

Curator's Report to the Museum & Tourism Committee Tuesday 27th March 2018

I. STAFFING/TRAINING

1.1 Volunteers - We have pending paperwork for three new volunteers: Adam Hinton, Keith Hardy and Stella Jales and have begun Front of House training with Sarah Macfarlane. We welcome them to our team.

1.1.1 Work Placement – We were contacted by student Ilyas Hamdia from Exeter University about hosting him for a one-week work placement in April. He will begin on site with us on 13th April and will work as an Exhibition Technician, helping us with our Art Exhibition installation.

1.1.2 Internship - Elizabeth Altier from Oberlin College in Ohio has begun her Internship with us. She works every Wednesday and will continue to do so until 30th April, after which she will write a dissertation on a topic that relates to the Museum and her time here (our previous intern Tyler Black chose to explore the legacy of Thomas Helliker). As her placement mentor Hannah Lyddy will monitor her progress and submit a report to A.S.E (Advanced Studies England) at the end of her time with us.

1.2 Documentation Procedures Training- Hannah Lyddy, Hanne Dahl, David Birks, Nikki Ritson and Richard Alley attended training on our new Collection Documentation and the accompanying Procedures on the 10th January. These have been devised in association with Tim Burge who has been working with us in a Collections Consultant capacity for the Onwards and Upwards project. The procedures have been updated in line with our status as an Accredited Museum and on the latest recommendations from the Museum Association. The Documentation has been streamlined into a 'Trowbridge Museum Procedures Manual' which will standardize our Collections work much more efficiently; all staff and volunteers will be working directly from this manual and can refer to it at any point as queries arise. The manual will be available to view on the P-drive when the final draft is confirmed.

1.3 Recruitment and Retention of Volunteers - Hannah Lyddy and Richard Alley attended this one-day training session on 21st February. It was designed for those who manage volunteers in a museum, gallery or heritage setting. The session also provided an opportunity for networking and sharing different practices across the sector. We also heard a case study from Salisbury Museum who employ a dedicated part time volunteer coordinator. Since she has been in post (since 2014) their volunteer team has increased from sixty to over two hundred.

1.4 Evaluation Training, Toolkit and Report - On the 8th February all staff members (excepting Kevin Lane) attended a whole day's training on-site from CultureForce(CF), the Onwards and Upwards Project Evaluation Consultants. The HLF require regular 'evaluation' of the Museum's Activity Plan to ensure that we are meeting the expectations of the grant agreement. As this evaluation is such an important factor within the project CultureForce were appointed last quarter to help enable the Museum staff to evaluate the Activity Plan according to the HLF's requirements (though the legacy from this will be efficient assessment of our activities in general for the future, which will be incredibly useful). A toolkit for the Museum staff's use will also be devised and we will be able to apply this to all kinds of Museum events and activities. The results from these evaluations will be fed into a report pulled together by staff and C.F at the end of the project.

1.5 Pitman shorthand and volunteer assistance - We had a more unusual enquiry in January; a lady contacted us to ask if we could translate 'Dearest Father' into shorthand so she could have it as a tattoo in memory of her late father (who had used shorthand as a journalist). Margaret Lait, a volunteer who is expert in Pitman shorthand (and takes the minutes of our staff meetings in shorthand!) duly obliged and the translation was popped in the post. Hannah has asked for a photograph of the tattoo; a wonderful example of the hugely varied enquiries that we receive, we never know what we might be asked to help with!

1.6 VolunteerMakers - Work continues on design for our new internet based volunteer management resource. We have been working with Tickbox (the web designers) on getting the branding and images right, then we will load our activities (just a minute, an hour, a day, regular help) onto the page and can launch for the beginning of the project. You can see the progress here: <http://trowbridgemuseum.volunteermakers.org/> (please note that the site is not live to the public yet and a number of images on the landing page still require updating).

1.6.1 Volunteers – Hannah Lyddy has now been confirmed as a Disclosure & Barring Service (DBS) evidence checker. This means that she can arrange and complete enhanced DBS checks with the staff and volunteers through Wiltshire Council's online service as and when they are required. Seven volunteers required a renewed DBS Certificate in January and February, with a further number to be completed this summer.

