

Public Document Pack

# Museum Committee Agenda

**Monday, 9 September 2019 at 2.30 pm**

Council Chamber, Muriel Matters House, Breeds Place, Hastings, TN34 3UY.  
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	<b>Page No.</b>
1. Apologies for Absence	
2. Declarations of Interest	
3. Minutes of the previous meeting	1 - 4
4. Notification of additional urgent items	
5. Museum Update Report <i>(Damian Etherington, Museum and Cultural Development Manager)</i>	5 - 12
6. Collections Report <i>(Damian Etherington, Museum and Cultural Development Manager)</i>	13 - 18

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# Agenda Item 3 Public Document Pack

## MUSEUM COMMITTEE

11 MARCH 2019

Present: Councillors Forward (Chair), K Beaney, Bishop, Evans, Levane, Sinden, Patmore, Webb and Museum Association Representatives, Mrs Purdey, Mr Peak, Mr Palfrey-Martin and Mr Dudman.

### 1. APOLOGIES FOR ABSENCE

Apologies were received for Councillor O'Callaghan (substituted by Councillor Evans) and Mrs E Barrett.

### 2. DECLARATIONS OF INTEREST

None.

### 3. MINUTES OF THE PREVIOUS MEETING HELD ON 25 JUNE 2018 AND 10 SEPTEMBER 2018

**RESOLVED** – That the minutes of the meetings held on 25 June 2018 and 10 SEPTEMBER 2018 be approved as a true record and signed by the Chair.

### 4. NOTIFICATION OF ADDITIONAL URGENT ITEMS

### 5. MUSEUM UPDATE REPORT

The Museum and Cultural Development Manager presented a report to update the Committee on the museum's work since the last formal meeting.

This report outlines the work of the museum since the previous formal Museum Committee meeting and includes an update from the Informal Committee Meeting in November 2018.

The museum enjoyed a good December, with the Festive Family Trail during the Christmas holiday helping to boost the visitor figures for Quarter 3. Particularly well attended was the Winter Tales day with 235 people visiting the museum.

The museum has earned £17,264 of its target this year. This is in line with previous year's income figures. In the coming year a full review of the museum's fees and charges will be completed. New income generation opportunities are currently being identified by the museum's income generation group.

The museum has shown five exhibitions in the art gallery and walkway since September. For families, each school holiday period will include free trails or activities. The free offer will be supplemented by low-cost regular artist-led activities for children during holidays as well.

Over the past six months 1,627 pupils have visited the museum. School bookings are increasing in frequency due to repeat visits. Three new core sessions for schools have been developed: Dinosaurs and Fossils; Museum Detectives and The Romans. Handling collections and workshop resources to have been reviewed and refreshed

## MUSEUM COMMITTEE

11 MARCH 2019

and now complement our offer. The museum's website has been updated to include teacher's notes and a new online booking form has been added.

In addition an exhibition strategy has now set out as have learning and volunteer policies.

The Committee welcomed the report, discussed the revised strategy and policies, and thanked the Museum and Cultural Development Manager for his work.

A suggestion was made in regards to linking up with Summerfields Leisure Centre in order to attract groups and children's parties to the museum. The Museum Manager responded it would be good to have a more joined up approach with leisure facilities.

The Museum and Cultural Development Manager acknowledged and thanked his team for their work.

Councillor Levane proposed a motion to approve the recommendations in the report, seconded by Councillor Sinden.

### **RESOLVED (unanimously):**

**To accept this report and recommend approval by Cabinet.**

### **6. COLLECTIONS REPORT**

The Museum and Cultural Development Manager presented a report to update the Committee on collections care, access, acquisitions, loans and objects being considered for rationalisation. The report also includes collections policies for review.

The museum's offsite store has now been moved. This work was undertaken as the building has been allocated as the main depot for the council's new in-house street cleaning service. The collections were cleaned, checked and packed by the museum team with support from other council colleagues before being moved to a new temporary storage facility. The museum aims to eliminate the need for an offsite store over the next two years through the reorganisation of current storage arrangements and through a targeted programme of rationalisation.

Since November the curators have received 165 enquires related to the collections and the Local Studies Room has been well used since its re-opening in November.

The Committee discussed the report and the attached policies.

Mr Peak proposed a motion to approve the recommendations in the report, seconded by Mrs Purdey.

