

**MUSEUM INCOME AND EXPENDITURE REPORT AS AT 31ST OCTOBER 2024**

|                                 | Actual Year<br>To Date | Current<br>Annual<br>Budget | Variance<br>Annual Total | % Spent    |
|---------------------------------|------------------------|-----------------------------|--------------------------|------------|
| <b><u>Museum</u></b>            |                        |                             |                          |            |
| Stationery                      | 83                     | 150                         | 67                       | 55%        |
| Subscriptions                   | 270                    | 390                         | 120                      | 69%        |
| Travelling Expenses             | 63                     | 250                         | 187                      | 25%        |
| Advertising Promotions          | 855                    | 2,200                       | 1,345                    | 39%        |
| Website                         | 424                    | 1,500                       | 1,076                    | 28%        |
| Museum Maintenance              | 203                    | 500                         | 297                      | 41%        |
| Events & Exhibitions            | 379                    | 2,500                       | 2,121                    | 15%        |
| Volunteer Support               | 84                     | 600                         | 516                      | 14%        |
| <b>Total Expenditure Museum</b> | <b>2,361</b>           | <b>8,090</b>                | <b>5,729</b>             | <b>29%</b> |

**STATEMENT OF MUSEUMS EARMARKED RESERVES AS AT 31ST OCTOBER 2024**

|   | Balance as at<br>1st April<br>2024 | 2024/2025<br>Budget<br>Allocation | Spend<br>2024/2025 | Balance as<br>at 31st<br>October<br>2024 |
|---|------------------------------------|-----------------------------------|--------------------|--|
| Museum Aquisitions (Donations Received) | 2,129                              | 90                                | 230                | 1,989                                    |
| <b>Museum Earmarked Reserves</b>        | <b>2,129</b>                       | <b>90</b>                         | <b>230</b>         | <b>1,989</b>                             |

Museum Draft Budget for 2025/26

|                             | 2023/2024        | 2024/2025          | 2025/2026                     |                       |              |               |   |
|-----------------------------|------------------|--------------------|-------------------------------|-----------------------|--------------|---------------|---|
|                             | Last Year Budget | Current Annual Bud | Actual Year To Date September | Committed Expenditure |              |               |   |
|                             |                  |                    | Variance                      | Draft Budget          |              |               |   |
|                             | Actual Last Year |                    |                               | Variance              |              |               |   |
|                             |                  |                    |                               | NOTES / RATIONALE     |              |               |   |
| <b>Museum</b>               |                  |                    |                               |                       |              |               |   |
| 400 Museum                  |                  |                    |                               |                       |              |               |   |
| 4100 Stationery             | 150              | 150                | 83                            | 0                     | 100          | -50           |   |
| 4106 Subscriptions          | 390              | 390                | 186                           | 164                   | 390          | -40           |   |
| 4130 Training               | 0                | 0                  | 0                             | 0                     | 350          | 0             | 350 Essential skills collections care for non-conservators with ICON                  |
| 4131 Travelling Expenses    | 150              | 250                | 63                            | 200                   | 250          | 13            | 0 Collection & Return of artefacts plus attendance to NHF Meetings & Training Courses |
| 4135 Advertising/Promotions | 2,200            | 2,200              | 2,278                         | 810                   | 2,200        | 888           | 0   |
| 4271 Website                | 1,500            | 1,500              | 424                           | 1076                  | 1,500        | 0             | 0   |
| 4400 Museum Maintenance     | 500              | 500                | 203                           | 0                     | 400          | -297          | -100  |
| 4404 Events & Exhibitions   | 2,500            | 2,500              | 371                           | 900                   | 2,500        | -1,229        | 0   |
| 4410 Volunteer support      | 600              | 600                | 82                            | 100                   | 400          | -418          | -200  |
| <b>Total</b>                | <b>7,990</b>     | <b>8,090</b>       | <b>3,690</b>                  | <b>3,250</b>          | <b>8,090</b> | <b>-1,150</b> | <b>0</b>  |
| <b>Museum Totals</b>        | <b>15,440</b>    | <b>8,090</b>       | <b>3,690</b>                  | <b>3,250</b>          | <b>8,090</b> | <b>-1,150</b> | <b>0</b>  |

| Balance as at<br>31st March<br>2024 | 2024/2025<br>Budget<br>Allocation | Spend<br>2024/2025 | Balance   |
|-------------------------------------|-----------------------------------|--------------------|-----------|
| £2,129.41                           | £90.00                            | £230.00            | £1,989.41 |
| £2,129.41                           | £90.00                            | £230.00            | £1,989.41 |

