



WAREHAM

Town Council

Town Hall
East Street
Wareham
Dorset
BH20 4NS

17 March 2021

To: All Members of the Wareham Town Museum Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **MUSEUM COMMITTEE** to be held on **24 March 2021** via Zoom at **7.00pm** for the purpose of transacting the business set out in the Agenda below.

Public Participation

Due to the current government coronavirus response, the Town Council will be meeting online. Members of the public are encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these will be made available to all Councillors. Members of the public may also link in to observe the meeting using the details below:

The Zoom meeting ID is: 886 7161 5409

Or click here: <https://us02web.zoom.us/j/88671615409>

Vanessa Ricketts
Town Clerk

Please contact the Town Council office on 01929 553006 if you need any further information on this agenda.

Members of the Museum Committee

Councillor D Cleaton (Chairman)
B Buxton
A Dominy
J Hall (Manager)

Councillor B Dean (Vice Chairman)
V De Wit (Curatorial Adviser)
N Dominy
H Scharnhorst (Curator)



**WAREHAM TOWN
MUSEUM COMMITTEE
AGENDA**

24 March 2021

1. Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

2. Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

3. Public participation time

Members of the public have been encouraged to submit their questions or comments under 'Public Participation' in advance of the meeting to the Clerk and these have been made available to all Councillors. The response to these questions or comments will be addressed at this point. (LGA1972 s100)

4. Confirmation of minutes of previous meeting held on 4 November 2020

To confirm, as a correct record, the minutes of the previous meeting of the Committee (LGA1972 sch12).

5. Matters arising from the minutes of the last meeting held on 4 November 2020

To consider any matters arising from the previous minutes of the Committee.

6. Reports by Committee members

To receive reports of Committee members and those who represent the Museum on outside bodies:

- a) Report of the Curator
- b) Report of the Manager
- c) Report of the Webmaster

7. Possible Re-opening on 17 May 2021

8. Health and Safety and Risk Assessment

9. Volunteer Rota

10. Forward Plan 2020-2023

11. Accreditation

12. Museum Decoration and Maintenance

13. Job Descriptions

To approve the job descriptions for Curator and Manager (to be submitted prior to the meeting).

14. Charity Status

15. Budget

To receive the budget report

16. Any other items the Chairman deems urgent

For report, information or for the agenda at the next meeting of the Museum Committee.

17. Date of next meeting

To note the date of the next meeting scheduled for **30 June 2021 at 7.00pm.**



Minutes of a meeting of the Museum Committee held on 4 November 2020 via Zoom at 7.00pm.

Committee Members Present: Councillor D Cleaton (Chairman), Councillor B Dean (Vice Chairman), B Buxton, V de Wit, J Hall (Manager), H Scharnhorst (Curator), J Hale.

Officers Present: Town Clerk V Ricketts

283. Apologies for absence

Resolved that apologies for absence from Mr and Mrs Dominy Be approved.

284. Declarations of interest

There were no declarations of interest.

285. Public participation time

There were no members of the public present.

286. Confirmation of minutes of the Committee meeting held on 4 March 2020

Minute 43 to read: It was noted that the Emergency Plan had been reviewed.

With this amendment it was –

Resolved that the minutes of the meeting of 4 March be approved for signing.

287. Matters arising from the minutes of the Committee meeting held on 4 March 2020

With regard to minute 46 – it was noted that the Education Officer post was now vacant.

With regard to minute 47 – the Town Clerk was asked to confirm the location of the banner. *(After the meeting this was confirmed as being in the Caretaker's cupboard)*

288. Reports by Committee members

Reports were received from the Curator, Manager and Webmaster and are appended to these minutes.

289. Accreditation

The Collections Development Policy needed to complete the accreditation process, was considered and approved.

290. Forward Plan

Members considered the updated forward plan including succession procedures, which was unanimously approved.

291. Health and Safety

It was agreed that the Operations Manager and Museum Manager should meet to go through the Safety and Security Programme.

292. Museum Maintenance

There were no maintenance issues to consider.

293. Job descriptions and responsibilities

The job descriptions for the Curator and Museum Manager were reviewed. It was agreed that the incumbents would be best placed to review their own job descriptions for approval by Council.

294. Budget

Members noted expenditure against the 2020 budget and agreed a budget for 2021/2022 as per the current year with the addition of a £500 additional budget for Covid19 mitigation measures.

Members discussed the possibility of applying for grants to assist with project work and it was agreed that this should be investigated further.

295. Any other items the Chairman deems urgent

The Chairman expressed thanks to the team of volunteers and Committee Members for their resilience and support through this difficult year.

296. Date of next meeting

To note the date of the next meeting scheduled for **24 March 2021 at 7.00pm.**

Wareham Town Museum Curators Report 04/11/2020

Over the summer I have continued to monitor the temperature, humidity and pest risk on a weekly basis.

I'm pleased to report that the dehumidifier that was loaned from Westport house is working well and the humidity in the museum has now stabilised. I will continue to monitor this every week over the winter months and report back to the committee if this situation changes.

The pest monitoring has highlighted no issues.

Work has been started on refreshing some of the displays, including the wagon works. These projects are now on hold until after the latest lockdown has been lifted.

