

NORFOLK JOINT MUSEUMS COMMITTEE

Minutes of the Meeting Held at County Hall, Norwich on 5 April 2019 at 2.00pm

Present:

Norfolk County Council

Mr P Duigan
Mr H Humphrey
Mr B Iles
Mr G Nobbs
Mr T Smith
Mr M Storey
Mr J Ward (Chairman)

Norwich City Council

Dr E Fulton-McAlister

North Norfolk District Council

Ms V Gay

Great Yarmouth Borough Council

Mr B Lawn

Borough Council of King's Lynn and West Norfolk

Mrs E Nockolds

Broadland District Council

Mr D Buck

Breckland District Council

Mr R Kybird

South Norfolk District Council

Mr R Savage

Co-opted Member (Non-Voting)

Museum Friends

Mrs F Devonshire

1 Apologies for Absence

- 1.1** Apologies for absence were received from Ms K Fawcett, Mr D Harrison, Dr J Huntley, Ms R Trevor and Ms C Rumsby.

2. Minutes

- 2.1** The minutes of the previous meeting held on 11 January 2019 were confirmed by the Joint Committee and signed by the Chairman.

3 Declarations of Interest

- 3.1** There were no declarations of interest.

4A Matters of Urgent Business

- 4A.1** There were no matters of urgent business.

4B Chairman's Comments- NMS Workforce Diversity and Governance

- 4B.1** The Joint Committee's attention was drawn to a diversity monitoring form from Arts Council England that was laid on the table.
- 4B.2** The Chairman said that Arts Council England required each organisation that it funded to demonstrate how they promoted diversity in their leadership, workforce, programming and audiences. The equalities data that was requested of Members would support the current reporting requirements of Arts Council England and help to support future Arts Council England applications. Members were asked to complete and return the form to NMS officers at the end of the meeting.

5 Breckland Area Committee

- 5.1** The annexed report of the Breckland Area Museums Committee meeting held on 18 March 2019 was presented by Mr R Kybird.
- 5.2** It was noted that the minutes of the Area Committee meeting held on 8th October 2018 had not been presented to the JMC and would be sent to JMC Members by email.
- 5.3** In introducing the report, Mr R Kybird drew the Joint Committee's attention to the re-development of the adventure playground at Gressenhall Farm and Workhouse for which funding had been agreed. The adventure playground would play a key part in attracting families to visit the museum.
- 5.4** The Joint Committee's attention was also drawn to a wellbeing day that had been planned with the Gypsy Roma Traveller (GRT) community. This included free entry to Gressenhall Farm and Workhouse for the GRT community to engage in a series of family-friendly activities delivered by NMS and local providers. Members asked to be sent details about this event.
- 5.5** It was **RESOLVED** to note the report.

6 Great Yarmouth Area Committee

- 6.1** The annexed report of the Great Yarmouth Area Museums Committee meeting held on 29 January 2019 was presented by Mr B Lawn.
- 6.2** In introducing the report, Mr B Lawn drew the Committee's attention to *Medieval Medicine*, a touring exhibition which ran at Time and Tide until 22 September 2019. It was pointed out that while this exhibition was curated by the York Archaeological Trust and the Jorvik Viking Centre there were strong links and themes to the history of Great Yarmouth.
- 6.3** Members were pleased to hear that there had been an increase in the number of children who had joined the Little Kippers under 5s sessions since they were restarted at Time and Tide Museum in the Autumn. These sessions provided a fun introduction to Time and Tide Museum.
- 6.4** It was **RESOLVED** to note the report.

7 King's Lynn and West Norfolk Area Committee

- 7.1 The annexed report of the King's Lynn and West Norfolk Area Museums Committee meeting held on 4 March 2019 was presented by Mrs E Nockolds.
- 7.2 Mrs E Nockolds drew the Committee's attention to the summer 2019 exhibition at Lynn Museum, *Journeys, People, Place and Pilgrimage*, which would draw upon the museum's rich collections relating to West Norfolk including the nationally significant historic collection of pilgrim badges found in King's Lynn's River Purfleet. These badges included medieval lead souvenirs from the shrine at Walsingham. Additional pilgrim badges would be loaned from the Peter Sibley Collection at Walsingham and Oscott College, Birmingham.
- 7.3 It was **RESOLVED** to note the report.

