



AGENDA

NOTE: In the case of non-members, this agenda is for information only

- Committee - BRECKLAND AREA MUSEUMS COMMITTEE**
- Date & Time - MONDAY 18TH MARCH 2019 AT 10.30 AM**
- Venue - ANCIENT HOUSE MUSEUM,
27 WHITEHART ST, THETFORD, IP24 1AA**

Committee Members:

Breckland Council

Councillor C. Bowes
Mr R. F. W. Brame
Mr H. E. J. Clarke
Mr P. R. W. Darby
Mr R.G. Kybird (Chairman)

Co-optees

Mr D. Blackburn
Mr Bill Rhodes
Dr K Robinson

Norfolk County Council

Mr P.J. Duigan (Vice-Chairman)
Mr F. Eagle
Mr T.J. Jermy
Mr W.R.J Richmond
Mr M. Kiddle-Morris

Ex-Officio

Mr D. Buck
Mr J Ward

Democratic Services
Elizabeth House, Walpole Loke,
Dereham Norfolk, NR19 1EE

Date: Thursday 7 March 2019

	<u>Page(s)</u> <u>herewith</u>
1. <u>MINUTES</u> To confirm the Minutes of the meeting held on 8 October 2018.	3 - 7
2. <u>APOLOGIES</u> To receive apologies for absence.	
3. <u>CHAIRMAN'S ANNOUNCEMENTS</u>	
4. <u>URGENT BUSINESS</u> To note whether the Chairman proposes to accept any item as urgent business, pursuant to Section 100(B)(4)(b) of the Local Government Act, 1972.	
5. <u>DECLARATION OF INTERESTS</u> The duties to register, disclose and not to participate for the entire consideration of the matter, in respect of any matter in which a Member has a disclosable pecuniary interest are set out in Chapter 7 of the Localism Act 2011. Members are also required to withdraw from the meeting room as stated in the Standing Orders of this Council.	
6. <u>GRESSENHALL FARM AND WORKHOUSE REPORT</u> To receive a report from Andrew Smith, Operations Manager - West.	8 - 14
7. <u>REPORT OF ANCIENT HOUSE</u> To receive the report from Oliver Bone, Curator of Ancient House Museum.	15 - 21
8. <u>COLLECTIONS RATIONALISATION REPORT</u> Report of the Assistant Head of Museums.	22 - 49
9. <u>SHARE MUSEUMS EAST AND SUPPORT FOR INDEPENDENT MUSEUMS IN NORFOLK</u> To receive a presentation from Su Booth, Norfolk Museums Development Officer and Jamie Everitt, Regional Museums Development Manager.	
10. <u>NEXT MEETING</u> To arrange the date of the next meeting. Suggested dates are as follows: Wednesday 17 July – Gressenhall Farm & Workhouse Museum Monday 21 October – Ancient House Museum, Thetford.	

BRECKLAND COUNCIL

At a Meeting of the

BRECKLAND AREA MUSEUMS COMMITTEE

**Held on Monday, 8 October 2018 at 10.30 am in
Gressenhall Farm and Workhouse Museum, Fakenham Road, Gressenhall, Beetley,
Dereham, NR20 4DR**

PRESENT

Councillor C. Bowes	Mr R.G. Kybird
Mr R. F. W. Brame	Mr P.J. Duigan (Vice-Chairman)
Mr H. E. J. Clarke (Chairman)	Mr F. Eagle
Mr P. R. W. Darby	Mr W. R. J. Richmond

Also Present

Keith Robinson	Friends of Ancient House Museum
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In Attendance

Hannah Jackson	- Operations Manager West
Dr. Robin Hanley	- Assistant Head of Museums
Leanne Neave	- Democratic Services Officer

Action By

17/18 CHAIRMAN

RESOLVED that Councillor Kybird be appointed as Chairman for the ensuing year.