We plan to refresh several of the displays however this is now dependant on lockdown restrictions etc later in the year.

Our evening group had started back up on a Wednesday evening, due to restricting numbers it was just myself and Ben, but we have been able to update the Collections Development Policy (attached as an item to approve at this meeting) so that we are one step closer to submitting our accreditation paperwork.

Thank you to Ben and Jacque for all their work on getting the relevant documents together for accreditation.

Facebook has been fairly busy over the past couple of months with queries coming in from users and several items being offered for donation.

At present we are still not accepting items face to face and this will continue to be the practise until the current lockdown has eased.

Heather Scharnhorst
Hon. Curator

Museum Manager's report 4th November 2020

Obviously, we have been closed since the last meeting, due to the pandemic, and hope to see the Museum opened on Good Friday 2021.

I have kept in touch with the volunteers, and they are eager to get back to opening the Museum, and to helping during the closed season with maintenance, cleaning and painting. Hopefully we may be able to continue Monday night meetings for accession work to be done.

Heather and I have been checking the Museum almost daily, having to use a dehumidifier to keep the Museum dry and checking for infestation.

Various servicing has taken place to keep the fire and security alarms up and running. As the office was emptied and a different desk installed much still needs to be sorted and put away.

Report by Website Manager: John Hale

Brief information & work done on the site since last Committee Meeting

Statistics:

Page Views since last meeting: 1,976 (238 days ago)
 Average Pages viewed per session: 1.96 New Visitors: 862

Referrals to the WTM website from:

Google(48%)/Direct (36%)/Wareham TC (3%)/Bing/Duckduckgo/Facebook/

Mobile Devices: Android (52%) iOS (47%)

Page hits per day since 2020-03-04 Committee Meeting



Top Pages in order of popularity:

Home page
 History
 Cordite Factory
 Saxon Sword

Top Visitors' Countries in order of total hits:

United Kingdom (78%)
 United States (6%)
 Germany
 Spain

Updates to the WTM website since last Committee Meeting:

2020-03-04: **Committee Meeting** _____
 2020-03-25: Home page: Design and produce graphics and text for new Coronavirus panel
 2020-03-25: Home page: Alter wording on Opening Times panel
 2020-03-25: Location page: Overprint "opening Delayed" over Opening date
 2020-07-03: Team page: Overtyping Committee meetings: "Hall meetings currently suspended"
 2020-08-15: Cordite page: Insert panel: Full Cordite DVD now on Amazon Prime Video
 2020-10-28: Team page: Delete Overtyping: "Hall meetings currently suspended"
 2020-10-28: Team page: Delete two Committee meeting dates and add another (March 2021)
 2020-10-28: Home page: Top panel: Remove: "next year"; Insert: "2021"
 2020-11-04: **Committee Meeting** _____

John Hale 2020-10-29

WAREHAM TOWN MUSEUM FORWARD PLAN 2020-2023

1. Introduction

This document will reflect the aspirations and challenges of the Museum's voluntary team for 2020-2023, and they will provide a welcoming, interesting and memorable experience for visitors, by developing the collections and running an efficient and effective organisation. This document will be useful in demonstrating to the Museum's partners and funders the vision of the voluntary team, and also this document helps the team monitor progress and track achievements over the next four years

2. History of the Museum

Wareham Town Museum evolved from a private collection owned by Councillors Harry and Gwen Broughton, both of whom served three times as Mayor of Wareham. In 1974, when their collection was closed to the public, it was purchased by the Town Council, and put on public display in St John Hill's premises, then moved in 1984 to the Annexe of the Town Hall, where it still remains. Since then the collections have been developed, and the Museum has relied entirely on volunteers (including a Curator and Manager) to manage and perform all necessary tasks in order to keep the Museum open to the public from Easter to the end of October, with the support of Wareham Town Council.

3. Governance, Management and Personnel

Wareham Town Council governs the Museum, with a Committee made up of two Councillors, (one as chair), the Curator, Museum Manager and 4 volunteers, and it meets four times a year, including an AGM, all serviced by Town Council staff. The Museum Committee Chair presents the minutes to the full Council meeting following a Committee meeting. A formal report of the Museum is presented to residents at each Annual Town Meeting. The voluntary positions of Manager and Curator were appointed by the Town Council in 2019, and they are mutually responsible for the day-to-day issues relating to the collections and displays, the purchase and sale of souvenir items, marketing and public relations, recruiting and supporting volunteers, and organising the Museum Reception desk rota. With the support of the Museums Advisor for Dorset, they are charged with policy making and planning, and each make a report to every Committee meeting.

Various roles and skills are critical to the Museum's ongoing operation

Chairman and Vice Chairman of Committee: Should have a strong capacity for vision setting and strategic planning, leadership skills, relevant to volunteers, and flexibility

Museum Manager: Financial management skills. Leadership and team management skills. Knowledge of building maintenance. General administrative skills. Marketing and promotional skills including social media and digital knowledge. Capable of taking advantage of funding. Strong interpersonal and customer care skills. Purchasing – supplier knowledge and selection. Merchandising. Stock control knowledge.