**Earmarked Reserves**  
Museum Acquisitions (Donations Received)

**REPORT TO:** Museum Committee 4<sup>th</sup> November 2024

**REPORT ON:** Museum Policies Review

**REPORT BY:** DLO (Mat leave cover)

**REPORT DATE:** 21 October 2024

## **Policy amendments**

### **Documentation**

The Museum Documentation Policy (attached) has been amended in line with Spectrum 5.1 the UK Museum Collection Management Standard. Headers have been added to the existing policy in line with the Accreditation Return requirements and the Documentation Procedural Manual mentioned under procedures and processes is a new working draft document.

### **Collection Development Policy**

Review of Collection Development Policy new wording;

Section 5.2 - items to be considered for rationalisation.

Section 9.1 - agreeing acquisition decisions for items up to the value of £250. Chief Officer currently delegates responsibility for acquisition decisions to DLO, this wording makes that clear and also explicitly states the process for items above £250.

## **Recommendations**

**To review, amend/approve the Museum Documentation Policy**

**To review, amend/approve the new Collections Development Policy wording sections 5.2 and 9.1.**

**Name of museum:** *Daventry Museum*

**Name of governing body:** *Daventry Town Council*

**Date on which this policy was approved by governing body:** *31st October 2022*

## **Policy review procedure**

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

## **1. Introduction**

Relationship to other relevant policies and plans of the organisation:

The purpose of this policy is to set out Daventry Museum's collection and disposal plan. It relates to the Forward plan and the Documentation and Collection Care policies and is a guide for the Curator and Museum volunteers.

- 1.1. The museum's statement of purpose is:  
Daventry Museum seeks to collect and interpret items that celebrate the history of Daventry and is committed to encourage participation in cultural, environmental and scientific activities by the local community and visits for the benefit and enjoyment of all.
- 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.
- 1.7. The museum will not undertake disposal motivated principally by financial reasons

A collection of artefacts and photographs from the BBC Transmitting Station on Borough Hill, these have attracted interest in more than the local area including representatives from the Science Museum in London.

Archaeological specimens from Borough Hill and the surrounding area.

The museum also holds an extensive Photographical Library of Daventry its buildings, people and past sporting, celebratory and other historical events.

At present all items on display and in store are considered useful and relevant to the collection.

#### 4. Themes and priorities for future collecting

The museum will continue to collect items, from all times, relating to the history within the area of Daventry town's parish boundary, including objects, ephemera, pictures, photographs and oral history records. Acquisitions to be based on the concept that items will complement and enhance the existing collections, add to the knowledge of Daventry past, be useful as tools for education purposes and increase the enjoyment of visitors to the museum.

#### 5. Themes and priorities for rationalisation and disposal

The Museum is continually reviewing its collection and due to limited availability of suitable storage seeks to dispose of items that are no longer relevant.

- 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.

Items to be considered for rationalisation are from **the museum's collections or they are items** that are no longer relevant and don't fit into the existing collection policy. **The item/s could in some cases be superseded by a better quality example.** Any disposals will be carried out in accordance with the Disposal Policy in section 16.

#### 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.

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. Human remains**

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

## **11. Biological and 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. 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. 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. Spoilation**

14.1 The museum will use the statement of principles 'Spoilation 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. The Repatriation and Restitution of objects and human remains.**

- 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/CyMAL: Museums Archives and Libraries.
- 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 museum will not dispose of items by exchange.

