being explored which would ensure that galleries were only used for food consumption in exceptional and controlled circumstances in the future.

In reply to a member's question, the Norwich museums manager said that the more obvious cuts to the NMAS budget had been made, and that the head of NMAS would engage members in further proposals for the development of the service.

Charlotte Crawley referred to the report and pointed out that there was a typographical error under the heading "Autumn 2014" which should be amended to reflect that it was the 170th anniversary of the Norwich University of the Arts (NUA).

In reply to a member's question regarding the future display of the pre-Raphaelite tapestry that was on loan to the Pushkin Museum, Moscow, the Norwich Museums manager explained that the conservation requirements of some articles, such as the tapestry, required items to be "rested" or taken off display, away from extremes of heat and light for periods of time.

Members were advised that the new "rover" ticket would be monitored to evaluate whether it had an impact on museums passes.

During discussion it was suggested that the co-opted members were invited to submit reports for inclusion on agendas for future meetings of the committee as appropriate.

RESOLVED to:

- (1) note the report;
- (2) ask the committee officer to contact invite co-opted members to submit reports to future meetings for inclusion on the agenda;
- (3) approve the proposals for a member induction programme, which will include guided tours of each of the Norwich sites.

6. SCHEDULE OF MEETINGS

RESOLVED to confirm the schedule of meetings for the committee, approved at the city council's annual meeting, as follows (all meetings to be held at 2pm):

1 October 2013;
3 December 2013;
4 February 2014.

CHAIR

MINUTES

NORWICH AREA MUSEUMS COMMITTEE

2pm to 3.30pm

1 October 2013

Present:	City Councillors: Button (chair) Bradford	County Councillors: Bremner (vice chair) Dearnley Morgan
Co-opted Non-voting members:	Councillor Bracey (Broadland District Council), Councillor Hornby (South Norfolk Council), Brenda Ferris (Norfolk Contemporary Arts Society), Charlotte Crawley (East Anglia Arts Fund) and Ceri Lamb (Friends of Norwich Museums)	
Apologies:	County Councillors Gihawi and Sands (M) City Councillor Ackroyd, Boswell and Maxwell	

1. DECLARATIONS OF INTEREST

There were no declarations of interest.

2. MINUTES

RESOLVED to approve the accuracy of the minutes of the meeting held on 9 July 2013.

3. THE NORWICH MUSEUMS – MEMBERS’ BRIEFING OCTOBER 2013

The Norwich museums manager presented the report and together with the head of the Norfolk museums and archaeology service (NMAS), answered members’ questions.

The Norwich museums manager said that the analysis of visitor numbers would be reported back to the Friends of Norwich Museums with regards success of additional opening hours at Strangers’ June to September, and the potential to continue with the arrangement in 2014. The committee expressed its appreciation of the Friends for the funding and voluntary work which had enabled increased numbers of visitors to Strangers’ Hall over the summer months.

During the presentation members noted the proposal for an exhibition on the city’s literary heritage, which was in the early stages of discussion and an element in the Writers’ Centre Norwich funding bid to the Heritage Lottery Fund. A member suggested that this would be a good way to connect contemporary writers with the collections in the libraries, museums and the Norfolk records office. Another

member suggested that the Norwich Writers' Circle should be approached as it had been established in 1945 and had material which could be used. Members were advised that readings could be held in Strangers' Hall or the other museums as part of the exhibition. Funding was still to be identified for this project, which was expected to have a wide scope like the Wonder of Birds exhibition.

The museums manager advised members that there was a What's On leaflet now available for the Norwich museums for the period from now to Christmas. Events included Norwich City Council's firework display on the Battlements on 8 November.

Members of the committee were invited to attend a conference on 2 October which was showcasing the teaching museums. The head of NMAS said that the teaching museum was unique in this country and that the conference was an opportunity to share this experience as part of a broader conference on skills and young people in the county. There would be a film about the work of the teaching museum with trainees talking about their experience. The experience provided the trainees with skills which stood them in good stead for their careers.

In response to a question the head of NMAS explained that national museums received direct funding from central government and that the majority were located in London. The NMAS was one of sixteen second tier major partner museums which were regularly supported by the Arts Council and a member of the National Museums Directors Council. He pointed out that the introduction of admission charges was being considered by some of the national museums and larger regional museums and that where admission was free at point of most museums charged for special exhibitions. There were opportunities to visit museums in Norfolk free of charge through the heritage open days, special events (such as the RSPB Big Garden Birdwatch event at Norwich Castle in January and Museums at Night in May) and free access for groups, such as the museum club for looked after children and carers. It was also noted that there was the "pop in for a pound" sessions at lunchtime and the end of day for short visits to the museums.

