

Norwich area museums committee

Date: **Tuesday, 05 March 2019**
Time: **14:00**
Venue: **Town Close Auditorium, Norwich Castle [Venue Address]**

For further information please contact:

Committee members:

Committee officer: Jackie Rodger
t: (01603) 212033
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Norwich City Council:

Councillors Fulton-McAlister (E) (chair),
Bradford, Huntley, Maxwell, Price and Trevor

Norfolk County Council:

Councillors Nobbs (vice chair), Clipsham,
Jones (B), Rumsby, Ward and Watkins

Democratic services
City Hall
Norwich
NR2 1NH

Co-opted non-voting members:

Brenda Ferris (Norfolk Contemporary Art
Society), Amanda Geitner (East Anglia Arts
Fund) and Felicity Devonshire (Friends of the
Norwich Museums), Councillor Buck
(Broadland District Council) and Councillor
Hardy (South Norfolk Council)

www.norwich.gov.uk

**Refreshments for members of the committee will be available in the
Castle Rotunda from 13:30**

Information for members of the public

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website.

Agenda

Page nos

1 Apologies

To receive apologies for absence

2 Public questions/petitions

To receive questions / petitions from the public

Please note that all questions must be received by the committee officer detailed on the front of the agenda by **10am on Thursday, 28 February 2019**

Petitions must be received must be received by the committee officer detailed on the front of the agenda by **10am on Monday, 4 March 2019**

For guidance on submitting public questions or petitions please see appendix 1 of the council's constitution.

3 Declarations of interest

(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)

4 Minutes

5 - 8

To approve the accuracy of the minutes of the meeting held on 11 December 2018

5 Norwich Museums Briefing; December 2018 to January 2019

9 - 22

To receive the report on the activities of the Norwich museums for the period December 2018 to January 2019, including:

- Presentation on Kick the Dust - project update, facilitated by Christine Marsden, project co-ordinator,

and opportunity to meet the team

6 Norwich Collections Rationalisation - Items for Consideration 23 - 48

As part of its strategy to review service needs and reduce costs Norfolk Museums Service (NMS) has an ongoing Collections Review & Rationalisation programme whereby collections are reviewed on a regular basis, and those which are not suitable for future display or study needs may be found alternative homes.

The programme follows best practice as advised by Arts Council England's Museums Accreditation Standard and the Museums Association's Code of Ethics standards of which have been incorporated into the NMS Collections Development Policy. The outline of which is noted in Annex 1

7 Committee schedule of meetings 49 - 50

Purpose - This reports sets out the schedule of meetings for this committee for the civic year 2019 to 2020.

Viking - Rediscover the Legend Exhibition

There will be an informal tour of the *Viking - Rediscover the Legend Exhibition* for members of the committee at the end of the formal business of the meeting. This will be facilitated by Dr Tim Peston, exhibition curator.

Date of publication: **Monday, 25 February 2019**

MINUTES

Norwich Area Museums Committee

14:00 to 15:30

11 December 2018

- Present:
- | | |
|---|---|
| <p>City Councillors:
 Fulton-McAlister (E), (chair)
 Bradford
 Huntley
 Maxwell
 Price
 Trevor</p> | <p>County Councillors:
 Brociek-Coulton (substitute
 for Councillor Jones (B))
 Rumsby
 Ward</p> |
|---|---|
- Co-opted non-voting members:**
Brenda Ferris (Norfolk Contemporary Art Society) and County Councillor
Buck (Broadland District Council)
- Apologies: County Councillors Nobbs (vice chair), Clipsham, Jones (B) and Watkins;
and, Felicity Devonshire (Friends of Norwich Museums), Amanda Geitner
(East Anglia Arts Fund) and Councillor Hardy

1. Public questions/petitions

There were no public questions or petitions.

2. Declarations of interest

None.

3. Minutes

RESOLVED to agree the accuracy of the minutes of the meeting held on
11 September 2018.

4. Norwich Museums briefing: September to November 2018

Jenni Williams, learning officer Norwich Castle, gave a presentation on the work of the Norfolk Museums Learning Team and its engagement with secondary schools and teachers. As a qualified history teacher, the learning officer had increased the number of school visits to the museums and ensured that events were relevant to the national curriculum at key stages 3, 4 and 5, by liaising with examination boards and teachers. (Copies of the learning programme were circulated at the meeting.)

During discussion members noted that the teachers' conference had been well attended. The costs had been kept to a minimum by hosting the conference at Norwich Castle and the key note speakers kindly giving their time for free. In reply to a member's question, the learning officer said that the teachers' feedback was encouraged after school visits and the learning programme was flexible so it could

be changed to reflect changes to the national curriculum and teachers' recommendations. A member suggested that there should be natural history events for schools. The learning officer explained how the major examination boards had selected places for its historic environments for key stage 4. Norwich Castle (Anglo Saxon and Norman) was the historic environments for the SHP examination board. A lot of schools in East Anglia were already with this board or were switching to it.

The assistant head of museums circulated copies of the Norfolk Museums Service Review 2017-18 to members at the meeting.

The assistant head of museums (head of service delivery) explained that he was now the director of the Keep project following the retirement of Dr Davies. The Heritage Lottery Fund would shortly be confirming permission to start the delivery phase and the project was on target. Recruitment was underway to fill vacant posts in the project team. The project design team would have assembled as much information as possible in the New Year for the next phase, with construction expected to commence in April or May 2019 and completion by the summer of 2020. The assistant head of museums referred to the action plan for the Keep project and said that he would bring further information about outreach work to local communities to the next meeting. This was where members could support the process with their local knowledge and connections and help develop new and existing links to engage the community with the project. The chair said that she would be addressing members of the city council at full council in January 2019 about the project. Discussion ensued on the practicalities of maintaining access to collections and office accommodation during the construction phase. The operations manager would be leading on this aspect of the project and the Viking exhibition would be critical. A member suggested that Norwich Access Group was consulted about the parking arrangements on the mound and access during the construction phase. A member suggested that activities could take place outside the castle during the construction phase but was advised that people attending pilot events on the Castle Green had not necessarily led to visits to the museum. Councillors Maxwell and Bradford said that the city council's planning applications committee had been unanimous in its decision to approve the planning application and listed building consent for the Keep project and that the presentation had been excellent. Members also considered that the televised Children in Need event had been an excellent showcase for the castle keep.

The assistant head of museums presented the report and highlighted areas of specific interest to members. The *Paston Treasure: Riches and Rarities of the Known World* had been one of the most complex exhibitions held at Norwich Castle, bringing together loans from over fifty national and international lenders. It had received critical acclaim and positive media coverage. Eight hundred copies of the affordable exhibition guide (priced at £9.99) written by Dr Francesca Vanke had been sold.

