

Museums Committee Agenda

Monday, 28 November 2016 at 2.30 pm

Council Chamber, Aquila House, Breeds Place, Hastings, TN34 3UY.

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Agenda Item 3 Public Document Pack

MUSEUMS COMMITTEE

12 SEPTEMBER 2016

Present: Councillors Poole (Chair), Dowling (Vice-Chair), Bacon, Howard, Sinden, Edwards, Patmore, Webb (as the duly appointed substitute for Councillor Street)

Museum Association Representatives: Mrs Barrett, Mr Dudman, Mrs Purdey, Mr Peak and Mr Palfrey-Martin

54. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Street.

55. DECLARATIONS OF INTEREST

Councillors made no declarations of interest at this meeting.

56. MINUTES OF THE MEETING HELD ON 27 JUNE 2016

RESOLVED – that the minutes of the meeting held on 27 June 2016 be approved and signed by the Chair as a true record subject to the deletion item 49, the paragraph referring to Mr Dudman's reference to Geoffrey Malins, Photographer, which was incorrect.

57. NOTIFICATION OF ADDITIONAL URGENT ITEMS

None.

58. CURATOR'S REPORT

Cathy Walling, Museum Curator, presented a report to provide an update on issues arising from previous meetings and confirmation of Curator's actions.

1. The museum was successful in an application to the Arts Council England Museum Resilience Fund and has been awarded £85,000 for a project 'Finding our Place 2', to be delivered between 1 October 2016 and 31 March 2018.
2. The post for the Learning Officer is being advertised and recruitment process to replace the Archivist has started. Catherine Harvey will continue as Keeper of Art and World Cultures with responsibility for the exhibition programme.

Steve Peak said the Museum Association were keen the Archivist post continues for two days a week. The Curator confirmed this was still the case and that the Keep will supply training if required.

3. Repair works to the stonework at John's Place have been scheduled. The programme of works will commence at the end of September and take 6 weeks. The

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Contractors DCB have been appointed to undertake the work. Works will include repairs to the mortar and window and door surrounds on the south and west facing elevations. No weddings have been booked within this period.

RESOLVED - that the Committee accepts the report and are satisfied with the comments in the report.

59. WORLD WAR I PROJECT UPDATE

Cathy Walling, Museum Curator, presented a report to update members on the progress of the Hastings Lottery Funded WWI Centenary Project 'Hastings Remembers: Local Stories of the First World War'.

The five year project is half way through. Events in 2016 have included the screening of the 'Battle of Somme'; an exhibition entitled 'Stage, Screen and Trench', and the Young Curators group have looked at conscription, recruitment and conscientious objectors. There has also been a presentation to the Family History Group.

The volunteers are continuing to research names on the war memorial; family stories and links with Hastings' twin towns. Staff continue to regularly post local WWI stories on Social Media.

A further update on the project will be provided at the Museum Association AGM in December.

The Curator advised that a request has been received to support a commemorative plaque for Claude Nunney, VC, who was born in Bexhill Road. In addition, Claude Nunney will be honoured with a commemorative Victoria Cross paving stone in September 2018 as part of a nationwide Government WWI initiative. Mr Silk, researcher, has asked the museum to hold a civic event to unveil a plaque in July 2017. Members discussed the cost and resources involved in supporting one or both events combined and agreed that Hastings VC holders should be honoured. The Curator will contact ESCC to confirm details of the scheme funding for the event in 2018.

Councillor Edwards expressed his concern that the numbering of the buildings in Bexhill Road had since changed. The Curator advised him that commemorative plaques were often not fixed to the original building.

Members expressed the importance of Blue Plaques in the town and raised their concern that the budget for this was no longer provided.

RESOLVED – that the Committee accepts the report and are satisfied with the comments in the report.

60. MUSEUM ATTENDANCE FIGURES

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Cathy Walling, Museum Curator, presented a report to inform members of figures for attendances, educational activities and use of the Museum's website for the first quarter of 2016-17. Figures for April to July 2015 were submitted for comparison.

It was noted that the attendance figures for Hastings Museum and Art Gallery had increased by 919 for Quarter 1 when compared with the previous year.

Numbers of pupils in organised groups had increased by 358.

Participants in non-education provider sessions reached 218.

At the time of the meeting, the number of followers on Facebook had increased to 1,081 and Twitter to 1,152.