18/18 VICE-CHAIRMAN

RESOLVED that Councillor Duigan be appointed as Vice-Chairman for the ensuing year.

19/18 MINUTES

The minutes of the meeting held on 14 May were confirmed as an accurate record.

20/18 APOLOGIES

Apologies had been received from Councillors Jermy and Kiddle-Morris and Mr Oliver Bone.

21/18 CHAIRMAN'S ANNOUNCEMENTS

The Chairman welcomed Keith Robinson the Chairman of Friends of Ancient House Museum.

It was confirmed that the presentation from SHARE Museum East

Action By

would take place at a future meeting.

The Chairman passed his congratulations to the team for their successful funding bid for Norwich Castle. Dr Robin Hanley, Assistant Head of Museums, Norfolk Museum Service confirmed the Round 2 Heritage Lottery Fund funding application had been successful. The match funding was also in place. Work would commence in the Keep after May 2019 with the reopening anticipated for Summer 2020. He reminded Members the museum would remain open to the public during the redevelopment.

22/18 URGENT BUSINESS

None.

23/18 DECLARATION OF INTERESTS

None.

24/18 GRESSENHALL FARM AND WORKHOUSE REPORT

Hannah Jackson Operations Manager and Dr Robin Hanley presented the report for Gressenhall Farm and Workhouse Report.

The highlights were:

Major Event days Retro Revival had seen 1500 visitors. The Village at War event had taken place on August bank holiday and Apple Day would be on October 14th. There had been several smaller events, "Days with a Difference", Futuristic Farming had looked at farming historically and what it would be like in the future. Fathers day "beer and brewing" had complemented the temporary exhibition and the Story Festival day had featured Strange Fascination Theatre Company who performed "Journey to the Centre of the Earth", these events had attracted fewer visitors than in previous years. The Horse Power day had proved popular still with 800 visitors and the Heritage open day, which offered free admission saw 2500 visitors.

Throughout the school holidays different themes had been offered which gave visitors the opportunity to explore the site and use the areas in a different way.

The short courses, "willow garden sculptures" and "print making" had both sold out and it was hoped that the forthcoming "apple tree pruning" and "needle felting" would be as popular.

Museum developments – The "Voices from the Workhouse" project would complete in December. The last new space, The Collections Gallery, reopened in March 2018. The tablet tool had been formally launched, this gave visitors another way of exploring the site, it had activities, games and resources on them. The developments had come in under budget and following negotiations with the National Lottery Fund the money would be used to improve the Transport Gallery over the winter. Additional resources had also been added to the Collections Gallery.

Action By

Temporary exhibition – “beer and brewing” celebrating Norfolk pubs. It was noted that temporary exhibitions were not only a great way of engaging with different visitors it had provide the theme for this years “Collaborate” exhibition which opened in September and inspired several groups to create their own response in the form of wall hangings, prints, digital interventions and the re creation of a panel.

Norfolk Collections Centre – this had opened to visitors on a number of days throughout the season and had offered the opportunity to attend a West Runton Mammoth tour.

Commercial activity – work was continuing with the Norfolk Events Company to further develop the offer of Gressenhall as a Wedding Venue. It was noted that five weddings had been held at the Museum this season.

Friends and volunteers – The Chairman requested that the Chairman of Friends of Gressenhall be written to making the offer for a member to be a co-optee on the Breckland Area Museums Committee.

School visitors. 2017-18 saw total numbers for schools across the service hitting record levels, around 50,000 school children. Gressenhall had over 10,500 children from school. That trend is continuing across the service.

With the deletion of Victorian, Tudors and Stewards from the curriculum Gressenhall had introduced the Neolithic sessions and these had proved popular.

Members were advised that a signed agreement with UEA for educational sites had been made and students were given free access to museum.

Members were advised that work with colleagues within Norfolk County Council to support work around wellbeing, fostering and adoption was ongoing. Held wellbeing event focussing on mental health of young people. Following the event YMCA gave training to staff on mental health in young people. The annual family fun day in association with Norfolk County Council adoptions services saw nearly 600 adopted family members on site.