8 Norwich Area Committee

- 8.1 The annexed report of the Norwich Area Museums Committee meeting held on 5 March 2019 was presented by Dr E Fulton-McAlister.
- 8.2 In introducing the report, Dr E Fulton-McAlister said that Members of the Area Committee had received a presentation on the Kick the Dust Norfolk Project. Dr E Fulton-McAlister also referred to the events programme and activities for schools that complemented *The Viking Rediscover the Legend* exhibition which opened at the Castle Museum on 9 February 2019.
- 8.3 A discussion was held amongst Members about the ability to offer NMS admission to organised school groups at no charge and how this was a great asset to schools. Just under 90% of all schools in Norfolk engaged with NMS regularly and most school children in Norfolk visited a museum at some point whilst at school. NMS kept detailed statistical information on school engagement which could be shared with JMC/Area Committee Members on request. A lack of suitable school transport, particularly in hard to reach rural areas, and a requirement for school groups to be supervised by confident and experienced teachers were cited as the main reasons why a small minority of schools had not participated in organised visits. Bursaries were available to schools struggling to meet transport costs. Schools were made aware of how to apply.
- 8.4 In reply to comments about the good working relationship that NMS staff had developed over many years with groups of metal detectorists, it was pointed out that NMS worked closely with the Historic Environment Service at the County Council, the District Councils and other partners, to ensure appropriate investigation, recording and preservation of objects found by metal detectorists and to advise on legal reporting responsibilities.
- 8.5 In view of the forthcoming District Council elections, the Chairman and the other Party Spokespersons placed on record their appreciation of the work of Mr Danny Buck and Ms Rachael Trevor who had served on the Joint Committee and on Area Committee(s) but were no longer standing for election. Members also placed on record their appreciation of the work of Mr David Bradford who was a former member of the Joint Committee and had for many years been a Member of the Norwich Area Committee but was no longer standing for election.
- 8.6 It was **RESOLVED** to note the report.

9 Norfolk Museums Service - Finance Monitoring Report for 2018/19

- 9.1** The annexed report (9) by the Assistant Executive Director, Community and Environmental Services was received.
- 9.2** The Joint Committee received a report that covered the forecast Norfolk Museums Service (NMS) budget out-turn for 2018/19 as at 28 February 2019 including the revenue budget, reserves and provisions and the capital programme.
- 9.3** It was noted that since the end of February 2019 the over-spend on the revenue budget had continued to reduce and NMS anticipated a final period of trading that would reduce the remaining small over-spend even further.
- 9.4** The Joint Committee asked for the periodic reporting of the NMS capital programme to be more forward looking and to provide an outline of planned expenditure on capital schemes in future years.
- 9.5 The Joint Committee resolved:**
- 1. To note the latest monitoring position of the revenue budget, capital programme, reserves and provisions and forecast out-turn for 2018/19.**
 - 2. To ask that the periodic reporting of the capital programme provide an outline of planned expenditure on capital schemes in future years.**

10 Norfolk Museums Service - Risk Management Report

- 10.1** The annexed report (10) by the Assistant Director, Community and Environmental Services was received.
- 10.2** The Joint Committee received a report that provided Members with the latest Norfolk Museums Service Risk Register as at 1st April 2019.
- 10.3** Members were informed about two recent changes to the risk register. The first of these changes was the addition of a significant new risk about managing the Norwich Castle: Gateway to Medieval England project within the agreed budget and to agreed timescales for the lifetime of the project or until suitably mitigated. The second change was about the introduction of a reduction in impact scoring for centralised support services because the NMS had become more self-sufficient and less reliant on other centralised support services.
- 10.4** The Joint Committee noted that the evidence showed that all the risks on the register were being managed to an appropriate level and that there were no risks rated Red.
- 10.5 The Joint Committee resolved to agree to the following:**
- 1. The introduction of a new risk RM14381 - Failure to successfully deliver the Norwich Castle: Gateway to Medieval England project within agreed budget, and to agreed timescales.**
 - 2. The change in scores to risk RM14286 – Reduction of centralised support services.**
 - 3. The active and dormant risks included in appendices A and B to the**

report.

11 Norfolk Museums Service – Performance & Strategic Update Report

11.1 The annexed report (11) by the Assistant Director, Community and Environmental Services was received.

11.2 The Joint Committee received a report that provided progress with performance over the current financial year 2018/19, details as to museum education and learning programmes, marketing and PR, partnerships, commercial developments, Norwich Castle Keep and other strategic developments, NMS fundraising and delivery against the Arts Council England and Heritage Lottery Fund programmes.

