

Museum Committee Income & Expenditure – 30th September 2020

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	
Museum							
400 Museum							
1400 Museum Donations	62	0	(62)			0.0%	62
Museum :- Income	62	0	(62)				62
4100 Stationery	33	150	117		117	21.7%	
4102 Printing/Photocopying	0	150	150		150	0.0%	
4106 Subscriptions	0	250	250		250	0.0%	
4115 Legal & Professional Fees	1,400	0	(1,400)		(1,400)	0.0%	
4131 Travelling Expenses	0	100	100		100	0.0%	
4135 Advertising/Promotions	940	1,860	920		920	50.5%	
4271 Website	350	360	10		10	97.2%	
4400 Museum Maintenance	29	500	471		471	5.7%	
4401 Museum Equipment	55	0	(55)		(55)	0.0%	55
4404 Events & Exhibitions	17	1,700	1,683		1,683	1.0%	
4410 Volunteer support	182	600	418		418	30.3%	
Museum :- Indirect Expenditure	3,005	5,670	2,665	0	2,665	53.0%	55
Net Income over Expenditure	(2,943)	(5,670)	(2,727)				
6000 plus Transfer from EMR	55						
6001 less Transfer to EMR	62						
Movement to/(from) Gen Reserve	(2,950)						
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Museum :- Income	62	0	(62)			0.0%	
Expenditure	3,005	5,670	2,665	0	2,665	53.0%	
Net Income over Expenditure	(2,943)	(5,670)	(2,727)				
plus Transfer from EMR	55						
less Transfer to EMR	62						
Movement to/(from) Gen Reserve	(2,950)						
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Grand Totals:- Income	62	0	(62)			0.0%	
Expenditure	3,005	5,670	2,665	0	2,665	53.0%	
Net Income over Expenditure	(2,943)	(5,670)	(2,727)				
plus Transfer from EMR	55						
less Transfer to EMR	62						
Movement to/(from) Gen Reserve	(2,950)						

Daventry Museum Annual Donations Report

Report for the period 1st April 2020 to 31st March 2021

A	Total Donations carried over from previous years	£1,208.61
B	Total Donations Income received for 2020/21	£62.00
C	Total Donations Expenditure for 2020/21 as listed below	£0.00
E	Total Donations Retained at year end (A+B-C)	£1,270.61

Summary of Museum Donations Expenditure during the year 2019/20

Item / Purpose	Amount Spent
Total Spent	£0.00

REPORT TO: Museum Committee 19th October 2020

REPORT ON: Grant Applications. Appendix 6

REPORT BY: Carrie Gardner-Pett, Development & Liaison Officer (DLO) Mat. Leave Cover

REPORT DATE: 15 October 2020

Background

- Full conservation of the Roman mosaic was agreed by full council in 2020.
- During the pandemic, art organisations such as Art Fund and National Heritage Lottery Fund are offering a plethora of grants to the heritage and arts sector.
- DLO attended 'Planning during a Pandemic' workshop run by Museums Development East Midlands (MDEM) wherein recommendations were made that aims in the forward plan could be achieved through a grant application at this time.
- The Art Fund Respond and Reimagine grant was researched and deemed to be the most suitable for the project.

MDEM Small Grant

The Museum team applied for £1,400 in July 2020 after a discussion with the team at MDEM. The discussion was with reference to the Museum Forward plan objectives of;

- redesigning and refurbishing the corridor/wall of faces,
- the full conservation of the Roman mosaic,
- a new website and increased digital content.

This small grant was applied for to secure the professional advice and services of museum consultants G+ Studio. DLO and VMC met with G+ Studio to discuss ideas and assess the corridor area in early July 2020.

The team were notified at the end of August that the grant application was successful and G+ Studio were commissioned.

Art Fund, Respond and Reimagine Grant

This new grant aims to help museums, galleries and cultural organisations respond to immediate challenges connected to the Covid-19 crisis, and offer support to adapt and reimagine ways of working for the future.

The team considered that the need for a one-way system for visitors around the museum meant that now more than ever the corridor space should be reimaged as the spine of the museum and offer a further exhibition space via a Timeline of Daventry with a dedicated space for the Roman mosaic once it has been conserved.

G+ Studio furnished the team with assistance on the application, illustrative graphics, a plan of works required and a draft timeframe of the project.

A new website design and digital content also formed part of the grant application. Surface Impression Ltd gave indicative concepts and a quote. Part of this project would also include an online platform enabling volunteers to 'work from home'.