The number of weddings and civil ceremonies had reached 7, the same as quarter 1 last year.

The website figures were no longer required as a performance indicator.

Councillor Edwards asked who decides the cost of the weddings and where the income goes. The Curator advised him that the fee of £500 was set annually by Council. This money goes back to the museum.

Mrs Barrett enquired about the progress of Weddings and Civil Ceremonies taking place at the Town Hall. The Curator said that two people had cancelled their booking at the museum and re-booked with the Town Hall. Members discussed the benefits of the museum as a wedding venue.

The Curator advised that the Wedding Fayre had been very successful with 600 people attending, including exhibitors.

RESOLVED - that the Committee accepts the report and are satisfied with the comments in the report.

61. MUSEUM EVENTS AND ACTIVITIES

Cathy Walling, Museum Curator, presented a report to inform Members of forthcoming events and educational activities taking place at the Hastings Museum and Art Gallery during October to December 2016, for Quarter 2, 2016-17. These included:-

Exhibitions

17 September to 8 January: 'A Taste of Honeysett'. The cartoons of Martin Honeysett, part of Hastings & 1066 Country Cartoon Festival.

17 September to 8 January: 1066 -themed cartoons from Hastings & 1066 Country Cartoon Festival participants.

Continues: The Story of Hastings in 66 Objects'.

Continues: Changing contemporary exhibits in showcase 'What Hastings Means to Me'.

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Events

12 October: University of Brighton Heritage Forum on theme of 1066

13 October: 'Sidney Little: Not just a Concrete King.' Talk by Andre Palfrey-Martin.

25 October: Family Activity Day

29 October: Sussex Record Society Book Launch

5 November: Hastings Remembers, Local Stories of WWI event with Young Curators

11, 18, 25 November: Local History talks with Edward Preston

20 November: Museum Association excursion to Turner, Margate.

17 and 24 November: Arts Connect Art Walks for adults with learning disabilities and access issues

26 November: Cartoon Christmas Card workshop, part of Cartoon Festival.

1, 8 & 15 December: Arts Connect Art Walks for adults with learning disabilities and access issues

2, 9 December: Local History talks with Edward Preston

4 December: Museum Association AGM

RESOLVED - that the Committee accepts the report and are satisfied with the comments in the report.

62. MUSEUM ACQUISITIONS

Cathy Walling, Museum Curator, presented a report informing members of thirteen items acquired by the Museum in the last quarter and the names of donors. The items included: -

1. Painting of the Stade in 1949 by Sydney Maiden

Donor: Brassey Fund.

This item was purchased through the Brassey Fund.

2. Set of 9 miniature postcards of Hastings by Judges.

Donor: Bourne Hall Museum

3. Four copy photographs of Hollington; Copy of booklet on Royal Mail in WW2.

Donor: Mrs S. Novis

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4. Documents relating to University School Hastings, including school reports for William Brown Tucker, 1894-5.

Donor: Mrs H. Self

5. Postcard of Hastings 1958

Donor: Mrs A. Mann

6. Card index of JM Baines research notes, folders of place name research, copy photographs used in 'Unseen Hastings and St Leonards'.

Donor: F. Crouch

7. Theatre programmes and tickets from White Rock Pavilion, St Mary-in-the-Castle from 1970s to 2003.

Donor: Mrs S. Hayward

8. Two wooden road surfacing blocks from King's Road; Brochure for Millars, Karri and Jorrah, manufacturers of blocks.

Donor: Mr J. Green

9. Photograph album of Ethel Tucknott, local WAAF and policewoman.

Donor: Mr R.J. Kind

10. Book of Centenary of Hastings & St Leonards Gas Company

Donor: Mrs L. Wilkins

11. WW2 newspapers, Spencer Tracey film poster

Donor: Mrs L. Allum

12. Teaspoon from Lyons Teashop, 15 Wellington Place, Hastings

Donor: Mr D. Dine

Councillor Sinden asked if there were any proposals for the hoard of coins. The Curator advised him that the coins had been put on display between a year and 18 months ago and were now in storage.

Mrs Barrett referred to the acquisition of two wooden road surfacing blocks and queried the condition of one in the High Street Councillor Poole said they would make enquiries to find out who the owner was and if it could be repaired.

