

COLCHESTER & IPSWICH JOINT MUSEUMS COMMITTEE

MINUTES

TUESDAY 27 JUNE 2017
GRAND JURY ROOM, TOWN HALL, COLCHESTER
2.00 PM

Present: Councillors: C Jones (Chair), P Smart, T Young (Vice-Chair) and A Feltham (Substitute)

1. **Election of Chair**

Resolved:

that, on the proposal of Councillor Young and seconded by Councillor Smart, Councillor Jones was appointed Chair for the 2017/18 municipal year.

2. **Appointment of Vice-Chair**

Resolved:

that, on the proposal of Councillor Smart and seconded by Councillor Jones, Councillor Young was appointed Chair for the 2017/18 municipal year.**

[** Note: This Minute was subsequently amended at the meeting held on 23 January 2018.]

3. **Apologies for Absence**

Apologies for absence were received from Councillor Oxford.

Councillor Young reported that the Joint Museum Service had been successful in its bid to the Arts Council England for National Portfolio Organisation (NPO) status. Councillor Jones congratulated officers on this achievement that would bring in additional funding.

4. Unconfirmed Minutes of Previous Meeting

Resolved:

that the Minutes of the meeting held on 13 March 2017 be signed as a true record.

5. To Confirm or Vary the Order of Business

Resolved:

that the Order of Business be confirmed as printed on the Agenda.

6. Declarations of Interest

There were no declarations of interest.

7. JMS/17/01 Performance Report

- 7.1. Councillor Feltham asked what could be done to boost visitor numbers to Colchester Castle during August. Mr Seaman (Colchester and Ipswich Museum Service Manager) commented that the visitor numbers to the Castle had previously been affected in August because of good weather as it was an indoor attraction; however, refreshing the exhibits and publicity as part of wider tourism for Colchester should help to raise the profile of the Castle.
- 7.2. Councillor Jones asked whether successes, such as the Castle guide book and Valentine's at the Castle, could be replicated at Ipswich museums. Ms Breadman (Assistant Director for Communities, Colchester) commented that this would depend on the business case for any proposals, e.g. the Castle guide book was funded from capital funding from the HLF renovation project.
- 7.3. Mr Seaman confirmed that the performance figures for Ipswich Museum and Ipswich Art Gallery would be reported separately in future, and for the Art Gallery, targets would be set per exhibition rather than as an annual figure.
- 7.4. Councillor Smart asked whether factors were taken into consideration when setting the targets for Christchurch Mansion, i.e. the works undertaken and the exhibiting of the Salisbury Cathedral painting. Mr Seaman reported that the targets set in the business plan were more realistic for this year.
- 7.5. Councillor Smart asked whether there was any evidence of people visiting other museums in Ipswich when the works were undertaken at Christchurch Mansion. Mr Seaman commented that Ipswich Museum may have benefitted from visitors who would otherwise have gone to Christchurch Mansion, although Ipswich Museum had a different demographic, attracting mostly families from the Ipswich area, whilst Christchurch Mansion tended to attract art lovers from across Suffolk. Cross-marketing would be undertaken to encourage people to visit other attractions across Ipswich.

7.6. Councillor Jones asked whether there was any benchmarking for the number of volunteers. Mr Seaman reported that there had been a major growth in the number of volunteers under the Training Museum programme due to the provision of structured activities and the individual approach in supporting volunteers of all ages. There were over 50 volunteers who provided a lot of support to the service.

Resolved:

that the performance report be noted.

8. JMS/17/02 Budget Update for the Colchester & Ipswich Museum Service

8.1. Mr Seaman reported how the reserves had been utilised during 2016/17 to fund a number of projects and confirmed that the carry forward reserves position was £66,745 as at the end of March 2017.

Resolved:

that the budget update be noted.

9. JMS/17/03 Annual Governance Statement and Internal Audit Report 2016/17

9.1. Ms McGrath (Corporate Governance Manager, Colchester) reported that there had been no governance issues reported during 2016/17 and added that a 5-year business plan plus an action plan for 2017/18 had been produced for the Colchester and Ipswich Museum Service.

9.2. The Colchester and Ipswich Museum Service had received a 'substantial assurance' rating from its 2016/17 internal audit, with four recommendations being raised during the audit, all of which had since been dealt with and signed off.

Resolved:

(i) that the Annual Governance Review of the Colchester and Ipswich Museum Service be noted;

(ii) that the Internal Audit report for the Colchester and Ipswich Museum Service for 2016/17 be noted.

10. JMS/17/04 Risk Management Process

10.1. Ms McGrath reported that no changes had been identified to the Risk Management Strategy as part of the annual review of the Risk Management Process; however, an additional risk (1.10) had been added to the Strategic Risk Register relating to the move of the Museum Resource Centre to Heckworth Close. The Committee was asked to consider whether the risks in the Strategic Risk Register and their scores were still appropriate for the

Colchester and Ipswich Museum Service.

- 10.2. Councillor Young asked why risk 1.3 had been downgraded from 2x5 to 1x4. Ms McGrath commented that the political administration of each partner had been stable to date and added that the risk could always be upgraded in the future. Ms Hedges (Chief Operating Officer, Colchester) highlighted that there were no elections due in the next 6 months and that this risk could be reviewed at the January meeting.
- 10.3. Ms Hedges suggested that in light of attaining NPO status for the next 4 years, plus the Stage 2 HLF Skills for the Future funding, risk 1.8 should be reduced. Mr Fairclough (Head of Culture and Environment, Ipswich) commented that there was still some risk relating to HLF bids for redeveloping the Ipswich Museum and Art Gallery. It was agreed that risk 1.8 be changed to 3x3.
- 10.4. In response to Councillor Young, Ms Hedges reported that the move of the Museum Resource Centre was currently on time and within budget, and the Museum Resources Centre should vacate its current premises in September 2017.

Resolved:

- (i) that the Risk Management Strategy for 2017/18 be endorsed;**
- (ii) that the Strategic Risk Register for the Colchester and Ipswich Museum Service be updated in light of the comments made.**

11. Dates of Future Meetings

Resolved:

that the dates of future meetings for 2017/18 be confirmed as:

- Tuesday 23 January 2018, 2pm – Ipswich**

The meeting closed at 2.33 pm

Chair