Museum Curator: Understanding of the collection, its care and conservation. Fully aware of collections documentation, especially with regard to the Accreditation standard scheme. Experience of public programmes and events. Historical interest/'detective' skills. Written communication skills. Interpersonal skills related to giving tours and talks

Volunteers: Customer care skills/experience. Confidence handling cash. Knowledge of collections care.

The Museum is run on a voluntary basis, by a group of approximately 30 volunteers who are vital to its success. Also a Core Operations Group meets monthly to drive and support progress of the Forward Plan. For those volunteers interested in accessioning and related tasks there is specialist training given. Prior to the opening at Easter each year, every volunteer must attend inhouse training including Health & Safety information and awareness. During the 'open' season the Museum is open for 6 hours daily from Monday to Saturday requiring three volunteers a day either at the Reception desk or stewarding for 2 hours each. Social get-togethers are held in order for the volunteers and Committee members to meet to share ideas and experiences. As the organising of the rota and coping with unforeseen absences is a time-consuming task, a member of Town Council staff has assumed the task. Recruitment of volunteers is the responsibility of the Manager to ensure the rota can be fully manned at all times, and to build capacity to address collections related tasks and to develop new areas of activity.

4. Finance and Accounts

The Museum's financial year follows that of the Town Council. i.e. 1 April to 31 March each year. The operational budget is discussed between the Manager, Curator and Town Clerk's office, and is scrutinised at each Committee Meeting, being reviewed at the autumn Committee Meeting, which then requires approval by the Council's Policy, Finance and Resources Committee, and Full Council. The Museum has no bank account, so all monies are held by the Council, who makes all payments, with collaboration with the Museum staff. Purchases under £20 can be made by staff and reimbursed, but if over £20, details are provided and the process is completely handled by Council staff. The Museum raises a significant amount of its running costs, through donations which are invited in lieu of an entry fee, as well as fundraising events, souvenir sales and occasional grants from other funders (held by the Council as designated funds until fully spent up. The Council guarantees to pay any outstanding balance of running costs. The council directly funds the utilities, maintenance, security, administrative support and the Manager's and Curator's honoraria. The Museum's operational budget does not therefore reflect the true cost of running the Museum. However Wareham Town Museum is probably one of the lowest-cost museums in the country.

5. The Museum in its Environment

From an internal consultation for volunteers and Committee members this encapsulates their views:

Wareham Town Museum is situated in the centre of a small but ancient market town, which is surviving well in the current economic climate. Wareham, which is one of the Gateways to Dorset's Jurassic Coast, has some tourist accommodation, has good transport links by road and rail, and the Museum is situated reasonably close to car parks. The Museum provides a free destination for tourists and families, with the highest footfall in the summer holidays, especially on wet days. The Museum is small by most standards, as its exhibition space is limited and limiting, with a tiny office and

small storage facilities. The catchment area is modest... in terms of a population size from which local visitors and volunteers can be drawn.

6. Statement of Purpose

The purpose of Wareham Town Museum is to tell the story of Wareham's cultural heritage, from prehistoric to modern times, and to ensure that the collections of artefacts, documents and images are safeguarded and developed for future generations

7. Collections

The Museum's collections, containing approximately 1350 accessioned items, are wide-ranging, and include objects and images relating to: the occupation of the local area from prehistoric times to the present day; Wareham's history as an important town and port since Saxon times; the unique and varied geology of the Purbeck area, and the industries that have developed as a result, such as clay extraction, pottery production and the nearby oilfield at Wytch Farm. There is also an important collection of documents and images relating to the life of T.E. Lawrence

Most items not displayed are stored in a very small room next to a tiny office and is shelved from floor to ceiling on three sides filled to capacity with storage boxes and larger items. Due to lack of working space, all tasks of inspection and sorting of items has to take place outside of Museum 'opening hours' using floor area around the displays. Consequently any substantial work on items must be carried out during the 'closed months'. Lack of storage space is also beginning to restrict the Museum's ability to add to its collections.

8. The Visitor Experience at WTM

The Museum opens every year from Good Friday to the end of October, from 10am to 4pm Monday to Saturday. It is signposted from the centre of Wareham, and there is an external hanging outside the door, visible from the town centre, and a banner is hung on the front of the Town Hall during open days only.

The two steps up from East Street, and the heavy wooden doors could be viewed as barriers, but they are held open where possible, and there is an external bell to request help for wheelchairs, which is possible either through the Corn Exchange or through a back entrance. A pull-up banner stands outside the Museum entrance, and once inside the Museum, all areas are wheelchair accessible and a shallow slope in the floor level is clearly marked.

There is no entry fee, and visitors will always find a volunteer behind the Reception desk to give a welcome and answer any questions. They will also signpost visitors to other facilities in the town. There are quiz sheets for all levels. Visitors are not guided to take any particular route but can wander at will.

Visitor numbers since 2014 have been on average 7000 per year, except for this current year where the numbers are zero, due to the inability to open the Museum safely.

There is a soundscape experience and several audio-visual displays, one giving an overview of the Museum and its setting. A few items can be operated e.g. the Morse

Code machine. There is an induction loop covering the full area of displays. Some seating is supplied, and, together with the accessible WC facilities in the building, is always appreciated.