Members were advised that the assistant head of museums had visited the *Viking: Rediscover the Legend* exhibition at Nottingham, where it was a very popular indeed.

During the presentation, a member said that there had been a Girlguiding event to mark the international day of the girl on 13 October and suggested that there was potential for the museums service to coordinate the events in future years.

Members noted that the *Architecture Day: Grand Designs* on 3 November had attracted high levels of engagement and that there was potential to further develop this event in partnership with students and staff at Norwich University of the Arts. The *Could it be Magic* event held during half term in October had been successful. It was themed around magic and had links with the Science Festival, including an activity facilitated by the natural history curator, Dr David Waterhouse, around magic in creatures of the world and a performance by Neil Paris telling the *History of Magic*. The next *Knight Club* would be starting in January. In reply to a member's question, the assistant head of museums said that the learning team did work in partnership with PhD students and used their specific skills, for events like *Crazy Chemistry*, in addition to the existing programme. The Museum of Norwich at the Bridewell had offered a range of science-based activities during the October half term week.

Members welcomed the news that the Town Close Estate Charities would be funding the ST*ART club for the next three years. Members appreciated that the Freeman's charity had also funded the free open days at Strangers' Hall and the Museum of Norwich at the Bridewell in the summer.

The assistant head of museums said that Councillor Trevor had met with Christine Marsden, the project coordinator, to discuss engagement of young people with the *Kick the Dust* programme through her connections with community groups in her ward and city college. He suggested that the project coordinator be invited to the future meeting of the committee to update members on development of the project.

A member said that she had seen the statue of Samson at Gressenhall and considered that its restoration was "amazing". The assistant head of museums said that a case was being created so that the statue could be exhibited.

The operations manager presented the remainder of the report. He reported that the number of weddings held at Norwich Castle in the period September to November had plateaued at 139, but was still at a greater number than performed by the Registrar's service at its former venue, Churchman House. Weddings would continue to be offered at Norwich Castle during the construction phase of the Keep project and would include an enhanced offer which included a new entrance and facilities for wedding parties and guests. Members noted that the *History Mystery Escape Room* games at the Museum of Norwich now included sessions on Friday evenings and that it was about to introduce sessions on Sundays. In reply to a member's suggestion that merchandise associated with the museum or escape games be available to purchase, the operations manager said that there was potential to develop the partnership with Mystery History. Players were currently offered 15 per cent off museum admission and the games were linked to the museum's collections. The chair said that people liked dressing up and that this could also be considered. He said that he would take on board members' comments.

Members noted that the external lift would be closed from 11 February 2019 to allow for its refurbishment and was due to reopen on 15 April 2019. Members were reassured that there would be signage to the alternative routes during this period.

The committee also noted that September to November had been a busy period for venue hire and events at Norwich Castle, which had included a private view of the Armistice exhibition by the Royal British Legion following the culmination of the torch

relay on 21 October 2018. Norwich Castle had also hosted the city council's Big Boom fireworks display which had been very well attended. Members were advised that due to the construction works it would not be possible to host the fireworks at Norwich Castle next year. As mentioned earlier in the meeting, Norwich Castle had hosted the BBC Eastern region's live coverage of Children in Need.

The committee noted that a Wider Impact Group had been established to ensure that disruption to the operation of Norwich Castle was kept to a minimum during the construction phase of the Keep project. This group would be chaired by the operations manager, with support from Artelia, the project management consultants working on the Keep project.

The operations manager then circulated copies of visitor numbers to members. The hot summer this year meant that visitor numbers were less than last years. There was an enhanced offer at Strangers' Hall with the *Night Before Christmas* and the *Deck the Halls* events and it was hoped that visits to these popular events would exceed last December's visitor numbers at Strangers' Hall.

RESOLVED to

- (1) thank the officers for the report;
- (2) ask the assistant head of museums to invite Christine Marsden, the *Kick the Dust* project coordinator, to a future meeting of the committee.
- (3) note that the assistant head of museums will provide more information on how members can support the outreach element of the Keep project at the next meeting of the committee.
- (4) note that as agreed at the last meeting, the assistant head of museums will invite Charles Wilde, the county council's marketing manager to a future meeting of the committee.

5. Date of next meeting

RESOLVED to note that the next meeting of the committee will be at 14:00 on 5 March 2018.

(Following the conclusion of the meeting members of the committee took the opportunity to attend an informal tour of the Armistice exhibition facilitated by Jenni Williams, learning officer at Norwich Castle.)

CHAIR

Norwich Area Museums Committee 5 March 2019

Norwich Museums briefing: December 2018 to January 2019

1. Exhibitions at Norwich Castle

1.1 *Armistice: Legacy of the Great War* (20 October 2018 - 6 January 2019)

Generously supported by the National Lottery through the Heritage Lottery Fund and by other funding partners including the Town Close Estate Charity and the Norfolk Regimental Museum Trustees, *Armistice* was a major centenary exhibition which explored the breadth and depth of the impact of the First World War on Norwich and Norfolk, showing the physical impact on the county, coastal defences and changes in agriculture and industry, alongside stories of the communities and individuals whose lives were transformed by the War. The exhibition provided a finale to four years of commemorations across Norfolk Museums Service (NMS) and marked the culmination of research by individuals—including a team of 24 volunteers—local history societies and museums around the county.

Drawing on photographs, letters, posters, newspaper reports and evocative artefacts such as original uniforms and aircraft models, the exhibition explored how the war brought profound and long-lasting changes to the communities of Norfolk. The exhibition was produced in collaboration with the Norfolk Library and Information Service and Norfolk Record Office and was also a NMS-wide project, featuring loans from across the Service. Contemporary responses were also key, including Paddy Hartley's extraordinary work *Papaver Rhoeas* (the Latin name for the Common Poppy) which presented a series of intricately crafted and botanically accurate poppies created entirely from lambs' heart tissue and horsehair to explore ideas around remembrance.



The Hubbard wedding, photographed by Olive Edis

1.2 *Viking: Rediscover the Legend* (9 February – 8 September 2019)



This major partnership exhibition from the British Museum and York Museums Trust explores what it meant to be a Viking and how the Vikings transformed and shaped every aspect of life in Britain, featuring some of the most significant Viking discoveries ever made.

