

Name of museum: Sandwich Guildhall Museum

Name of governing Body: Sandwich Toll Bridge Fund

**Date on which this policy was approved by the governing body: August 2023
(for a period of six months)**

Policy review procedure: To be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: April 2028

Arts Council England will be notified of any changes to this policy, and the implications of any such changes for the future of the collections.

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1.0 Introduction

This policy sets out the principles governing the development of collections at Sandwich Guildhall Museum, including the museum's policy on acquisitions and disposals. This policy should be read in conjunction with the Collections Access Policy, Collections Documentation Policy, and the Forward Plan.

1.1 Mission Statement

[Insert approved Mission Statement]

1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3 By definition the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to the stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or disposal of any items in the museum's collection.

1.4 Acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.5 The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum primary procedures for its collections management. It will take into account limitations on collecting imposed by factors such as staffing, storage and care of collection arrangements.

1.6 The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

1.7 The museum will not undertake disposal motivated principally by financial reasons.

2.0 History of Museum and Collection

2.1 Museum

The museum was first set up in the attic of the Guildhall. Access at that time was not possible for those with disabilities. In 1980, a purpose-built museum was set up on the ground floor with professional advice and planning. The old museum in the attic was retained as an archive with a reception room for the public to visit and view the collections. Other rooms were designated for storage and a library. The reference library contained many mass-produced history books covering Sandwich and wider Kent, as well as historically significant books.

Many of the earlier documents within the museum's collection are housed in Maidstone History and Library Centre as part of the county archives. These are on loan and are still owned by the museum's governing body, Sandwich Toll Bridge Fund, but were placed in care there before the museum was established.

In 2016, the museum was awarded a Heritage Lottery Fund grant of £100,000, which allowed for it to be redesigned to have a more modern and clear approach. At the heart of this project was the returning of the 1300 Magna Carta and Charter of the Forest to Sandwich from the Kent History and Library Centre.

The current museum tells the story of Sandwich from the Mesolithic period through to the Second World War and includes the opportunity to visit the 16th century courtroom.

2.2 Collection

When referring to "the collection", this includes the entire historic collections within the Guildhall, all of which are maintained by the governing body, Sandwich Toll Bridge Fund. The first items to be accessioned from 1991 onwards included many received from Sandwich Borough Council, dated pre-1973, or from unknown sources. The first entries include:

- Military items, some dating back to the Boer War, including medals, documentation, photographs, buttons, and badges. These also cover the First World War and Second World War and include items from the Air Raid Precaution office which was housed inside the Guildhall. These are related to local forces such as the Cinque Port Volunteers, the Sandwich Volunteer Force, and the Kent Volunteer Rifles.
- Cinque Ports material such as ship money for Sandwich, model vessels and items related to the Lord Wardens.
- Wax seals and brass impressions from local organisations and people including St John's Hospital, Sir Roger Manwood's School, Sandwich Corporation, Carmelite Friars, Port of Sandwich Customs, and the Mayor of Sandwich.
- Items related to crime and punishment including police truncheons and several pairs of steel handcuffs, linked cuffs, and ankle cuffs.
- Items of earthenware.
- Balancing scales and weights, including apothecary scales, portable scales, and tradesmen's scales. In addition, a complete set of town weights and measures, including one with the Sandwich Coat of Arms embossed on it.
- Roman pottery, coins, bone needle and dice discovered at Richborough.
- Tools from different trades such as watchmakers and items from Sandwich weavers.
- Flint tools including axes and spearheads.
- Seashells and fossils from Sandwich Bay.
- Glass bottles from local organisations such as breweries.
- Large collection of photographs, photographic negatives, and glass plates, including prints from William Boyer.

- Artwork such as oil paintings, drawings, and watercolour paintings of the town and significant figures in the town throughout history.
- Large collection of postcards showing different scenes of the town.

3.0 Overview of Current Collections

Sandwich Guildhall Museum's collection has expanded over time and now contains a large range of items. Work is currently being carried out to tackle the backlog in relation to the organisation and documentation of the collection. Although all items that are accessioned are done so into the museum's collection, owned by Sandwich Toll Bridge Fund, it can be thought of as being in several separate categories, which will be noted in the Collections Management System in the future.

The items listed under section 3.1 are likely to be used for display in exhibitions, research enquiries or for marketing purposes. Items under sections 3.2, 3.3 and 3.4 are not likely to be used for display and are more likely to be used for research enquiries and internal reference.

3.1 Museum Collection (Including Archival Holdings)

3.1.1 Artefacts

Categories for these items include social history, military history, archaeology, and artwork. Key artefacts include Sandwich's piece of a Coronation Canopy, a Henry Weigel painting of Sandwich Court Sessions, two scenes on painted panels depicting Catherine of Braganza's visit to Sandwich and the Battle of Sole Bay, a significant collection of trading coins and tokens, and the copper-alloy Roman bowl, which is on loan to the museum. Items from this collection, specifically paintings and wall mounted objects, are displayed throughout the Guildhall building.

3.1.2 Paper Collection

Within the museum's collection are the archival holdings specific to the collecting criteria that are likely to be used in exhibitions, this includes paper items such as posters, books, documents, maps, photographs, postcards, and cartes-de-visites. Significant items include the 1300 Magna Carta and Charter of the Forest, tithe maps for the Parish of St Mary's and St Clements and a unique Window Tax document. A portion of this collection is held at the county archives in the Kent History and Library Centre.

3.1.3 Handling Collection

The museum has a small number of items previously used for outreach work. The museum will collect material for the handling collection and educational purposes where appropriate.