### *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.



**REPORT TO:** Museum Committee 4<sup>th</sup> November 2024

**REPORT ON:** Museum Acquisitions

**REPORT BY:** DLO (Mat leave cover)

**REPORT DATE:** 21 October 2024

## **Museum Acquisitions**

The temporary hold on collecting items has worked well so far with just a handful of items with significant relevance to Daventry having been accepted for consideration. This has meant that the plan to deal with the backlog of items has now begun and a recent accessioning session was very successful.

The accessioning process has been streamlined with the assistance of a new volunteer with an interest and very good knowledge of the Modes Collection Management System. This extra volunteer has allowed the DLO and Volunteer Curator to plan more regular collection development work.

Notices will continue to be displayed within the museum and on the website, and the updated pre-donation questionnaire will also be available.

## **Rationalisation**

Part of Daventry Museum's Collections Development Policy is the continuous rationalisation of the collection (Section 5). As the collection expands and more is learnt about items and their relevance to the collection themes, it becomes apparent that a shortage of storage will soon be an issue. A focused rationalisation process and perhaps some disposals/transfers will be necessary in the near future.

Rationalisation and any subsequent disposal recommendations will follow the guidance set out in Daventry Museum's Collections Development Policy, with particular note to sections 16.5-16.6 and SPECTRUM standards.

## **Recommendations**

**To approve the continued temporary hold on collecting items, except for any item of significant relevance to Daventry, for a further 6 months to enable staff and volunteers to process the backlog, assess for rationalisation and ensure best practice in the management of the museum collection.**

**REPORT TO:** Museum Committee 4<sup>th</sup> November 2024

**REPORT ON:** Museum Exhibitions (Appendix 6)

**REPORT BY:** DLO (Mat leave cover)

**REPORT DATE:** 21 October 2024

### **Open Saturdays 2024 during Retail Through the Ages Exhibition**

Planning to hold small one-off displays or activities during each open Saturday since numbers at the weekend during an exhibition can tail off slightly once regular visitors have already seen the displays.

Saturday 5<sup>th</sup> October – Pop-up haberdashery and textiles display with yarn giveaways. Daventry WI & Town Crafters attending to provide tutoring to visitors (35 visitors).

Saturday 2<sup>nd</sup> November – Build a Lego High Street display and build. Team from 2<sup>nd</sup> Desborough Scouts will attend (for a small donation) with Lego kits for visitors to build and collaboratively make a high street scene. They will also bring ready built kits for a small pop-up display (?? Visitors)

Saturday 23<sup>rd</sup> November – Christmas Market and extra Museum open day. Festive music and Christmas activities including food rationing display and write a letter to Santa.

### **Saturday 11<sup>th</sup> January 2025 - Folk Art**

An exhibition exploring naive art, decorative arts and crafts, canal art, sculpture, ceramics and handmade items and tools from Daventry and surrounds. Including loans from local artists, from stained glass, lino prints ceramics and canal boat items featuring Braunston roses. Northampton Museum and Art Gallery and Canal & Rivers Trust are loaning locally made items for the exhibition.

Discussions with local artists are ongoing with regards to evening talks, weekend workshops and open Saturday events and activities.

### **Saturday 1<sup>st</sup> March 2025 - Temporary Archaeology Exhibition in shop display area**

The founders of the South Warwickshire Archaeology Society would like to display two of their collections at Daventry Museum, one Roman and the other an Indus Valley collection, something very different for the museum and rarely seen outside of the British Museum. DLO has suggested focusing on the human aspect of each collections which ties in with training sessions run by UON History Dept. about the emotion of objects. The society will be providing the research for the exhibition and will assist the DLO to curate the display at the end of February. The society would also like to put on some talks for schools and groups (children and adults).

### **July 2025 - Daventry BBC 100 (Commemorating 100 year anniversary of the BBC broadcasting on Borough Hill).**

After a visit to Arqiva in the summer the Volunteer Curator and DLO have plenty of ideas about possible loans and a collaboration with Arqiva which could also include tours of the Borough Hill site for Heritage Open Days in September. Thus, ensuring that this exhibition has different themes and exhibits to that of the BBC exhibition last year.