1.7 Education Volunteers – We held a meeting of the education volunteers in January to update them on future plans and thank them for all their support. They are going to help with the re-organising of the handling collections. We take them on a trip each year as a thank you for all their work – this year we are looking to visit Caerleon Roman Garrison Town near Newport. A number of volunteers have had their DBS certificates updated and will renew their level 2 online safeguarding course.

1.8 Value Exchange - **This quarter the Town Council has received volunteer support (42 volunteers in total) for the Museum and its activities equating to £13,220.**

Front of House: 396 hrs, £7,920 **Learning & Outreach:** 71 hrs, £1,420 **Collections:** 194 hrs £3,880

1.9 Information Services – Valik Lucas has joined the team on a voluntary basis for three months. He lives in France but has come to Trowbridge to further his knowledge of English. He is volunteering in the Information Centre and at events. He returns home at the end of April.

On the 1st February Emy-Louise Cox (pictured) joined the team. Emy is working with us Thursday and Friday 13:00 till 17:00 and Saturday 08:30 till 13:00.

1.9.2 Training

1.9.2.1 Mike Holden and Penny Taylor have both started their Level 2 training. Mike is undertaking a Level 2 in Customer Service and Penny Taylor is undertaking a level 2 in Business Admin.

1.9.2.2 All the team recently visited Centre Parcs to learn all about their Customer Service areas including the leisure desk and their guest services. We found it very informative and have reviewed some of our current systems.

1.9.2.3 Aby attended a two-day course on Google Analytics with Visit Wiltshire. Aby is now developing and expanding the use of analytics for the Town Council website and learning Tag Manager. These skills will also come in great use for partnership working when the Visit Trowbridge website is live.

1.9.2.4 Mike Holden is attending a day course with Visit Wiltshire on social media photography. As Instagram is one of the fastest growing social media platforms, we are hoping to expand our followers further as well as becoming more knowledgeable about the platform.

1.9.2.5 Visit Wiltshire - Aby and Hayley attended the Visit Wiltshire Tactical Trade meeting. This was very informative and shows strong working relationships with Visit Wiltshire and its partners. We feel this is the direction we should be taking to achieve the most out of our partnership with visit Wiltshire and our other partners.

1.9.3 Tourist Plan 2018 - The website is still in planning stage with no firm time for completion. The Visit Wiltshire publications have been printed and are being distributed. They are also available to download from the Visit Wiltshire website



2. OPERATIONAL

2.1 Data Protection Legislation changes (GDPR) - We have been investigating and seeking advice as to how the change in legislation from 25th May 2018 is going to effect the Museum and our operational practices. We are members of the Association of Independent Museums who have produced a downloadable guide with recommendations for Museums to help them navigate their way through the changes.

As a result, we have produced two documents; a **Privacy Notice** and a **Data Protection Accountability Principles, Data Retention and Privacy Policy**. The Privacy Notice has been loaded onto our website for public view whilst the data retention document will be an internal policy that all staff must adhere to, each signing a copy and keeping as a record.

In addition, we will be carrying out an audit of all 'data' we hold which will come under the umbrella of the new legislation and actioning operational changes where necessary (such as ensuring all hard copies of data are kept in lockable receptacles only).

2.2 Provisional Accreditation- Museums have to be assessed every three years in order to retain their Accredited status from the Arts Council (this is the gold standard for Museums and vital for funding and grant applications, such as with the HLF). Ours is due for assessment this summer but due to the planned closure this will not be possible as the Arts Council will not grant this status to sites that are closed. We will have to apply instead for Provisional Accreditation; this is standard practice for Museums going through projects such as ours and will not exclude us from making any applications. As the accreditation is Provisional only we will not be required to go through the whole process (which is extremely rigorous), but instead will be asked to submit some of our procedural information and Collection Policies. We will update you with more on this in the next Curator's Report.

2.3 Emergency Plan - Hannah has conducted a review of our Emergency Plan. This is a document that all accredited Museums must have in place in order to safeguard the Collection in the event of an Emergency of any kind, such as a flood or a fire. The plan details all the procedures that must be followed in case of incident, lists the supplies needed on-site at all times for use in the event, and has recommendations and advice in order to limit any damage that has occurred. The plan will need to be re-written post the Museum Project but for now the review is sufficient for the Provisional Accreditation status we will hold throughout the closure period.