3.1.4 Furniture Within the Guildhall

The Guildhall itself is of historical interest, therefore it is likely that furniture within the building should be included within the museum's collection and treated as such. This

includes the interior of the 16th century courtroom, in particular the judges chair and the lion and dragon figures. It also includes furniture in the Mayor's Parlour and Council Chamber, such as the Mayor's chair, and other items throughout the Guildhall including two parliament clocks.

3.2 Sandwich Town Council Institutional Archive

This includes documents related to the operations of Sandwich Town Council, including minutes and reports from council meetings, housing information, and information about services within the town. These date from 1973 to the present day, when the town council was formed.

3.3 Borough of Sandwich Archive

Sandwich Borough Council existed until 1973 when the town was incorporated into Dover District Council and Sandwich Town Council was formed. For this reason, the collection contains a large amount of housing documents associated with the Borough of Sandwich. This collection also contains information about wartime life in Sandwich.

3.4 Sandwich Toll Bridge Fund Institutional Archive

As Trustee of the Sandwich Toll Bridge Fund, the council holds reports and minutes from the charity's meetings. In the past these have been deposited into the collection. The Sandwich Toll Bridge Fund Institutional Archive has three branches, which are as follows:

- Sandwich Toll Bridge Fund Institutional Archive
- Sandwich Guildhall Institutional Archive (Operations)
- Sandwich Guildhall Museum Institutional Archive (Operations)

3.5 Reference Library

The museum also holds a small reference library for internal and external research purposes, which contains information specific to Sandwich, areas of Kent, the twinned towns and notable people or events. These items are usually mass produced or created by the Local Historical Society. This collection also currently contains some historically significant books.

4.0 Themes and Priorities for Future Collecting

4.1 Items the Museum Will Collect

The museum's priority is to collect items that are strongly rooted in the history of Sandwich, the surrounding villages, its people, communities, and organisations. Future collecting will be led by strong provenance and material outside of this will only be collected when it serves to provide context for interpretation or learning.

Items collected must be related to the town of Sandwich, or the villages surrounding Sandwich. In particular:

- Material relating to specific events in the town or the surrounding villages.
- Material relating to the civic elements of the town including the Mayoralty, Town Councillors, the office of the Town Clerk, the role of the Town Sergeant and Mayoral and civic insignia.
- Material relating to working life, including Sandwich's role as a port.
- Material relating to Sandwich's role within the Confederation of Cinque Ports.
- Material relating to businesses within the town.
- Material relating to buildings within the town.
- Materials of personal and private collections of significant figures and families in Sandwich.
- Material relating to leisure and community life such as social and sports clubs, pastimes, family life, charities, churches, parishes, and schools.
- Material related to the social history of people within the town and surrounding areas.
- Original photographs, press cuttings, postcards, negatives, and cartes-de-visites related to the town and surrounding villages.
- Materials related to, or from, Richborough, specifically the Roman Fort, Richborough Camp and Port during World War One, and the Kitchener Camp during World War Two.
- Material related to the Wantsum Channel.
- Archaeological artefacts, where there is a confirmed provenance, in particular artefacts that can be used to explore prehistoric life, Roman Britain, the Middle Ages, and the early modern period.
- Contemporary collecting including materials related to the impact of national or international events on Sandwich and the surrounding areas.
- Oral or visual history of Sandwich and the surrounding villages.
- Material related to the operations of Sandwich Town Council, Sandwich Toll Bridge Fund, Sandwich Guildhall and Sandwich Guildhall Museum.
- Ephemera related to the above criteria.
- Born-digital material where it meets the above criteria, the donor holds the copyright to transfer to the museum and where the museum has the equipment and/or software to access the materials.
- Materials for handling and educational purposes where appropriate.

4.2 Items the Museum Will Not Collect

Objects falling into the following categories will not be collected by the museum unless there are special cases approved by the governing body.

- Large scale machinery and equipment, due to constraints on conservation. Items of this kind will only be collected in exceptional circumstances where they fit into the above criteria for items the museum will collect and there are resources available for long-term care.
- Clay pipes, due to many duplicates. These will only be collected in exceptional circumstances, where the item has a unique design, story and known provenance, or where the item is a key part of a collection belonging to an important figure within the town.

- Duplicates that cannot be used for handling collections or further examples.

5.0 Themes and Priorities for Rationalisation and Disposal

Sandwich Guildhall Museum's collection has developed over time. The museum is not undertaking any rationalisation projects currently, however a Collections Move project is underway, along with documenting and repacking. When the inventory is complete, it is thought that a review and rationalisation project will take place, however this will most likely consist of depositing documents in more appropriate locations, for example Kent Library and History Centre, especially in accordance with legislation that they may be covered by.

A review may also take place in relation to books within the reference library to decipher which are part of the museum's collection and accessioned as such, which are not part of the collection, and which ones do not fit the collecting criteria.

5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and processes.

6.0 Legal and Ethical Framework for Acquisition and Disposal of Items

6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7.0 Collecting Policies of Other Museums

7.1 The museum will take into account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7.2 Specific reference is made to the following museums and organisations:

- Dover Museum
- Dover Transport Museum
- Canterbury Museum
- Kent History and Library Centre
- Deal Museum

- Kent Mining Museum
- White Mill Rural Heritage Centre

8.0 Archival Holdings

As referred to in section 3.0 Overview of Current Collections, the governing body holds many items that fall into the category of 'archival holdings', that are accessioned into the collection regardless of whether they are classified as 'display items' or 'reference items'. Sections 3.1.2, 3.2, 3.3, 3.4 and 3.5 provide more explanation of these items.

8.1 Archives considered for acquisition must fit into the museum's collecting criteria.

8.2 As the museum holds and collect archival material it will be guided by the Code of Practice on Archives for Museums in the United Kingdom (2002).