Work was continuing with Norfolk County Council virtual school sensory support team. Support was offered to children who faced many challenges, some with visual and hearing impairments. It was suggested that Jan Pitman could attend a meeting at Gressenhall and give a presentation on learning and packages available.

Visitor numbers

September saw visitor numbers increased from the previous year. Figures had been impacted by a wet Easter and a humid summer which did impact numbers. September had regained some normality.

Action By

25/18 ANCIENT HOUSE MUSEUM THETFORD REPORT

Hannah Jackson Operations Manager and Dr Robin Hanley presented the report for Ancient House Museum, Thetford.

The highlights were:

Duleep Singh special exhibition opened in July as part of the festival of Thetford and Punjab. Work was continuing on ideas of how to make more of Duleep Singh connections, Sikh communities were being engaged with and ideas from visitors were being collected to help inform future projects.

The new temporary exhibition "Pride of the People" had opened.

The knit and knatter group have created items for the town council, knitted poppies will be used at the Guildhall, one poppy for each of Thetford's fallen. Tank drivers masks had been loaned to Norwich Castle for their display.

Current display was Pride of the People, a project co created by the Teenage History Club. It looked at local LGBTQ history and linked into the 50th anniversary of the partial decriminalisation of homosexuality

Councillor Brame gave his thanks to the History Club for taking the subject and presenting it.

Learning - The History Club for younger children were actively engaged in Punjab festival. They also ran the takeover tour on 21st July. A mini museum club was offered for the under 5's. Work was being done to develop early years sessions, either for groups, childminders or families with under 5's.

Nagawa Japan – A party from Nagawa visited Thetford visiting most sites in Thetford, the group stayed with people from the teenage history club.

Media – Members were reminded of the ongoing partnership with Thetford and Brandon Times. There had been lots of coverage throughout the festival from local media and coverage on the Sikh TV channel.

Museum development – volunteers were going through the collections to see if everything was in the right place. Photos and images of material had been taken which would enhance the catalogue. Some background work had also been undertaken to get items for exhibition.

Members were advised that the Prince Frederick collections were split between the museum and the library, the latter also held a collection of uncatalogued prints from his collections. Prince Frederick had visited lots of the large houses around Norfolk and Suffolk and produced two volumes of portraits of country houses. A unique third copy had also been produced which was held in Thetford, whilst the

Action By

National Gallery would like to display it Prince Fredericks instructions were that it must remain in Thetford.

Keith Robinson advised regular meetings were held to look at how the membership of the Friends could be extended.

The Chairman advised a long term wish was to gather a collection of Thetford minted coins.

Teaching museum training scheme was now in its sixth year, current trainee was Samantha Parker who joined in April for 12 months at Ancient House and Lynn Museum.

Visitor numbers it was noted that numbers had been very good in July due to festival, however numbers had also been good in August and September.

26/18 NEXT MEETING

The next meeting was agreed for 4th March at 10.30am at Ancient House Museum Thetford.

It would include the presentation from SHARE.

Members were reminded they could ask for items to be included on the agenda.

The meeting closed at 11.50am

CHAIRMAN



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BRECKLAND AREA MUSEUMS COMMITTEE

18 March 2019

Item No.

GRESSENHALL FARM AND WORKHOUSE REPORT

Report by the Operations Manager – West

This report provides information on activities at Gressenhall Farm and Workhouse from August 2018 to February 2019.