3. COLLECTIONS

3.1 Audit - The audit of the collection is going well. There is now a team of 11 trained volunteers assisting with this during the week. We are hoping to have almost completed the Collection audit before the objects are packed up for external storage during the expansion, and we are therefore well on the way to preparing the most important part of the application for Full Accreditation in 2020.

3.1.1 Archaeology Collection - Two of our volunteers have started auditing the Archaeology Collection, this in itself is a huge task. One of the volunteers, Hannah Randell-Morris has studied Biological Anthropology, and worked on identifying human and animal remains as a student, so is well suited to dealing with this part of our collection.

3.2 Research - Research into Mary Quant garments made with Trowbridge produced cloth has progressed. With the help of curators from the Victoria & Albert Museum and the Gallery of Costume in Manchester, two garments have been identified as being made with grey flannel woven in Home Mills in Trowbridge in the 1960s. We can be absolutely certain of this ID due to the Samuel Salter labels attached to the garments (see image). It is hoped that the garments can be borrowed for a temporary exhibition in the new museum. Hanne Dahl (HD) is furthermore meeting curators from V&A and the Museum of London to look at other garments in their collection, and to compare notes on the research being done by HD and the two London museums.

3.2.1 Stroud Museum in the Park- Hanne Dahl and Hannah Lyddy visited Stroud to meet with the Assistant Curator Alexia Clark. The visit was an opportunity to see the exhibition, including the loan from Trowbridge Museum of a pair of cropping shears (see attached image), and to talk about and view their collection of cloth from the Stroud mills. We have been fortunate that they have offered us the bespoke case that they had made to display the shears, which arrived 6th March back in the Museum. The mills in Stroud also produced the West of England cloth, and from the 1960s, they were bought by the same group who had also purchased the mills in Trowbridge.



We had suspected that some of the sample books from Home Mills had been sent to Stroud after the closure and we hoped to be able to view them (with the view to accessioning them if this was agreeable with Stroud Museum). Unfortunately, the visit confirmed that Stroud Museum do not hold any Trowbridge pattern books in their collection. However, we plan to meet with the Stroudwater Textile Trust in the near future to see their collection of sample books, to compare them with our own and identify ones that we could loan for a future exhibition based on these iconic 1960's designs.

3.3 Recent Acquisitions- We have accessioned to the collection two portraits that we felt would be a significant addition to our Hadens collection. One is of George Nelson Haden; the founder of the company in 1816 painted in the 1840's, and the other is of the last Haden to work in the business before it was sold, also a George Haden from the 1960's. It was the Granddaughter of the latter George Haden who offered the portraits for donation. From her gift we also accessioned a fascinating collection of business correspondence and personal letters from the time of the founding of the company between George and his sons, complete with transcriptions. The letters will form a part of our new Library and Research facility post project.



3.4 Decant meeting- Our Collections Committee (Clare Lyall, Hanne Dahl, Hannah Lyddy, Nikki Ritson and Tim Burge) met on 31st January to begin planning the collections decant in readiness for the project. We now have a first draft plan in place and with the help of our consultant Tim Burge have begun the initial stages of this process, such as ensuring object acquisition numbers are placed with objects on display and searching Modes to match up previously 'not located' objects. The entire decant should take around three to four months.

4. EXHIBITIONS

4.1 Christmas Exhibition - Our Christmas Exhibition ran from Saturday 25th November and featured many objects that had never been on display before including a beautiful example of an early nineteenth century horse and carriage toy from the Whitaker Collection. The exhibition ran in conjunction with our traditional Christmas Grotto located at the Town Hall. We also had an 'interactive art' wall in which visitors were encouraged to colour in a black and white festive scene and add their own message in a Christmas star.

4.2 Oliver Twins Exhibition- The Oliver Twins opened the 'Eggshibition' on 19th January at a private view with the Wiltshire Times in attendance. They returned on the 15th February for a Meet and Greet with the Mayor also in attendance, which saw over 100 people come to the Museum to have copies of their autobiography signed and to chat with the twins. We carried out a detailed evaluation of the event and found that around 17% of those that came had never visited the museum before and of those 100% said that they 'agree' or 'strongly agree' that they would be making a return visit. A particular success of this exhibition for us has been attracting a different demographic, with more males (and of those a large proportion of 14- 24 year olds) than any previous exhibition. The exhibition closes on 31st March 2018.