9.0 Acquisition

9.1 Policy for Acquisitions

The decision regarding acquisitions into the collection is delegated to the Museum Coordinator where the item is being acquired by donation, bequest, or transfer, and where the item(s) fit the Themes and Priorities for Future Collecting. Acquisitions that are purchased require approval from the governing body.

9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom.)

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

10.0 Human Remains

10.1 As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

11.0 Biological or Geological Material

11.1 So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold, or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

12.0 Archaeological Material

12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

13.0 Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- Acting as an externally approved repository of last resort for material of local (UK) origin
- Acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes its decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14.0 Spoilation

14.1 The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

15.0 The Repatriation and Restitution of Objects and Human Remains

15.1 The museum's governing body, acting on the advice of the museum's professional staff, if any, may take the decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum

will take such decisions on a case-by-case basis; with its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

15.2 The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums.'

16.0 Disposal Procedures

16.1 All disposals will be undertaken with reference to the Spectrum primary procedure on disposal.

16.2 The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.

16.3 When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include the repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.

16.4 When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort – destruction.

16.5 The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities, and others served by the museum will also be sought.

16.6 A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety) will be the responsibility of the governing body of the museum acting on behalf of the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.

16.7 Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.

16.8 If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the

intention to dispose of material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

16.9 The announcement relating to gift or sale will indicate the number of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

16.10 Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional circumstances, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensations for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of the collections will be sought from the Arts Council England.

16.11 The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.

16.12 Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with Spectrum procedure on deaccession and disposal.

Disposal by Exchange

16.13 The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.

16.13.1 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.

16.13.2 If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.

16.13.3 If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).

16.13.4 Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Disposal by Destruction

16.14 If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.

16.15 It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.

16.16 Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destruction testing request identified in an organisation's research policy.

16.17 Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.

16.18 The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.



Accreditation Scheme for Museums
and Galleries in the United Kingdom

Collections development policy template

2014

Reprinted November 2018

Name of museum:

Insert name of museum.

Name of governing body:

Insert name of governing body.

Date on which this policy was approved by governing body:

Insert date.

Policy review procedure:

The collections development policy will be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review:

Insert date.

Arts Council England/Welsh Government/Museums Galleries
Scotland/Northern Ireland Museums Council (*delete as appropriate*)
will be notified of any changes to the collections development policy,
and the implications of any such changes for the future of
collections.

1**Relationship to other relevant policies/
plans of the organisation:**

1.1 The museum's statement of purpose is:

Insert museum's statement of purpose / mission statement.

1.2 The governing body will ensure that both acquisition and disposal are carried out openly and with transparency.

1.3 By definition, the museum has a long-term purpose and holds collections in trust for the benefit of the public in relation to its stated objectives. The governing body therefore accepts the principle that sound curatorial reasons must be established before consideration is given to any acquisition to the collection, or the disposal of any items in the museum's collection.

1.4 Acquisitions outside the current stated policy will only be made in exceptional circumstances.

1.5 The museum recognises its responsibility, when acquiring additions to its collections, to ensure that care of collections, documentation arrangements and use of collections will meet the requirements of the Museum Accreditation Standard. This includes using Spectrum primary procedures for collections management. It will take into account limitations on collecting imposed by such factors as staffing, storage and care of collection arrangements.

1.6 The museum will undertake due diligence and make every effort not to acquire, whether by purchase, gift, bequest or exchange, any object or specimen unless the governing body or responsible officer is satisfied that the museum can acquire a valid title to the item in question.

Please include one of the following two paragraphs:

1.7 The museum will not undertake disposal motivated principally by financial reasons.

OR

1.7 In exceptional cases, disposal may be motivated principally by financial reasons. The method of disposal will therefore be by sale and the procedures outlined below will be followed. In cases where disposal is motivated by financial reasons, the governing body will not undertake disposal unless it can be demonstrated that all the following exceptional circumstances are met in full:

- the disposal will significantly improve the long-term public benefit derived from the remaining collection
- the disposal will not be undertaken to generate short-term revenue (for example to meet a budget deficit)
- the disposal will be undertaken as a last resort after other sources of funding have been thoroughly explored
- extensive prior consultation with sector bodies has been undertaken
- the item under consideration lies outside the museum's established core collection

2

History of the collections

Insert text explaining how the collection has evolved.

3

An overview of current collections

Insert text to describe accessioned collection.

4

Themes and priorities for future collecting

Insert text describing priorities for collecting.

Themes and priorities for rationalisation and disposal

If the museum is undertaking active rationalisation and disposal include clauses 5.1 and 5.2

5.1 The museum recognises that the principles on which priorities for rationalisation and disposal are determined will be through a formal review process that identifies which collections are included and excluded from the review. The outcome of review and any subsequent rationalisation will not reduce the quality or significance of the collection and will result in a more useable, well managed collection.

5.2 The procedures used will meet professional standards. The process will be documented, open and transparent. There will be clear communication with key stakeholders about the outcomes and the process.

Insert additional commentary relating to themes and priorities for rationalisation and disposal. Describe which areas of the collections are being considered and why.

OR if there is no active disposal or rationalisation.

5.1 The museum does not intend to dispose of collections during the period covered by this policy.

Reference the reasons why, which could include the fact that disposal and rationalisation is not permitted by the governance or bequest conditions etc; confirmation that disposal is not a priority for this policy period or confirmation that disposals will only be undertaken for legal, safety or care and conservation reasons (for example, spoliation, radiation, infestation, repatriation).

6

Legal and ethical framework for acquisition and disposal of items

- 6.1 The museum recognises its responsibility to work within the parameters of the Museum Association Code of Ethics when considering acquisition and disposal.

7

Collecting policies of other museums

- 7.1 The museum will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

- 7.2 Specific reference is made to the following museum(s)/organisation(s):

Insert list of museum(s)/organisation(s).