Members noted that from November to January there would be lights projected on to Norwich Castle as part of the city's Christmas lights. This was being funded by the Business Improvement District. The head of NMAS said that Norwich Castle and the cathedral were iconic buildings and provided a memorable image of the city which could be used to market it as a heritage destination. Events such as the fireworks and the Christmas lights at Norwich Castle and the castle mound were a way to promote the city. A member suggested that the introduction of energy efficient lighting would enable more heritage buildings to be lit up at night. The city council had won awards 30 years' ago for its then innovative lighting.

The Norwich museums manager referred to the members' induction scheme and said that she would review it with colleagues with a view to offering more sessions after the half term holiday.

RESOLVED to note the report.

4. HEAD OF MUSEUMS AND ARCHAEOLOGY SERVICES UPDATE

The head of NMAS reported that as part of the development of a five year strategy for the service and a three year service plan, he would be consulting the city council,

other district councils and the Arts Council; the chair of the Norfolk joint museums and archaeology committee and the county council's cabinet member; and would like to speak to each member of the committee, either through workshops or on a one to one basis.

He also proposed that as the archaeology service was now part of the county council's environment, development and transportation directorate, it was an opportune time to rename the service. He proposed a workshop of members to include the Norwich University of the Arts to discuss the five year strategy and look at the new identity for the museums service. The refurbishment of the Bridewell was excellent but the museum did not have a clear identity as the Museum of Norwich and therefore it was proposed to rebrand it as such.

The committee was also advised of an ambitious project to enhance the interpretation of the castle keep which was the best surviving example of a Norman domestic interior, built as a royal palace, in the country.

The head of NMAS reminded members that there was an opportunity for them to visit the Curiosity exhibition at the end of the meeting and thanked Charlotte Crawley of the East Anglian Arts Fund for arranging it. He pointed out that the exhibition contained works by Leonardo Di Vinci as well as many other treasures.

RESOLVED to:

- (1) note that members of the committee will be invited to attend the workshop or an individual meeting with the head of NMAS in the next four to five weeks;
- (2) endorse the proposal to rename the service and rebrand it and the Bridewell.

5. FRIENDS OF THE NORWICH MUSEUMS

Ceri Lamb presented the report and answered questions on recruitment of volunteers.

A member praised the excellent gardens at Strangers' Hall which were maintained by the Friends of the Norwich Museums. Members considered that students might be interested in volunteering to work in the museums.

RESOLVED to note the report.

6. NORFOLK CONTEMPORARY ART SOCIETY

Brenda Ferris presented the report and answered questions on the loan scheme that the society operated. She also advised the committee that the society was in talks with the museums staff about reprising the Surprise exhibition of major works from private collections in 2015.

RESOLVED to note the report.

7. SCHEDULE OF MEETINGS

RESOLVED to confirm the schedule of meetings for the committee, approved at the city council's annual meeting, as follows (all meetings to be held at 2pm):

3 December 2013;
4 February 2014.

CHAIR

**Norfolk Museums and Archaeology Service
– Performance & Strategic Update Report**

A report by the Head of Museums and Archaeology

Executive Summary

This report provides an update on performance against Norfolk Museums and Archaeology Service (NMAS) service plans.

The main issues for consideration by this Committee are:

- Progress against the agreed service plan 2013/14
- Future developments in the Service in terms of meeting budgetary pressures and responding to external opportunities

Recommendation

Committee Members are asked to consider and comment on:

- Progress with performance against the 2013/14 service plans
- Future strategic planning for the Service including the development of a new 5 Year Strategy, a proposal for a rebrand of the service name together with preparation for the application to Arts Council England in January 2014 for continued funding under the Major Partner Museum (MPM)/Renaissance programme 2015-18.

1. Performance against Service Plans

1.1 Performance Summary

- 1.1.1 Total museum visits across all 10 NMAS sites for the period 1 April – 30 September 2013 were 213,001 compared to 212,284 for the equivalent period 1 April – 30 September 2012. This small but positive increase is the result of a strong events programme and is especially welcome given the excellent visitor numbers seen at Norwich Castle in 2012 during the Titian exhibition.
- 1.1.2 School visits across the 10 NMAS sites for the period 1 April – 30 September 2013 were 17,407 compared to 16,908 school visits for the equivalent period 1 April – 30 September 2012. This represents a 3% increase, a strong performance given the many barriers which schools currently face in making a school visit. Whilst school visits to Norwich Castle have been quite

disappointing during the first half of the year (down 19% on 2012), both Gressenhall (up 13% on 2012) and Time & Tide (up 54% on 2012) have performed very well. Further analysis on these trends is currently being undertaken though the results are heavily influenced by the excellent weather between April and September 2013 and the new programmes on offer.