5. ARTS

5.1 Affordable Art Exhibition- We have received a number of submissions from local artists for their work's inclusion in our next exhibition which launches on 21st April. We hope to have a varied display of work in a number of different mediums. Visitors to the exhibition can then purchase the work with the funds raised being split between the artist and the Onwards and Upwards Project. The Exhibition will culminate in an auction and entertainment event on the 19th May, when the final unsold pieces can be bid for.

5.2 Explore Art Trowbridge- The next collaborative event between ourselves, Bridge House Drawing School and Town Hall Arts will take place on 21st April to coincide with the launch of our Art Exhibition. For our part there will be a 'Meet the Artists' session where visitors to the launch can chat to the artists about the works they will then see in the exhibition.

6. LEARNING & OUTREACH

This quarter the Learning and Outreach team have run 43 events and workshops and engaged with 904 people. Gross income for this quarter is £1972. (Corresponding figures for Dec 16 - Feb 17 are: run/participated in 41 events and workshops and engaged with 931, gross income was £1237).

6.1 Christmas and Term 3: These proved busy, as we would have expected at this time of the year, with Learning and Outreach leading a varied range of formal and informal workshops including school workshops, talks, reminiscence session and holiday activities.

6.1.1 We have led 8 Museum-based workshops for local primary schools including Grove (2x Christmas workshops), Bowerhill (1960s), Holbrook (2x Medieval Workshops) and New Close (Houses and Homes).

6.1.2 Stonar School asked us to put together a series of workshops covering Egyptians through to the 1960s for their 8 primary classes as outreach sessions at the school. Two of the subjects (Egyptians and Vikings) we would not normally cover, but we were able to devise some activities for the school.

6.1.3 Due to the success of the Roman Life workshop we put on two more workshops for a Home School Group - Medieval Life and Toys and Games.

6.1.4 We continue to offer Monday craft sessions to adults with learning difficulties. This quarter Nikki led 10 sessions for her regular attendees.

6.2 Lifelong Learning - This provision continues to prove popular with regular bookings from a number of local residential and care homes. 5 homes booked Father Christmas sessions which included reminiscence, carol singing and crafts and Shockerwick have booked a further 10 sessions including 3 history talks. Nikki and the volunteers continue to run memory sessions at the Alzheimers Support Centre in Mill Street.

6.3 Christmas Grotto – Town Hall Arts, with whom we ran the event, felt the event was a great success with lots of bookings and excellent feedback. Overall 97 children booked the grotto and only the opening Saturday saw a couple of quieter sessions. Gross income for the event was £960 which, minus some expenses not covered by the generous Friends donation, generated nearly £400 for each. We reviewed the event in January and both organisations are keen to repeat it in 2018 with a few tweaks and some additional events such as a Victorian Christmas Party and our own version of the Royal Institution Christmas Lectures.

6.4 February Half Term Holidays – We put on four days of children's craft workshops during the February holiday including Valentine's Day Cards, Clay Creations, Crazy Characters (which the Mayor attended) and Picture Consequences. We also had problems with the lift not working on Thursday and Friday which did have an effect on numbers.

The latter three sessions took the Oliver Twins Exhibition and computer game characters as their starting point. Attendance was good overall with 162 (ave. 41 per day) children participating – only Friday's Picture Consequences failed to draw a decent attendance, although this was aimed at older children.



6.4.1 The clay workshop was due to be held in the Sensory Garden but due to the inclement weather it had to be relocated to the Museum. This probably impacted on our figures as the last clay workshop in the Sensory Garden attracted 110 people) As part of the evaluation process for the Onwards and Upwards project we trialed some new evaluation techniques which proved successful, one of which involved visitors putting a happy Dizzy face or a sad Dizzy face in the red tube (opposite) after they had visited the exhibition and attended the Meet and Greet. We had 92 happy Dizzy's and not one sad Dizzy!



6.5 Thursday Night Talks – The first Thursday Night Talk ‘A History of Trowbridge’ was sold out, and according to the survey responses, was a great success. 33 people squeezed into the Education Room to listen to David’s talk, enjoy the refreshment and look round the Museum. Thanks to the co-operation of the Shires and the support of a volunteer (Phil Lucas) accessing and exiting the Shires was very straightforward. We were unable to fit everyone in who wanted to attend so David has penciled in another date to repeat the talk. The next two talks in April and May are already filling up. Three of the attendees at the talk took away volunteer packs so hopefully we will attract volunteers from subsequent talks.