The majority of displays are permanent and there is work required to modernise some displays with better lighting and associated texts. Some are temporary and change annually. There is a visitors' book and visitors are encouraged to leave a donation towards the running of the Museum. Non-flash photography by visitors is allowed with encouragement to tag/share images and reviews on social media, thereby increasing the Museum's online presence. Requests can be made to the Museum Manager and Curator for any commercial photography to be undertaken. For people wishing to research Wareham from a distance there is a high quality comprehensive website, constantly updated by a specialist volunteer, featuring an online guestbook which is moderated – www.wtm.org.uk. Also the Museum features in the Dorset Council's website: <http://www.dorsetmuseums.co.uk/wareham-town-museum>

Requests to view items not on display, or make visits out of hours, are accommodated by the Manager and Curator, providing appropriate supervision can be arranged. Parties of young people are welcome, and group visits can be booked in advance to allow access to particular items if needed.

9. Review of the Previous Forward Plan 2017-2020

The previous Forward Plan for 2017-2020 has been reviewed and scrutinised during those years, via the completion and submission of an objectives action sheet to each Committee meeting held during that time. Thus information has been available to interested stakeholders as part of the public meeting papers.

As of March 2020 the action sheet showed that out of 18 objectives supporting the strategic aims, 15 had been completed, and some targets exceeded. A further three are in progress and will be ongoing and subject to further review, pandemic allowing.

10. Developing the Forward Plan 2020-2023

Advice and input have been sought from all interested parties involved in the Museum, contributing to the strategic aims at its heart. Volunteers and Councillors have responded to surveys and provided feedback. Joint working with neighbouring museums is being explored, and there is support from the Museums Advisor for Dorset. The Core Operations Group have guided the Plan's development prior to its submission to the Committee for approval.

11. Strategic Aims 2020-2023

During the period of this Plan, the Museum intends to carry out its programme of activities in pursuit of the following strategic aims, each of which has objectives and timeframes listed in Table 1 below which will guide the tasks undertaken:

Aim 1. To ensure that the Museum's collections continue to represent the heritage of its local area, and are interpreted in appropriate and accessible ways, including by the use of information technology.

Objective 1.1. The documentation backlog will be addressed, including research into unrecorded items, to ensure that all accessioned objects in the store are as fully documented as possible and added to the IT system. (Also refer to Documentation Plan)

Objective 1.2. A programme of pro-active collection will continue as space and time allows, with particular reference to chronological and subject gaps in the present collections.

Objective 1.3. All items in the store and on display to be examined for infestation or other deterioration. A list of vulnerable objects outlines those that are to be reinspected on an annual basis. Monitoring of insect pests using traps to be continued.

Objective 1.4. Permanent displays will be upgraded as funds and volunteer time allow, including improvements to lighting and other aspects of accessibility, and new displays will be created.

Objective 1.5. A modest programme of temporary exhibitions and other events will be delivered, aimed principally at drawing in new visitors from the local area.

Objective 1.6. An outreach programme, based around 'handling collections' will be developed with local schools, youth groups and older residents.

Objective 1.7. Consideration of and, if agreed by all, then application for Heritage Lottery Funding would enable upgrading of a substantial section of the Museum's displays

Objective 1.8. Consider compiling knowledge from local people, by recording their memories

Aim 2. To make the experience of all Museum visitors, including those with disabilities, as engaging and enjoyable as possible.

Objective 2.1. To continue to review and improve internal and external signage, together with any printed material available to visitors.

Objective 2.2. To continue to make use of local and social media to raise the profile of the Museum, bringing it more to the attention of local and distant people and organisations.

Objective 2.3. To develop new partnerships with local organisations, with a view to joint working for mutual benefit, and to support local priorities and agendas

Objective 2.4. To continue to review the range of items offered for sale and investigate possibilities of introducing more items linked to the collections/ the Museum/ the local area.

Objective 2.5. To continue to develop, update and publicise the museum website, Facebook page, Twitter accounts etc as new developments and projects are implemented in the Museum and to continue to be aware of new technological developments in this respect.

Objective 2.6. To continue to investigate and then deliver development of the Museum's offer for pre-school and young children, so following through into an ongoing improvement for family visitors.

Objective 2.7. Undertake a longitudinal analysis of consultation with users and non-users by means of an annual report by compiling data from visitor books, workforce feedback, website comments, and visitor surveys, systematically gathered over a set and longer period of time.

Objective 2.8. Consider complete transparency and careful consideration of wording in all communications when encouraging donations toward the running of the Museum.

Objective 2.9. Consider physical access to the Museum, but also intellectual, social, geographical and cultural access in the policy statement

Aim 3. To ensure that the Museum is governed and run in the most efficient and effective way possible for all concerned.

Objective 3.1. In partnership with the Town Council via the Town Clerk and Museum Committee, periodically review museum governance, and the decision-making authorities.

Objective 3.2. To take every opportunity to apply for external grants and develop local sponsorship agreements, to enable the funding of specific projects or collections work.

Objective 3.3. To ensure that existing Museum Volunteers feel well-supported and involved, and have access to training in order to undertake additional or new areas of responsibility if desired. Undertake 'Welcome Host' style training to enhance their knowledge of Customer Care

Objective 3.4. Identify a range of volunteer recruitment methods, considering best practice for all types of Museum tasks, from a range of age-groups, and including people with particular specialist skills.