- 7.3 *Insert any additional policy regarding potential joint acquisition agreements etc.*

8

Archival holdings

(include where relevant)

Acquisition

9.1 The policy for agreeing acquisitions is:

Insert text to describe the museum's authorisation policy for agreeing acquisitions.

9.2 The museum will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its country of origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws. (For the purposes of this paragraph 'country of origin' includes the United Kingdom).

9.3 In accordance with the provisions of the UNESCO 1970 Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, which the UK ratified with effect from November 1 2002, and the Dealing in Cultural Objects (Offences) Act 2003, the museum will reject any items that have been illicitly traded. The governing body will be guided by the national guidance on the responsible acquisition of cultural property issued by the Department for Culture, Media and Sport in 2005.

Museums in Scotland should omit the wording 'and the Dealing in Cultural Objects (Offences) Act 2003'.

10

Human remains

The museum should use one or more of the following paragraphs:

- 10.1** The museum does not hold or intend to acquire any human remains.

OR

Museums in England, Wales and Northern Ireland should include one or both of the first two paragraphs.

- 10.1** As the museum holds or intends to acquire human remains under 100 years old, it will obtain the necessary licence under the Human Tissue Act 2004 and any subordinate legislation from time to time in force.
- 10.2** As the museum holds or intends to acquire human remains from any period, it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

Museums in Scotland should include the following paragraph:

- 10.1** As the museum holds or intends to acquire human remains from any period, it will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.

11

Biological and geological material

Please include either of the following paragraphs, as appropriate:

- 11.1** The museum will not acquire any biological or geological material.

OR

- 11.1** So far as biological and geological material is concerned, the museum will not acquire by any direct or indirect means any specimen that has been collected, sold or otherwise transferred in contravention of any national or international wildlife protection or natural history conservation law or treaty of the United Kingdom or any other country, except with the express consent of an appropriate outside authority.

Archaeological material

Please include the following paragraphs, as appropriate:

12.1 The museum will not acquire any archaeological material.

OR

For all museums collecting archaeological material:

12.1 The museum will not acquire archaeological material (including excavated ceramics) in any case where the governing body or responsible officer has any suspicion that the circumstances of their recovery involved a failure to follow the appropriate legal procedures.

For all archaeological material found in England, Wales and Northern Ireland:

12.2 In England, Wales and Northern Ireland the procedures include reporting finds to the landowner or occupier of the land and to the proper authorities in the case of possible treasure (i.e. the Coroner for Treasure) as set out in the Treasure Act 1996 (as amended by the Coroners & Justice Act 2009).

For all archaeological material found in Scotland:

12.2 In Scotland, under the laws of bona vacantia including Treasure Trove, the Crown has title to all ownerless objects including antiquities, although such material as human remains and environmental samples are not covered by the law of bona vacantia. Scottish material of chance finds and excavation assemblages are offered to museums through the treasure trove process and cannot therefore be legally acquired by means other than by allocation to *[museum name]* by the Crown. However where the Crown has chosen to forego its title to a portable antiquity or excavation assemblage, a Curator or other responsible person acting on behalf of the *[name of governing body]*, can establish that valid title to the item in question has been acquired by ensuring that a certificate of 'No Claim' has been issued on behalf of the Crown.

13

Exceptions

13.1 Any exceptions to the above clauses will only be because the museum is:

- acting as an externally approved repository of last resort for material of local (UK) origin
- acting with the permission of authorities with the requisite jurisdiction in the country of origin

In these cases the museum will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. The museum will document when these exceptions occur.

14

Spoliation

Government-funded national museums should include the following paragraph:

14.1 The museum will use 'Spoliation of Works of Art during the Holocaust and World War II period: Statement of Principles and Proposed Actions', issued by the National Museum Directors' Conference in 1998, and report on them in accordance with the guidelines.

All other museums should include the following paragraph:

14.1 The museum will use the statement of principles 'Spoliation of Works of Art during the Nazi, Holocaust and World War II period', issued for non-national museums in 1999 by the Museums and Galleries Commission.

The Repatriation and Restitution of objects and human remains

The following statements must also be included, if relevant to the museum:

- 15.1** The museum's governing body, acting on the advice of the museum's professional staff, if any, may take a decision to return human remains (unless covered by the 'Guidance for the care of human remains in museums' issued by DCMS in 2005), objects or specimens to a country or people of origin. The museum will take such decisions on a case by case basis; within its legal position and taking into account all ethical implications and available guidance. This will mean that the procedures described in 16.1-5 will be followed but the remaining procedures are not appropriate.

Museums in Scotland should replace the wording ("Guidance for the care of human remains in museums" issued by DCMS in 2005) with ("Guidance for the Care of Human Remains in Scottish Museums" issued by MGS in 2011).

For all human remains in England, Wales and Northern Ireland:

- 15.2** The disposal of human remains from museums in England, Northern Ireland and Wales will follow the procedures in the 'Guidance for the care of human remains in museums'.

For all human remains in Scotland:

- 15.2** The disposal of human remains from museums in Scotland will follow the guidelines in the 'Guidance for the Care of Human Remains in Scottish Museums' issued by Museums Galleries Scotland in 2011.

Museums in Scotland holding collections including human remains donated under the Anatomy Act may also use this optional paragraph:

- 15.3** The exception to this is that as, in accordance with the procedures of the Anatomy Act (1984) as amended by the Human Tissue (Scotland) Act (2006), the proper disposal of human remains in the Anatomy collection donated under the Anatomy Act is the legal duty of the Licensed Teacher of Anatomy. In exceptional circumstances the Licensed Teacher may be required to dispose of human remains and to have sole responsibility for the decision. The governing body will be informed of the decision and a clearly documented audit trail will be maintained.