11.3 During discussion, the following key points were noted:

- The Joint Committee was informed that the NMS had successfully delivered its Service Plan priorities for 2018/19 and was set to deliver a balanced budget at year end. Going forward, the Service remained on track to deliver its key priorities in terms of programmes and events for 2019/20.
- It was pointed out that the Castle Museum was the venue for over 600 weddings in the last year. Wedding bookings for 2018/19 had continued to exceed the year-to-date figure in comparison to the previous year's bookings and to have a positive impact on attendance figures and on the use of museum facilities. This positive picture about weddings at the Castle Museum was also the case at the other NMS sites that were available for weddings.
- The Joint Committee was pleased to hear that following a crowdfunding campaign and almost four years of conservation work the 17th century oak statue of Samson had gone on display at the Museum of Norwich at the Bridewell.
- It was noted that at their next meeting Members would be introduced to museums trainees from the 2019-20 cohort who had recently started their training programmes.
- During a questions and answers session that followed a verbal update on progress with the Keep Project, it was pointed out that the construction phase remained on target to commence in the summer of 2019 and to be completed in phases during 2020. The official opening of the Keep was expected to take place by Easter 2021. A wide range of learning engagement projects meant that work on the Keep project would continue into 2023.
- Members were assured that any issues about public access to the Keep during the development period would be kept under close review and regular reports would come to both the Norwich Area Museums Committee and the Joint Committee.
- A NMS voucher scheme was being developed for when the Keep was not open to visitors or visitors to the Castle Museum had restricted access. This would be a competitive offer that signposted visitors to the Castle Museum to other NMS museums. Details about the voucher scheme would be shared with Members of the Area Museums Committees.
- The Joint Committee placed on record thanks to the Friends of Norwich Museums for supporting the embroidered tapestry that was being made for the Castle Keep.
- It was noted that the National Lottery Heritage Fund project 'Kick the Dust Norfolk' was the subject of a separate presentation to JMC Members at the end

of this meeting.

11.4 The Joint Committee resolved:

- 1. To note progress regarding development of the Norwich Castle: Gateway to Medieval England project.**
- 2. To note the position for the current financial year 2018/19, including delivery against our Arts Council England and National Lottery Heritage Fund programmes.**
- 3. To note the good progress regarding the National Lottery Heritage Fund project 'Kick the Dust Norfolk'.**

12 Collections Review and Rationalisation Programme

12.1 The annexed report (12) by the Assistant Director, Community and Environmental Services was received.

12.2 The report detailed NMS ongoing collection rationalisation programme whereby collections were assessed on a regular basis and those that were not suitable for future display or study needs were found alternative homes.

12.3 Members noted that if the Joint Committee was to agree to de-accession the items listed in Annex 2 then priority would be given to retaining the items within the public domain. This could include schools and other public bodies as well as museums. The objects would, however, be offered in the first instance to other Accredited Museums likely to be interested in their acquisition. They would then be offered to the museum community at large or any other suitable public body.

12.4 The Joint Committee resolved to approve the rationalisation of:

- The Norwich Social History items listed in Appendix 5 of the report.**
- The Gressenhall Farm & Workhouse objects listed in Appendix 6 of the report.**
- The Great Yarmouth Museums objects listed in Appendix 7 of the report.**

13 To Receive a presentation updating Members on progress with the Kick the Dust Norfolk Project

13.1 Dr Robin Hanley, Assistant Head of Museums (Head of Service Delivery), gave the Joint Committee a power point presentation on progress with the Kick the Dust Norfolk Project.

13.2 The Joint Committee noted the following:

- This was an innovative four-year project being delivered in partnership with YMCA Norfolk and Creative Collisions which aimed to engage young people in a range of structured heritage activities that developed their skills, experience and confidence.
- The project was designed to deliver a three-stage journey of active participation for young people aged 11 – 25 years old as well as to look at how they could influence the future direction of the NMS.
- The specific focus was on young people who faced significant barriers to participation in heritage and arts activities including harder to reach groups of

- young people.
- The aim was to work with 8,000 young people up to the end of May 2022 working in consortium with Creative Collisions (Great Yarmouth) and YMCA (county-wide).
- Numbers to mid-March 2019:
 - 1462 young people had engaged in high quality activities across the county.
 - 18% aged 11-13; 29% aged 14-15; 36% aged 16-18; 12% aged 19-21; 4% aged 22-25.
 - 54% female and 46% male.
 - 192 interventions had been with YMCA clients.
 - 18% of target number.
- The Partnership approach was building on existing good practice and developing new partnerships for example:
 - Norwich and Norfolk Festival
 - Norfolk Youth Offending team,
 - Children's Services,
 - Norwich City College, East Coast College,
 - Norfolk Library Service,
 - UEA,
 - MAP;
- Working with District Council Partners to identify young people who would benefit from participating in 'Kick the Dust'.
- Signposting young people to appropriate opportunities – seamless transition for every young person.
- The presentation given to the Joint Committee can be found on the County Council's Committee pages website.

13.3 The Joint Committee resolved:

- 1. To support the good progress regarding the National Lottery Heritage Fund project 'Kick the Dust Norfolk'.**
- 2. To place on record thanks to Dr Robin Hanley, Assistant Head of Museums (Head of Service Delivery) on his detailed presentation.**

The meeting concluded at 4.10 pm.

Chairman

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