- 1.1.3 Overall, the performance in terms of total visitor numbers and school visits shows that the Service is well on track to meet or exceed its key performance indicator for the 2013-14 service plans.

1.2 Performance/Service Plan highlights

1.2.1 Major openings

The period has seen the opening of three major exhibitions

- 1.) *Lost Tudor Sculptures* at Ancient House, Thetford. This exhibition has been created through a partnership which includes the University of Leicester, the British Museum, University of Oxford and the Yale Centre for British Art. As part of the wider Lost Tudor Sculptures project, visitors to Ancient House have been able to enjoy free entry throughout the summer
- 2.) *Curiosity* at Norwich Castle Museum & Art Gallery. This major national touring exhibition from the Hayward Gallery, London opened on 27 September and has been very well received. As well as important loans including 3 Da Vinci drawings from Her Majesty's collections, the exhibition contains many Norfolk treasures from the NMAS collections
- 3.) *Frayed: Textiles on the Edge* at Time & Tide, Great Yarmouth. This seminal, home-grown exhibition contains outstanding items from the NMAS costume and textile collections as well as loans from the V&A Museum and the Thackray Medical Museum in Leeds. A key partner in the project has been the national mental health charity, MIND and a full education programme on mental health and art is currently being delivered alongside the exhibition

1.2.2 Royal Norfolk Regimental Museum

Following many years of planning and development, the Royal Norfolk Regimental Museum opened successfully in the Norwich Castle Rotunda on 19 October. The accessible new displays cover the history of the Regiment since its inception and include many new interactive exhibits.

The new displays and supporting digital research material will prove especially useful in responding to the County's need to commemorate the First World War over the coming 5 year period.

1.2.3 Teaching Museum Conference

On 2 October, NMAS held a national conference at Norwich Castle to celebrate the successful delivery of the first year of the Service's nationally-important *Teaching Museum* programme as well as discussing the broader skills agenda with regard to museums and heritage. In addition to NMAS staff, keynote speakers from Arts Council England, the Heritage Lottery Fund and the Museums Association contributed to a highly-acclaimed event. The Leader of Norfolk County Council also attended.

Maria Bojanowska, the Partnership UK Programme Manager at the British Museum gave the following feedback: *“Many thanks to colleagues at Norfolk Museum & Archaeology Service for a stimulating event on the important issue of workforce development. NMAS are leading the way in the sector as a centre of excellence in this area and we all have a lot to learn from their achievements.”*

1.2.4 Commercial Developments

A key element of the current service plans and of meeting the challenges of the budget reductions ahead is the successful delivery of the commercial targets as laid out in the business plan 2012-15. Positive progress is being made in the following areas:

- Conference & banqueting – as part of the plans to increase income from event hire including weddings, the relevant licences are currently being secured for several venues including Elizabethan House, Strangers’ Hall, Gressenhall and Norwich Castle. These will all be in place by 1 April 2014
- Catering – an expansion and re-branding of Norwich Castle Museum café will be completed by 1 April 2014. This will see the creation of an expanded offer and refurbished café along the theme of ‘tea’ as well as the creation of a new outdoor terrace area close to the entrance to the Castle
- Retail – a number of new lines including bespoke Christmas gifts drawing inspiration from the NMAS collections are being currently being rolled out. Online retailing of images from the collections is also being explored alongside new redisplays of our existing shops
- Events – following the delivery of a highly-successful major events programme during the summer and early autumn, especially *Festival on the Farm*, *Village at War* and *Apple Day* at Gressenhall, work is progressing on next year’s events programme with a view to meeting both ambitious financial targets and ever-increasing visitor expectations

1.3 Conclusion

- 1.3.1 NMAS is currently on target to meet or exceed all the goals and targets laid out in the current service plans.

2. Strategic Developments

2.1 Development Foundation

Following approval by Cabinet, NMAS is in the process of setting up a small development foundation. This independent body will support the delivery of the Museum’s service plans through allowing the Service to reclaim Gift Aid on Museum Passes and to apply to grant-giving trusts and foundations which the Service is currently precluded from approaching due to its local authority status.

It is estimated that the Development Foundation will generate £100,000 p.a. towards the work of the Service including its award-winning education and outreach programmes.

All fundraising targets will be set at the beginning of each year in liaison with JMAC and key partners. The current governance and asset management arrangements relating to NMAS will be unchanged.

2.2 5 Year Strategy

NMAS is currently in the process of writing a new, 5 Year Strategy. This document will complement existing local authority strategies and the current service plans.