Disposal procedures

- 16.1** All disposals will be undertaken with reference to the Spectrum primary procedures on disposal.
- 16.2** The governing body will confirm that it is legally free to dispose of an item. Agreements on disposal made with donors will also be taken into account.
- 16.3** When disposal of a museum object is being considered, the museum will establish if it was acquired with the aid of an external funding organisation. In such cases, any conditions attached to the original grant will be followed. This may include repayment of the original grant and a proportion of the proceeds if the item is disposed of by sale.
- 16.4** When disposal is motivated by curatorial reasons the procedures outlined below will be followed and the method of disposal may be by gift, sale, exchange or as a last resort – destruction.
- 16.5** The decision to dispose of material from the collections will be taken by the governing body only after full consideration of the reasons for disposal. Other factors including public benefit, the implications for the museum's collections and collections held by museums and other organisations collecting the same material or in related fields will be considered. Expert advice will be obtained and the views of stakeholders such as donors, researchers, local and source communities and others served by the museum will also be sought.
- 16.6** A decision to dispose of a specimen or object, whether by gift, exchange, sale or destruction (in the case of an item too badly damaged or deteriorated to be of any use for the purposes of the collections or for reasons of health and safety), will be the responsibility of the governing body of the museum acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.

- 16.7** Once a decision to dispose of material in the collection has been taken, priority will be given to retaining it within the public domain. It will therefore be offered in the first instance, by gift or sale, directly to other Accredited Museums likely to be interested in its acquisition.
- 16.8** If the material is not acquired by any Accredited museum to which it was offered as a gift or for sale, then the museum community at large will be advised of the intention to dispose of the material normally through a notice on the MA's Find an Object web listing service, an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.9** The announcement relating to gift or sale will indicate the number and nature of specimens or objects involved, and the basis on which the material will be transferred to another institution. Preference will be given to expressions of interest from other Accredited Museums. A period of at least two months will be allowed for an interest in acquiring the material to be expressed. At the end of this period, if no expressions of interest have been received, the museum may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.
- 16.10** Any monies received by the museum governing body from the disposal of items will be applied solely and directly for the benefit of the collections. This normally means the purchase of further acquisitions. In exceptional cases, improvements relating to the care of collections in order to meet or exceed Accreditation requirements relating to the risk of damage to and deterioration of the collections may be justifiable. Any monies received in compensation for the damage, loss or destruction of items will be applied in the same way. Advice on those cases where the monies are intended to be used for the care of collections will be sought from the Arts Council England/Welsh Government /Museums Galleries Scotland/ Northern Ireland Museums Council (*delete as appropriate*).

- 16.11** The proceeds of a sale will be allocated so it can be demonstrated that they are spent in a manner compatible with the requirements of the Accreditation standard. Money must be restricted to the long-term sustainability, use and development of the collection.
- 16.12** Full records will be kept of all decisions on disposals and the items involved and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the items concerned, including photographic records where practicable in accordance with Spectrum procedure on deaccession and disposal.

Disposal by exchange

Please include the following statement if appropriate:

- 16.13** The museum will not dispose of items by exchange.

Remove references to exchange throughout policy

OR

Museums wishing to include the procedure for disposal by exchange should include the following paragraphs:

- 16.13** The nature of disposal by exchange means that the museum will not necessarily be in a position to exchange the material with another Accredited museum. The governing body will therefore ensure that issues relating to accountability and impartiality are carefully considered to avoid undue influence on its decision-making process.

16.13.1 In cases where the governing body wishes for sound curatorial reasons to exchange material directly with Accredited or non-Accredited museums, with other organisations or with individuals, the procedures in paragraphs 16.1-5 will apply.

16.13.2 If the exchange is proposed to be made with a specific Accredited museum, other Accredited museums which collect in the same or related areas will be directly notified of the proposal and their comments will be requested.

- 16.13.3** If the exchange is proposed with a non-Accredited museum, with another type of organisation or with an individual, the museum will place a notice on the MA's Find an Object web listing service, or make an announcement in the Museums Association's Museums Journal or in other specialist publications and websites (if appropriate).
- 16.13.4** Both the notification and announcement must provide information on the number and nature of the specimens or objects involved both in the museum's collection and those intended to be acquired in exchange. A period of at least two months must be allowed for comments to be received. At the end of this period, the governing body must consider the comments before a final decision on the exchange is made.

Disposal by destruction

- 16.14** If it is not possible to dispose of an object through transfer or sale, the governing body may decide to destroy it.
- 16.15** It is acceptable to destroy material of low intrinsic significance (duplicate mass-produced articles or common specimens which lack significant provenance) where no alternative method of disposal can be found.
- 16.16** Destruction is also an acceptable method of disposal in cases where an object is in extremely poor condition, has high associated health and safety risks or is part of an approved destructive testing request identified in an organisation's research policy.
- 16.17** Where necessary, specialist advice will be sought to establish the appropriate method of destruction. Health and safety risk assessments will be carried out by trained staff where required.
- 16.18** The destruction of objects should be witnessed by an appropriate member of the museum workforce. In circumstances where this is not possible, eg the destruction of controlled substances, a police certificate should be obtained and kept in the relevant object history file.

Report to Museum and Archive Committee
Meeting scheduled for 23rd November 2023
Report from: Museum Coordinator
Date: 17th November 2023
Subject: Collections Care and Conservation Policy
Classification: General
Purpose of report: To request approval the updated Collections Care and Conservation Policy for the museum.
Regarding the Collections Care and Conservation Policy, the Museum Accreditation Guidance (2019) states: <i>“Your policy or statement should be based on a combination of preventative and remedial conservation, both designed to ensure long-term preservation.”</i> The museum’s Accreditation Return will require this policy is presented with signed approval from the governing body.
Recommendation: Members are asked to recommend that Sandwich Toll Bridge Fund approves the museum’s Collections Care and Conservation Policy.