1. Events and Activities

- 1.1 The 2018 main season continued at Gressenhall until Sunday 28 October. The museum reopened for *Victorian Family Christmas* on 20 and 21 December 2018 and for Half Term between Monday 18 and Friday 22 February 2019.
- 1.2 Gressenhall continues to offer a broad programme of events based around the four operational models:
 - Special Event days – major events which require full event staffing and set up, including the use of large parking fields. For 2019, these will be: *Retro Revival*, *Village at War* and *Apple Day*. A premium ticket price applies on these days to reflect the high level of activities taking place. Free admission continues to be provided to Norfolk Museums Pass holders.
 - Days with a Difference – smaller themed events including *Winging It!* and *Horse Power*. These require smaller staffing complement and utilise core parking. They are aimed at attracting audiences of 500-800 visitors and are free to Norfolk Museums Pass holders.
 - Norfolk School Holiday activities – extra themed activities delivered each day of the Norfolk School holidays, with minimal increase in staffing. Free to Norfolk Museums Pass holders.
 - Ticketed Events – pre-booked and pre-paid events. For 2019, these include the murder mystery event *A Pound of Flesh* and *Victorian Family Christmas*. These events, held outside of standard opening hours and offer a reduced charge to Pass holders.
- 1.3 The events delivered in the period covered by this report include:
 - Special Event Days:
 - Village at War 26-27 August – 2 day event (2,785 visitors)
 - *Apple Day* 14 October (1,326 visitors)
 - Days with a Difference:

- *Heritage Open Day – Free admission 9 September (2,418 visitors)*
- *Horse Power 30 September (792 visitors)*

Pre-booked events:

- *Victorian Family Christmas 20-21 December – 2 day event (437 visitors)*

Norfolk School Holiday Activities:

- *Summer Holidays – A Walk in the Woods and Teddy Bear’s Picnic (9,410 visitors)*
- *October Half Term - Rats Cats Bats and (2,755 visitors)*
- *February Half Term – I’m in the Workhouse: Get Me Out of Here! (1,605 visitors)*

- 1.4 The 2019 events programme is now finalised and being advertised to visitors in print and online. This programme includes firm favourites such as *Horse Power* and *Apple Day* as well as new events such as a day devoted to birds entitled *‘Winging It’*. The ever-popular murder mystery will be focused on a home front scenario. Gressenhall Farm and Workhouse will also participate in national programmes offering free admission: *Open Farm Sunday* in June, working with the County Farms team, and *Heritage Open Day* in September.
- 1.5 These events continue to attract Norfolk Museums Pass holders and to act as a driver to further pass sales. Throughout the 2018 programme, there was strong promotion of the scheme to event day visitors. A similar promotion is planned for the 2019 programme.
- 1.6 Gressenhall also organises leisure learning short courses. These have included a fully-booked apple tree pruning course and a session learning how to make Christmas-themed needlefelt decorations.
- 1.7 The costs of delivering and marketing the Gressenhall event programme are supported by Arts Council England (ACE) as part of the 2018-22 ACE National Portfolio Organisation business plan.
- 1.8 The Gressenhall events programme is promoted via a specific piece of print, as well as an increased programme of digital marketing including Facebook and Google adverts and the museum’s own social media.

2. Other Museum Developments

- 2.1 Following the successful grant award of £1.47m (79%) from the Heritage Lottery Fund for the *Voices from the Workhouse* project, the redeveloped workhouse spaces were formally launched July 2016. The final new displays within the first floor Collections Gallery were formally launched on 10 March 2018, with the gallery having been opened as a ‘work in progress’ since May 2017. This gallery incorporates over 2,000 objects from the museum’s rural life collections. This event marked the end of the main activity plan relating to the *Voices from the Workhouse* project although, a number of

discrete projects have continued over the summer following conversations with the Heritage Lottery Fund. These include a digital marketing campaign, additional interactives for the Collections Gallery and some minor display improvements to the Transport Gallery in the Back Hall, adjacent to the new Workhouse Galleries. These display improvements included new panels, barriers and a refreshed layout of the large wheeled vehicles. This work enhances the interpretation within the space, allowing it to sit proudly alongside the other displays within the main building. The last HLF funding claim was submitted in December 2018, formally bringing this project to a close.