Objective 3.5. Identify the problems caused by the pandemic and produce procedures to counteract any future circumstances which prevent the Museum from operating to its optimum

Objective 3.6. To re-apply for Accreditation in 2023

Table 1. WTM Workplan 2020-2023

OBJECTIVE	TARGET YEAR			MEASURED BY	OUTCOME	COMMENT
	20-21	21-22	22-23			
1.1	x			Growth/maintenance of accessioned items total on IT record	Efficient retrievals possible	work has stalled due to pandemic
1.2	x			More complete displays		The collection has not been added to, due to the quarantine of items required
1.3	x			Inspection reports on action to vulnerable objects	Longer preservation of vulnerable items	Ongoing infestation checks have been kept up throughout the pandemic. Also humidity has been checked weekly and a dehumidifier in place

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1.4	x			Display upgrades & new displays	Better visitor experiences	Possible future displays include P Westerman, clay pipe excavation, excavation on site of West Street/Pound Lane retirement housing, & Bestwall.
1.5	x			temporary exhibitions/ events. Visitor survey	Increased local visitors/ profile	The programme has stalled.
OBJECTIVE	TARGET YEAR			MEASURED BY	OUTCOME	COMMENT
	20-21	21-22	22-23			
1.6	x			Number of outreach visits/ number of schools/ feedback	New range of users – profile of Museum raised with schools/parents	Schools have been approached but action is postponed
1.7	x			Consideration of application for HLF funding	Refurbishment of substantial section of the Museum	Information required
1.8	x			Recordings both written and spoken	Increased interest in local area by users	Walkabouts with residents planned with social distancing
2.1	x			Updated printed material and signs	Better understanding by users	All signs and leaflets to be gathered and reviewed
2.2	x			Articles published/ visitor numbers	Increased local interest/visitors/ donations and sales	Review what is put on social media, how and by whom
2.3	x			Number of partnerships, projects, and services	New contacts/ raised profile	Projects planned with local art, dementia, disabled, MS, Wareham Senior Forum, Church, Guides. Local external free display space also to be investigated to promote museum.
2.4	x			Introduction of new items/ sales of these items	More memorable visitor experiences	Need low priced items to appeal to children. No purchase until new financial year
2.5	x			Content is added throughout the year	More visits made to website particularly by local people	All officers to keep webmaster updated

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2.6	x			Develop offer for pre-school and young children	More in depth family experiences	Invite them to join in events when restrictions allow
2.7	x			Amount of user data collected	Better user experience	Gather from visitors' book, surveys, webuse and by other means
OBJECTIVE	TARGET YEAR			MEASURED BY	OUTCOME	COMMENT
	20-21	21-22	22-23			
2.9	x			Access policy statement updated	Better access for all	To be proven when Museum opens again
3.1	x			Museum governance and decision making authorities clarified	Supporting efficient working practices and structures	Succession procedures and 'family tree' in place
3.2	x			New funding achieved	Improvements and projects made possible	More research needed
3.3	x			Training opportunities/ attendance/ feedback	Volunteers feel more engaged and satisfied with their responsibilities	Welcome Host style plus compulsory inhouse training when possible
3.4	x			Number of volunteers increased	Expansion of capacity to meet programme targets	Need free training as well as inhouse compulsory training
3.5	x			Procedures in place	Emergency procedures in place to offset any closures threatened	
3.6	x			Award of Accreditation	Retention of accredited status, eligibility for grants, badge of excellence	

12.Resource Plan

The Museum is fortunate that the Council meets the shortfall in running the Museum as mentioned in Section 4. However to achieve the objectives and new initiatives for improved new displays, described in Section 11, additional funds will be required over and above basic running costs. Funds need to be raised from grant applications, sponsorship and fundraising events.

There is an obvious link between success in fundraising and the time that such efforts take from the other duties of the volunteer workforce, and therefore endeavouring to recruit assistance with fundraising and promotion will be a high priority.

13. Succession Planning Statement and action plan

It is recognised that Wareham Town Museum is established as an 'in perpetuity' organisation, which requires a long-term outlook on what is needed to keep it running sustainably and effectively. The action plan should ensure that business continuity and accountability continue through changes in key members of the workforce. There should be shared verbal and/or written information. Some legal obligations re finance and H&S should be recognised.

In order to ensure information is always available we will:

Document the recruitment and induction processes for officers and volunteers, digitise H & S assessments to make them fully accessible, maybe consider off-site back up of collections data (MODES) and consider whether organisational information such as annual accounts, meeting minutes etc. should be added to website.

Also Meeting minutes and financial information will be kept in designated folders on office PC and paper copies filed in office.

Health & Safety records, and risk assessments will be kept in office PC and by the H&S Officer. Accreditation records, including the mentor agreement and reports, will be kept on office PC and filed in office. The collections information will be on MODES database in the office, as well as operational information for building procedures, service and maintenance, and emergency plans in folders and events and activities information.



Accreditation Scheme for Museums
and Galleries in the United Kingdom

Collections development policy

Draft

Name of Museum:

Wareham Town Museum

Name of governing body:

Wareham Town Council

Date on which this policy was approved by governing body:**Policy review procedure:**

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review:

Arts Council England will be notified of any changes to the collections development policy, and the implications of any such changes for the future of collections.