Over a thousand years since the Great Viking Army arrived in East Anglia in 865, the Vikings! *Viking: Rediscover the Legend* exhibition brings some of the most significant Anglo-Saxon and Viking treasures ever discovered in Britain to the Castle for an extended run from 9 February to 8 September 2019.

Featuring star objects from the British Museum and Yorkshire Museum, *Viking: Rediscover the Legend* offers a fresh perspective on how the Vikings shaped many aspects of life in Britain. The exhibition features a number of iconic objects including the Anglo-Saxon York Helmet - the most outstanding example of its type to survive, a knight from the Lewis Chessmen and the most significant Viking treasure ever found in the UK – the Vale of York, Cuerdale and Bedale Viking Hoards.

These finds are shown alongside highlights from Norwich Castle's own extensive collections, including many items on display for the first time, which help to tell the distinctive regional story of the Viking presence in East Anglia.

As well as providing a spectacular display, these fabulous objects are interpreted in new ways which challenge our perceptions of what it meant to be a Viking. The gallery features a range of different approaches to interpretation including interactives, making the exhibition accessible for visitors of all ages. A comprehensive programme of schools and other activities is being delivered alongside the exhibition including gallery tours led by the NMS exhibition curator Dr Tim Pestell.

1.3 Colman Gallery temporary displays (- 30 June 2019)

The current extended exhibition in the Colman Project Space is *Magritte: The Lost Painting*. This explores the story of the detective work recently undertaken on NMS' Magritte painting *La Condition Humaine*, where a quarter of a missing Magritte painting, *La Pose Enchantée* was discovered underneath the later work.



La Condition Humaine by Rene Magritte

1.4 Timothy Gurney Gallery - Visible Women (-28 April 2019)

A showcase of work by women artists from both the modern and contemporary NMS art collections. Works are in a variety of media by different artists, including Barbara Hepworth, Jo Spence and Penny Slinger.

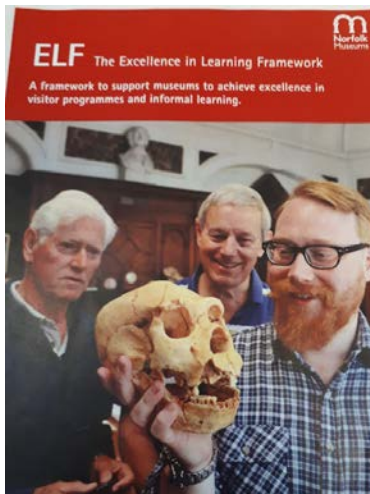
2. Forthcoming exhibitions

2.1. *Lines of Sight: Sebald's East Anglia* (10 May 2019-5 Jan 2020)

This exhibition will feature WG Sebald's photographs from his work *Rings of Saturn*, alongside recently discovered archive material. The exhibition will be shown in the Timothy Gurney Gallery.

3. Norwich Castle Events

3.1 Excellence in Learning Framework



The Norwich Learning team have been using the sector-leading *Excellence in Learning Framework* (ELF) to plan, deliver and evaluate the informal learning programme in Norwich for the last three years. ELF acts as a quality assurance

tool and supports robust professional practice and quality across the visitor programme. The process has also created a 'Learning Library' of the activities that have been developed, delivered and evaluated.

To support key stakeholders' priorities the ELF has recently evolved to include the Arts Council's *Creative Case for Diversity*, alongside key environmental categories based on the existing NCC Environmental policy and the Green Tourism Award scheme, for which Norwich Castle shall be applying as part of the NHLF-funded Keep project

3.2 New Programming: Taboo

A new strand of programming entitled *Taboo* is being developed by the Norwich Museums Learning Team. Serving as both a means of changing the conversations within museum setting and as a focus for developing the diversity of engagement, *Taboo* will help pilot activity which responds to Arts Council England's *Creative Case for Diversity*. NMS Learning Assistant Rebecca Hale has been commissioned to research and develop ideas around the museum collections as part of her AMA, with the first activity launched in May under the title *Colonialism and the Decorative Arts*, developed with NMS Senior Curator Dr Francesca Vanke.

Norwich Learning staff are also working closely with the Kick the Dust project team to develop this strand, with young people from the Thetford Teenage History Club delivering their own programmes of *Taboo*-themed activities during the Easter period. Future activities will contrast and compare the myth with the historical reality of the Knight, including examples of homosexuality, piety and the begetting of illegitimate children

3.3 New Programming: Female Voices tour

Developed as part of the *International Day of the Girl* event delivered in autumn 2018, a Female Voices tour was launched in January 2019 as one of the regular guided tour offers, highlighting inspirational women within the NMS collections including Margaret Fountaine, Margaret Paston, Amelia Opie, Margery Kempe, Jenny Lind, Boudicca and Emily Stannard.

3.4 Christmas Holiday programme: Peace: Street Party 1918

With a theme of Peace to thematically link with the Armistice exhibition and mark the ending of World War One, a programme of crafts including origami peace symbols, embroidery and a trail took place in the specially decorated Castle Keep between 19 December and 2 January.



*Loved it, please do more of all these craft activities, my daughter loved it.
Found out about different symbols of peace.
The volunteer helping was very calm and helpful, brilliant with children.*

3.5 Winter Wildlife Weekend 19-20 January 2019



The popular Winter Wildlife Weekend event attracted approximately 2,500 visitors across the two days, exploring all aspects of the museum natural history collections. The event also provided an excellent opportunity for wildlife partner organisations to benefit from Norwich Castle's city centre location in order to

promote critical sustainability agendas. A special admission price of £2 for adults (children free) was offered for this event.

3.6 Knight Club



Norwich Castle has recently celebrated the end of the second *Knight Club* course which commenced in January 2019. This six-week course for children aged 8-11 culminated in a private view to which friends and family were invited to enjoy a demonstration of the skills and knowledge gained by the young participants. As part of the event, each child was invited forward to be 'knighted' in public and was commended on their unique achievements. Excellent feedback was received from the attending parents.

This event had proved to be very popular with the media, including interviews for BBC Radio Norfolk and a visit from ITV Anglia – for the ITV Anglia coverage please follow this link: <https://www.itv.com/news/anglia/2019-02-17/knights-at-the-museum-arise-sir-seb-and-friends/>

NMS Learning Assistant Lee Warden was commissioned to run this very successful course, which forms a part of the 'Medieval Knight' strand of events that sit within the Keep project Activity Plan.