- 2.2 As part of the new Collections Gallery, a dedicated temporary exhibition space has been created to house an annual show. The 2018 season exhibition *Beer and Brewing - Norfolk's Rural Pubs* was very popular, including a real bar and objects relating to beer and brewing in Norfolk, alongside contemporary thoughts about the future of rural pubs. The 2019 exhibition, *Once Upon a Time*, opens on 10 March 2019. This co-curated exhibition has been created by volunteers, staff, visitors and local library users. It asks the same question of visitors across all age ranges – what's your favourite children's book? Filled with nostalgic favourites, modern classics and strange new worlds, *Once Upon a Time* celebrates Norfolk authors past and present, has a Reading Forest and Story Den with interactives, stories and multi-sensory toys, offering a family friendly experience.
- 2.3 Building on the success of the 2016 and 2017 *Collaborate* programmes, which saw the museum working with a wide range of creative individuals and groups, *Collaborate 2018* was themed around the temporary exhibition subject of pubs and brewing. This programme was launched with an inspiration day in March 2018, to enable interested individuals and groups to explore more of the museum's collections and stories. An informal meeting was arranged for participating groups and individuals in early July, to allow them to share their ideas and increase their knowledge and understanding of the subject and museum collections. Their creative outputs were then displayed within the museum during October 2018. An accompanying programme of outreach to local groups and pub quizzes has been delivered to enable more individuals to engage with the theme, to be inspired, and to create their own beer mat to add to the displays. Updates are available through the *Collaborate* blog <https://collaboratewithgressenhall.wordpress.com/share/>
- 2.4 The use of cutting-edge technology in the new *Voices from the Workhouse* galleries including projections and sound that allows visitors to 'meet' real people from the workhouse's history have been well received. However, for some visitors they have the potential to cause sensory overload. Therefore, "early bird" openings were delivered in partnership with Autism Anglia. These sessions allow staff to make adjustments for autistic visitors. The dates in April, July and October all went well. Building on this success, three more early bird

openings have been planned for 2019: Sunday 28 April, Monday 29 July and Tuesday 22 October.

- 2.5 During recent years, the Norfolk Collections Centre has opened more frequently to support Gressenhall events and activities, following the reorganisation of these large object stores during the *Shine a Light* project funded by The Esmée Fairbairn Collections Fund. During the period covered by this report, the centre was open for three days during October half term and again for February half term. In addition, the centre held more tours of the West Runton Mammoth on Tuesday 16 October 2018 with the opportunity to hear more about this spectacular object from Dr David Waterhouse, Senior Curator of Natural History. The February 2019 half term was particularly strong with 130 visitors exploring the Collections centre over a three day period (a record for this school holiday). This year, more West Runton Mammoth tours are planned for 11am and 2pm on Thursday 11 April, Friday 5 July, Tuesday 13 August and Thursday 17 October 2019. These tours are booked in advance.
- 2.6 Maintaining and growing a strong Social Media presence remains a key priority for Gressenhall Farm and Workhouse and the site has three Social Media Champions to ensure the regular publishing of interesting content on Facebook and Twitter. All staff are encouraged to support this, supplying content and images. These Champions also respond to enquiries and reviews made via these channels, Trip Advisor and Google Reviews. At the end of February 2019, the museum had 4,792 Facebook likes and 5,612 Twitter followers. A Pinterest account is also supported with a wide range of boards including 'Weddings at Gressenhall' and an Instagram page is established and currently has 1,066 followers. The site has been awarded a Certificate of Excellence from the influential TripAdvisor website.