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A total of approximately £50,000 (the total grant limit) was applied for and the application was made on Friday 9th October. 100% funding is considered by Art Fund, however the ring-fenced funding agreed to conserve the mosaic was highlighted in the application along with 'in-kind costs' such as volunteer and staff time dedicated to the projects.

The decision will be determined by 7th November 2020.

REPORT TO: Museum Committee 19th October 2020

REPORT ON: Museum Activities

REPORT BY: Carrie Gardner-Pett, Development & Liaison Officer (DLO) Mat. Leave Cover

REPORT DATE: 15th October 2020

N.B. In this report DLO refers to the maternity leave cover DLO.

Lockdown Museum Closure Activity

The museum closed on Tuesday 17th March in line. The museum team continued to communicate and used social media and new website posts extensively to engage with virtual visitors, providing resources for children and when appropriate, self-guided history walks around Borough Hill.

- The team put together several **VE Day** posts, linking in with DTC it featured items from the collection, music from the local ukulele group and a group of singers from Chelmsford, via whom we were also able to share information about a shared BBC history along.
- **Volunteers' Week** was celebrated with a special animated email card sent (&/or printed) to regular volunteers and a boxed-up afternoon tea (from Courtyard Café) hand delivered by members of staff.
- **Virtual Training.** The DLO undertook several virtual training sessions with Museum Development East Midlands, linking in with similar sized heritage organisations to discuss ideas of engagement during lockdown and plans/processes/challenges for reopening.
- **Borough Hill information boards.** The museum was contacted by DDC and Museum of London Archaeology to request assistance with one of the history and information boards that will be erected on Borough Hill soon (no deadline given). This sixth board will be positioned overlooking the town and will feature a map of the town from 1571. The volunteer team have been busy working on historically interesting facts that will point to positions on the map. For example, the Moot Hall, The Abbey, Coaching, train station and lots more. The board will feature the museum's logo and mentions of items of interest in the museum.
- **Heritage Open Days (HODs).** The DLO partook in a virtual meeting with the HODs team and several heritage organisations about plans for a hybrid virtual and physical content for the festival this year. It was decided by the museum team to provide a Google Tour of the town featuring contemporary and historical photographs of the town. The DLO was welcomed by the Conservative Club to take photographs during a tour of the building and was also sent photos by the Masonic Lodge, other offers to take photos will be taken up in the coming months.
- **The DLO and Quantum 360s** took 360° images of the museum exhibitions which were made into virtual tours for the website (free of charge). The Naseby exhibition featured full labels and the exhibition could therefore be enjoyed by virtual visitors despite the museum's physical closure. A 360° virtual tour of the current exhibition is also available on the website. Whilst in the town Quantum 360s took images of Sheaf Street which are now available on Google Maps.
- **Grant applications** were researched and several applications were made, further information in separate report.

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Roman Mosaic

Skillington Workshop Ltd are due to remove the mosaic week commencing 19th October to start conservation work.

Exhibitions 2020:

A Virtual and Veritable Cabinet of Curiosity

The current exhibition is both a virtual and physical exhibition, online and in the museum. It was an amalgam of the last two planned exhibitions of 2020 Collect-o-Mania and Volunteers Variety. Exhibits include collections belonging to the volunteers and staff/family along with rarely seen items from the storeroom. Two videos were produced and can be viewed via the website and the Town Council's YouTube channel. These two videos share the collections of virtual visitors and group photographs of Daventrians chosen by the volunteer team.

A leaflet is given to all visitors upon arrival, it includes a plan of the one-way system and a quiz about the exhibition. A collection of Lego has also been hidden around the exhibition for younger visitors to find as they explore the displays.

Exhibitions 2021

Date	Exhibition Title	Notes
January – April 2021	Culture & Entertainment	100 years since the Victorian inception of The Royal Albert Hall, London and Daventry's Assembly Rooms. Themes will include Victorian views of culture, entertainment and science.
May – August 2021	Parks & Recreation	With DTC taking on open spaces and 40 years since Canons Ashby was taken on by the NT, look to collaboration with Canons Ashby.
September – December 2021	A Child's Eye View of Daventry	Taking inspiration from churches, schools, railways, shops etc many of elements of life in Daventry through a child's eye/experience through the ages.