3.7 ST*ART Club

Now in its third year, the ST*ART for children aged 8-12 continues to develop. Led by arts educator Ali Atkins, and supported by the Town Close Estate Charities and East Anglia Art Fund, ST*ART club was set up to provide an inspirational and high-quality arena for children to develop artistically, creatively and personally. This winter's private view for the children's work (as they ST*ARTED painting) had the largest turnout yet seen from friends and family. Discretionary places are available as part of the funding structure

3.8 Viking Legend events 9 February-



An extensive visitor events programme will complement the run of the Viking exhibition at Norwich Castle. *Legend!* will provide an exciting range of themed days, activities and crafts to provide interactive fun for families of all ages. The programme started with *Invasion!* on Saturday 9 February featuring Ordgar, the wild Vikings of Novic who interacted with visitors and provided a dramatic spectacle. The pop-up selfie station *Like a Viking* enables visitors to pose with costume and props including beards, plaits, drinking horns and tunics while visitors can also have a go at making their own Viking headwear. Family events are complemented by a full programme of talks featuring experts from the British Museum, York Museums Trust, Norfolk Museums Service, UEA and the University of York will explore some of the exhibition themes in more detail.

4. Strangers' Hall

4.1 Christmas at Strangers Hall



Throughout December 2018 Strangers Hall hosted an enhanced Christmas event on each Saturday before Christmas. The event followed the story of the classic poem *'Twas the Night Before Christmas*, with rooms dressed to echo the illustrations in the tale. Visitors engaged with 'Mamma in her Kerchief' and 'I in my cap'. Christmas trees, 'snow' and reindeer created the feel of a winter wonderland in the front courtyard. The Christmas season was promoted on the front cover of the EDP Norfolk magazine. Visitors enjoyed special tours focusing on Christmas customs, and performances by two choirs, Auriga Capella and the NMS Castle Choir. There were also costumed characters, entertainment, story telling, mulled wine and Christmas crafts within a beautifully decorated museum. Children could also book to see Father Christmas in his Toy Workshop.

The event was a great success with strong reviews. Visitor numbers increased from 610 in 2017 to 1,570 in 2018, an increase of 157%. Staff plan to further enhance this offer in 2019, including increasing the numbers of event days.



4.2 Lord Mayor's coach conservation

The Lord Mayor of Norwich's coach, owned by Norwich City Council and normally located in the Coach House at Strangers' Hall, has recently been transported to Fairbourne Carriages near Maidstone for specialist treatment. The natural fibres and fillings of its upholstery have been a target for moth over the years and in order to prevent a larger infestation, the decision has been made to remove, treat and retain the upholstery (which is not original) and replace it with high-quality synthetic textile equivalents, minimising future problems.

4.3. Annual Deep Clean

January at the museum is devoted to the annual Deep Clean. With support from Strangers' Hall staff and the NMS Conservation Department, a record total of fifty two people, including Teaching Museum trainees, regular members of museum staff and volunteers who had specifically joined to help with the Deep Clean

participated. Joining them were a group of seventeen volunteers from English+, a local charity that supports newly-arrived residents in Norwich with limited English in language skills and general integration. A chance to spend time in a work environment in which the emphasis was on practical tasks which could be demonstrated rather than talked through, proved very valuable for participants, some of whom we hope will become regular volunteers for the museum.



5. Museum of Norwich at the Bridewell

5.1 History Mystery escape rooms partnership

The Christmas Panto season started this winter with stars from the Theatre Royal's Aladdin production being 'locked in' the escape room at the Museum of Norwich for an elaborate press and PR stunt.



Luckily the cast escaped and the press coverage coverage has boosted numbers to the game.

Partners History Mystery are now running games daytime and weekend weekdays, along with Friday and Saturday evenings. Bookings continue to be buoyant, with excellent comments being posted on social media by players to the game: *Absolutely loved it. Very interesting and challenging puzzles – great team work – we almost made it!*

5.2. Coffee mornings

Visitors to the Dementia Friendly coffee mornings continue to grow in numbers, thanks to the support of Age UK Norwich, and Norwich City Dementia Action Alliance, who have been promoting the mornings, which offer those living with memory loss an introduction to the museum at their own pace, followed by a cuppa and chat with museum collections. Last month the Mabel Rose Day Centre visited last month and commented; *'What a fantastic morning, the group loved it'*



5.3 Talking Statues

The Talking Statues trail continued to draw interest, as *Snap at the Museum* of Norwich was the subject of a competition run with the National Centre for Writing, and Creative Nation. Almost ninety under 16's entered the competition to be give Snap a voice. The competition was judged by Jenny Caynes and local author Alexander Gordon Smith. Details of the competition winner and celebrations to be given in the next report.



6. Learning Team activities and projects

6.1 HLF Kick the Dust programme

The National Lottery Heritage Fund (formerly known as the Heritage Lottery Fund) is providing a grant of £776,500 for the project *Norfolk Journeys*, under the HLF's Kick the Dust programme. This consortium project is being delivered in partnership with YMCA Norfolk and Creative Collisions (a youth arts network based in Great Yarmouth). The project aims to engage with 11-25 year olds – including those most hard to reach - during a four year period from 2018-22. Through the project the young people will be able to participate in a range of structured heritage activities that will develop their skills, experience and confidence.

Recruitment of the HLF- funded Project Coordinator and x3 Project Worker posts has been completed:

- Project Coordinator – Christine Marsden (based at Museum of Norwich)
- Project Worker (Norwich) – Rachel Daniel (based at Museum of Norwich)
- Project Worker (East) – Becky Demmen (based at Time & Tide)
- Project Worker (West) – Rachel Duffield (based at Gressenhall)

A summary of what the project aims to achieve:

“This project will create a model that will facilitate sustained engagement with the young people of Norfolk, including those most hard to reach. NMS will work with YMCA Norfolk and Creative Collisions, two organisations with a strong record of engaging the most vulnerable young people. Young people will create an individual journey into active engagement with Norfolk’s heritage, using structured progression pathways based around a menu of options, tailored to meet individual needs. Specialise mentoring and the support of NMS will ensure

young people reach their potential and achieve their aspirations. Outcomes for young people will include certificated skills and training, enhanced employment opportunities, active involvement in programming and a chance to shape the direction and governance of heritage organisations.”



The new project logo being used on social media accounts

The Project Coordinator will be providing an update to this committee meeting.

6.2 Norwich Learning Manager

Following Colly Mudie’s retirement, Dr Helen Lunnon has been appointed to the post of Norwich Learning Manager. Dr Lunnon is currently a lecturer for the UEA Cultural Heritage postgraduate programme. She takes up her new role in April 2019.