To connect with Gressenhall, please visit:

<https://www.facebook.com/GressenhallFW>

<https://twitter.com/GressenhallFW>

<https://www.pinterest.com/gressenhallfwh/>

https://www.instagram.com/gressenhall_fw/?hl=en

<https://gressenhallfw.wordpress.com/>

http://www.tripadvisor.co.uk/Gressenhall_Farm_and_Workhouse

- 2.7 Gressenhall continues to develop a range of commercial activities as a means of generating income, including room and venue hire. Five weddings have successfully taken place during the 2018 season, organised by the museum team. Our events partner, The Norfolk Events Company have launched a promotional campaign across social media sites for Gressenhall to develop our offer further. The aim is to deliver a high quality offer whilst ensuring that such bookings do not detract from key museum activities. The company has made good progress in marketing the, including a new website:

<https://thenorfolkeventscompany.co.uk/gressenhall-norfolk/>

3. Friends and Volunteers

- 3.1 The Friends of Gressenhall remain active, with bi-monthly Committee Meetings held at the museum. The Friends of Gressenhall continue to support a range of activities across the site including significant levels of funding towards the upkeep of the Suffolk Punch horses.
- 3.2 In 2017, the Friends generously agreed to support a project to restore the Farmers' Foundry engine boiler (formerly part of the Bygones Collection at Holkham) back to working use. The engine was manufactured by the Farmer's Foundry Company, Great Ryburgh, just seven miles from Gressenhall Farm and Workhouse. This portable steam engine was used to power a range of different processes including threshing work, corn-mills, centrifugal pumps, stone-crushers, dynamos, chaff-cutters, hay-balers and saw benches.

The Friends funding supplemented a grant of £19,788 from the Arts Council England Preservation of Industrial and Scientific Material (PRISM) fund. Initial conservation work identified that additional resources were required to make the engine fully operational and an application to the Arts Council England Investment Fund has since been successful. This will enable additional conservation work to be carried out and the volunteer team supported to create a portfolio of volunteering opportunities which in turn delivers more diversity within the teams working with the engine during 2019. The engine should be back in steam at Gressenhall in 2020.

- 3.3 The Friends continue to operate the Gressenhall second hand bookshop, generating income for the Friends. Recruitment of a team of active bookshop volunteers has helped to ensure that new donations are processed daily and the shelves tidied. As a result, income from this shop continues to grow.
- 3.4 The Gressenhall Curator Dr Megan Dennis continues to co-ordinate, manage and develop the volunteer teams at Gressenhall. Around 120 volunteers are currently active on site, organised into a number of specialist teams. Volunteer hours have recently been recorded in detail as part of the match-funding for the *Voices from the Workhouse* HLF project.

4 Learning & Outreach

- 4.1 School visits to Gressenhall have been strong and the site is on target to receive visits from about 10,600 school children by the end of March 2019, effectively matching the previous year. Maintaining school visit numbers in the current challenging environment for schools is testament to hard work from a wide team including the Gressenhall: learning team, volunteers and front of house staff. Feedback from events continues to be excellent, with particular praise going to our literacy focused events for primary school children.

- 4.2 Learning staff have been working with NCC Early Help, CAMHS and members of the Gypsy Roma Traveller (GRT) community to offer a wellbeing day for GRT families on the 15th May. The day will offer free entry to GRT families to the museum to engage in a series of family-friendly activities delivered by museum and local service providers. These activities will be accompanied by information detailing the services which members of the GRT community are able to access.
- 4.3 Plans are being developed for the 13th annual Family Fun event in partnership with NCC Family Placement and Adoption Services, to be held in June 2019. To run an event for thirteen consecutive years is a very positive achievement in a climate of considerable change and illustrates the event's importance as a means to allow foster families to meet family placement staff and each other in a safe environment. Staff hope to use the event as a means to gather publicity material and press coverage to publicise fostering.
- 4.4 Gressenhall will be repeating the events for children in receipt of support from NCC Virtual School Sensory Support in September 2019, again offering engaging activities to allow families and children to have a safe space in which they can meet each other and their support staff. The learning team will also be running an event day for KS2 children from mainstream schools who are hearing impaired in April. The aim would be to allow these children, who are frequently the only children in their class wearing hearing technology, the chance to meet and work alongside other children with similar technology.
- 4.5 The Learning Team is working on the next *Murder Mystery* event for the general public. After last year's Victorian offer, this year will be set in May 1940 and is titled *A Pound of Flesh*. Not surprisingly, the murder revolves around a rehearsal for a morale-lifting performance of *The Merchant of Venice*. The event will run for two nights at the end of May.
- 4.6 Gressenhall continues to be registered with NCC as a Care Farm. The site is currently offering funded work-based placements to a number of adults with learning difficulties.