1. Relationship to other relevant policies/ plans of the organisation:

- 1.1 The Museum's statement of purpose is:
The purpose of Wareham Town Museum is to tell the story of Wareham's cultural heritage from prehistoric to modern times and to ensure that the collections of artefacts, documents and images are safeguarded and developed for future generations.
- 1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.
- 1.3 By definition, the Museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the Museum's collection.
- 1.4 Acquisitions outside the current stated policy will only be made in exceptional circumstances.
- 1.5 The Museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of

collection arrangements.

- 1.6 The Museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the Museum can acquire a valid title to the item in question.
- 1.7 The Museum will not undertake disposal motivated principally by financial reasons.

2. History of the collections

The core of the collection was acquired by Wareham Town Council in 1974 from Harry Broughton, former mayor of the town. He had collected pictures, artefacts and ephemera relating mainly to TE Lawrence (Lawrence of Arabia) and displayed them in “Wareham Pictorial Museum” which was a front room of his house in North Street, from 1960 to 1971. Subsequently the collection developed in an ad hoc way.

3. An overview of current collections

The bulk of the collection is based on material relating to the social and industrial history of Wareham and its immediate surroundings. It includes objects, photographs, pictures, maps, and ephemera. The largest single theme is TE Lawrence.

There is also a collection of archaeological material, mainly stray finds but also larger numbers of items found during building or other development in the area. There are a few “exotic” items from Egypt, Australia and China, donated by former Wareham resident Roy Samson.

There is a small geological collection comprising mainly of specimens from southern Purbeck and the Purbeck coast. These would normally be considered to be outside the geographical collecting area of the Museum, but as Wareham is now a “gateway town” to the Jurassic Coast and has displays about it, their retention can be justified.

4. Themes and priorities for future collecting

The Museum will continue to collect items of historical and archaeological interest made or used in, or relating to, Wareham and its environs (an area defined as within from 3-5 miles of the town). It will continue to collect material relating to TE Lawrence. Exceptionally, it may collect geological and natural history specimens from this area.

The collection of “exotic” artefacts will not be added to unless items have strong local connections. Human remains will not be collected.

In considering acquisitions, various factors will be taken into account:

- Whether it is covered by the collecting policy
- physical size or bulk: the Museum has limited display space and storage space.
- Whether the Museum already has an item or collection (in some cases duplicates of items can be used for a handling or loan collection)
- level of information about objects
- conservation issues (e.g. artefacts containing organic material such as wood)
- condition
- health and safety considerations (e.g. unstable materials, contents of bottles etc)
- collecting areas of other Museums (see below)

5. Themes and priorities for rationalisation and disposal

5.1 The Museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process. Objects may be considered for disposal if they do not fit in with the collecting policy of the Museum in terms of themes or geographical area. All factors in 4 (above) will be taken into consideration. The Museum will seek to dispose of items by restitution, or gift to accredited Museums. In exceptional circumstances, objects may be disposed of by destruction (eg objects made of organic materials, or natural history specimens, which have deteriorated beyond the state where they can be conserved).

6. Legal and ethical framework for acquisition and disposal of items

The Museum recognises its responsibility to work within the parameters of the Museums Association Code of Ethics when considering acquisition and disposal.

7. Collecting policies of other Museums

7.1 The Museum will take account of the collecting policies of other Museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources. Specific reference is made to the following Museum(s)/organisation(s):

7.2 Purbeck Mineral and Mining Museum
Corfe Castle Museum
Swanage Railway Museum, Corfe Castle

Dorset County Museum

Poole Museum

Dorset History Centre

8. Archival holdings

The Museum holds very little primary archive material on site; such material is on deposit at the Dorset History Centre where it is available to the public.

9. Acquisition

- 9.1 The policy for agreeing acquisitions is: to consider the factors in 4 above. The curator or Manager will make decisions on all items.
- 9.2 The Museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).
- 9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the Museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10. Human remains

As the Museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in Museums' issued by DCMS in 2005.

11. Biological and geological material

So far as biological and geological material is concerned, the Museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12. Archaeological material

- 12.1 The Museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13. Exceptions

Any exceptions to the above clauses will only be because the Museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the Museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The Museum will document when these exceptions occur.

14. Spoliation

The Museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national Museums in 1999 by the Museums and Galleries Commission.

15. The Repatriation and Restitution of objects and human remains

15.1 The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

15.2 The disposal of human remains from Museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in Museums'.

16. Disposal procedures

16.1 All disposals will be undertaken with reference to the Spectrum primary procedures on disposal.

16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.

16.3 When disposal of a Museum object is being considered, the Museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

- 16.4** When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort – destruction.
- 16.5** The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the Museum’s collections and collections held by Museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the Museum will also be sought.
- 16.6** A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the Museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.
- 16.7** Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8** If the material is not acquired by any Accredited Museum to which it was offered as a gift or for sale, then the Museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA’s Find an Object web listing service, an announcement in the Museums Association’s Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9** The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the Museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10** Any monies received by the Museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England. The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the

collection.