Mr Palfrey-Martin commented on the interesting bygone photos of Battle Road donated by Mrs Novis and he encouraged everyone to donate similar photos.

In response to a question, the Curator said they had six boxes of documents celebrating 1966, containing council documents, meeting documents and minted medallions.

RESOLVED - that the Committee accepts the report and are satisfied with the comments in the report.

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12 SEPTEMBER 2016

63. ADDITIONAL URGENT ITEMS (IF ANY)

None.

(The Chair declared the meeting closed at. 3.24 pm)

Agenda Item 5



Report to: Museums Committee

Date of Meeting: 28 November 2016

Report Title: Curator's Report

Report By: Cathy Walling
Museum Curator

Purpose of Report

To provide an update on issues arising from previous meetings and confirmation of curator's actions

Recommendation(s)

- 1. That the Committee accepts the report and are satisfied with the comments in the report**

Reasons for Recommendations

Introduction

1. The vacant post of Learning Officer has been filled and Samantha Smith will start on 1 December. The Museum is currently recruiting for the Keeper of Local History & Archives and hope to appoint before the end of December.
2. Sonia Rasbery has been appointed to the role of Project Consultant for the ACE-funded Resilience project. The briefs for the Consultant roles and job descriptions for the interns have been prepared and recruitment has started.
3. Hastings Museum & Art Gallery has been recommended by Arts Council England as a partner in an innovative project looking at Intangible Cultural Heritage. ICOMOS-UK (International Council on Monuments and Sites) is a national committee which advises UNESCO. They are currently looking in depth at specialisms set out in the 2003 UNESCO Convention for the Safeguarding of Intangible Cultural Heritage and will use ACE money to facilitate workshops to raise awareness of oral traditions, language, social practices and rituals, traditional craftsmanship etc. Workshops should take place in February/ March 2017.
4. We are also working with the University of Sussex Africa Centre on a research project looking at African collections. This will be followed by the dissemination of collections probably by web output.
5. The A. G. Leventis Foundation aims to support educational, cultural and artistic causes in Cyprus and Greece. They are currently funding a new register of Cypriot material in the UK, a project which is being managed by the British Museum's Department of Greece and Rome. The Brassey collection of Cypriot material will be photographed and the project will include specialist identification and dissemination by web and/or catalogue.
6. A motion to support the placing of a blue plaque to commemorate Claude Nunney was agreed unanimously at Full Council on 26 October 2016.

Wards Affected

None

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	No
Environmental Issues	No
Economic/Financial Implications	No
Human Rights Act	No

Organisational Consequences	No
Local People's Views	No
Anti-Poverty	No

Additional Information

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Agenda Item 6



Report to: Museums Committee

Date of Meeting: 28 November 2016

Report Title: Update of Museum Statements and Policies

Report By: Cathy Walling
Museum Curator

Purpose of Report

To review the Museum's Environmental Policy Statement and Collection Management Policy

Recommendation(s)

- 1. That the Committee accepts the report and are satisfied with the comments in the report**

Reasons for Recommendations

Introduction

1. In December 2015 Hastings Museum's Full Accreditation status was confirmed by the Arts Council assessors. The Accreditation scheme sets nationally recognised standards for Museums in the UK and enables the institutions and their governing bodies to assess current performance and plan and develop their services.
2. Museum policy documents and statements, approved by Cabinet, are an important part of the process. Some of these documents are now due for review.
3. The Collection Management Policy sets out the standards of care by which the Museum's collections are governed, and explains how they can be preserved for current and future users.
3. Little has changed since the CMP was written in 2015. There are amendments to reflect that the Old Town Hall is no longer a Museum, and that the collections management software is due to be upgraded.
4. The Environmental Policy Statement reflects the Museum's recognition that its activities have an impact on the environment which must be mitigated where possible.
5. The only change to this statement is to remove the Old Town Hall Museum from the title page and to update the next review date.
6. Hastings Museum & Art Gallery will be invited to re-apply for Accreditation in May 2018 for return in November 2018.

Wards Affected

None

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	No
Environmental Issues	Yes
Economic/Financial Implications	No
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No
Anti-Poverty	No

Additional Information

Appendix 1: Environmental Statement

Report Template v28.0

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Hastings Museum and Art Gallery

~~Old Town Hall Museum~~

(Hastings Borough Council)

Environmental Policy Statement 2015

Date on which this statement was approved by governing body:

January 2015

Policy Review procedure:

We will review the environmental statement at least every year to ensure that it is line with national guidelines and standards.