A creative session with Area Museum Committee Members and key stakeholders to be held on 8 November will inform the strategy directly and this important piece of work will be completed by the end of 2013, allowing the strategy to form part of the Service's application to Arts Council England (see 2.4).

2.3 Service identity

Following discussion with the Chair of JMAC, Cabinet Member for Communities and key stakeholders, NMAS will be re-named Norfolk Museums Service (NMS) from 1 December 2013. This change will reflect the fact that the County's statutory archaeology service no longer sits with NMAS and, therefore, the change of name reduces the possibility of confusion on many levels.

As part of this change, the Service will have a new identity (Service logo, etc.) created by students at Norwich University of the Arts (NUA). A short presentation on progress will be given at the Committee Meeting on 22 November. Members should note that this work will NOT involve any rebranding of any of the museum sites.

2.4. Arts Council England

NMAS is currently preparing to make an application to Arts Council England in January 2014 for a second tranche of funding under the Arts Council's Major Partner Museum/Renaissance programme. This funding, which will cover the period 2015-18, is estimated to be worth approximately £1m per annum to the Service and the people of Norfolk.

This application process will be very competitive and the overall budget to support museums across England available from Arts Council England will be reduced from that available through the current museums development programme. In order to maximise our chances of success, advocacy work with Arts Council directors and officers is on-going, as well as ensuring the successful delivery of the current Renaissance business plan 2012-15.

2.5 Capital Developments

NMAS has put forward a round one funding application to the Heritage Lottery Fund for the redevelopment of the main workhouse displays at Gressenhall. An application for this important project has also gone forward for consideration by DCMS/Wolfson, a major funder of gallery and museum developments.

The Keep at Norwich Castle will see new displays and interpretation completed by early December. This project, supported by the British Museum, will help to inform a major redevelopment of the Keep. An update on this project will be presented at the next JMAC.

2.6 Budget Reductions 2014-17

NMAS is currently planning to meet its estimated budgetary shortfall through a combination of generating additional income (as outlined above in terms of 1.2.4 Commercial Developments and 2.1 Development Foundation) as well as delivering a range of cost reductions. All measures will be in place or completed by 31 March 2014.

3. Admission prices 2014-15

- 3.1 Following a consultation exercise with key NCC colleagues and discussions with the Chair of JMAC and the Cabinet Member for Communities, the admission prices for 2014-15 have been set (see *Appendix 1*). The prices for 2014-15 have been set with a view to meeting our vision for wide and fair access to our museums and collections as well as responding to our budgetary commitments.

Members of JMAC should particularly note the following:

- that there will be a targeted, pilot discount scheme during a part of 2014 of 25% off Museum admission for Norfolk Library Card holders. This will help promote access to all 10 museums and bind the Museum and Library services more closely
- the introduction of two new, great value family tickets - *Two Adults and All Your Children* and *One Adult and All Your Children* to reflect non-traditional families
- the reduction of complexity as outlined in the recent Members' report on the Museum Service, making our admission prices easier to understand
- an increased commitment to providing free access to those groups unable to pay - Looked After Children, Carers, etc.)

In addition, the Service will maintain and increase the number of FREE days in 2014 (starting with a new, free day at the Castle in February 2014).

4. Equality Impact Assessment (EqIA)

- 4.1 The NMAS 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 & belief and sexual orientation.

5. Section 17 – Crime and Disorder Act

- 5.1 The NMAS is working hard to help address the issues of social exclusion, one of the key triggers for crime and disorder. The NMAS 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 NMAS is using its resources to contribute towards reducing crime and disorder in Norfolk.

6. Conclusion

- 6.1 NMAS is on target to achieve its key service plan targets including visitor figures and, therefore, a break-even revenue budget position. Progress against other KPIs including visitor satisfaction and the delivery of educational and outreach targets and work with young people in the borough, are particularly positive.

7. Recommendation or Action Required

- 7.1 The Joint Museums and Archaeology Committee is asked to consider and comment on:
- Progress with performance against 2013/14 service plans
 - Future strategic planning for the Service including the development of a new, 5 Year Strategy, a proposal to rebrand of the service name together with preparation for the application to Arts Council England in January 2014 for continued funding under the Major Partner Museum (MPM)/Renaissance programme 2015-18.

Officer Contact

If you have any questions about matters contained in this paper 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.