**REPORT TO:** Museum Committee 4<sup>th</sup> November 2024

**REPORT ON:** Parchment Conservation & Transfer

**REPORT BY:** DLO (Mat leave cover)

**REPORT DATE:** 20 September 2024

## **Background**

Ten parchment documents with Charter Trustee record numbers have been identified in the storeroom currently held within two very large files (over 1m sq each). The parchments can only be stored flat (rather than folded like other similar items in the collection) and this means that they utilise two full shelves of storage space.

The parchments date from the 1600s-1800s and are handwritten on an unidentified animal skin, although likely not vellum (skin markings are visible). Nine of the documents are indentures regarding local people or properties and one pertains to local government in Daventry in 1676 during the reign of Charles II.

One item has severe water damage and subsequent mould growth, it is unclear when this damage occurred, however all other pieces are in good condition.

## **Conservation**

Paper Conservator from Northamptonshire Archives has inspected the parchments and found the following;

- Water damaged parchment has mould that could, in the right conditions, destroy the item and spread to other items if untreated.
- The humidity in the store is less than 60% and therefore the mould is currently dormant and has not spread but more humid conditions, such as the museum would not be a suitable location to display at least until treated and perhaps afterward depending on success of treatment.
- Nine parchments are in good condition due to the lack of humidity in the storeroom.
- Due to the flattening out of the items they should now only be stored this way rather than be refolded which would cause stress and weakness to the parchment.
- Due to their good condition and legible text, the items could be easily transcribed and/or digitally scanned and shared with Daventry Museum.

Consideration must be given to the conservation advice received from Paper Conservator, knowledge of the storeroom and exhibition limitations at Daventry and the guidance set by Daventry Museum's Collections Development Policy, in particular section 16. Disposal Procedures with particular reference to sections 16.5-6.

The items require professional conservation, proper storage and importantly, cataloguing for future research and access by all.

## **Recommendation**

**That the ten parchments are transferred permanently to Northamptonshire Archives.**

**REPORT TO:** Museum Committee 4<sup>th</sup> November 2024

**REPORT ON:** Museum Engagement and Outreach Report (Appendix 10)

**REPORT BY:** DLO (Mat leave cover)

**REPORT DATE:**

## **Museum Update**

Following the last update to the museum committee on 15<sup>th</sup> April 2024 the museum has continued to attract and engage with the community via specific half term activities such as craft session and activities linked with the museum exhibitions. The museum continues to host Finds Days, where metal detectorists can bring their finds to the museum for the Northamptonshire Finds Liaison Officer to examine. As a result, some regular finders have kindly donated their items to the museum.

## **Community Engagement & Outreach (Update from April 2024 onwards)**

- **Papercraft Makes in the Museum** – On Saturday 20<sup>th</sup> July, Projects Officer hosted the Curator Educator and Papercraft artist Amy James to the museum for woodland animal puppet making workshops over 4 sessions, 28 attendees enjoyed making the kits with their family
- **Makes in Museum** – As part of the summer activities, the museum hosted three Makes in the Museum sessions (29<sup>th</sup> July, 14<sup>th</sup> August & Halloween) run by Project Officer and a colleague. Attendees also visited the exhibition and took part in the related activities.
- **Holiday at Home** – Museum Officer and 4 volunteers attended the Holiday at Home club at the Methodist church on 5<sup>th</sup> August and took some object handling and old Daventry photos for a reminiscence session with 23 club members. Received positive feedback and members of the club shared their stories and memories. A generous donation was also made to the museum, for which Holiday at Home and the Methodist Church were thanked.
- **Heritage Open Days – Routes – Networks – Connections** - On Saturday 7<sup>th</sup> September the museum held a special open day to coincide with Foodies market and Heritage bus tours. Featuring displays from local model vehicle makers and clubs, we welcomed over 150 visitors.
- **Heritage Open Days – Guided Walk of Borough Hill** – Mike Arnold led 12 people around the scheduled ancient monument.
- **Heritage Open Days – Guided Walk of Daventry Town** – Mike led a group of 8 people on a tour of the town. (N.B. Decision taken to over book these tours if we hold future tours due to 1/3 of ticket holders not attending – this is a fairly standard rate across all DTC ticketed events).

