

Museum Income and Expenditure 30Sept '16

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---------------|------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| Museum | | | | | | | |
| 400 | Museum | | | | | | |
| 4100 | Stationery | 0 | 70 | 150 | 80 | 80 | 46.5 % |
| 4102 | Printing/Photocopying | 0 | 82 | 300 | 218 | 218 | 27.5 % |
| 4106 | Subscriptions | 0 | 89 | 165 | 76 | 76 | 53.9 % |
| 4130 | Training | 2,000 | 2,000 | 300 | -1,700 | -1,700 | 666.7 % |
| 4131 | Travelling Expenses | 0 | 27 | 400 | 373 | 373 | 6.8 % |
| 4135 | Advertising/Promotions | 0 | 84 | 1,500 | 1,416 | 1,416 | 5.6 % |
| 4271 | Website | 0 | 1,870 | 340 | -1,530 | -1,530 | 550.0 % |
| 4400 | Museum Maintenance | 0 | 111 | 150 | 39 | 39 | 74.0 % |
| 4410 | Volunteer support | 0 | 401 | 500 | 99 | 99 | 80.3 % |
| | Museum :- Expenditure | 2,000 | 4,735 | 3,805 | -930 | 0 | 124.4 % |
| 1155 | Donations Received | 0 | 2,060 | 0 | 2,060 | | 0.0 % |
| | Museum :- Income | 0 | 2,060 | 0 | 2,060 | | |
| | Net Expenditure over Income | 2,000 | 2,675 | 3,805 | 1,130 | | |
| | Museum :- Expenditure | 2,000 | 4,735 | 3,805 | -930 | | 124.4 % |
| | Income | 0 | 2,060 | 0 | 2,060 | | 0.0 % |
| | Net Expenditure over Income | 2,000 | 2,675 | 3,805 | 1,130 | | |

REPORT TO: Museum Committee – 17th October 2016

REPORT ON: Collections Care Equipment

REPORT BY: Sophie Wallace, Development and Liaison Officer

REPORT DATE: 12th October 2016

Collections Care Equipment

Following on from collections care advice provided by MDEM Collections Care Consultant, Anita Hollinshead in August 2016, the following collections care equipment have been identified in helping care for the museum's collections.

a). Light Meter - Gives instant readings of light levels and has data logging software and USB logger to record data.

The light meter will enable the checking of light levels upon museum objects when installing new displays and move articles susceptible to light to an appropriate distance.

The data logging system will enable regular checking of light levels falling upon temporary and permanent objects throughout the year, enabling the necessary adjustments to displays and safeguarding museum artefacts.

Recommendation:

For the Town Council to spend £90.00 from the museum's maintenance budget for the purchase of a Light meter with Data Logging.

Total cost: £90.00

b). Museum Vac® - compact and light weight, specially developed to conservation standards with unique PEL (Preservation Equipment Ltd) features.

Features include an adjustable suction level, allowing the lowest vacuum on delicate fragile items, to full power or tougher cleaning jobs. The Museum Vac® also comes with soft rubber tools to prevent chipping or scratching of artefacts.

Recommendation:

For the Town Council to spend £224.25 from the museum's maintenance budget for the purchase of a Light meter with Data Logging.

Total cost: £224.25

| | Actual 15/16 | Actual Year to Date 16/17 | Current Annual Budget 16/17 | Committed Expenditure 16/17 | Planned Expenditure 16/17 | Funds Available 16/17 | Comments/Notes Budget 17/18 | Forecast Expenditure 17/18 | Variance on 16/17 |
|------------------------------|-----------------|---------------------------------------|--------------------------------------|-----------------------------------|---------------------------------|--|---------------------------------------|----------------------------------|----------------------|
| Museum | | | | | | | | | |
| Stationery | 239 | 70 | 150 | 50 | 30 | | | 150 | 0 |
| Printing/Photocopying | 0 | 82 | 300 | 50 | 168 | | | 300 | 0 |
| Subscriptions | 155 | 89 | 165 | 60 | 16 | Possible price rises | | 250 | 85 |
| Training | 0 | 2000 | 300 | | -1700 | Plenty of free training available | | 200 | -100 |
| Travelling Expenses | 238 | 27 | 400 | 140 | 233 | Free training = travel expenses over wide area. | | 400 | 0 |
| Advertising/Promotions | 997 | 84 | 1500 | 1000 | 416 | New museum leaflet - Town Walks - professionally done. Advertising Village Emporium | | 1500 | 0 |
| Website | | 350 | 340 | | -10 | 18/19 look at developing website | | 360 | 20 |
| Museum Maintenance | 181 | 111 | 150 | 314 | -275 | Training = investment in equipment. Possible £2k grant will need 10% contribution to match funding grant for accessibility measures. | | 400 | 250 |
| Volunteer support | 1063 | 401 | 500 | 80 | 19 | Need to promote and recruit | | 550 | 50 |
| | 11 | | | | 0 | | | | |
| Museum :- Expenditure | 2885 | 3215 | 3805 | 0 | 1694 | -1103 | | 4110 | 305 |
| Donations Received | 840 | 2060 | 0 | | | | | | |
| Museum :- Income | 840 | 2060 | 0 | 0 | 0 | 2060 | | 0 | 0 |
| Museum :- Expenditure | 2885 | 3215 | 3805 | 0 | 1694 | -1103 | | 4110 | 305 |
| Income | 840 | 2060 | 0 | 0 | 0 | 2060 | | 0 | 0 |
| Total | 2044 | 1155 | 3805 | 0 | 1694 | 956 | | 4110 | 305 |