The Museum will incorporate actions that arise from this policy in its Forward plan.

Date at which this policy is due for review:

~~January 2016~~ November 2017

Hastings Museum and Art Gallery

Hastings Museum and Art Gallery recognises that its activities have an impact on the environment, in particular from energy use and visitor transport to the building. This policy, in co-existence with the Hastings Borough Council Environmental Policy, describes how the Museum mitigates these impacts, is committed to the prevention of pollution and legal compliance, and sets targets to achieve continual environmental improvement.

Energy

- Electricity and gas consumption is monitored with meter readings taken monthly
- Temperature levels are monitored and procedures in place to most efficiently set heating system controls, room thermostats and thermostatic radiator valves, while taking into account conservation needs of Collections
- Lighting and equipment is only switched on when needed
- A programme is in place to replace current lighting with LEDs where possible

Waste

- Documents are only printed where necessary with double-sided printing set as default
- Waste paper and glass are segregated and recycled
- The possibility of a mixed recycling service will be considered by consultation with HBC

Water

- Water usage is monitored with meter readings taken on a monthly basis

Transport

- The Museum will endeavour to promote sustainable options for staff and visitor travel.

This policy is reviewed annually and updated to reflect new initiatives and developments.

Date of next review is ~~January 2016~~ November 2017

Hastings Museum and Art Gallery

~~Old Town Hall Museum~~

(Hastings Borough Council)

Collection Management Policy

Date of approval: January 2015

Date of Review: ~~January 2016~~November 2017

1.0 Statement of Purpose

Hastings Museum and Art Gallery's collections are at the heart of what we do. There are over 95,000 objects covering art, archaeology, world cultures, natural sciences, social and local history. The documentation and care of our collections is central to delivering our service aims as detailed in our statement of purpose:

Hastings Museum and Art Gallery (HMAG) aims to fulfil its core role in the preservation, collection, documentation and interpretation of the collections associated with the history and natural history of the area, the fine arts and from a wider cultural context. Visitors and other users will be at the heart of what we do, and we believe that our collections have the power to educate and inspire people of all ages, backgrounds and abilities, and the local communities we serve.

2.0 Documentation

2.1 Commitment to Documentation

HMAG is committed to ensuring that all its collections and loans are documented on the collections database (currently MODES XML) to the Accreditation standard and are SPECTRUM compliant.

2.2 Policy Aims

The aim of the policy is to ensure that HMAG fulfils its responsibility to safeguard its collections and to make them accessible to the public. The policy will ensure that the information we hold relating to the collections is accurate, secure, reliable, consistent and accessible. We aim to:

- Improve accountability for the collections
- Maintain at least the minimum professional standards in documentation procedures and collection information
- Extend access to collection information
- Strengthen the security of the collections

2.3 Ethics and Legislation

HMAG will take account of all relevant ethical guidelines and legislation in documenting collections including Data Protection and Freedom of Information legislation. We will also abide by the standards of the Museum Association Code of Ethics.

2.4 Cataloguing Standards

HMAG will maintain at least the minimum level of collections documentation that allows us to identify and locate all items for which we are legally responsible, including loans. We are committed to following SPECTRUM, the UK Collections Management Standard for all primary procedures:

- Object Entry
- Acquisition

- Loan In
- Loan Out
- Location and Movement Control
- Cataloguing
- Object Exit

The minimum level of object cataloguing is identified as Inventory level, and is applied particularly to retrospective documentation. The record of each object (or group of closely related items e.g. bulk archaeology) will contain:

- Accession number
- Number of items
- Simple object name
- Brief description
- Acquisition history (date, method) or recorded as found in documentation backlog as 'untraced find'
- Location
- Record creation information e.g. recorder, date

All new acquisitions will be given more detailed records where possible, including the fields described above plus any of the following:

- Other historical numbers
- Identification information
- Object description information (e.g. dimensions, material, colour, sex)
- Production information
- Field collection information
- Reproduction (e.g. digital image file)
- Other historical information or notes

The Museum will not add to its retrospective documentation backlog, and all new acquisitions will be documented within 3 months.