6.6 Not in A Pub Quiz – The first of the 2018 series of Not in A Pub Quiz quizzes took place in February at Leykers Café in White Hart Yard. The quiz is set and hosted by David Birks (supported by his wife) and it was very well attended and an enjoyable night for all concerned. This year the entry fee (£2.50 per person) includes a contribution to the (next) Mayor’s charity. This is will be donated in December after the final quiz. It would be great if the Town Councillors could put up a team for the quiz in April.

6.7 Dementia Friends Information Sessions – Nikki led two Dementia Friends sessions at Semington Village hall for new carers.

6.8 Young Archaeologists Club (YAC)– The Young Archaeologists Club booked the Education Room for their Christmas party in December and nighttime trail. This was facilitated by Nikki Ritson. They will continue to book the room for meetings in 2018.

6.9 Zara McFarlane – Zara McFarlane, a keen local crafter, has booked the education room so she can lead another craft workshop. Since her involvement with the Museum Zara has become a volunteer.

6.10 Affordable Art Exhibition – The planned Art Auction will now be a month-long selling exhibition with the artworks biddable via a silent auction. The deadline for submissions has now passed. Lots of local artists (including the Learning and Outreach Officer) have submitted pieces and the exhibition will feature a broad range of paintings, prints, photography, ceramics, glassware and jewelry. The exhibition opens on Saturday 21st April and closes on Saturday 21st May. This will be the final exhibition in the “old” Museum so do come along and support it and perhaps pick up something beautiful and unique.

6.11 Handling Collections – Following an initial sort out and tidy up in 2017 we are undertaking a more thorough edit, to re-organise, catalogue and re-box the handling collections prior to the Museum close-down in the summer. We aim to remove a large number of unused items from the handling collections so that we have less to store in the future and the remaining collections are easier to use. New accreditation guidelines advise that handling collections should be catalogued in a similar manner to archival collections, although we won’t be using MODES for this.

6.12 TrowVegas– The Learning and Outreach Officer played the role of The History Dude as part of Meg Mosley’s final Megastar TrowVegas event on Sunday 18th February. The History Dude gave a short guided tour of the Museum to about 30 people and two dogs. Highlights included Stumpy the Sheep, Taylors Shop and Isaac Pitman. Many of the attendees had not visited the Museum before, including the two dogs.

6.13 Children’s University (CU)– David met with Richard Barry, the organiser for the Wiltshire Branch of the Children’s University to discuss joining the initiative as a Learning Centre. The Children’s University runs a Passport to Learning scheme for children 5 – 14 who can gain credits by visiting and undertaking a learning experience at one of the Learning Centres. In our case the experience will be completing a history trail.

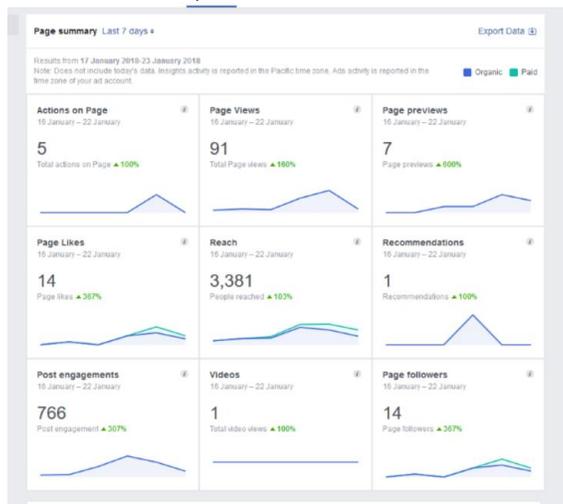
7 MARKETING/PROMOTION AND WEBSITE

7.1 Promotional Activities – We have carried out lots of promotional work this quarter including producing posters and flyers for our events, sending out press releases and placing adverts in local magazines including Life In, West Wilts Magazine and the Wiltshire Times. We have also promoted our events widely via e-newsletters (using the MailChimp system) and across our social media platforms. In recent months we have made use of Facebook's paid promotional feature (called boosting) which gives us a much wider reach and is resulting in lots of increased online engagement.

