

NORFOLK JOINT MUSEUMS COMMITTEE

Minutes of the Meeting Held on 3 February at 2.00 pm at Norfolk County Council

Present:

Norfolk County Council

Cllr B Duffin
Cllr J James
Cllr E Maxfield
Cllr S Penfold
Cllr K Vincent
Cllr J Ward (Chair)

Borough Council of King's Lynn and West Norfolk

Cllr E Nockolds

Norwich City Council

Cllr J Huntley
Cllr C Kidman
Cllr B Price

Breckland District Council

Cllr R Kybird

North Norfolk District Council

Cllr V Gay

1A Opening remarks by the Chair—the current Teaching Museum trainees

The Chair welcomed to the meeting the current Teaching Museum trainees who were in their final 2 months of the programme. The Chair said that there would be an opportunity for Members to talk with the trainees about their working in museums and their plans for the future at the end of the meeting.

1B Apologies for Absence

Apologies for absence were received from Cllr J Brociek-Coulton, Cllr K Mason Billig, Cllr J Easter, Cllr R Savage, Cllr D King, Cllr G Freeman, Mrs F Devonshire and Mr D Keen.

2. Minutes

- 2.1** The minutes of the previous meeting held on 28 October 2022 were confirmed by the Joint Committee and signed by the Chairman.

3 Declarations of Interest

- 3.1** There were no declarations of interest.

4 Norwich Area Committee

- 4.1** Cllr Jacob Huntley presented the annexed minutes of the Norwich Area Museums Committee meeting held on 6 December 2022 which were noted.
- 4.2** Cllr Huntley said that the Area Committee had received updates on the work of the

Norwich Castle: Royal Palace Reborn Project, the exhibitions programme, the Kick the Dust: Norfolk Project and details regarding visitor numbers.

5 Kings Lynn and West Norfolk Area Committee

- 5.1** Cllr Elizabeth Nockolds presented the annexed minutes of the meeting held on 14 November 2022 which were noted
- 5.2** Cllr Nockolds referred to the extensive exhibitions and events programme for the Lynn Museum and welcomed the return of coffee mornings.

6 Norfolk Museums Service – Finance Monitoring Report for 2022/23

- 6.1** The annexed report (6) by the Director of Culture & Heritage was received.
- 6.2** The Joint Committee received a report that covered the Norfolk Museums Service (NMS) forecast budget out-turn for 2022/23 and detailed the latest monitoring position of the revenue budget, capital programme, reserves and provisions.
- 6.3** The Joint Committee's attention was drawn to the following issues:
- The detailed budget position for 2022/23 was set out in the table at paragraph 1.1.4 of the report.
 - The Service was currently projecting an over-spend of £0.850m as it continued to face significant uncertainty in relation to the main income streams following a slower than hoped for return to normal, pre-pandemic visitor numbers and patterns, as well as cost of living pressures.
 - NMS budgetary pressures continued to be managed by the County Council at CES departmental level.
 - The NMS income reserve provided a vital safety net for the Service.
 - The Service continued to retain reserves to support project related issues such as playground improvements at Gressenhall and routine maintenance work that fell outside of the usual NMS maintenance programme.
 - In reply to questions, the Committee was informed about some of the many energy efficiency schemes that had been put in place for the Service. Where possible, this work was being achieved through external funding applications and by making use of the corporate initiatives that were available as part of the County Council's decarbonisation programme.
 - The table at paragraph 1.2.3 of the report set out the capital building programme.
 - The position regarding reserves and provisions was set out in paragraph 1.3 of the report.

- 6.4** **The Joint Committee resolved to note the latest monitoring position of the revenue budget, capital programme, reserves and provisions and forecast outturn for 2022/23.**

7 Norfolk Museums Service - Risk Management Report

- 7.1** The annexed report (7) by the Director of Culture & Heritage was received.
- 7.2** The Joint Committee received a report that provided Members with the latest Norfolk

Museums Service Risk Register. The Norfolk Museums Service risk register was last reported to the Joint Museums Committee in October 2022.

7.3 The Committee's attention was drawn to the following issues:

- There were no material changes to the risk register in terms of scores or mitigations since this matter was last reported to the Committee. However, the Committee noted the score changes (reductions) to the two Arts Council England risks RM14364 - Failure to deliver Arts Council England business plan 2018-22, and RM14499 - Future Arts Council England Funding.
- The Committee was grateful to Jo Warr, Head of Development, for the hard work that she had put into the successful outcome of the application for future funding by Arts Council England (ACE), that was set out in the report.

7.4 The Joint Committee resolved to note

1. The active and dormant risks as per appendices A and B of the report.
2. The score changes (reductions) to the two Arts Council England risks RM14364 - Failure to deliver Arts Council England business plan 2018-22, and RM14499 - Future Arts Council England Funding.
3. Thanks to Jo Warr, Head of Development, for the hard work that she had put into the successful outcome of the application for future funding by Arts Council England (ACE).

8 Norfolk Museums Service – Performance & Strategic Update Report

8.1 The annexed report (8) by the Director of Culture and Heritage was received.

8.2 The Joint Committee received a report that provided progress with performance of Norfolk Museums Service over the current financial year 2022//23 The report noted the Service's award-winning learning programmes and the Service's work with key identified groups including Looked After Children, carers and foster families, and vulnerable older residents across the County. The report also provided an update on all major projects, including the *Norwich Castle: Gateway to Medieval England* project and the National Lottery Heritage Fund supported youth development programme, *Kick the Dust Norfolk*.