HMAG will continue to eliminate the Museum's documentation backlog, and to resolve discrepancies between inventory records and existing documentation. A Documentation Plan has been produced which includes dealing with the backlog, and is included in the Documentation Procedural Manual.

2.5 Security of Data

HMAG will ensure the physical security of the records in the documentation systems, and their long-term preservation, whether paper or digital. We will update manual and digital records as appropriate.

Daily back-ups are made of digital databases and back-up copies held away from the Museum building.

Security copies are maintained of the manual Accession Registers and held at a different site from the originals.

HMAG will maintain our ~~computerised database collections management software~~ (currently MODES XML) to ensure it does not become obsolete. MODES is due to be updated to the latest version (MODES Complete) by the end of 2016. We will ensure that programme updates are applied as they become available from the software supplier so that we have full technical support.

2.6 Access to Collections Information

HMAG is committed to ensuring that our documentation allows access to information for staff and researchers. We are working towards improving access in areas where it is not possible because of the backlog.

Some information will always be treated as confidential, such as donor information, valuations and location details. All requests for access to information on collections will be considered in terms of compliance with relevant legislation, including Freedom of Information and Data Protection Acts, and any legal agreements, conditions of gift, copyright or other restrictions.

3.0 Collection Care and Conservation

3.1 Commitment to Collection Care

Hastings Museum and Art gallery is committed to ensuring that all its collections and loans are cared for to nationally recognised standards of best practice including the Accreditation standard.

3.2 Policy Aims

The aim of the policy is to ensure that HMAG fulfils its fundamental duty to care for its collections based on a combination of preventive and remedial conservation designed to ensure long-term preservation, within the resources available.

- Preventive conservation covers the measures necessary to slow down or minimise deterioration of museum objects, specimens and structures.
- Remedial conservation involves a treatment to an object or specimen to bring it to a more acceptable condition or state in order to stabilise it or enhance some aspects of its cultural or scientific value.

3.3 Collection overview

The Museum will survey, benchmark and visually inspect the conditions in which collections are kept to determine priority areas for improvement in line with best practice as defined by *Benchmarks in Collections Care* and the SPECTRUM procedures. The condition for all HMAG collections will, as a minimum, meet or exceed the 'basic level' requirements of

Benchmarks in Collections Care.

3.4 Provision of suitable building conditions

The Museum is currently operated from ~~three~~two sites that are robust and fit for the purpose of housing collections.

Collections are safeguarded through the management of the following systems:

- Building Maintenance
- Mechanical and Electrical (M&E) Maintenance
- Building Management Systems
- Intruder Alarms
- Fire and Evacuation Systems

All relevant M&E systems will be covered by service contracts and inspected periodically. Any M&E maintenance work will include considering collection care and collection staff will be involved in any decisions concerning alterations to the status quo e.g. changes to type or numbers of lights.

3.5 Environmental Monitoring

The Museum will:

- Monitor the environment in storage and display areas, to measure and record relative humidity (RH), temperature, visible light and ultraviolet radiation (UV) where applicable.
- Collect environmental data using continuous recording systems and hand held meters.
- Collate, utilise and act upon data to provide stable and appropriate collection environments.
- Monitor, manage and eradicate pests through good housekeeping.
- Balance the consumption of food and drink in its buildings as part of users' experience while ensuring these do not put collections at risk.

3.6 Environmental control

HMAG will store and display collections in suitable environments that minimise their rate of deterioration, while recognising that it is not always possible to control one or more of the environmental factors within a store or display.

Control factors and methods:

- **Relative humidity (RH) and temperature:** Due to the nature of the Museum building and its heating, RH tends to be low and temperature high compared with the ideal for general mixed media collections (40-60% RH with less than a 10% fluctuation in any 24 hour period, and 18–25 centigrade). The stores are generally within the desired limits for RH, although may be colder in the winter and hotter in the summer.
- **RH and temperature controlled locations:** In areas that are controlled using air conditioning equipment, RH is held to 53% +/-2%.
- **Visible light:** 50–250 lux, depending on the light sensitivity of the

object and duration of its annual light exposure; controlled by use of blinds and shutters to eliminate daylight and by use of appropriate artificial lighting.