Sandwich Guildhall Museum

Collections Care and Conservation Policy

2023 - 2028

Name of museum: Sandwich Guildhall Museum

Name of governing Body: Sandwich Toll Bridge Fund

Date on which this policy was approved by the governing body: Date and minute reference.

Policy review procedure: To be published and reviewed from time to time, at least once every five years.

Date at which this policy is due for review: April 2028

Arts Council England will be notified of any changes to this policy, and the implications of any such changes for the future of the collections.

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1.0 Introduction

1.1 Mission Statement

[Insert approved Mission Statement]

1.2 Policy Statement

This policy sets out the principles for the conservation of objects held by Sandwich Guildhall Museum. The museum strives to ensure that high standards for collections care are a key aspect of its development and aims to improve the care and conditions of all its collections in accordance with Benchmarks in Collections Care, or other approved standards, within the limits of its resources.

The Collections Care and Conservation Policy sets out the guidelines for the preservation of the collections and buildings, and the preventative and remedial conservation of the collections.

This policy should be read in conjunction with the museum's Collections Development Policy, Collections Documentation Policy, Collections Access Policy, Emergency Plan, and any other policies affecting the collections or buildings.

The Care and Conservation Plan is designed to implement the statements outlined in this policy.

2.0 Ethics, Legislation and Standards

2.1 The museum's collections care and conservation work is guided by the following legislation and ethical framework:

- Museums Association's Code of Ethics
- Health and Safety at Work Act 1974
- Control of Substances Hazardous to Health Regulations 2002
- PD5454:2012 Guide for the Storage and Exhibition of Archival Materials
- PAS198:2012 Specification for Managing Environmental Conditions for Cultural Collections
- Department for Culture, Media and Sport's 'Guidance for the care of human remains in museums'

2.2 Benchmarks in Collections Care will be used as the basis for maintaining and improving standards of collections care for all the collections.

2.3 The Collections Trust's 'Larger and Working Objects: A guide to Standards in Their Preservation and Care' will be used as the basis for conserving and maintaining any larger objects in the collection.

2.4 Archive care and conservation is guided by information in PD5454:2012 Guide for the Storage and Exhibition of Archival Materials and PAS198:2012 Specification for Managing Environmental Conditions for Cultural Collections, in

particular the guidelines for collections care, including environmental control, temperature, and relative humidity.

3.1 Expertise and Advice

3.1 The care of the collections is the responsibility of all staff and volunteers that work in the museum and Guildhall. All personnel have a responsibility to reinforce guidelines and educate users of the museum or Guildhall in the care of the collections where necessary. Any concerns regarding the collections should be reported to the Museum Coordinator.

3.2 All staff and volunteers will be trained by the Museum Coordinator to handle collections. Personnel who have not been briefed on handling requirements are not permitted to handle items from the accessioned collection.

3.3 The Museum Coordinator is responsible for carrying out low level means of care for the collection, including preventative conservation.

3.4 The Museum Coordinator will defer decisions for conservation work on any item in the collection to the Museum & Archive Committee, or governing body, in particular if the work incurs a cost.

3.5 The museum is unlikely to carry out or arrange the conserving of items that are not part of its collection, however if this occurs the lending organisation bears the responsibility to approve of the work and provide written evidence to the museum prior to the work taking place.

3.6 A borrowing organisation is unlikely to carry out or arrange conservation work of Sandwich Guildhall Museum's collection, unless borrowed for that purpose, however, in the event that this may occur, the museum's governing body has the authority to approve of the work and circumstances in which it occurs. Should a borrowing organisation carry out work on an item from the museum's collection without written approval from the governing body, the borrowing organisation will bear any costs that may be incurred.

3.7 Advice on care and conservation comes from the Museum Coordinator, who has responsibility for delivering this work to meet the needs of the collection.

3.8 Specialist advice beyond that of the museum's staff is sought from external professionals. Any external professionals carrying out work for the museum must be an accredited conservator, or recommended by the National Conservation Service, of which the museum holds a membership.

3.9 No item in the collections will be modified or altered until advice has been obtained from a suitably qualified conservator.

3.10 The museum will keep detailed records of all treatments carried out on objects, including the name and contact details of the associated person or company.

4.0 External Access

4.1 Sandwich Guildhall Museum aims to balance the care and conservation of the collection with the provision of access to the collections.

4.2 Researchers or other visitors working with the collections will be briefed on how to handle the items they are working with and will be supervised at all times.

4.3 More information about access to the collections can be found in the museum's Collections Access Policy.

5.0 Guiding Principles

Caring for collections is a fundamental duty of all museums. The guiding principles cover a combination of preventative and remedial conservation measures designed to ensure long term preservation.

Sandwich Guildhall Museum will fulfil its responsibilities to safeguard and care for its collections by:

- Working to meet the requirements Spectrum 5.1
- Improving accountability for the collections
- Extending access to collections information
- Strengthening security of the collections
- Improving care and conservation of the collections
- Extending public access to the collections

5.1 Preventative Conservation

Preventative Conservation covers the measures necessary to slow down or minimise deterioration of museum objects, specimens, or structures.

5.1.1 The museum will ensure that all staff and volunteers responsible for carrying out preventative conservation tasks have the appropriate skills and training.

5.1.2 Staff will regularly monitor the environment in which artefacts are located, both display and storage areas, to ensure stable, appropriate conditions are being maintained. The targets for this are to be set in line with PAS 198:2012. This includes monitoring the temperature, relative humidity, and UV and Lux levels.