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Outreach & Events Schedule 2020

Date	Event	Time
Thursday 15 th October	#MuseumPassion	All day (online)
Thursday 29 th October	Outdoor Spooky Victorian Fairy Tales performance	2pm to 3pm
Saturday 7 th November	Temporary Remembrance display (in museum and online)	10am to 2.30pm & following week Tues – Fri from 10am to 1.30pm

Community Engagement/Outreach 2020

- **British Science Week Science Day event, 7th March:** Theme of Our Diverse World and Diverse Daventry. The event was the last prior to the pandemic lockdown. The event was very popular attracting 280 visitors, many of whom spent 2 to 3 hours at the museum trying out the many activities and demonstrations on offer. Activities during the day included identifying mini-beasts under a stereoscope, exploring languages spoken in Daventry, coding via Morse, calligraphy and Lego. Whilst outside visitors were treated to cooking demonstrations of world food, a nature hunt and could take part in Civil War Pike Drills with reenactors The Sealed Knot. Holy Cross Church also took part in the event, lending their steps as the Pike Drill location and opening their doors to visitors with offerings of tea and cake. There were also messy experiments such as making pinecone bird feeders and wet-felt covered stones.
- **Guiltsborough Ladies Group, 12th March:** visited the museum for talk from DLO, historian and to take in a private view of the exhibition. The group made a donation to the museum as thank-you.
- **Ashby Fields Scouts, 27th March:** Scout group visit was cancelled due the museum's closure.
- **Victorian Fairy Tales, 16th April:** The planned theatre performance from *Don't Go Into the Cellar* was cancelled and instead was recorded especially for the museum and was then published on the council's YouTube channel. There was a special preview period for online visitors who had requested an invite before it was publicised more widely.
- **Heritage Open Days, 11-20th September:** Volunteer team collaborated to create a Google Tour of Daventry using photos from the archive and contemporary photographs of buildings interiors, this was available during the festival. Also available was a new viewpoint plan from Borough Hill and an accompanying self-guided history tour written by Cllr Mike Arnold. The museum was then opened for the first time since March on Saturday 12th September and received 15 visitors.
- **#MuseumPassion, Thursday 15th October:** The BBC – in partnership with the Museums Association, National Museum Directors' Council and Art Fund,

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called for museums across the UK to participate in an event called #MuseumPassion, which consisted of a whole day of promoted content on social media, TV and radio. The museum joined in the event and highlighted the Volunteer Curator's passion for radios and links with BBC.

- **Spooky Victorian Fairy Tales, Thursday 29th October:** Don't Go Into The Cellar theatre outdoor performance of an All Hallows 'spooky' Fairy Tales. Rev. Stokes is allowing the steps of Holy Cross church to be used as 'stage'. The museum team and Events Officer will be making arrangements to ensure social distancing and safety measures are adhered to, as well as observing any new restrictions closer to the event. There are currently 18 people booked to view the performance.

Visitor feedback since last meeting (February 2019):

- "Very good display, heard on Radio Northants"
- "Very interesting, keep up the good work"
- "Wonderful exhibition"
- "Enjoyed the visit, a little gem! Saw poster of event"
- "Great local museum – popped in a few times now"
- "Really lovely looking round the museum – Thank you"
- "Enjoyed every minute"
- "Very interesting and well-presented display"
- "Girls enjoyed making felt rocks and tasting the food" (Science Day)
- "Really fascinating display"
- "Good exhibition as usual. Lovely paintings by Daisy Smith"

Volunteers

The volunteers have been meeting the DLO for weekly Zoom meetings since the museum's closure in March. When the lockdown eased some volunteers made socially distanced visits to the museum to assist with the exhibition. The weekly meetings have continued with some volunteers visiting the museum in person whilst others are on Zoom.

Several volunteers are still shielding and 3 out of the 5 regular stewards are unable to return to their duties. The rota of stewards has been altered with two of the new volunteers who joined us this year taking on regular stewarding slots.

A new volunteer contacted the museum during the lockdown and has begun to steward now that the museum has reopened. Interest has also been received from another potential new volunteer.

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Support & Training

21st Century Visitor Attraction Training

Encouraged by Museum Development East Midlands (MDEM), after they completed the MDEM Organisational Health Check survey for 2020, the team applied and were accepted onto this intensive 4-month long programme. It is designed to help the team become more audience-focused, resilient, and successful with particular reference to working within a pandemic. The course has been designed by MDEM and the Arts Marketing Association and takes the form of online training sessions with 5 other organisations and individual team coaching sessions. The team including the VMC undertook the first session on Thursday 15th October and all came away with a huge amount of enthusiasm and inspiration about what the course will bring to the continued success of the museum and new ways of working during the pandemic and beyond.