- **UV radiation:** less than 75mW/lm (microwatts per lumen), controlled by eliminating unfiltered daylight and using bulbs that do not emit UV.
- **Display case construction:** where appropriate, objects on display will be cased, which buffers against damaging environmental fluctuation. Internal case environments may be tailored to suit the objects within, for example silica gel buffering material or other internal controls may be used, where necessary, to maintain a higher or lower RH. Lighting will be controlled to prevent heat build-up and excessive light levels. Case environments will be inert in accordance with case specifications produced by collection team. Case fabrics will be selected to ensure they are suitable and do not release pollutants.
- **Storage:** where practicable, stored collections will be housed in cupboards, inert crates or boxes to protect against dust. Store areas should be suitable for purpose with good physical access.

3.7 Housekeeping

The Museum will continue the following housekeeping processes:

- **Cleaning**
Housekeeping programmes will be established and followed in line with action plans. Staff will clean storage and display areas in a way that is not detrimental to the collections.
- **Pest management**
Storage and display areas will be monitored regularly using insect traps and random visual checks. Should pests be detected, the trap contents will be recorded and the area monitored rigorously to locate and eradicate the source.

3.8 Handling, moving and transport

Museum objects are particularly at risk when being moved or handled. HMAG will:

- Assess whether the moving or handling an object is necessary and could be avoided.
- Move its objects safely and securely
- Plan and risk-assess the movement of large or awkward items.
- Method statements will be produced by the responsible curator.
- All objects that are transported will be suitably wrapped or crated to give them the most suitable protection, as specified by the responsible curator.
- Ensure that manual handling equipment is risk-assessed and well maintained.

3.9 Emergency planning and staff training

The Museum will produce emergency plans for all venues housing museum collections. These will be regularly reviewed and updated where necessary. Staff will receive training as appropriate following amendments and at regular intervals to ensure they are aware of procedures and their individual responsibilities.

3.10 Security

The Museum will have an expert assessment of security arrangements at least once every five years. This is a requirement of the Museum Accreditation scheme. HMAG will act on this advice and draw up an action plan. The Museum will risk assess the security of objects put on display with particular consideration to objects on open display.

3.11 Remedial Conservation

Remedial conservation is the active treatment of an object to stabilise its condition, or to enhance its condition, or some aspect of its significance for study and interpretation. The first priority is preventive conservation; remedial conservation is the last resort.

Where remedial work is necessary the museum will work in accordance with the following principles:

- Suitably qualified and experienced staff. Only appropriately qualified and experienced conservators and collections care staff will be employed to carry out conservation work. External conservators should be accredited with The Institute of Conservation's Conservation Register.
- Documentation of condition and treatment. All conservation work will be carried out to a written brief and treatment will be photographed and recorded.

3.12 Expertise, advice and services

HMAG is committed to continuing professional development of its staff and to the building of relevant knowledge and expertise. Caring for the collections is the responsibility of all staff. All guidelines and information relating to collections care practices and procedures are held on the network drive which is accessible to all staff.

4.0 Ethics and Legislation

4.1 In caring for the collections the Museum will follow the relevant ethical guidelines and legislation:

- Museum Association Code of Ethics
- Health and Safety at Work Act 1974
- COSHH Regulations 2002
- Care of Human Remains guidance 2005
- Fire Arms (Amendment) Act 1988
- Wildlife protection guidance

4.2 Health and Safety

HMAG has a duty of care to avoid exposing staff, volunteers and visitors to health and safety risks. All staff and volunteers will be made aware of our health and safety policy and practical safety issues.

4.3 Copyright and intellectual rights

The Museum respects the rights of copyright and intellectual rights owners and seeks to clarify and document any restrictions or permissions at the time of acquisition. Where full rights are not transferred to the Museum, the following will be recorded on the object's MODES record as required: the copyright holder; any licence to make copies (whether for exhibition, marketing, educational use, preservation, sale or merchandising); and the credits to be given.

5.0 Reference to other Policies and Plans

The following plans impact on the Museum's Collections Management Policy:

- Emergency Plan
- Forward Plan
- Collections Development Policy
- Access and Learning Policy
- Security Assessment and actions
- Volunteer Policy
- Documentation Procedure Manual

Agenda Item 7



Report to: Museums Committee

Date of Meeting: 28 November 2016

Report Title: Museum Visitor Figures

Report By: Cathy Walling
Museum Curator

Purpose of Report

To inform members of figures for attendances, educational activities and use of the website for the second quarter of 2016-17

Recommendation(s)

- 1. That the Committee accepts the report and are satisfied with the comments in the report**

Reasons for Recommendations

Introduction

1. Attendances

The figures for July to September 2015 are given for comparison.