## **Volunteers**

The team of volunteers attend the museum on a regular basis to steward the museum, carry out research tasks, address the storeroom backlog and accession register, and administer the photo archive. Regular meetings take place to discuss and share ideas about upcoming exhibitions and events, and to allocate tasks.

## **Social Media**

The museum's established social media accounts have a core following which is being built upon with followers increasing each month:

**New follower stats** (since April 2024)

- X – 1 new follower, 965 followers in total

**REPORT TO:** Museum Committee 4<sup>th</sup> November 2024

**REPORT ON:** Museum Engagement and Outreach Report (Appendix 10)

**REPORT BY:** DLO (Mat leave cover)

**REPORT DATE:**

- Instagram – 47 new followers, 614 followers in total
- Facebook – 25 new followers, 1515 followers in total

#### **Visitor Figures 2015 - 2024**

| <b>Year (Jan – Dec)</b> | <b>Visitor Numbers</b>  |
|-------------------------|---|
| 2015                    | 1411  |
| 2016                    | 1737  |
| 2017                    | 2255 (theatre, BSW, more groups and school visits)                              |
| 2018                    | 3285 Empty Chair Display (1113)   |
| 2019                    | 2220  |
| 2020                    | 948 (open 11 <sup>th</sup> Jan – 13 <sup>th</sup> March i.e. 1/4 of whole year) |
| 2021                    | 805 (since reopening 18 <sup>th</sup> May to Sat 4 <sup>th</sup> Dec 2021)      |
| 2022                    | 2282  |
| 2023                    | 2702  |
| 2024                    | 1996 (as at 31 October)   |

#### **Visitor Feedback since April 2024**

“Very well presented.”

“Thank you, super exhibition, thoroughly enjoyed it”.

“A fascinating exhibition; brought back memories”

“Lovely museum, lots of interesting things, great staff!”

“Excellent! I need to come back to just reading everything.”

“Lovely informative museum.”

“Learnt so much, every museum should be like this.”

“Another excellent exhibition, bringing the D-Day landings to life. Thank you”

“Fantastic, lots of memories. You have my mum in the Stead and Simpson video. I remember some of the ladies in it. Wonderful,”

“Thanks for informative D-Day display...”

“Always a pleasure to visit this little gem!”

“Very interesting, seeing local retailers and how it used to be!”

“What an interesting display. Brings back lots of memories.”

“Very interesting, lovely hosts”

“Brilliant free event, loads to do”

“I loved making the squirrel and deer and rabbit, it was so fun!”

“I loved making my animals and painting them! Five stars!”

**REPORT TO:** Museum Committee 4<sup>th</sup> November 2024

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“I loved the world war things, enjoyed the activities, five stars”

“Wonderful – all the retail shops brought back memories”

“Thank you for showing us the charters at your lovely museum”

“Hi my name is Macy and I just love this museum. Thank you”

“We loved the shop play area, scavenger hunts and colouring 😊”

“Another example of how fortunate we are to have such an excellent local museum!”

“It’s been an education! I’m relatively new to the area and will be back.”

“Thank you, wonderful!”

From January 2025 a new reusable paper visitors book will be used for visitor’s comments.

Dear Daventry Museum

We wanted to express our appreciation for your support in providing work placements throughout the last academic year.

Your commitment to accommodating our students' development has made a significant impact. As a token of our appreciation, we've enclosed a certificate in recognition of your contribution.

Kind regards,

Northampton College

Work Experience Team



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# CERTIFICATE OF APPRECIATION

This certificate is proudly awarded to

**Daventry Museum**

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For supporting Northampton College students with their  
Work Experience Placements this academic year from 2023-2024

**Northampton College**  
Work Experience Team