- 16.11** Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with Spectrum procedure on deaccession and disposal.

Disposal by exchange

- 16.13** The museum will not dispose of items by exchange

Disposal by destruction

- 16.14** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15** It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16** Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17** Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18** The destruction of objects should be witnessed by an appropriate member of the Museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Curator report for 24 March 2021
Heather Scharnhorst

- Weekly checks have continued over the winter period, during the current lockdown, with nothing of note.
- In January I started to produce videos whilst in the museum, to provide an update to our Museum supporters.
These were initially published on our Facebook page but I have now set up a YouTube account for the Museum (linked to the Museum Gmail account) and have been publishing the videos online.
These videos have been a great success and I will be continuing to make videos over the coming year. Volunteers were invited to make their own videos and Jacquie had hers uploaded on 6th March.
- Following on from the videos we have received several queries for more information and interest in visiting the Museum once we reopen.
- I have started discussions with several interested parties on the creation of a new display showing the history of Wareham's involvement in the clay history.
The aim is to create the new display and have an exhibition in 2022, including talks and workshops.
This is an exciting opportunity to be working with individuals who have dedicated their lives researching this area and a rare opportunity to display some of their personal collections.
- We hope that volunteers will be returning soon and we will be restarting the evening sessions, as we have a lot of work to do before the Museum can reopen.

Facebook update

267 page likes

307 followers

Page insights 13/02-12/03

Post reach 6488

Post engagements (likes, shares etc) 901

New page likes 16

Homeschooling video 3500 views!

YouTube update

14 Subscribers

Jacquie's walk video, 274 views

Heather's things to look out for on walk, 214 views

Museum Manager's report 24 March 2021

I have kept in touch with the volunteers, and they are eager to get back to opening the Museum, and to helping during the closed season with cleaning, and much still needs to be sorted and put away.

Hopefully, we may be able to continue more accession work during April onwards.

PAT testing has taken place recently, and more electrical work is to be done, as well as painting by Council staff.

We had hoped to see the Museum opened on Good Friday 2021, which obviously has slipped. The Government has given a provisional date of not earlier than 17 May.

We would need to obtain a Perspex panel for the Reception desk, as well as wipes and sanitiser.

The Town Council will be involved in advising the setting up of the access etc.

Maybe we could arrange pre-booked visits from schools or family groups/bubbles, as an easing into a full opening.

JOB DESCRIPTION

Title: Museum Curator

Reporting to: Chairman, Museum Committee

Reviewed: November 2020

Introduction: The Museum Curator is a volunteer and, as such, is not a paid employee of Wareham Town Council. It is recognised, however, that he/she is in receipt of an annual honorarium in return for certain curatorial and other functions, which are set out in detail in this Job Description.

- Purpose:**
1. To manage the Museum's collections in line with the Museum's policies, ensuring they are correctly recorded, stored, and conserved.
 2. To ensure the collection is accessible to and interpreted for as wide an audience as is possible
 3. To contribute to the forward planning, accreditation work and budget management to help secure the future of the Museum
 4. To be a member of Wareham Town Council's Museum Committee

- Duties:**
1. Day to day management of the Museum, liaising with the Manager as appropriate.
 2. To work with Core Operational Group, and attend regular meetings
 3. To assist with the writing of reports, new policies/procedures, and the timely review of current policies/procedures with the Core Operational Group
 4. Budget Management
 5. To promote the Museum in conjunction with the Museum Manager, through advertising, social media and the website
 6. In conjunction with the Museum Manager obtain funding from external sources through the submission of bids for grants
 7. To acquire objects or collections of interest to the Museum, and to catalogue them.
 8. To document and manage the collection, and negotiate loan items
 9. To liaise with the Museum's H & S Co-ordinator, observing all H & S regulations, whilst engaged in Museum activities. It is a statutory duty, so all reasonable care should be taken to promote the health

and safety of him/herself, volunteers, members of the public and Town Council staff when working in the Museum.

10. In conjunction with the Museum Manager, project manage temporary and permanent displays, exhibitions, and their interpretation
11. In conjunction with the Museum Manager organise special events in the Corn Exchange or other venues.
12. In conjunction with the Museum Manager, liaise with outside bodies, which may include local history and community groups, other museums, galleries, schools, uniformed youth groups and tourist bodies, which may lead to museum visits, talks, private viewings (including out-of-season), and arrange appointments as necessary.
13. In conjunction with the Manager, liaise with the Museum Advisor for Dorset.

General: This Job Description recognises the voluntary role of the Museum Curator, who, in receipt of an honorarium from Wareham Town Council, is to fully abide by its terms at all times.

Other tasks may be delegated to the Museum Curator by the Museum Committee Chairman, as considered appropriate to the post

Reviewed November 2020

I have read and understood the terms of this Job Description

Signed.....

Name.....

Date.....

Post title.....

JOB DESCRIPTION

Title: Museum Manager

Reporting to: Chairman, Museum Committee

Reviewed: November 2020

Introduction: The Museum Manager is a volunteer and, as such, is not a paid employee of Wareham Town Council. It is recognised, however, that he/she is in receipt of an annual honorarium in return for certain managerial, administrative and other functions, which are set out in detail in this Job Description.