	Q2 2016	Q2 2015
Number of visitors	13,650	13,119
Pupils in organised groups	1,457	1,229
Participants in non-formal education sessions	1,268	657

2. Social media

As of 15 November 2016 the Museum has 1,197 followers on Twitter and 1,209 on Facebook. A Facebook post of photographs showing Hastings Town Centre in 1990 reached 17,187 people.

3. Weddings and Civil Ceremonies

There were 8 ceremonies in Q2 compared to 10 for the same period last year.

4. Comment

Schools which have visited this quarter include The Baird Primary Academy and Guestling Bradshaw Primary. The non-formal education provider sessions include a family activity day, print workshops, story-telling, researchers, talks by Edward Preston and Ken Brooks, and toddler groups.

Wards Affected

None

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	No
Environmental Issues	No

Economic/Financial Implications	No
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No
Anti-Poverty	No

Additional Information

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Agenda Item 8



Report to: Museums Committee

Date of Meeting: 28 November 2016

Report Title: Museum Events and Activities

Report By: Cathy Walling
Museum Curator

Purpose of Report

To inform members of exhibitions, events and educational activities planned for Quarter 4 at the Museum

Recommendation(s)

- 1. That the Committee accepts the report and are satisfied with the comments in the report**

Reasons for Recommendations

Introduction

The following events and activities will be taking place at Hastings Museum and Art Gallery during January to March 2017.

Exhibitions

17 September to 8 January: 'A Taste of Honeysett'. The cartoons of Martin Honeysett, part of Hastings & 1066 Country Cartoon Festival.

17 September to 8 January: 1066 -themed cartoons from Hastings & 1066 Country Cartoon Festival participants.

14 January to 19 February 2017: 'Alternate Legacies', collaboration between Christine Gist, Sharon Haward and Leonie Young.

20 January to 7 May: 'George Graham: The Creation Paintings'.

11 February to 2 April: 'In with the Old', ceramics by Scott Garrett.

4 March to 30 April: 'Spring Selection', seasonal works from the Museum collection.

Events

14 February: We Love Dinosaurs: Family Activity Day.

26 February: 'Gone and Nearly Forgotten - a history of St Leonards Pier', Museum Association Talk by Steve Peak.

19 March: Lunchtime Concert, Museum Association Event.

Wards Affected

Castle

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	No
Economic/Financial Implications	No
Human Rights Act	No

Organisational Consequences	No
Local People's Views	No
Anti-Poverty	No

Additional Information

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Agenda Item 9



Report to: Museums Committee

Date of Meeting: 28 November 2016

Report Title: Museum Acquisitions

Report By: Cathy Walling
Museum Curator

Purpose of Report

To inform members of recent donations and acquisitions to the Museum's Collections

Recommendation(s)

- 1. That the Committee accepts the report and are satisfied with the comments in the report**

Reasons for Recommendations

Introduction

The following items have been acquired by Hastings Museum in the last quarter.

1. Painting of Winchelsea by W H Borrow

Donor: Mr D Padgham

2. George V Silver Jubilee Commemorative spoon

Donor: Mr J Buss

3. WWI cigarette cards and postcards

Donor: Mrs L Allum

4. Grey owl postage stamp from Canada

Donor: Mrs Larsen

5. WWII household ARP First Aid kit

Donor: Mrs J Race

6. Printing block with Hastings crest

Donor: Mrs C Cooper

7. Leather belt and picnic rug handles, from house in St Leonards

Donor: Mrs D Rolls

8. St Clement's Church Appeal booklet, 1961

Donor: Mrs D Mitchell

Wards Affected

None

Policy Implications

Please identify if this report contains any implications for the following:

Equalities and Community Cohesiveness	No
Crime and Fear of Crime (Section 17)	No
Risk Management	Yes
Environmental Issues	No
Economic/Financial Implications	No
Human Rights Act	No
Organisational Consequences	No
Local People's Views	No
Anti-Poverty	No

Additional Information

Officer to Contact

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