### **RESOLVED (unanimously):**

**To accept this report and recommend approval by Cabinet.**

## MUSEUM COMMITTEE

11 MARCH 2019

### 7. REPORT ON HASTINGS MUSEUM & ART GALLERY BUSINESS PLAN, 2019-2021

The Museum and Cultural Development Manager presented a report to gain approval for the Hastings Museum & Art Gallery Business Plan 2019-2021, which will deliver a community museum with an improved approach to outreach, commerciality and income generation.

From 2016-18 the *Finding Our Place* project, funded by the Arts Council England (ACE), reviewed the sustainability of the museum, its collections, programme and organisational health.

This work laid the foundations for the next stage of the museum's development:

- A museum that is focused on community engagement, particularly with groups from disadvantaged areas, minorities and vulnerable groups
- A museum with a strong emphasis on promoting health, well-being, education and lifelong learning
- A resilient museum that is positioned to capitalise on funding opportunities.

The successful delivery of the business plan requires a fundamental reorganisation of staffing at the museum. The purpose of this reorganisation is to create staff structures that enable community-focused working, improve income generation and make the organisation more resilient for the future. HMAG will retain 6.7 full time equivalent (FTE) core-funded posts with an additional 1 FTE post which is externally funded.

The Museum and Cultural Development Manager informed the Committee that bullet point 2 of paragraph 4 of the report should also read inclusive.

The business plan has been developed to ensure the museum is ready to capitalise on the changes to funding priorities by major grant-making organisations through a clear focus on community engagement.

The Committee welcomed the renewed focus on community engagement. It was suggested that the museum look to raise finance to build an extension on Council owned ground so that the current collection can be expanded. The Museum and Cultural Development Manager said that there is a long term ambition to seek finance for capital investment and to bring in an improved café, learning space and on-site storage.

A query was raised regarding staffing. The staffing list indicates that 3 full-time members of staff are being managed by 1 part-time member of staff. Concern was raised that, with six people reporting directly to the Museum and Cultural Development Manager, the ability to undertake the more ambitious elements of this plan may be impacted. The Museum and Cultural Development Manager replied that the team are working within the confines of what they have available.

## MUSEUM COMMITTEE

11 MARCH 2019

A question was raised regarding work experience. The Committee was informed the Museum has already welcomed two students from the local college and that work experience has been formerly included in the business plan.

The Committee discussed the possibility of engaging schools in project work looking at local heritage and history across different wards. It was suggested that the Fellowship of St Nicholas may be able to help with outreach and engagement.

The Museum and Cultural Development Manager welcomed all suggestions.

Mr Palfry-Martin proposed a motion to approve the recommendations in the report, seconded by Mr Peak.

### **RESOLVED (unanimously):**

**To accept this report and recommended approval by Cabinet.**

#### Reasons for the recommendation:

The business plan creates the conditions for:

1. A museum that is focused on community engagement, particularly with people from disadvantaged areas, minorities and vulnerable groups.
2. A museum with a strong emphasis on promoting health, well-being, education and lifelong learning.
3. A resilient museum that is positioned to capitalise on funding opportunities.

### **8. ANY OTHER BUSINESS**

In response to a question regarding the Museum website it was confirmed that the website is now down to a basic framework of information and the underlying technology requires investment.

(The Chair declared the meeting closed at. 3.29 pm)

# Agenda Item 5



**Report to:** Museum Committee

**Date of Meeting:** 9<sup>th</sup> September

**Report Title:** Museum Update Report

**Report By:** Damian Etherington, Museum and Cultural Development Manager

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## Purpose of Report

To update the committee on the museum's work since the last formal meeting.

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## Recommendation(s)

1. To accept this report and recommend approval by Cabinet.

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## Reasons for Recommendations

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## Introduction

1. This report outlines the work of the museum since the previous formal Museum Committee meeting and includes an update from the Informal Committee Meeting in July 2019.