Site Adult Conc * Family 2 + Family 1 + Child/Young Person 4 - 18

	2013/14	2014/15	2013/14	2014/15	Proposed	Proposed	2013/14	2014/15
Gressenhall	9.30	9.90	8.30	8.60	29.00	20.00	6.30	6.50
Castle	7.00	7.95	6.00	6.50	21.00	14.00	4.90	5.20
Time & Tide	5.20	4.95	4.20	3.95	12.00	9.00	3.70	3.50
Bridewell	4.80	4.95	3.80	3.95	12.00	8.00	2.70	2.95
Strangers	3.90	4.50	3.30	3.50	10.50	7.00	2.20	2.50
Elizabethan	3.90	4.50	3.30	3.50	10.50	7.00	2.00	2.50
Ancient	3.90	3.95	3.30	3.40	10.00	6.50	2.20	2.30
Lynn	3.70	3.95	3.10	3.40	10.00	6.50	2.10	2.30
Castle Ex **	3.60	4.00	3.10	3.00	N/A	N/A	2.60	2.00
Tollhouse	3.60	3.50	3.00	2.95	8.00	5.50	2.00	1.95
Cromer	3.60	4.00	2.90	3.20	10.50	7.00	2.10	2.50

* Concession - 65+, full time education, unwaged

** Castle exhibitions - 2014-15 we will price on an exhibition by exhibition basis

Norfolk Museums and Archaeology Service – Integrated Finance and Risk Monitoring Report for 2013/14

A report by the Head of Museums and Archaeology

Executive Summary

This report provides performance against Norfolk Museums and Archaeology Service (NMAS) budget out-turns based on information at 30th September 2013. Section 1 covers progress with the NMAS revenue budget, reserves and provisions and the capital programme. Section 2 provides the Committee with an update on the service risk register.

The main issues for consideration by this Committee are:

- Progress with NMAS Revenue budgets and Reserves and Provisions indicates that the service should achieve a break-even position at the year-end. The capital programme is set out in Appendix A1.
- Progress with risk management for NMAS.

Recommendation

Committee Members are asked to consider and comment on:

- Progress with the revenue budget, capital programme and reserves and provisions out-turn positions for 2013/14
- Progress with the management of risk within the NMAS

1. Budget Monitoring 2013/14

1.1 Revenue Budget

1.1.1 Based on the position at the end of September 2013, the NMAS should achieve a break-even revenue budget outturn.

1.1.2 At the end of September there is a projected shortfall of £0.004m from Admissions Income. However, this reflects an overall 7% increase on Admissions Income compared to 2012/13. This shortfall will be covered by control of expenditure.

1.1.3 There have been no Revenue Budget Changes during 2013/14 so far.

1.1.4 The table below sets out the net revenue service budgets and out-turn for the NMAS.

Service	Approved budget £m	Forecast Outturn £m	+Over/-Under spend £m	+Over/Under spend as % of budget	Variance since last report £m
Museums Service	3.526	3.526	0.000	0.00%	0
NMAS Total	3.526	3.526	0.000	0.00%	0

1.1.5 Savings targets included in the Approved Budget for 13/14 total £0.200m. These are made up of £0.039m from control of inflation, Administration efficiencies £0.005m, Management Restructuring £0.057m, additional ACE income £0.047m, increased income from Marketing Support £0.010m, increased commercial activities £0.010m, grant funding from KLWNBC £0.020m, and reduction in collections storage at North Walsham £0.012m.

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.
- 1.2.3 The NMAS 2013/14 capital programme is shown at Appendix A and includes any programme revisions.

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 resources during periods of unfavourable weather conditions that can impact upon visitor numbers.
 - The Museums Repairs and Renewals Reserve is expected to reduce by £0.074m to fund replacement equipment for audience development, galleries, shops and cafe.
 - The Unspent Grants and Contributions Reserve shows expected project balances at year end with no conditions attached to the type of funding, although restrictions may apply.

Reserves and Provisions 2013/14	Balances at 01Apr13	Forecast Outturn at 31Mar14	Change
	£M	£M	£M
Norfolk Museums and Archaeology Service			
Museums Income Reserve	0.079	0.079	0.000
ICT Reserve	0.000	0.000	0.000
Museums Repairs and Renewals Reserve	0.340	0.280	-0.060
Unspent Grants and Contributions Reserve	0.633	0.250	-0.383
Service Total	1.052	0.609	-0.443

2. Risk Management

- 2.1 The service continues to manage the risks to its objectives both internal and external. The risk register is reviewed and updated on a quarterly basis and was last reported to this Committee in April 2013. A summary of the risk register based on the most recent review of 14 October 2013 appears at Appendix B.
- 2.2 The register contains six key risks, four of which are currently assessed as a 'medium' level risk, while two are now assessed as 'low'.
- 2.3 All risks are being well managed. Four of the risks are showing 'green – on schedule' progress towards achieving their target risk scores, and the other two are 'Met'.