7.2 BBC Radio Wiltshire - After receiving our press release on the Thursday Night Talks the radio station interviewed David Birks live on their Saturday lunchtime show.

7.3 Wiltshire Times – Reporter Richard Mills attended the Private View of the Oliver Twins Exhibition on January 19th and it featured as a page spread in the following newspaper edition. They also featured the Meet and Greet on the 15th February as a side bar.

7.4 Social Media- Since the launch of the Oliver Twins' exhibition we have noted a 500% increase in our Facebook reach and considerable increase in our retweets (Dara O'Briain's Go 8 Bit on T.V Channel Dave have retweeted our Oliver Twins Tweet twice!).



8. FUTURE OF THE MUSEUM PROJECT

MUSEUM PROJECT

Trowbridge Town Council will; complete the project 'Onwards and Upwards' to expand Trowbridge Museum; secure funding from the HLF and other funders and; will contribute around £900,000, funded from borrowing at a cost of up to £50,000 per annum. The new Museum will reach out from its base in Home Mills in The Shires, to encompass the whole town, through visual links from the top floor, interpretation and signage at key locations and significant buildings linked to the museum.

MUSEUM ACCREDITATION

Trowbridge Museum will seek reaccreditation in 2018/19.

Please note the last official day that Trowbridge Museum will be open to the public before extension works begin, will be Saturday 2nd June 2018.

8.1 Museum Accreditation- We are making excellent progress with the amendment and updating of Museum policies to ensure that they are fully compliant with Accreditation guidelines. Tim Burge's input has been particularly invaluable in relation to this.

8.2 Fundraising:

8.2.1 We are continuing with our 'Not in the Pub' quizzes at Leykers and they have been well attended. As they have proved so popular we are hoping to continue them in the Spring. The dates in 2018 are as follows: 8th April, 13th May, 10th June, 8th July, 12th August, 9th September, 17th October, 11th November and 9th December.

8.2.2 The AGM of the Friends of Trowbridge Museum takes place on 23rd March 2018.

8.2.3 Appointment of consultants and contractors: Culture Force, Evaluation Consultants, were invited for interview on the 30th November. I carried out the interview supported by Lance and Hannah. Beth Thomas was very impressive at interview and Culture Force were duly appointed. They have been excellent and have given staff evaluation training and prepared an Evaluation Framework and templates for the Project. Two companies submitted tenders for the Project Manager's contract, and interviews took place. Helen Montague-Smith joined Lance and myself on the interview panel as she was heavily involved in setting up the Museum in 1990. We unanimously decided to choose Myles Clough of Currie Brown. This decision was based upon the appropriate, extensive and proven experience he had acquired in relation to effectively managing similar Museum projects of our scale.

8.2.4 Permission to Start: Formal Permission to start has been deferred until the signing of the new lease and licenses which will be approved at Full Council on 20th March 2018, and returned to our solicitors for dating and exchange. The delay has had an impact on the Project timetable which was supposed to have started in earnest in January of this year. One of the first crucial tasks will be to start Currie Brown's contract and organise sub-contractors for the relocation and storage of the collection.

8.2.5 Collection decant support: Our monthly collections meetings have highlighted the importance of having the support of someone who has been through this process. Tim Burge's involvement, (instrumental in planning and carrying out the collections decant at Bridport Museum) will enable us to avoid any potential pitfalls and make the process as seamless as possible.

8.2.6 Historic Towns and Villages Forum, Supporting Historic High Streets: The Ingredients for Success in the 21st Century-Part I – This was held at Kellogg College Oxford on Tuesday 30th January 2018. This a two-part event and the first part was extremely useful. Time and time again it highlighted the crucial role that heritage can play in defining the unique characteristics of a market town and the value this can add in terms of marketing, events, future development and the attraction of new business to the town. Some of the key conclusion were as follows:

- The development of a conservation area ensures a town's USP and can enable them to become speciality towns. Historic towns are doing far better in terms of footfall
- Heritage is not detrimental to encouraging new development; it can act as a catalyst to encourage imaginative quality developments in the heart of towns such as the creation of mews, half-houses and stacked maisonettes
- It can also support and encourage new businesses and retailers through such initiatives as shop front grants
- Those who have put to have together successful BIDs have utilised heritage at their core as they create the kind of environments that new businesses want to come to and they tourists considerably boost the local economy. In Winchester tourists have boosted the economy by 49% over 10 years
- Make more of markets. Good quality markets can have a huge impact on the economy and if they have a heritage dimension they can have a positive impact upon tourism and upon town branding.