5.1.3 A record of the environmental conditions will be maintained.

5.1.4 Regular active monitoring programmes for insects and pests in both the display and storage areas will be maintained. Remedial action will be taken as and when a pest threat is identified.

5.1.5 Staff will ensure there are regular active housekeeping programmes in place for the collections that are both displayed and in storage.

5.1.6 Staff will ensure the fabric of the buildings housing the collections is structurally sound and regularly maintained.

5.1.7 The display systems chosen will provide an adequate level of protection to the objects on display.

5.1.8 The museum will seek to make improvements in all aspects of collections care through the application of this policy, the Collections Care and Conservation Plan, and other relevant museum policies.

5.1.9 Staff will regularly assess risks to the collections and take appropriate action to mitigate those risks.

5.2 Remedial Conservation

Remedial conservation involves treatment to an object or specimen to bring it to a more acceptable condition or state, to stabilise it, or enhance some aspects of its cultural or scientific value.

5.2.1 The museum will ensure that all staff and volunteers carrying out any treatment have the appropriate skills and training.

5.2.3 Where the appropriate conservation skills are not present within the museum's team a conservator or conservation service may be sought for advice and to carry out conservation work. In this case, any conservators that are contracted must meet the policy as stated in section 3.8.

5.2.4 The process of conservation work will be fully recorded, including the outcome, and all information will be linked to the object's documentation record.

5.2.5 The museum will seek grant aid or other funding for conservation work to reduce the financial risk to the museum and ensure that necessary work can be carried out without potential interruption to funding.

5.2.6 The museum will seek to create links with other institutions to share information related to conservation.

6.0 Buildings

6.1 The museum recognises that the maintenance of its buildings is fundamental to the preservation of both the building and collection, therefore it endeavours to keep the buildings in a suitable condition.

6.2 The collection is displayed and stored in the Guildhall, which is divided into multiple parts, as shown below. The Guildhall sits under the charity Sandwich Toll Bridge Fund, as does the museum, of which Sandwich Town Council is the sole Trustee as a corporate entity.

Building	Collection	Use	Owner	Upkeep carried out by
Guildhall main reception, offices, the Gallery, Main Hall, Jury Room, Mayor's Parlour, Council Chamber and any hallways, staircases, or landings throughout	Artwork from the collection displayed throughout the building. Some artefacts in specific rooms that are not usually open to the public.	Offices for staff, meetings, events and rooms for hire.	Dover District Council, leased to Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund	Sandwich Toll Bridge Fund with permission of Dover District Council where necessary
Museum and 16 th Century Courtroom	Collection is displayed in glass cases in the permanent exhibition. Artwork is displayed on the walls of the courtroom.	Open to the public. Courtroom can be hired for weddings.	Dover District Council, leased to Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund	Sandwich Toll Bridge Fund with permission of Dover District Council where necessary
Guildhall Attic	The collection is moving from this location to a new store. Much of it is still currently stored in the attic.	Used by designated staff only to access the collection.	Dover District Council, leased to Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund	Sandwich Toll Bridge Fund with permission of Dover District Council where necessary
Collection Store	The new storage facility for the museum's collection.	Used for all collections work. Authorised access only.	Dover District Council, leased to Sandwich Town Council as Trustee of Sandwich Toll Bridge Fund	Sandwich Toll Bridge Fund with permission of Dover District Council where necessary

7.0 Security

The security of the collection is an essential area of work required for the museum to fulfil its responsibilities in caring effectively for the collection.

7.1 The museum will ensure that an external security review is undertaken at least every five years in line with the requirements of the Museum Accreditation Scheme.

7.2 The museum will ensure that both the museum and storage facilities are secure, with CCTV, contact alarms on doors, door locks, motion sensors, vibration detectors as required and panic alarms where necessary. Where these measures are not in place, work will be carried out to implement them.

7.3 Collections displayed throughout the Guildhall should be secured sufficiently. A programme to replace fixings should be implemented to improve security.

7.4 Visitors are accompanied by volunteers in the museum and 16th century courtroom to ensure the collections and historic spaces remain secure and protected.

7.5 The museum will maintain a dedicated, secure storage area for collections which is locked and only accessible to museum staff, authorised personnel, or those accompanied by museum staff.

7.6 The museum will ensure that display systems are secure, and that front of house staff and volunteers are trained to ensure security is maintained.

7.7 All research access to the collections will be supervised.

8.0 Emergency Planning

8.1 Sandwich Guildhall Museum will maintain, test, and review an Emergency Plan in line with requirements of the Museum Accreditation Scheme.

8.2 The Emergency Plan will be accessible to staff and volunteers, and they will be notified of any changes or updates to the plan.

8.3 Incidents that threaten the museum, collections store, or items in the collection, including the historic buildings, will be recorded so that assessments and improvements can be made to the Emergency Plan.

Report to Museum and Archive Committee**Meeting scheduled for 23rd November 2023****Report from: Museum Coordinator****Date: 17th November 2023****Subject: Water Ingress in Museum****Classification: General****Purpose of report:**

To provide the committee with details and concerns regarding water ingress in the museum.

Earlier this year the Principal Heritage Officer from Dover District Council visited the museum to view the wall next to the main entrance due to concerns about water ingress. The wall has had staining for a long time and seemed damp in some places, however there were queries as to whether this was getting worse, or if the marks were from previous issues. The Heritage Officer advised that the staining should be painted over and assessed next time it rains to locate the entrance point of the moisture. She suspected issues with the guttering was the cause of the water seeping through the wall and strongly recommended they be overhauled. The gutters are due to be cleared on 30th November.