3. Resource implications

- 3.1 The implications for resources including, financial, staff, property and IT, where relevant, are set out in Section 2 of this report.

4. Other Implications

- 4.1 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

5. Equality Impact Assessment (EqIA)

- 5.1 The NMAS 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 & belief and sexual orientation.

6. Section 17 – Crime and Disorder Act

- 6.1 The NMAS is working hard to help address the issues of social exclusion, one of the key triggers for crime and disorder. The NMAS 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 NMAS is using its resources to contribute towards reducing crime and disorder in Norfolk.

7. Conclusion

- 7.1 The NMAS forecasts a break-even revenue budget position and progress with performance indicators and the successful implementation of service plans points to continuing improvement.

8. Recommendation or Action Required

- 8.1 The Joint Museums and Archaeology Committee is asked to consider and comment on:
- Progress with performance and 2013/14 service plans
 - Progress with the revenue budget, capital programme and reserves and provisions out-turn positions for 2013/14
 - Progress with the management of risk within the NMAS

Officer Contacts

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Capital Programme 2013/14 – Museums and Archaeology Service

Scheme or programme of work	Approved 2013/14 capital budget £m	2013/14 forecast capital outturn £m	Forecast Slippage	Reasons
Schemes in Progress				
Bridewell Museum Development	0.065	0.065	0	Project estimated to complete in 13/14
Gressenhall Eco Building	0.139	0.139	0	Project in progress
Seahenge	0.007	0.007	0	
Gressenhall Biomass Boiler CERF *	0.014	0.014	0	Slippage for NPS final invoices from 2012/13
GFWH Wind & Solar CERF*	0.017	0.017	0	Planning application in progress
Museum Stock System	0.120	0.120	0	
Replace Lighting (Castle Museum)	0.008	0.008	0	Slippage from 12/13
Castle Keep Improvements	0.020	0.020	0	
Replace Lighting (Strangers Hall)	0.007	0.007	0	Slippage from 12/13
Replace Lighting (Gressenhall)	0.004	0.004	0	Now complete
Biomass Replacement Heating Incentive Scheme	0.009	0.009	0	
Colman Gallery Door	0.007	0.000	-0.007	Final costs paid from revenue in 12/13
Gressenhall CCTV	0.027	0.027	0	Nearing completion
Total	0.444	0.437	-0.007	

* CERF is the Carbon Energy Reduction Fund.

Funding of the NMAS Capital Programme

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

- The feasibility element of the Bridewell Museum project was funded from NMAS. The capital programme is £1.577m with approved HLF funding of £0.979m, £0.224m NCC capital, £0.76m Norwich City Council and £0.025m from the Friends of Norwich Museums and service contributions.
- The Gressenhall Eco-Buildings project is funded by the NCC over 2 years with approved funding of £0.048m in 2009/10 and £0.095m in 2010/11. Due to planning objections this project needs re-scoping. The programme will concentrate on providing necessary visitor facilities including toilet provision adjacent to the adventure playground.
- Seahenge ongoing funding is to improve the entrance at Lynn Museum in conjunction with a minor works project. This is rolled forward from prior years.
- The Museum Stock System project has been funded from revenue.

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**Service and Budget Planning 2014-17 for Norfolk Museums and
Archaeology Service**

Report by the Head of Museums and Archaeology

Summary

This paper sets out the financial and planning context for the authority and gives an early indication of what this means for Community Services and the Norfolk Museums and Archaeology Service.

It highlights specific known impacts of new national policy initiatives which are likely to affect the way the Service carries out its business and plans its future priorities. It sets out proposals for changing service delivery currently being consulted on, along with identified efficiency savings which have been identified by Officers and Members in order to meet the funding gap.

On 2 September Cabinet agreed the projected funding gap for planning purposes of £189m over the three year period 2014-17. This is based on assumptions for additional cost pressures facing services and a reduction in Government funding taking into consideration the latest information from Department for Communities and Local Government (CLG).

This report sets out the financial and planning context for the authority and gives specific service information for the Norfolk Museums and Archaeology Service (NMAS) for the next financial year.