7. Other Developments

7.1 Venue Hire

December saw a number of large hire events taking place across Norwich Museums. Strangers’ Hall hosted another successful paranormal investigation event for *Fright Nights* Cambridgeshire & East Anglia. Norwich Castle hosted Christmas celebrations for local financial planners Smith & Pinching, as well as Keep Project sponsors the Computer Service Centre. Collectively venue hire brought an additional 300 visitors to the Castle over the festive period. January activities included hosting another ‘Welcome’ event for international students from the UEA, as well as the annual Business Leaders event for Norwich City Council. In addition the Castle hosted a medieval themed event for the charity ‘Street Child’.

February saw the opening event for the new blockbuster exhibition *Viking: Rediscover the Legend*. The exhibition is already off to a very strong start, with excellent visitor figures through the opening week and February half-term.

7.2 Wider Impact Group

During the construction phases of the Keep project there will be some disruption to the operation of the museum. In order that disruption is minimised, a working group called the Wider Impact Group is meeting regularly, chaired by Operations Manager Stuart Garner. This group will be supported by the Keep project Project Management consultants Artelia. Initial work areas covered by the Wider Impact Group include:

- A temporary entrance and ticket desk for museum visitors when the Keep phase 2 works commence in later 2019.
- An alternative catering unit for use when the current café closes as part of Phase 1 works.
- A temporary retail offer for when the shop closes as part of the Phase 2 works.
- Decanting of collections and cases from the Keep, Bigod Tower and Egyptology Galleries.
- Relocation and decanting of all office spaces, store rooms and education rooms within the construction areas of phase 2 building works
- Construction of a new permanent wedding guest entrance.
- Use of the Colman Gallery as a temporary ceremony room for registry office weddings.

7.3 External Lift refurbishment

Preparatory works to refurbish the external lift are now complete, with funding from the Norfolk County Council capital programme. R.G Carter have been appointed as the principle contractor overseeing the works and a new KONE lift has been ordered. The lift will close to the public on 18 March 2019 to allow for the refurbishment, with the new lift due to be opened on 17 May 2019.

7.4 Rotunda and Rotunda toilets refurbishment.

A programme of works to refurbish both the Rotunda toilets and general Rotunda area is currently underway, with works due for completion in mid-March 2019. The existing Rotunda basement toilets are being replaced with completely new facilities. With the assistance of local Interior Designers, Waldorf & Farrow, the main Rotunda areas will also be refurbished, including new décor, furniture and planting that will complement the Rotunda's 1960's architecture. Both the toilet and Rotunda refurbishment programmes are being funded through a successful bid made to the Landfill Communities Fund, WREN.

8. Visitor Numbers

Detailed visitor numbers will be circulated at the meeting.

Report contact:

Dr Robin Hanley

Assistant Head of Museums (Head of Service Delivery)

Norfolk Museums Service

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Norwich NR1 3JQ.

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AREA MUSEUMS COMMITTEE

5 March 2019

Item no:6

Norfolk Museums Service Norwich Collections Rationalisation - Items for Consideration A report by the Head of Museums

Executive Summary

As part of its strategy to review service needs and reduce costs Norfolk Museums Service (NMS) has an ongoing Collections Review & Rationalisation programme whereby collections are reviewed on a regular basis, and those which are not suitable for future display or study needs may be found alternative homes.

The programme follows best practice as advised by Arts Council England's Museums Accreditation Standard and the Museums Association's Code of Ethics standards of which have been incorporated into the NMS Collections Development Policy. The outline of which is noted in Annex 1

Recommendations:

Committee Members are asked to consider and approve the rationalisation of:

- The Norwich Social History items listed in Annex 2

1 Executive summary

This report asks Committee Members to consider and approve the rationalisation of museum collections identified by staff as falling outside of NMS' Collections Development Policy.

1.1 Background

1.1.1 NMS' ongoing Collections Review & Rationalisation Programme assesses collections for their relevance and cultural significance. Those that are not suitable for the future display or study needs of NMS may be found alternative homes, usually retaining them within a publicly-accessible domain. This is done with the aim of:

- Reducing NMS' accommodation needs to the minimum necessary for the safe and accessible storage of collections, in order to reduce the financial and staffing burden of collections care
- Ensuring that all collections are accessible and used on a regular basis for the benefit of the public
- Improves the care of the collections it retains

- Ensuring that those collections which are not key to the mission of NMS are cared for and made accessible by other organisations

The methods by which collections are rationalised are set out in Annex 1.

The programme was considered and approved by the Norfolk Joint Museums & Archaeology Committee on 14 January 2011.

2 Collections Review Programme

- 2.1 The objects listed in Annex 2 are from the Norwich Social History Collections and recommended for rationalisation by the methods proposed against each object.
- 2.2 The objects listed have been scrutinised and approved by NMS' internal Rationalisation Committee on 8 October 2018 which comprises the Chief Curator, the departmental Curator, Collections Development Manager, Collections Documentation Officer, the Senior Conservation Officer and the Registrar. Every effort will be made to find these objects a home in another museum or cultural institution.

3 Resource Implications

3.1 Finance

- 3.1.1 The Review & Rationalisation Programme is fully funded through Arts Council England's Major Partner Museums funding. There are no other revenue implications.

4 Other Implications

4.1 Equality Impact Assessment (EqIA)

- 4.1.1 The NMS Service Plan places diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment.

These assessments help the Service focus on meeting the needs of customers in relation to age, disability, gender, race, religion & belief and sexual orientation.

- 4.1.2 This review of collections aims to improve accessibility. Principles of representation and equality will guide the selection of objects for rationalisation, which will all be offered in the first instance to other Accredited museums.

4.2 Health and Safety Implications

- 4.2.1 The rationalisation programme will improve health and safety conditions for staff by removing risks inherent in overcrowded stores.

5 Section 17 – Crime and Disorder Act

- 5.1 NMS is working hard to help address the issues of social exclusion, one of the key triggers for crime and disorder. NMS provides services that are accessible to local people, encourage participation in cultural activities by people who are at risk of offending, engage offenders through a range of cultural projects, assist schools in improving pupil attainment and deliver opportunities to increase the number of people who are in education, employment or training.

Through these and many other projects the NMS is using its resources to contribute towards reducing crime and disorder in Norfolk.

6 Recommendation or Action Required

- 6.1 The Joint Museums Committee is asked to consider and recommend for rationalisation:

- the Norwich Social History items listed in Annex 2

Officer Contact

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

Steve Miller
Head of Norfolk Museums Service
Community Services Department
Tel: 01603 493620
Email: steve.miller@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Annex 1: Strategy for Rationalising NMS Collections

1. Introduction

As part of a regular programme of good collections care all museum collections will be reviewed to ensure that objects conform to standards of high priority and top quality. Material which does not conform will be disposed of. This paper sets out how the review will be undertaken. The key elements of the process outlined below are required under the Museum Accreditation Scheme, Arts Council England's standards scheme for museums that ensure good practice is followed in all publicly-funded museums.