## Informal Meeting Update

2. The most recent informal meeting of the Museum Committee took place on 22<sup>nd</sup> July 2019, at Hastings Museum & Art Gallery. The committee met with members of the museum team and were given reports on their work
3. The Committee discussed a loan request from Tate Britain for HASMG:2006.17 *Hastings; Fishmarket on the Sands, Early Morning* by JMW Turner (1775-1851). The Committee decided that the loan request should be declined because of the potential light damage a prolonged period of public display could cause to the watercolour.
4. The Operations Coordinator updated the Committee on building works that have taken place over the past year. This included the clearing of the walled garden by a local community payback group and the refurbishment of the seating in the Upper and Lower Durbar Hall. The Operations Coordinator also outlined some of the work that will be undertaken over the course of this financial year with the aim of achieving Government Indemnity Scheme standard by 2020.
5. The Museums and Schools Programme Officer introduced the Committee to the new LEGO Education Innovation Studio materials. LEGO® Education is a hands-on learning approach that actively involves pupils in their own learning process. The core range of products is focused on supporting computing, science, technology, engineering, maths and art, but can also be used across other areas of the curriculum. The Innovation Studio is proving popular with schools and session during the summer holidays are sold out.
6. Two of the new Collections and Engagements Curators were introduced to the Committee.

## Performance

7. The museum enjoyed a good first quarter in 2019. The Easter Holiday period was very busy, with the 'Chick Trail' proving especially popular with families. The LEGO® events over the summer have been extremely popular. The bookable events, LEGO® Museum Minis and LEGO® Makers, were all fully booked and additional sessions were added because of the demand. The LEGO® Explorers Trail has been extremely well received by families.

Visitors	Q1	Q2	Q3	Q4	Total

Actual	12,485				
Target	11,000	14,000	9,500	11,000	45,000
Previous Year	10,457	13,764	8,757	12,627	45,605

8. The museum has earned £9,500 of its target from Quarters 1 & 2. We are currently on track to achieve our income target for this financial year. However, we are likely to be impacted by the warm weather drawing people away from the museum to the beach.
9. There have been four wedding ceremonies from the beginning of April and we have hosted a wedding fair as well. Changes to the pricing structure for wedding packages are intended to help boost the number of weddings taking place at the museum from 2020 onwards.
10. The museum has been shortlisted for two national awards this year. The first shortlisting was by Kids in Museums for their Family Friendly Museum Award 2019 in the small museum category; this is a tremendous achievement and was the result of visitors nominating the museum for the award. Some of the nominations have been shared with us and included comments such as:
 

“This museum has gone above and beyond to make real access and facilities for all types of families. They have provided and run mornings for families with children of special needs to discuss how to make their space more family friendly. They have run coffee and community mornings for families to access. They have run fun and friendly family sessions that engage all learners. The staff have been amazing at working with families and implementing their ideas to make it a truly inclusive and welcoming community space.”
11. The second award is from Days Out With The Kids for their 2019 Family Favourites Award for Best Educational Day Out in London & South East. The shortlist was chosen by industry experts from a list of nominations. The winner is chosen by the public from a public vote. The winners for both awards will be announced in October.
12. In addition to the shortlisting, the museum has continued to perform well on review sites. This year the museum received a ‘Hall of Fame’ certificate from TripAdvisor for being a top attraction for the past five years. The dwell time for people visiting the museum has also increased from 1-1.5 to 2 hours.
13. The Museums Association has added an excursion to Hastings to their Annual Conference programme. The visit includes time at the museum to see the work that has been happening at the museum over the past year. This is good recognition from within the museum sector and a sign that the museum’s profile is rising.

14. Hastings Museum & Art Gallery is now a partner in the British Museum's Museum Futures programme. Museum Futures is a partnership of museums across the UK working together to support new entrants into the museum sector who are interested in gaining digital skills and broader heritage experience. Through this partnership Hastings Museum will offer a year-long paid traineeship to a local young person aged 18-24. The trainee will complete an accredited Level 3 diploma in Cultural Heritage and gain in-work skills training and experiences to add to their CV and further their career opportunities. They will also receive a bursary of £13,350 (tax free) and will attend monthly training sessions at partner museums across the UK (travel expenses paid). The trainee will be involved in recording the museum's collections using photography and sharing information about them through social media and the museum's website.

## Programming

15. The *Tom Hunter / A Journey Home* (9 February – 2 June) exhibition was a critical and visitor success for the museum. It drew many new visitors into the museum during its run 14,252 people visited the museum. It featured 11 original photographs, seven paintings from the collections and an audio installation of the drivers' verbal histories and reflections.

16. *The Art of Life on the Stade* (15 June – 27 October) is a collaboration between the museum and Hastings Fishermen's Protection Society. The exhibition features 59 artworks including HASMG:2006.17 *Hastings; Fishmarket on the Sands, Early Morning* by JMW Turner (1775-1851), and 12 photographs and objects. The exhibition has been supplemented with a loan of fishing paraphernalia and a model from the fleet.