- Purpose:**
1. To ensure the operational capability, and smooth running of the Museum on a day to day basis.
 2. To act as a link regarding general Museum administrative matters with Wareham Town Council's Administration Officer
 3. To contribute to the forward planning, accreditation work and budget management to help secure the future of the Museum
 4. To be a member of Wareham Town Council's Museum Committee
 5. To ensure the security of the Museum at all times, in conjunction with the Town Hall caretaking staff, and the Town Clerk, as appropriate.

Duties:

1. Day to day management of the Museum, liaising with the Curator as appropriate. Daily duties include responding to queries from volunteers via the front desk book, advising on retail purchases, organising key holders, and meeting new volunteers
2. To work with Core Operational Group, prepare agendas, attend meetings and work with other volunteers to support the future of the Museum, to maintain/increase visitor numbers.
3. To assist with the writing of reports, new policies/procedures, and the timely review of current policies/procedures with the Core Operational Group
4. Budget Management
5. In conjunction with the Museum Curator obtain funding from external sources through the submission of bids for grants
6. To promote the Museum in conjunction with the Museum Curator, through advertising, social media and the website
7. To ensure the highest possible level of customer service
8. To ensure the Museum is fit for purpose, safe to open to the public, and to resolve any maintenance issues promptly.

9. To liaise with the Museum’s H & S Co-ordinator, observing all H & S regulations, whilst engaged in Museum activities. It is a statutory duty, so all reasonable care should be taken to promote the health and safety of him/herself, volunteers, members of the public and Town Council staff when working in the Museum.
10. In conjunction with the Curator, project manage temporary and permanent displays, exhibitions, and their interpretation
11. In conjunction with the Curator organise special events in the Corn Exchange or other venues.
12. Liaise with the Museum Committee Chairman regarding agenda preparation, and attending any meetings required to ensure the smooth running of the Museum.
13. Act as the primary point of contact for enquiries from correspondence, e-mail, telephone or personal, and ensure they are responded to in a prompt, efficient and courteous manner.
14. In conjunction with the Museum Curator liaise with outside bodies, which may include local history and community groups, other museums, galleries, schools, uniformed youth groups and tourist bodies, which may lead to museum visits, talks, private viewings (including out-of-season, arrange appointments as necessary.
15. In conjunction with the Curator, liaise with the Museum Advisor for Dorset.

General: This Job Description recognises the voluntary role of the Museum Manager, who, in receipt of an honorarium from Wareham Town Council, is to fully abide by its terms at all times.

Other tasks may be delegated to the Museum Manager by the Museum Committee Chairman, as considered appropriate to the post

Reviewed November 2020

I have read and understood the terms of this Job Description

Signed.....

Name.....

Date.....

Post title.....

Financial Budget Comparison

Comparison between 01/04/20 and 16/03/21 inclusive.

Excludes transactions with an invoice date prior to 01/04/20

		2020/2021	Revised	Actual Net	Balance	2021/2022
INCOME						
Museum						
600	Donations	£1,600.00	£0.00	£0.00	£0.00	£1,000.00
610	Events	£300.00	£0.00	£0.00	£0.00	£0.00
620	Sales Income	£1,000.00	£0.00	£0.00	£0.00	£1,000.00
630	Sundry income	£0.00	£0.00	£0.00	£0.00	£0.00
Total Museum		£2,900.00	£0.00	£0.00	£0.00	£2,000.00

Expenditure

Museum						
6000	Museum Rates	£1,650.00	£1,650.00	£1,497.00	£153.00	£2,000.00
6100	Museum Events	£300.00	£300.00	£0.00	£300.00	£300.00
6110	Museum Telephone	£200.00	£200.00	£10.22	£189.78	£200.00
6120	Museum Stationery	£100.00	£100.00	£0.00	£100.00	£100.00
6130	Museum Security Alarm	£500.00	£500.00	£499.78	£0.22	£500.00
6140	Museum Stock for Resale					
6140/1		£0.00	£0.00	£0.00	£0.00	£0.00
6140	Total	£0.00	£0.00	£0.00	£0.00	£0.00
6150	Museum Subscriptions	£250.00	£250.00	£12.99	£237.01	£250.00
6160	Museum Equipment New					
6160/1	Display Cabinet Reserve	£250.00	£250.00	£0.00	£250.00	£250.00
6160/2	Museum New Equipment General	£500.00	£500.00	£422.54	£77.46	£500.00
6160	Total	£750.00	£750.00	£422.54	£327.46	£750.00
6170	Museum Equipment Maintenance	£250.00	£250.00	£48.14	£201.86	£250.00
6175	Museum Cleaning/Maint/Improvements	£175.00	£175.00	£10.62	£164.38	£175.00
6180	Museum Training	£180.00	£180.00	£0.00	£180.00	£180.00
6185	Museum Signage	£200.00	£200.00	£0.00	£200.00	£200.00
6190	Museum Mileage	£50.00	£50.00	£10.00	£40.00	£50.00
6195	Museum Sundries	£25.00	£25.00	£0.00	£25.00	£25.00
6200	Covid Requirements	£0.00	£0.00	£0.00	£0.00	£500.00
Total Museum		£4,630.00	£4,630.00	£2,511.29	£2,118.71	£5,480.00