Action Required

Members of JMAC are asked to consider and comment on the following:

- a. The revised service and financial planning context and assumptions
- b. The revised spending pressures and savings for the Norfolk Museums and Archaeology Service
- c. Members are also invited to identify further ideas to achieve additional revenue budget savings

1 Background

- 1.1 On 19 September the County Council launched the Putting People First consultation about future focus for Council spending. The context for the consultation is the Council's need to bridge a predicted funding gap over the next three years and a desire to focus council spending on areas that will support or lead to;
 - a. Excellence in education
 - b. Real jobs – leading to sustainable employment throughout Norfolk
 - c. Good infrastructure

- 1.2 A report to Cabinet on 2 September confirmed that the projected funding gap for planning purposes should be increased from £182m to £189m over the three year period 2014-17 based upon information from the Department of Communities and Local Government (CLG).
- 1.3 This paper brings together for Committee Members the following:
- a. Revised financial and planning assumptions agreed by Cabinet in September to inform the Council's budget proposals
 - b. The revised budget position for Norfolk Museums and Archaeology Service based on updated financial forecasts and budget proposals for emerging cost pressures, new savings and revisions to future savings for 2014-17.
 - c. A detailed list of the updated costs and pressures facing Norfolk Museums and Archaeology Service
 - d. A detailed list of updated proposals for savings
 - e. Known priorities for the service for the period 2014-17

2 Financial and planning context

- 2.1 The context for the County Council's three-year planning was set out by Cabinet in its report in August 2013, when it also confirmed a vision for Norfolk called 'Putting People First' which aims to achieve a better, safer future, based on education, economic success and listening to local communities.
- 2.2 The financial strategy which underpins these elements is:
- a. Faster and greater service innovation and transformation helping to squeeze further savings and efficiencies from improved processes. Investing to save where necessary to make this happen
 - b. Continuing to drive down costs across the board
 - c. Rationalising assets and property. Working closely with others to develop and implement new shared arrangements that save money and take account of the wider social and economic impact of any option for change
 - d. Utilising and releasing land where we can to build new homes (subject to sound business cases)
 - e. Investing in the economy – and by doing so, helping build skills and create real and sustainable jobs
 - f. Using new technology to help improve services and release savings and take account of changing customer expectations and practice
 - g. Collaboration with others across the public sector, especially colleagues in the NHS, to achieve the most effective use of public monies and better outcomes for Norfolk people

3 Service Specific Context

3.1 Norfolk Museums and Archaeology Service Priorities

3.1.1 The following covers the main priorities for the Community Services Department that will form the basis of service planning and budget proposals for 2014 -17.

3.1.2 Norfolk Museums and Archaeology Service priorities for 2014-17 are principally contained within the Priorities listed at 1 and 7. However the NMAS supports overall Community Services priorities through its service plans wherever possible. Priorities are not ranked in any particular order.

Priority	This involves:
1. Deliver budget savings as set out in the County Council Plan	<ul style="list-style-type: none">• Delivering the first year of the Putting People First programme
2. Making sure vulnerable people are safe	<ul style="list-style-type: none">• Our key safeguarding responsibilities
3. Keeping people independent and preventing admissions to hospital or residential care	<ul style="list-style-type: none">• Making sure that the best use is made of personal budgets• Making sure people have a choice
4. Integrating health and social care services so that services are efficient, effective and easy to understand	<ul style="list-style-type: none">• Planning services together with Clinical Commissioning Groups• Health and social care integration• Commissioning the right services in the right local places
5. Supporting carers	<ul style="list-style-type: none">• Making sure our services are focused on keeping people independent• Promoting community-based services and community-driven initiatives to support vulnerable people• Supporting people with better information
6. Working with providers of care services to ensure the quality and availability of services	<ul style="list-style-type: none">• Our key safeguarding responsibilities
7. Delivering high quality and accessible cultural services	<ul style="list-style-type: none">• Maintaining current high levels of performance in Cultural Services• Ensuring services are accessible to all people in a range of ways

- 3.1.3 The priorities will be used to drive planning through the service. Practically this means that, when developing more detailed service, locality and team plans, managers will be required to demonstrate how they are delivering the priorities.
- 3.1.4 The priorities will also continue to shape how we manage and report our performance. The Norfolk Museums and Archaeology Service reports performance with regular updates to the JMAC.

3.2 Service specific drivers

- 3.2.1 In developing our plans we conduct a 'contextual review' which looks at all of the things that might affect our customers and services, and try to anticipate their impact. Where there are clear risks, we plan actions to mitigate these. The following summarises the main issues and changes that we have identified.

3.3 Changes in demand

- 3.3.1 Norfolk's demographic and economic challenges are well documented and understood. In planning our services and expenditure we consider these trends to take account of:
 - a. The changing economic climate which impacts on employment and consumer spending, the reducing availability of funding from external sources for projects, and
 - b. Competition from the wider cultural sector and increasing access to the cultural digital 'economy'.

4 Review of progress within the current three year programme and proposed changes

- 4.1 Good progress has been made on achieving efficiencies during the three years of the Big Conversation programme. However, due to the funding gap identified further savings have been proposed as part of the Putting People First programme.