17. Our next exhibition *Wunderkammer: Hastings Curiosities* will cut across collection areas and will include specimens of natural history, archaeological artefacts, local and social history objects and works of fine and decorative arts. It will also include volunteers and community and school groups working in situ in the gallery alongside curators and museum colleagues on collections care and documentation work.

18. On the walkway we have shown three exhibitions since April. *Spirit of the May Day Run* (6 April – 12 May) celebrated the 40<sup>th</sup> anniversary of the May Day run through photographs and video. #HMAGHunter (18 May – 2 June) was in association with Lucy Bell Gallery and featured competition responses to *Tom Hunter / A Journey Home*. John Cole's *Fishing For Generations* (15 June – 27 October) is proving popular due to its striking images of local fishing families over the past thirty years.

19. Our next walkway exhibitions are *Peace Project* (November 2019 – February 2020) in partnership with Historic England and local schools and *Hop, Skip & a Jump* (March – April 2020). *Hop, Skip & a Jump* is a partnership project between HMAG, East Sussex County Council, De La Warr Pavilion, Towner Gallery and local

secondary schools. It is funded by the National Lottery Heritage Fund and aims to work with young LGBTQ+ people in exploring their community's history and making connections with their current community in East Sussex. Activities include film-making, oral history interviews and investigating archives.

20. The museum has held 117 events since April which have been attended by over 4000 people. Events have ranged from early years groups led by Starlings Music Group for babies and toddlers through to Qi Gong and Yoga and talks by Edward Preston. The programme has, so far, been a success in drawing people into the museum. The next programme will run from October-March.

## Schools and Learning

21. Over the past six months the Museum & Schools Programme has worked with over 2000 young people from 46 schools. This puts us on track to exceed our targets for 2019/2020; to work with 2178 students from 26 schools and deliver 40 arts awards.
22. Through funding from Hastings Borough Council and the Museums and Schools Programme, HMAG has invested in LEGO® Education resources. These include 15 tablet computers and charging trolley, We Do 2.0, Simple and Powered Machine kits, Coding Express, STEAM Park and standard LEGO®.
23. During June and July the Museums and Schools Programme Officer ran trial workshops, working with 200 students from five different local schools. Topics covered ranged from the life cycle of the frog to flooding prevention. In September the museum will be going to Hollington Primary with LEGO® Education. This will mark the date that the museum has worked with every school in the borough over the course of the Museums and Schools Programme.
24. In evaluations, teachers have expressed interest in receiving more training in using the resources. A professional development session is being organised for October. The museum has been approached by Christchurch Primary who will be bringing one class a week to the museum for the entire academic year.
25. Schools and community groups were invited to participate a project to commemorate the Peace celebrations held in Hastings & St Leonards in July 1919. Resources from Hastings Museum & Art Gallery and Historic England were shared with participating schools who attended workshops at the museum about the local impact of the war and the events held across the district on 19<sup>th</sup> July, 1919. Teachers and group leaders attended banner making workshops led by local artist Sheridan Quigley. Inspired by the peace celebrations banner from the museum collection, and with Sheridan's guidance, they produced banners to reflect peace in 1919 and 2019.
26. Helen Spencer, Local Heritage Education Manager for Historic England, delivered workshops in Guestling Bradshaw CEP to Year 1 and Year 4 pupils, who made

bunting to welcome home the troops and peace doves filled with words the children felt best represented peace. These were turned into word cloud doves. Christ Church CE Primary took inspiration from the learning resources to hold their own ‘Peace Tea’ in the playground and to write poetry on the theme of ‘Peace’. The best entries received prizes and certificates from Historic England at a special Citizenship assembly held on 19<sup>th</sup> July, 100 years to the day since national Peace Day. This project will form the basis of a community exhibition in the walkway exhibition space.