REPORT TO: Museum Committee – 17th October 2016
REPORT ON: Christmas and New Year 2016/17
REPORT BY: Sophie Wallace, Development and Liaison Officer
REPORT DATE: 12th October 2016

Christmas and New Year 2016/17

i). Christmas Volunteer Support

In December 2016 a modest Christmas Carols gathering will take place at the museum's piano, with mince pies and mulled wine for the volunteers.

Recommendation:

For the Town Council to spend up to £50.00 from the museum's volunteer support budget for the purchase of mince pies and mulled wine for a small Christmas volunteer gathering.

Total cost: £50.00

ii). Christmas and New Year opening schedule

The Museum will be closed from 13:30 on Friday 16th December 2016 and will open again at 10:00 on Saturday 14th January 2017. This timeframe will allow members of the public to collect their items on display in the Collect-o-Mania exhibition and provide enough time to install the new Law and Order exhibition, ready for the opening on Saturday 14th January 2017.

REPORT TO: Museum Committee – 17th October 2016

REPORT ON: Museum Activities

REPORT BY: Sophie Wallace, Development and Liaison Officer

REPORT DATE: 12th October 2016

Museum Activities Update:

Community Engagement

- **Rainbows** to visit Monday 17th October 2016. Activities to include colouring in and object hunt, Victorian Dressing up and a quiz.
- **Brownies** to visit 21st November 2016. Activities to include Collect-o-Mania flag quiz, Victorian object handling and a quiz.
- **Longlands Specialist Care Centre** – outreach event themed on Remembrance taking place on Friday 11th November 2016. Object handling box will be used to encourage reminiscence and the sharing of memories.
- **JP Humbert** continue to provide regular and free valuation afternoons in the museum attracting new audiences.
- **'Finds' Event(s)** – The new Finds Liaison Officer (FLO) for the Northamptonshire region of the Portable Antiquities Scheme, approached the museum to host Finds Days on a bi-monthly basis, where members of the public bring in archaeological items they have found for the FLO to assess. The monthly, free valuation afternoons by JP Humbert have increased awareness of the museum and as such the Finds Days are another excellent opportunity to attract new audiences to the museum. The first Finds Day is taking place on Friday 21st October 2016 from 10.30am to 2.30pm. There are two more scheduled in the New Year on Friday 20th January and Friday 24th March.
- **New Northamptonshire Tourism Website.** A new Northamptonshire Tourism Website is being developed and due to be launched at the World Travel Market in November 2016. The museum has a free profile page on the website, linked to the museum's website, which will help promote the museum. The website was developed by NEP (Northamptonshire Enterprise Partnership) and Zinc Digital however the NEP website is now closed and a newly formed organisation has responsibility for the South East Midlands region called SEMLEP (South East Midlands Local Enterprise Partnership).

Funding & Support

- **Northamptonshire Heritage Forum** Annual General Meeting was held at Boughton House on Thursday 22nd September. The Northamptonshire Association for Local History (NALH) will be joining the Forum in April 2017, bringing with it approximately 60 other local history/heritage organisations and around 50 individual members creating a larger heritage voice for the county as well as networking opportunities.
- **Marketing Training.** DLO and DTC intern attended training on 'How to write a press release', provided free of charge by MDEM (Museum Development East Midlands). The training was very useful and new ways of working with the press have been identified.