The policy of NMS is to preserve and interpret Norfolk's history while also providing a window on the world for the people of Norfolk. NMS has rich and diverse collections and is ranked within the top 2.5% of non-national Accredited museums. These collections are held in trust on behalf of current and future generations. Those housed in the Castle Museum & Art Gallery and the Norwich Castle Study Centre have been Designated by the DCMS as being of national significance; only 50 out of over 2,000 Accredited museums have received this distinction.

Collecting within NMS is undertaken in accordance with the Collections Development Policy, which is reviewed and approved by Committee every five years (last revised in July 2015). This sets out the strengths of the collections, areas for future collecting and constraints on collecting, such as resources, space such as resources, space and expertise. Cromer Museum, for instance, will only acquire material that provides information about the history of Cromer not currently held within the museum. Thus, duplicates or material that is historic but not otherwise interesting or informative, will not be acquired.

This does not preclude collecting outside the terms of the Collections Development Policy in exceptional cases, such as the West Runton elephant, which is within the terms of the Policy but of unusual size and national importance. A similar exception is the famous teapot collection of over 3,000 examples, which is a nationally-important collection without parallel elsewhere in the country and supports the study of styles in ceramic design.

2. Using Collections

The Core Collections fall into three categories, with different levels of access:

1. **Display material** represents the best or most significant items in the collections and is easily accessible by all people visiting the museums. Gallery displays are highly interpreted to attract the interest of the general visitor and, hopefully, enthuse them. The Egyptology collection at Norwich Castle, for example, provides an interesting display for the general visitor

and an important resource for schools, which are able to study this part of the national curriculum from real objects in their local museum.

2. **Study collections** provide depth for people who want to learn more about a specific subject. The emphasis is on presenting as many objects as possible for study. Study facilities are provided at the Collections Study Centres at Shirehall and Gressenhall. Objects are either freely accessible when a museum is open, on open storage (easily accessible with an appointment or on regular open days) or in study rooms (open on set days a week).
3. **Long-term research material** is needed as evidence for current or future research and only needs to be available on an appointment basis. This can be contained in high density storage, thereby making the most cost effective use of space. Some of this material may duplicate other collections but museums have a responsibility to future research to ensure that important evidence is not destroyed unnecessarily. New analysis techniques are being developed all the time and often unprepossessing archaeological samples can provide important information. A balance needs to be struck between keeping enough for future needs but not so much that there are no resources to do anything else.

Items not retained for the Core Collections are categorised as follows:

4. **Working or demonstration material** Objects are put to working use or demonstration use at or on behalf of the museum. Items may require sufficient restoration to satisfy health and safety requirements and functionality. Work carried out on an object should take account of presentation issues of object preservation or restoration within the museum environment. Objects should be used under defined conditions that are stated in their documentation.
5. **Education, handling and loan collection** Objects are included for educational reference material only, including loans. There is an implied deterioration through usage over time.
6. **Set dressing** Objects are used as set dressing for on-site activities of the museum, following the principal of ultimate disposal through usage. They may also be re-used to enable the restoration of working collections.
7. **Dispersal** Objects are transferred or (as a last resort) sold to other organisations or individuals. NMS will follow Arts Council England's Accreditation and the Museums Association's guidelines. There will be a presumption that objects will be retained in the public domain and offered initially to similar institutions at whichever location provides the best balance of appropriate care, context and access.
8. **Disposal** Following Accreditation and Museums Association guidelines, objects which have no other viable home or use are disposed of or reused for restoring other objects or in creative projects.

3. The Review & Rationalisation Programme

The Review & Rationalisation Programme will particularly concentrate on identifying material which falls into categories 3-8. Some material in category

2 may also be reviewed as it is likely that this group contains objects which, over the years, have become surplus to requirements due to duplication within NMS.

Material in category 1 will not be reviewed since this will have been assessed when a decision was taken to put it on display. NMS has an ongoing programme of renewing or refreshing displays which allows for changing objects on display and assessing their importance.

3.1 First steps in the Rationalisation Programme

The Collections Development Manager will be responsible for the review programme. Other staff to be involved include:

- Chief Curator
- Head of Conservation or Senior Conservator
- Staff with curatorial responsibility for collections at specific sites, e.g. Curator of the museum
- Subject specialists

The first step will be to agree a review process and timetable with staff and identify staff teams to carry out the review. The timetable will be affected by major developments currently underway or in the planning cycle that will determine the availability of staff.

3.2 Identifying material for rationalisation

NMS shall particularly examine material in the following categories to consider them for rationalisation:

- Does not fall within the current collecting policy.
- Unethically acquired material.
- Loan material no longer required for display.
- Does not provide important information about Norfolk and its history.
- Is irrelevant to the collection.
- Has no reasonable expectation of being useful for display or research.
- Is unaccessioned (i.e. has not been properly recorded).
- Is unprovenanced (i.e. has no background information to provide a context).
- Is an unnecessary duplicate.
- Is of poor quality compared with other examples in the collection.
- Has deteriorated beyond any useful purpose (e.g. through decay or infestation. This might be a textile item that has rotted or a natural history specimen that has an infestation)
- Poses a threat to other objects or people (e.g. by contamination. This might be WW2 gas masks with degraded asbestos filters or radioactive geological specimens).
- Where there is no reasonable expectation that NMS will be able to provide suitable levels of curation or collections care.
- Is of good quality but would fit better into another museum's collection.
- May be more appropriate to the Norfolk Record Office or Norfolk Library & Information Service.

Meeting one of the above criteria does not automatically condemn any object. Each object will be considered on its merits. There may well be good reasons why objects that fall into one or more of the above categories should be kept, but they will be critically examined and justified.

3.3 Options for disposal

There are several ways in which material that is not suitable for NMS core collections might continue to fulfil a useful purpose. The list below indicates the methods of disposal which will be considered for each object, in descending order of priority:

- Transfer to another Accredited museum by gift
- Repatriation to country of origin
- Transfer to another public institution by gift
- Return to donor or lender (if there are compelling reasons to do so)
- Transfer to a handling collection for use with schools or the public
- Re-used to enable the restoration and operation of working machinery, which can be used to engage the public and demonstrate historic practices
- Set dressing to enhance museum displays
- Charitable donation
- Sale on the open market
- Destruction (as a last resort)

3.4 Process for decision taking

The process for taking decisions about disposal is time consuming but it is important to ensure that:

- all legal responsibilities are fulfilled,
- that the sensibilities of donors are respected,
- that the political views of the partners in the Joint Museums Agreement are taken into account, and
- that the public retain confidence in NMS and Norfolk County Council as trustees of Norfolk's heritage.