Due to the fact the museum is only closed two days a week and the Museum Coordinator works the days it is open; it has been difficult to coordinate moving the Custumal and painting over the staining. The aim was to deal with maintenance issues, such as this, during the museum's closure in December. However, over the last few weeks we have received a large amount of rain, including the persistent rain and wind caused by the recent storm. There have been multiple days where the rain has entered underneath the main entrance door and flooded the museum. Committee members may be aware that the museum was closed on Saturday 4th November and Sunday 5th November. The museum was closed due to health and safety concerns related to the wet floors that were difficult to keep dry and the light switch panel which is located on the wall that had water seeping through.

On two occasions water has seeped through the wall in several locations, rather than via one specific route as originally suggested, resulting in it running down the wall (Figure 1). On Saturday 4th November, whilst the museum was closed, measures were put in place to avoid any other areas of the museum being damaged. The Custumal was moved to ensure it was not affected and bubble wrap was put along the edge of the main entrance to stop rain entering overnight. Removing the Custumal's interpretation panel revealed more damp, as well as mould, which can be a health hazard (Figure 2).

On Monday 6th November, the Museum Coordinator, Caretaker, Assistant Caretaker, Cleaner and Public Convenience Attendant worked hard to get the museum into a more fit state to be open to the public. An electrician confirmed the light switch panel is safe to use. The caretakers assisted in rearranging the interpretation panels to allow for the Custumal to be relocated next to the Magna Carta, and both cleaners assisted in removing the mould and disinfecting the area to reduce the chance of it growing again. The Museum Coordinator would like to acknowledge the other staff who assisted and thank them for their work on making huge improvements to the wall and ensuring the museum was safe for volunteers and visitors (Figure 3).

There is now a board in front of the wall, with a notice stating the museum experienced some storm damage and that staff are working to deal with the affected areas. Although this may not look the best, it is important to be transparent with visitors. It also means the museum can stay open to the public.

The plan moving forward is to strip the wall as it seems to have paper underneath the paint, allow it to dry out as much as possible, paint it with sealant and then repaint it in the correct

colour. Due to the museum's opening hours, this will be done over a period of a few weeks. This will not affect the visitor experience as all artefacts remain on display.

This work, in conjunction with the clearing of the guttering, will ensure the museum wall is much better protected and will hopefully ensure this does not happen again.



Figure 1

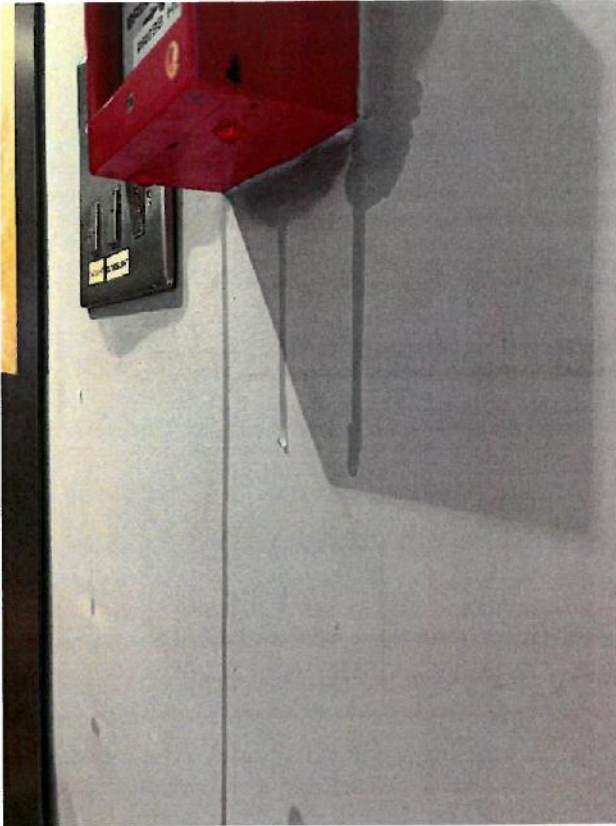


Figure 2

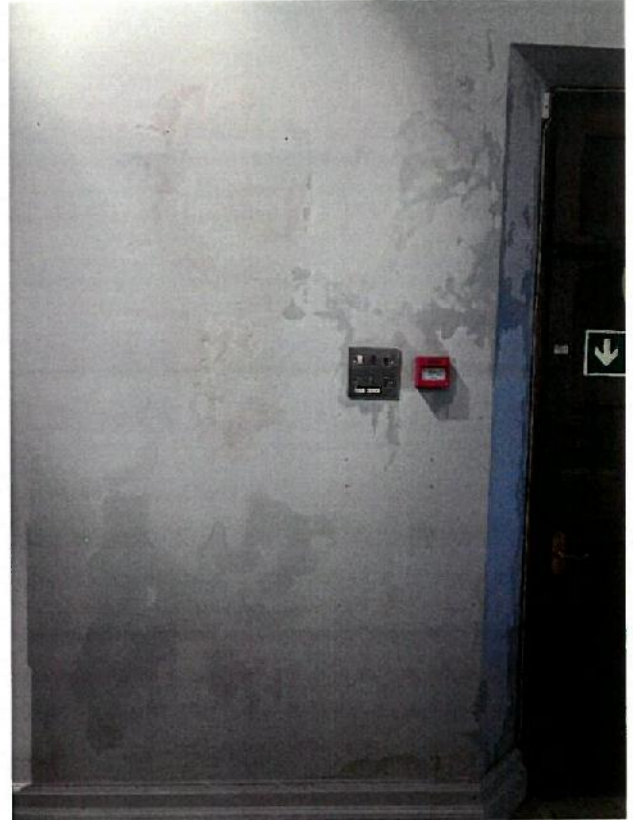


Figure 3

Recommendation: Members are asked to note information regarding water ingress in the museum.