27. Hastings Museum worked with Dens and Signals theatre company to develop a trial project supporting Year 6 students with their transition to secondary school. ‘Transformations’ was devised to be a day of curiosity and creativity to kindle new friendships, build confidence and resilience, and encourage exploration. This engaging workshop used historic objects from the museum focusing on the life of Grey Owl, the natural environment of the woods, and the ideas and creativity of the children to help prepare a year 6 class for the transition to secondary school. Feedback from students included “we found out amazing things”, “it was unique and made me feel part of a group” and “the day was one of the best trips I’ve been on ... art, history and adventuring are all my favourite!”
28. The museum welcomed three work experience students in May for a week of activities. During the week they worked on a range of activities which included collections documentation, administration tasks, social media marketing, retail and visitor services. The feedback was positive with one parent writing to thank us, “very much for the extremely useful and enjoyable week”.
29. We have continued to work with the supported education team at East Sussex College Hastings and hosted a further work placement in May. In April and July we hosted two Art History students from the University of Sussex who worked on some Brassey related prints and our Islamic collections. We currently have three students from the University of Leicester’s Museum Studies course. They are each working on discrete projects including documentation, learning and exhibition planning.

## **Volunteering**

30. Additional volunteers joined in April and we have benefited from 120 hours of volunteer time since then. We now have volunteers not only supporting access to our local history collections, but also helping with our education programme and on invigilation and visitor experience. There will be a new round of volunteer recruitment in September to support collections work and the *Wunderkammer* exhibition.

## **Building**

31. The building continues to undergo a number of planned maintenance projects. Those include painting of the toilets and improvements to the internal décor.

Recently we have been getting nightly visits from a couple of badgers that have been foraging in the grounds. They do not appear to have been put off by the new picnic benches at we have added. The benches have been a good addition and are getting good use by families picnicking after a visit to the museum.

## Timetable of Next Steps

Action	Key milestone	Due date (provisional)	Responsible
Discussion by Museum Committee	Museum Committee	September 2019	Museum and Cultural Development Manager
Approval by Cabinet	Cabinet	October 2019	Museum and Cultural Development Manager

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### Wards Affected

All wards

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### 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

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### Additional Information

HMAG Exhibition Strategy

HMAG Event Leaflet (April – October 2019)

HMAG Learning Policy

HMAG Volunteer Policy

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### Officer to Contact

Officer Name	Damian Etherington
Officer Email Address	<a href="mailto:detherington@hastings.gov.uk">detherington@hastings.gov.uk</a>
Officer Telephone Number	01424 451151



# Agenda Item 6



**Report to:** Museum Committee

**Date of Meeting:** 9<sup>th</sup> September 2019

**Report Title:** Collections Report

**Report By:** Damian Etherington, Museum and Cultural Development Manager

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## Purpose of Report

To update the committee on collections care, access, acquisitions, loans and objects being considered for rationalisation.

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## Recommendation(s)

1. To accept this report and recommended approval by Cabinet.

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## Reasons for Recommendations

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## Introduction

1. This report outlines the collections related activities that have taken place at the museum since the last formal meeting of the committee.

## Collections Care

2. Collections care work has been slowed by the staff changeover. However, a number of improvements have been made to the organisation of the Local Studies Room including the addition of more bookcases. 25 taxidermy specimens have been cleaned, photographed and been entered on to the Modes collection database as part of the preparations for *Wunderkammer: Hastings Curiosities*. The World Culture's spears and weapons collections of around 60 items have been repacked, stored and documented – improving their general condition by replacing their packaging with conservation standard inert materials.
3. A new Integrated Pest Management system has been implemented across the museum. This allows us to track environmental conditions through the presence of pests. Over time this will help us track and plan interventions to improve conditions for the collections.

## Collections Access

4. Since March the curators have received 66 enquires related to the collections. The Local Studies Room had continued to welcome a steady stream of researchers. The Local History Coffee Mornings have also been successful in bringing new visitors to the museum.
5. Since March our Brassey researcher has been producing an inventory of Brassey items in the store, updating records of objects from Polynesia. She has also been researching the history of collection objects, using archives such as The Keep, Royal Museums Greenwich and the V&A. In July she welcomed 20 students and staff from the University of Hawai'i at Mānoa to the museum, taking them on a short walking tour and gathering feedback on Hawaiian collections at the museum. In June, she spoke about Brassey's photographic collections & journals at the Association for Art History symposium at St Andrews University, Scotland, and on Brassey's ethnographic objects at the University of Sussex.
6. Our second doctoral researcher has recently started working on the Grey Owl Society Archive, part of our Native North American collections. The first stage of the project is to review and catalogue the collection in greater detail, capturing more information than is currently available to staff and researchers.
7. There have been on-going talks with the National Lottery Heritage Fund and the Hastings Pier Archive Group about the best way to maintain and integrate this project into the museum's collections. This is proving a complicated process due to

the technicalities and issues involved in digital born archives. One of the 'town guns' is due to be displayed at the West Hill Festival in September, organised by the Hastings and St Leonards Society with financial support from the National Lottery Heritage Fund .