3.5 The process of selection for disposal will be as follows:





- Objects for disposal will be identified by staff with curatorial or collections care responsibilities at each site, assisted by subject specialists as appropriate
- Documentation will be checked to confirm that NMS is the legal owner of the items and is legally free to dispose of them (for example, there may be conditions attached to a bequest)
- The views of particularly interested groups or organisations will be sought
- If material was acquired or conserved with grant aid, contact will be made with the grant funding body to establish whether the funder has any requirements or views on the disposal. Reimbursement of grant aid is a standard requirement unless the object is to be transferred as a gift to another Accredited museum.

- Permission for disposal will be sought from the Joint Museums Committee

3.6 Process for disposal of accessioned material

Once the Joint Museums Committee has agreed the list of proposed disposals the following steps will be taken:

- As required by the conditions of the Museum Accreditation Scheme, a notice will be placed in the Museums Journal or its on-line equivalent, and any other appropriate specialist publications, advertising the availability of significant material to other Accredited museums.
- Direct contact will be made with any Accredited museums or other public institutions which would have a particular interest in any of the objects.
- If no Accredited museum is interested and the material was donated within the last 20 years, attempts will be made to contact the donor to return the item.
- Material in which no interest is expressed will be either sold or otherwise disposed of, once all reasonable efforts to find it a new home have been exhausted.
- Complete records of all transactions will be kept.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1938.10.SH 2	spinning wheel	Small spinning wheel, decorated with bone		Object is incomplete and is in poor condition. Other spinning wheels in better condition and with stronger provenance have been retained. Kett, Wayne 11.10.2016	Transfer. Offer to museums via Museums Journal.
NWHCM : 1955.215	spinning wheel	Wooden spinning wheel; probably 19th century; set on three legs; 2 reels attached at the top these are set on brass brackets;		This object is incomplete and in poor condition having suffered wood worm damage. We have numerous and more significant spinning wheels in the collection. Kett, Wayne 29.9.2016	Transfer. Offer to museums via Museums Journal.
NWHCM : 1975.481	press	Trouser press, 'Corby Automatic Stretcher Trouser Press', early 20th c		This object has been damaged by wood worm and is in very poor condition. Kett, Wayne 11.10.2016	Transfer. Offer to museums via Museums Journal.
NWHCM : 2008.325	collar	Collar for chinese woman to be worn on formal occasions with formal costume; overlapping embroidered leaves in blue with larger embroidered leaves in red below them black edging to leaves ; cream silk tassels ,with knot at top near collar edge ,from point of lower red leaves, fastening at back		This object is Chinese in origin and as such is outside NMS collecting policy. Suggest we find an alternative home with a more appropriate collection.	Transfer. Offer to SADAC and other museums via Museums Journal.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 2008.326	wedding robe	Wedding robe for chinese woman in red silk with embroidered motifs of butterfly and flower, centre front opening ; wide sleeves with band of black silk embroidered with flowers in silk thread and wider sleevebands in ivory silk with floral silk thread embroidery; black silk embroidered bands from side slits to base of robe and at neckline; robe embroidered with floral motifs in coloured silk threads		This object is Chinese in origin and as such is outside NMS collecting policy. Suggest we find an alternative home with a more appropriate collection.	Transfer. Offer to SADAC and other museums via Museums Journal.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1979.463.2	film	Film in metal container with red and white label; Kodak Nitrate Film 4M 20040 / 7U 00995; first frame shows two men in nightshirts; 1930s		Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016	Disposal. BFI to safely dispose of this object.



Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1979.463.3	film	Film in metal container with red label; No. 00/5/2 Kodak No. 1 3; title - Garlands of Welcome at the Indian Pavilion; 1930s		<p>Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016</p>	Disposal. BFI to safely dispose of this object.



Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1979.463.4	film	Film in metal container with yellow label; No. 9026/2 Kodak 3F 24913 / Kodak A20038 8439; first frame shows three men sitting on desk with another man standing in front of them; 1930s		<p>Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016</p>	Disposal. BFI to safely dispose of this object.



Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1979.463.5	film	Film in metal container with no label; Kodak UF 622H S7; first frame shows a boy and a woman in front of a house; 1930s		<p>Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016</p>	Disposal. BFI to safely dispose of this object.



Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1979.463.6	film	Film in metal container with a broken red and white label with inscription ...WBOY; Kodak Nitrate Film / Pathe & Eastman; first frame shows man and boy in front of grocery shop; 1930s		Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016	Disposal. BFI to safely dispose of this object.



Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1979.463.7	film	Loose film, Phate Cinema France / 3393 16; title - Air Chief Marshal Sir Hugh Trenchard inspects cadets at R.A.F. College, Cranwell; 1930s		<p>Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016</p>	Disposal. BFI to safely dispose of this object.



Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1979.463.8	film	Loose film, Kodak K F 1293 8250; first frame shows an old lady, a man and a woman in a room; 1930s		<p>Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016</p>	Disposal. BFI to safely dispose of this object.



Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1979.463.9	film	Loose blue film, Eastman / Ambrosia Torino Societa Anonima; first frame shows two men carrying a coach with woman inside; 1930s		<p>Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016</p>	Disposal. BFI to safely dispose of this object.



Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1979.463.10	film	Loose film, C Kodak 93G0918; first frame shows man leaning against wall; 1930s		<p>Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016</p>	Disposal. BFI to safely dispose of this object.








Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1979.463.11	film	Loose film, Kodak UF 622H 5 7; first frame shows two ladies playing tennis; 1930s		<p>Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016</p>	Disposal. BFI to safely dispose of this object.













Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1979.463.12	film	Loose film, Pathe & Eastman / Kodak Q F 1160 5741 Nitrate Film / Dupont P 096 96; first frame shows a man in military clothing; 1930s		<p>Nitrate film is difficult to store. NMS do not have the capability of legally storing nitrate film. This film was stored with the East Anglian Film Archive, they are no longer able to store the film for us, and neither are the Norfolk Record Office. The film is currently being stored by the BFI. Having viewed the film the BFI have declined the opportunity to acquire the film as it either duplicates what they already have or is unidentified. John Oliver from the BFI advised us that "another organisation who would wish to acquire those reels of film does not come readily to mind, as few places can legally store nitrate, in addition to the fact that the reels are just very small fragments from some unidentified features or shorts." The BFI are happy to safely dispose of the film for us providing we secure approval. Kett, Wayne 14.12.2016</p>	Disposal. BFI to safely dispose of this object.





Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1938.20	book	45 Volumes of Rees encyclopedia, c. 1879		Poor condition and outside of collecting policy.	Transfer - Offer to accredited museums via Museums Journal.
NWHCM : 1975.183.10	electric light fitting	Display unit showing the development of electric light from 1906 to 1956, contains one 8 candle power carbon filament bulb round with pip, about 1900; one 10 candle power cf bulb about 1896; one 60w cf bulb 1923; one 60w tungsten filament bulb 1923; one 60w tungsten coiled bulb 1934; one 60w charm light, 1936; one 60w sodium lamp 1935; one 20w 2ft fluorescent tube about 1940; one 80w mercury vapour u.v. 1935; space for 250 w mercury vapour, 1933; also literature on the history of the electric light and spare light bulb		This object does not fit within our collecting area as it is classified as Working Life (Energy Industry) being a display about how electric light works. Presumably designed for a teaching context, again this is not an area that we actively collect in. I cannot envisage either a research enquiry or display opportunity which would justify its retention. I am also concerned about whether there are possible H& S aspects which make it less suitable for keeping in storage. (Fragile glass, old wiring, possible asbestos content).	Transfer - Offer to accredited museums via Museums Journal. Note - If object cannot be re-homed with an accredited museum it must be safely disposed of by NPS as it contains asbestos.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 2003.20.2	bag	2 carrier bags in yellow plastic printed with Census 2001 in blue lettering		These objects are in poor condition and do not fit with the department collecting policy as they have no discernible link with the Norfolk area.	Transfer. Offer to accredited museums via Museums Journal.
NWHCM : 2018.90.4	horseshoe	Box of metal horseshoes		Object is in poor condition and has no provenance.	Transfer. Offer to accredited museums via Museums Journal.
NWHCM : 2018.90.5	post	Timber post with six holes on each side, marked with the letter P.		Object is in poor condition and has no provenance.	Transfer. Offer to accredited museums via Museums Journal.
NWHCM : 2018.90.9	scales	Metal balances		Object is in very poor condition and has no provenance.	Transfer. Offer to accredited museums via Museums Journal.
NWHCM : 2018.90.11	beam	Possible wooden part of a cart or trailer, various metal fixings including hooks.		Object is in very poor condition and has no provenance.	Transfer. Offer to accredited museums via Museums Journal.
NWHCM : 2018.90.12	trap	Metal trap, with two locks attached and metal cross attached to a chain.		Object is in very poor condition and has no provenance.	Transfer. Offer to accredited museums via Museums Journal.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 2018.90.16	table	Wooden table with a square hole cut in the middle.		Object is in very poor condition (leg missing) and has no provenance.	Transfer. Offer to accredited museums via Museums Journal.
NWHCM : 2018.90.21	bell	Metal bell attached to bent metal plate.		Object is in very poor condition and has no provenance.	Transfer. Offer to accredited museums via Museums Journal.
NWHCM : 2018.90.22	press	Part of a linen press		Only piece, the rest of the press is missing. Does not belong with any other press in the collection.	Transfer. Offer to accredited museums via Museums Journal.
NWHCM : 2018.90.28	pulley	Round wooden pulley with rusty metal hook, possibly part of another object.		Object is in very poor condition and has no provenance, and may be an incomplete object.	Transfer. Offer to accredited museums via Museums Journal.
NWHCM : 2018.90.31	plaque	Two metal plaques for J.A.S Cartland and Sons, Birmingham, brassfounders, inscribed 'Smith's Patent'.		Objects are in very poor condition, they relate to a Birmingham company and as such are outside of our collecting policy.	Transfer. Offer to accredited museums via Museums Journal.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 2018.90.32	eyelet machine	Hand operated eyelet machine mounted on a wooden board with a cast iron base and frame.		We have four other eyelet machines in the collection all in better condition and with a strong local provenance, this has none. Object is also in poor condition.	Transfer. Offer to accredited museums via Museums Journal.
NWHCM : 2018.90.34	stove	Metal stove on four legs, most of its black paint has corroded.		Object is in poor condition, has no provenance and is duplicated elsewhere in the collection.	Transfer. Offer to accredited museums via Museums Journal.
NWHCM : 2018.90.35.1	punch	Blacksmiths punch.		Object is in poor condition, has no provenance and is duplicated elsewhere in the collection.	Transfer. Offer to accredited museums via Museums Journal.
NWHCM : 2018.90.35.2	punch	Blacksmiths punch.		Object is in poor condition, has no provenance and is duplicated elsewhere in the collection.	Transfer. Offer to accredited museums via Museums Journal.
NWHCM : 2018.90.37	sack	White canvas sack.		Object is in poor condition and has no provenance.	Transfer. Offer to accredited museums via Museums Journal.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 2018.90.39	blade	Two pit saw blades, handles missing.		Object is in very poor condition and has no provenance.	Transfer. Offer to accredited museums via Museums Journal.
NWHCM : 2018.90.42	shelving	Metal shelving, 11 sections.		Outside of collecting policy and no provenance.	Transfer. Offer to accredited museums via Museums Journal.

Report to Norwich area museums committee
05 March 2019
Report of Director of business services
Subject Committee schedule of meetings for 2019-20

Item

7

Purpose

This reports sets out the schedule of meetings for this committee for the civic year 2019 to 2020.

Recommendation

That the committee agrees the following schedule of meetings for the civic year 2019-2020, all meetings at 14:00 on Tuesdays):

- 4 June 2019
- 10 September 2019
- 10 December 2019
- 3 March 2020

Corporate and service priorities

The report helps to meet the corporate priority a prosperous and vibrant city.

Financial implications

There are no direct financial implications from this report.

Ward/s: All Wards

Cabinet member: Councillor Kendrick - Resources

Contact officers

Jackie Rodger, senior committee officer

01603 212033

Background documents

None

Report

1. The committee usually meets at four times a year.
2. The dates proposed follow this pattern and take into account other meetings of the city and county councils, room availability and where possible try to avoid school holidays.
3. The schedule of meetings is similar to the schedule for 2018-19.
4. The city council agrees its schedule of meetings for the civic year at its annual council which will be held on 21 May 2019. The schedule of meetings for this committee will be ratified at this meeting.

Schedule of meetings

5. Colleagues at Norfolk County Council have been consulted on the proposed dates of meetings.