REPORT TO: Museum Committee – 17th October 2016

REPORT ON: Museum Activities

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REPORT DATE: 12th October 2016

- **Audience Development.** A Business Development Grant of £2,000 has been awarded to the museum by MDEM. This grant will pay for a consultant to work with the museum in identifying audiences. The consultant visited the museum on Thursday 6th October and has gathered the museum's visitor figures and visitor surveys to amalgamate and interpret. The consultant will work with DLO and volunteers on Visitor Surveys in a workshop on Tuesday 8th November and in another workshop on 24th January 2017 will look at attracting new audiences.
- **Collections Care Workshop for Volunteers** - MDEM Collections Care Consultant, Anita Hollinshead is due to visit on 14th November 2016 to conduct a collections care workshop with volunteers and DLO.

REPORT TO: Museum Committee – 15th August 2016

REPORT ON: Curator's Report

REPORT BY: Roderick Viveash, Volunteer Museum Curator

REPORT DATE: 10th August 2016

Exhibitions

Collect-o-Mania

On the first Saturday opening on 3rd September 2016 the museum had 46 visitors and 29 visitors for the next Saturday opening on 1st October 2016. The displays have been well received and reflect the eclectic range of objects the people of the town collect. We are encouraging visitors to take part and display their own collections, and hoping to make some changes in displays soon as there has been some interest.

Work is underway for the January exhibition on Law & Order. We have been in contact with various museums and local people to see if we can borrow any Police artefacts, and are looking for Police uniforms. The museum has several artefacts and lots of information to use however we require some more items for cabinets. We will be putting a call out for artefacts.

Proposed exhibitions schedule 2017/2018

Law and Order (January – April)

Transport (May – August)

Daventry through the Ages (September – December)

Daventry through the Ages exhibition to be developed to inform a Timeline project to replace wall of faces – work to be carried out to outline project and seek funding – MDEM Business Development Grant.

Women's Institute 100th Year of WI in Northamptonshire (April/May)

End of World War One (September – December)

Temporary picture display in Library

The museum has loaned Daventry images for the Daventry Photographic Society exhibition held in the library running from 1st October-29th October 2016.

Volunteer Support

Volunteer recruitment is ongoing. We are very grateful for the support from Councillors and existing volunteers in providing holiday and sickness cover.

Visitor figures & feedback

The Museum has had 304 visits since the last Committee meeting held on 15th August 2016. This includes 23 for the two JP Humbert Auctioneer valuation afternoons, and 17 for the Heritage Open Days.

The museum continues to receive positive feedback:

"Mike Arnold was a great help" (regarding Town walks), from Brackley

"Lovely look at the past", from London, Ontario, Canada

REPORT TO: Museum Committee – 15th August 2016

REPORT ON: Curator's Report

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"Thanks for your kind welcome and helpful information", from Hyde Park, Chicago, USA.

"Very interesting, thank you for the excellent commentary", Newmarket, Suffolk.

Since the last report the museum has received 2 more reviews on TripAdvisor.
Please visit

https://www.tripadvisor.co.uk/Attraction_Review-g504019-d10253718-Reviews-Daentry_Museum-Daentry_Northamptonshire_England.html

Daventry Museum Request for Acquisition

| | |
|--------------------------------------|--|
| Date | 13/10/2016 |
| Brief Description | British Timken Memorabilia |
| Historical Information | British Timken first began making tapered roller bearings at its factory in Daventry in 1953 and at one point employed more than 450 people in the town. The roller bearings factory closed in 1994, followed by the distribution centre closing in 2000. |
| Rationale for Acquisition | <p>Local significance: Social history record of one of Daventry's industries which was a source of employment for many people in the town.</p> <p>Exhibitions: Daventry Industry</p> <p>Condition: All items in good condition</p> <p>Care: Minimal – photos to be placed in acid free archive folder</p> <p>Storage: Minimal – paper and small items</p> <p>Recommend: accessioning the following items based on relevance to Daventry: "Visiting Timken" "Train at Timken" "Appointments at Duston and Daventry" Timken 25th Anniversary Magazine Black and white photos of Daventry Factory 7 Tokens marked Daventry 3 Daventry Badges Social Club handbook – Daventry Achievement letter – Daventry Training Certificate – Daventry</p> |
| Rationale for Non-Acquisition | <p>Some items are non-Daventry related and generic to the Timken company including: a Procedures Manual, "Inside Story of Timken", "Appointments – Worldwide", 2 VHS tapes – general and Duston, an inner bearing (not marked), book on worldwide history of Timken and a Timken cap.</p> <p>Recommend: to accept these items as researching material and object handling.</p> |
| Checked by Clerk | |
| Signed Member of Museum Cttee | |
| Signed by VMC | |
| Date Approved | |