Full presentations from the day <http://www.htvf.org/Events/PastEvents/> (click on list of presenters)

I attended the second Forum on the 20th March and will give a verbal update at the meeting.

9. PARTNERSHIP WORKING

CULTURAL PARTNERSHIPS

Trowbridge Museum will, in partnership with other cultural organisations, ensure that Trowbridge develops its cultural offering and tourism potential, realising opportunities to celebrate our links to Magna Carta. Together we will develop a significant cultural/heritage event to attract tourists and visitors to the town, adding a cultural dimension to the existing range of activities and events within Trowbridge and helping to support the local economy.

9.1 Bridge House Drawing School - We are looking into the possibility of Bridge House Drawing School as a location for our 2019 WEFT Exhibition and accompanying workshops. We believe that working closely with Bridge House would be beneficial for both cultural organisations and provide us with a valuable presence near the Town Centre for the duration of the exhibition. Negotiations are on-going and we are looking into possibilities such as grant funding.

9.2 South West Federation of Museums and Galleries- We have renewed our membership to the SWFed, an invaluable regional resource that provides free workshops and training to members on a number of sector specific topics that are voted for at the beginning of a new financial year. For £43 per year we enjoy the benefit of this training and other support such as access to templates for volunteer roles, advice on Care of the Collection and Conservation.

9.3 University of the Third Age (U3A) - The U3A craft group with whom we enjoy very close links once again installed their own exhibition of Christmas work on our stairwell for the duration of the season.

9.4 Translations of Museum Trails - We were contacted by a student from the University of Surrey about the possibility of her transcribing our trail leaflets into German (for free!) as part of her Masters in Translation. We took her up on the kind offer and so now have all our Museum trail leaflets as German versions on request.

9.5 Donation- We have received a donation from Friend of the Museum Bob Chambury of £200 to be used for 'Exhibitions'. His continued and valued sponsorship enables us to reach a wider audience through paid advertisements we would otherwise be unable to make. Bob has informed us that this is the last donation he will make to the Museum due to his financial situation and the results of Brexit. We would like to thank him for the many years of support he provided for our exhibitions, it really has made a huge difference to what we were able to achieve.

9.6 SSAFA The Armed Forces Charity Event- SSAFA are holding a fundraising event in Salisbury in June and contacted us to ask if we would like to be involved with our World War One Field Hospital activity. We had been recommended by the organisers of Lacock at War and the Coledrake reenactor group. It was lovely to hear from them that we had been highly recommended as a 'Must' for the event.

10. Museum - Finance Summary Oct – Dec 17 (AGENDA ITEM 8)

Qtr 3	Actual £'000	Budget £'000	Variance £'000
Gross Expenditure	132	130	(2)
Income	11	14	(3)
Net Expenditure	121	116	(5)

Museum Operating Summary CC 101

Expenditure –

The payment for collections support incorporated the preparation of documentation for Accreditation and to support Hanne Dahl with MODES training. This additional support for collections had been agreed by councillors and so came from the Museum's operational budget. The amount was for £3,640 and covered the period from October to December 2017. Future collections related support will be funded from the Project budget as it will be more focused on the preparations for the decant of the collections.

The main reason for the overspend at Qrt. 3 correlates to Staff Superannuation (Council contribution to staff pensions) which is £3,113 worse than budget. This is not an operational cost and so Museum staff have no control over this budget code.

Museum Operating Summary CCI02

We have had to incur some expenditure within the Project to pay for the Evaluation Consultancy which has enabled staff training in evaluation techniques and the development of an evaluation framework for the whole Project. This came to £1,500. The HLF have agreed to cover expenditure incurred prior to Permission to Start so we will recoup some of the costs for this.

The combination of the above two points has resulted in £5,000 worse than budget for this quarter.

Clare Lyall – Curator

with contributions from:

Hannah Lyddy - Museum Manager

Hanne Dahl - Collections and Exhibitions Officer

David Birks - Learning and Outreach Officer

Aby Cooper - Customer Services Manager