8.3 The following points were discussed and noted:

- Overall visitor numbers for the first five months of this financial year were above target but below pre-Covid levels. School visits to museum sites had increased significantly and were comparable with pre-Covid levels.
- The Committee was pleased to note that Norwich Castle and Gressenhall were both awarded prestigious Sandford Awards for Excellence in Education at a virtual ceremony held on 7 December 2022. Members said that the citations by the judges reassured them of the quality of the learning programmes that were taking place across the whole of the Service.
- The Sandford Award for Time and Tide was due for reassessment later in 2023.
- Applications for this year's round of Teaching Museum trainee recruitment had closed and steps were being taken for another 4 trainees to start at the beginning of April. There were 350 applicants for these posts, consistent with

the number of applicants for previous years.

- The Assistant Head of Museums gave the Committee an update on the recent headlines of the Kick the Dust: Norfolk project, funded through the National Lottery Heritage Fund (NLHF) and delivered in partnership with a range of organisations including YMCA Norfolk. It was pointed out that young people continued to be heavily involved in shaping the direction of the first stage of the project which was due to come to an end in March 2023. Since its inception the project had seen over 13,000 interventions involving 4,278 young people who had participated in 7,000 hours of quality activity. The project had recently involved front of house staff supporting young people in a range of settings and different activities.
- The Kick the Dust project had proved so successful that maintaining the partnerships and delivery model beyond the end of the NLHF funding was a priority for NMS.
- The NMS had received an uplift in Arts Council funding to enable youth engagement work to continue. This work would be focused on Arts Council priorities in three of the four Levelling Up for Culture Places in the county (Great Yarmouth, King's Lynn and Thetford) and provided from within library buildings.
- The application for funding from the Heritage Fund to build in cross-county partnership working with another Kick the Dust project in Leicester was awaited.
- In reply to questions, it was pointed out that the Service would continue to work closely with colleagues in Public Health to support young people who had challenges around mental health issues. The Service also planned to work with the Norfolk Record Office presence at King's Lynn on the Change Minds programme.
- The exhibition programme for the NMS was set out in paragraph 6 of the report.
- The Assistant Head of Museums gave an oral update on the Norwich Castle: Royal Palace Reborn Project. The update advised the Committee of decisions made by the Project Board regarding activity tours, the construction works and interpretation elements of the project which would enable the Keep reopening to visitors at Easter 2024. The next stage of the development would be completed in the summer of 2023 with the completion of the new visitor entrance, café and shop. The Assistant Head of Museums explained the positive feedback from the public and the strong relationship which the Service had with the National Lottery Heritage Fund. The Assistant Head of Museums added that Members of the Joint Committee would be invited to take part in another 'behind the hoardings' tour of the construction site project on or around the time of the next meeting of the Joint Committee.

8.4 RESOLVED

That the Joint Committee note:

- 1. An update on the 2022/23 position to date.**
- 2. Progress regarding development of the Norwich Castle: Gateway to Medieval England project.**
- 3. The Museums Service's successes in securing continuing prestigious**

Sandford Awards for Excellence in Education for Gressenhall Farm and Workhouse and Norwich Castle Museum and Art Gallery.

- 4. Progress in terms of our key Arts Council England and National Lottery Heritage Fund programmes for 2022/23 and the Service's planning relating to its Arts Council England National Portfolio Organisation funding for 2023-26.**

9 National Portfolio Organisation funding from Arts Council England

- 9.1** The annexed report (9) by the Director of Culture and Heritage was received.
- 9.2** The Joint Committee received a report that provided an update on Norfolk Museum's Service application to Arts Council England for funding for 2023-26.
- 9.3** The NMS Development Officer said that the Service was successful in its application to remain a National Portfolio Organisation (NPO) and had been awarded £1,375,308 per year (£4,125,924 in total.) for 2023-26. The Arts Council investment was awarded to organisations that demonstrated they could make a strong contribution towards the Arts Council's ten-year strategy for 2020-30 *Let's Create*.
- 9.4** In reply to questions, the Director said that the County Deal which had recently been announced by the County Council was expected to have no direct impact on the operation of the NMS.

RESOLVED

That the Joint Committee:

- 1. Note the planned activity to be funded.**
- 2. Note the additional new activity funded by an uplift in grant.**
- 3. Recommend to Cabinet that the grant offer is accepted.**

10 Museum Development funding from Arts Council England

- 10.1** The annexed report (10) by the Director of Culture and Heritage was received.
- 10.2** The Joint Committee received a report from the Regional Museum Development Manager about SHARE Museums East (SHARE) which was the Museum Development Programme for the East of England, one of nine English regional Museum Development Programmes. This was managed by Norfolk Museums Service since 2009 and funded by ACE since 2012. A full report would be brought to the next meeting.
- 10.3** The Joint Committee noted that SHARE was considering the potential for a joint application with SEMD (managed by Brighton & Hove Museums) for ACE Museum Development funding in 2024-26 once details and requirements had been released by ACE.
- 10.4 RESOLVED**

That the Joint Committee:

- 1. Note the planned activity to be funded.**
- 2. Recommend to Cabinet that the grant offer is accepted.**

11 Item 7 continued -- To receive an update Presentation Regarding the Kick the Dust Project

11.1 The Chair introduced Christine Marsden, Project Coordinator for the Kick the Dust Project (funded through the National Lottery Heritage Fund) that had continued to engage with young people throughout the COVID-19 period and thereafter. The presentation (which could be found on the Committee pages website) highlighted the work of the Kick the Dust team in terms of how it had adapted its approach to accommodate activity to continue to support existing groups across Norfolk.

11.2 The Joint Committee resolved:

- 1. To thank Christine Marsden, Project Coordinator for the Kick the Dust Project, for providing Members with an interesting presentation.**
- 2. Look forward to receiving further update reports about NMS working with young people at future meetings.**

Chair

The meeting concluded at 4.10 pm.

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