## Acquisitions

8. The museum has accessioned the follow objects since the last formal meeting:

HASMG: 2019.1	Yellow paper flyer advertising the News Chronicle's competition to spot 'Lobby Lud' in Hastings
HASMG: 2019.3	Album of architectural plans and interior design by Decimus Burton for group of flats in London on the corner between Carlton Street and Regent Street
HASMG: 2019.4	Allocated for additions to the Tressell archive
HASMG: 2019.5	Female Figure Study by Clifford Hall, 1948. Pencil and black ink
HASMG: 2019.6	Indian Girl by Clifford Hall, 1946. Pen and ink wash

9. The Tressell Archive, previously held by University of Brighton at their Hastings Campus, has now been transferred to the museum with the Tressell family's permission, and assigned the accession number HASMG: 2019.4. Cataloguing is underway and so far over 600 individual documents have been inventoried. It is anticipated that completing this process will take several more months as there are still many boxes remaining that have yet to be worked through.

## Loans

10. Tate Britain have been notified of the reasons for declining their loan request for HASMG:2006.17 *Hastings; Fishmarket on the Sands, Early Morning* by JMW Turner (1775-1851).They are considering submitting an amend request reducing the loan to one venue only. Once this is received the curatorial team will make their recommendation and it will be reported to the Museum Committee.

11. No loans have been returned in this period.

## Rationalisation

12. In line with our Collections Development Policy, contained within the Collections Management Framework, the curatorial team have advised the following objects be removed from the collection:

*HASMG: 1995.52 & T2019.001 Lamp posts*

Two 20<sup>th</sup> century street lamp posts. Both items are in poor condition. There is no special significance to either and both are unlikely to be used in any future displays. The museum is legally free to dispose of these objects.

Reason for disposal: Objects with little or no provenance & poor quality objects that require large resources to be of display standard.

Method of disposal: By gift, through a notice on the Museum Association's Find an Object web listing service.

*HASMG: 1971.48 Threshing machine*

Corn dressing and winnowing machine, purchase from Sedlescombe and manufactured in Newark-on-Trent, Nottingham. There is no local connection, the machine is large and difficult to store and is extremely unlikely to be displayed or provide engagement, learning or research potential. The museum is legally free to dispose of these objects.

Reason for disposal: Objects with little or no provenance, objects which do not meet the themes and priorities for collecting & poor quality objects that require large resources to be of display standard.

Method of disposal: By gift, by direct approach to agricultural museums in the Nottingham area and through a notice on the Museum Association's Find an Object web listing service.

*HASMG: 1974.30 Door frames*

Two Georgian door frames from 35 the Bourne. The frames are in poor condition and are unlikely to be displayed. The museum is legally free to dispose of these objects.

Reason for disposal: Objects with little or no provenance & poor quality objects that require large resources to be of display standard.

Method of disposal: By gift, through direct approach to local heritage groups or by through a notice on the Museum Association's Find an Object web listing service.

*HASMG: 2010.35 Shop sign*

A Home and Colonial Stores sign which is broken in two pieces and deteriorating. It is extremely unlikely to ever be displayed without significant remedial conservation. The museum is legally free to dispose of these objects.

Reason for disposal: Objects with little or no provenance & poor quality objects that require large resources to be of display standard.

Method of disposal: By gift, through direct approach to local heritage groups or by through a notice on the Museum Association's Find an Object web listing service.

13. The rationalisation of these objects will not reduce the quality or significance of the collection. The process used to make these recommendations meets professional standards including and the Museum Association's Code of Ethics.

## Collections Policies

14. There are no updates due on any collections-related policies.

## Timetable of Next Steps

Action	Key milestone	Due date (provisional)	Responsible
Discussion by Museum Committee	Museum Committee	September 2019	Museum and Cultural Development Manager
Approval by Cabinet	Cabinet	October 2019	Museum and Cultural Development Manager

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## Wards Affected

All wards

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## 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

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## Additional Information

### Officer to Contact

Report Template v29.0

Officer Name  
Officer Email Address  
Officer Telephone Number

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