

## North Hertfordshire District Council

### Minutes of the Heritage & Culture/Museums & Galleries Project Board Meeting held on 6<sup>th</sup> June 2007 (Seventh meeting)

#### 1. Present:

##### Members

Councillor Terry Hone (TH)  
Councillor Paul Clark (PC)  
Councillor Ian Knighton (IK)  
Councillor Tricia Gibbs (TG)

##### NHDC

John Robinson (JR)  
Patrick Candler (Pca)  
Lynn Saville (LS)  
Ros Allwood (RA)  
Lorrae Hunter (LH) - minutes

##### HCC

Annie Hawkins (HCC)

##### Apologies:

Councillor Gary Grindal (GG)

#### Action

#### 2 Minutes of the meeting held on 7<sup>th</sup> March 2007

The minutes of the previous meeting were agreed.

#### 3. Matters Arising

PC has not yet met with Primary School Heads, the meeting has been rescheduled for October 2007. However, it is felt that they are more likely to become involved in the Loans Service Workshops.

The Museum Learning Officer is currently working with local primary schools, but has also made links with 4 secondary schools for sessions this autumn.

#### 4. Highlight Report

The Highlight Report gave details of exception reporting only, with the following comments noted.

##### 4.0 Tasks Completed

RA reported that nationally museum stores are now being seen as 'Collection Centres' where visitor take-up is very good. Some items are stored in glass-fronted cupboards, giving staff and visitors instant visible access though the majority of items would still be in boxes on racking.

Specialist Standards for particular areas will make grant aid funding more likely. The standards won't be any higher than those already being worked to.

PC has recently met with Stuart Kenny and Alan Howard from the Heritage Foundation and they are still very keen to be involved. However, premises discussed previously as a possible store are no longer available.

RA/PC are about to look at other potential premises.

Timescales for the new Heritage Museum are not yet known,

**PC/RA**

however storage is seen as a separate issue and the favoured location is Letchworth.

The Resource Centre Working Group had its first meeting on 23<sup>rd</sup> April.

This group is made up of people wanting to become involved who signed up either at the Strategy Group or Forum meetings. It consists of 16 people from different societies as well as staff and members of the public. Because the members are the same, and the subject linked, it was recommended that the Digitisation Working Group become a subset of this group

RA advised that the 'Resource Centre Working Group' was now called the 'Collections Centre Working Group'. The next meeting of the Collections Centre Working Group will take place on 27<sup>th</sup> June at Burymead Resource Centre.

RA attended a meeting about 'Museum Trusts' recently. TH stated that it is important to look at Trusts as part of the process to ensure value for money.

#### 4.1 Tasks Outstanding

The Strategy is to be launched at the Forum on 9<sup>th</sup> July at 7.30pm; the venue is yet to be decided.

**PC/RA**

RA currently working on promotion leaflet.

**RA**

#### 5.3 Baldock Town Feasibility Study

There is currently exhibition space for Baldock Museum in the Town Hall. This will need to be considered in the wider Museum Facilities, Baldock Working Group, and the Board will be advised of any developments .

#### 5.5 Project Management Arrangements

PC/JR to discuss.

**PC/JR**

#### 6.0 Products due next stage

Inventory web links go live on the same day as the Forum (9<sup>th</sup> July).

Web site hits can be included in Museum performance figures and RA will need to make this known.

**RA**

Need to arrange a meeting with the Heritage Foundation to ensure we can work together 'to secure a formal agreement of intention'. TG and IK agreed that this is a crucial step.

**RA/PC/  
JR**

TH stated that it is important to demonstrate to the public that we have partners involved in the project.

Revised Project Plan and PID for Collections Centre are to be prepared for the next Project Board meeting on 5<sup>th</sup> September

The Board approved the Highlight Report.

## 5. **Project Documentation**

### a) Arts, Museums and Heritage Strategy

RA circulated a draft print layout of the Strategy for consideration. The text is also available electronically.

### b) Resource Centre - Terms of Reference

The revised terms of reference were noted.

A PID and Business Case will be established which will consider the procurement options including partnerships. This was agreed by members of the Project Board.

The Business Case should include from timescales – for early stages followed by aspirational timescales for later stages. Important to look at times involved for ‘build’ and also to be realistic.

Important to ‘build on FSR work rather than repeating work already done’.

### c) Digitisation Terms of Reference

Specific issues will need to be identified as there is a good chance of external funding.

The need for a scanning studio was questioned, other options should be considered. It is necessary to identify within the scope the procurement, partnership and management options as there is a possibility to apply for Lottery Funding. The preparation of the Business Case to be included within the Scope.

Outcomes – alter first line to: ‘To provide on-line resources for all NH museum collections’

Costs – Capital and initial set up rather than management, will be in the Business Case

All timescales to be included in the Gantt Chart.

The meeting closed at 6pm.

## 6. **Date of Next Meeting**

Apologies from Cllr. Paul Clark for the meeting in September were noted.

5<sup>th</sup> September 2007 at 4.30pm to be held in CR2 , Council Offices, Gernon Road, Letchworth.

## 7. **2007 Meetings**

5<sup>th</sup> December, 5.00pm-6.00pm. An earlier start time has been requested, yet to be agreed.