- 4.2 Revised cost pressures are detailed in Appendix A.

4.3 Pressures and changes to budget

- 4.3.1 Norfolk Museums and Archaeology Putting People First savings for 2014/15 total £0.499m. This includes £0.008m as a contribution to Administrative efficiency savings for Cultural Services as a whole.
- 4.3.2 There are risks within the NMAS budget:
 - a. As mentioned in the Service and Budget Planning reports for previous years, the NMAS relies on income generation from its visitor base to generate income from admissions and catering and retail operations to support overall service expenditure. Any adverse changes in visitor attendance and spending patterns could impact on our ability to balance the budget in a particular year although the service maintains an Income Reserve for that purpose.
 - b. The service expects to receive in the region of £1.2m for 2014/15 from ACE (Arts Council England) with the aim of attracting more visitors to museums and enabling people to experience them in new and innovative ways. The

ACE programme follows on from the previous 3 year Renaissance in the Regions programme and by delivering the required targets and programmes the service will continue to successfully draw down the funding.

5 Resource Implications

5.1 Finance

5.1.1 Finance implications are covered in section five of the report.

5.2 Staff

5.2.1 The financial implications of reductions in staffing levels for all services was assessed corporately as part of the overall budget proposals for 2014-17. There may be an impact from the restructuring programme.

5.3 IT

5.3.1 The successful delivery of NMAS services day to day relies on the appropriate IT resources being available and if not can cause loss of service, increased administration with the potential for loss of income. The lack of adequate and robust IT connections at outlying museums results in regular problems with admissions and retail, and risks compromising the effectiveness of the proposed new admissions and retail systems currently being procured.

6 Other Implications (where appropriate)

6.1 Equality Impact Assessment (EqIA)

6.1.1 Individual Equality Impact Assessments are being carried out on all the Council's budget proposals that potentially have an impact on identified groups with protected characteristics.

The legislation and statutory codes of practice informing the Council's work on equality impact assessments recommends that consultation with relevant groups should form a core part of the evidence used to prepare an equality impact assessment.

At the time of writing this report, the consultation is still on-going, so this Overview and Scrutiny report provides an interim position until findings are brought to the Panel in January.

A full equality impact assessment report will be published alongside the Cabinet budget papers. This is consistent with legislation and will allow Cabinet Members sufficient time to inspect each proposal's equality impact assessment (along with all the other relevant evidence), prior to the Cabinet meeting on 7 January 2014 to agree the recommendations to Full Council in February 2014.

In all their decisions and functions public authorities must give due weight to the need to promote disability equality in relation to the six parts of the general duty:

- a. Promote equality of opportunity between disabled people and other people

- b. Eliminate unlawful discrimination
- c. Eliminate harassment of disabled people that is related to their disabilities
- d. Promote positive attitudes towards disabled persons
- e. Encourage participation by disabled people in public life
- f. Take account of disabled people's disabilities, even where that involves treating disabled people more favourably than others

Where the Council identifies potential adverse impact on protected groups, it must do two things. Firstly, it must consider whether to go ahead with the proposal, or amend it in some way, with a view to promoting equality and tackling disadvantage for the protected group affected. If it takes the decision to go ahead with the proposal in its current form, it must identify actions to reduce or mitigate the adverse impact.

6.2 Section 17 – Crime and Disorder Act

- 6.2.1 The NMAS is working hard to help address the issues of social exclusion, one of the key triggers for crime and disorder. The NMAS 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 NMAS is using its resources to contribute towards reducing crime and disorder in Norfolk.

7 Risk assessment

- 7.1 The main risks and issues associated with these proposals have been highlighted in Sections Three and Five.

8 Action Required

- 8.1 Members of JMAC are asked to consider and comment on the following:
- a. The revised service and financial planning context and assumptions
 - b. The revised spending pressures and savings for Norfolk Museums and Archaeology Service

Officer Contact

If you have any questions about matters contained in this paper please get in touch with:

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		2014-15
		£'000
Ref	ADDITIONAL COSTS	
	Basic Inflation - Pay (1% for 14-15)	42
	Basic Inflation - Prices (General 2%, School and social care passenger transport 4%)	27
	Sub Total Additional Costs	69
Ref	BUDGET SAVINGS	
8	Restructuring – Museums	(140)
16	Renegotiating Joint Museums funding	(50)
20	Museums – Gift Aid and Cultural Exemptions	(200)
20	Museums – Income generation and external funding	(101)
9	Museums - share of Administrative Efficiencies	(8)
	Sub Total Savings	(499)
	NET CHANGE	(430)