5 Visitor numbers

- 5.1 Visitor figures for the period will be circulated at the meeting.

6 Resource implications

(a) Finance

Gressenhall Farm and Workhouse receives funding to support core operations and activities from Norfolk County Council. A number of activities are financed as part of funding to Norfolk Museums Service from Arts Council England as a National Portfolio Organisation under the terms of the current 2018-22 Business Plan. Project activities are funded from a range of external

sources including the Heritage Lottery Fund. The source of these funds are detailed within the report. The above report includes no additional or unfunded financial implications.

(b) Property

Unless specified, the above activities relate to the Gressenhall Farm and Workhouse and Norfolk Collections Centre site. The above report includes no additional implications relating to property.

(c) Staff

The team at Gressenhall Farm and Workhouse are supported by a wider team of colleagues within Norfolk Museums Service. Some current posts are funded by external project funding. The above report includes no additional implications relating to staffing and personnel resources.

(d) Information Technology

Digital operations at Gressenhall Farm and Workhouse are supported by Norfolk County Council's IMT department. Social media is delivered by the Gressenhall Farm and Workhouse team. The above report includes no additional implications relating to Information Technology.

7 Recommendations:

7.1 That the Area Museums Committee notes the report

Originator of report:

Andrew Smith

Operations Manager – West, Norfolk Museums Service

Gressenhall Farm and Workhouse, Gressenhall, Dereham, Norfolk NR20 4DR

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**BRECKLAND
AREA MUSEUMS COMMITTEE**

18 March 2019

Item No.

ANCIENT HOUSE, MUSEUM OF THETFORD LIFE REPORT

Report by the Curator, Ancient House Museum

This report provides information on activities at Ancient House, Museum of Thetford Life from August 2018 – January 2019

1. Exhibitions and associated events

1.1 Olive Edis: Photographer 15th December 2018 – 14th September 2019

The current main exhibition at Ancient House is *Olive Edis: Photographer* which opened on the 14th December at a 'Takeover event' by the children from the museum's after-school History Club, which included the children giving a short dramatic performance based on the life of Olive Edis. The exhibition celebrates the life and work of pioneering British photographer Olive Edis (1876-1955). Although relatively unknown, Edis was one of the most important photographers of the first half of the 20th century and the first-ever accredited female war photographer. The breadth of her subjects from British royalty and aristocracy to the characterful faces of the fisherman of north Norfolk, together with her highly atmospheric photographs of the battlefields of France and Flanders taken during her time as an official World War One war photographer, raise her to international status. The exhibition was created in association with Alistair Murphy, Norfolk Museums Service (NMS) Curator at Cromer Museum. Alistair has previously curated exhibitions at Cromer and Norwich and written the book with Liz Elmore *Fishermen and Kings* about Edis, currently on sale at the museum bookshop. The Olive Edis project was supported by the Heritage Lottery Fund. The exhibition runs until 14th September 2019.

1.2 *Pride of the People: Helping History Out of the Closet* Teenage History Club Exhibition Project. 22nd September – 1st December 2018

The previous exhibition was *Pride of the People: Helping History out of the Closet* curated by the Museum's Teenage History Club. Learning Officer

Melissa Hawker worked with the museum's Teenage History Club to curate this exhibition exploring LGBTQ+ history. As part of the NMS Arts Council England programme as a National Portfolio Organisation, the museum is committed to diversifying both the audiences to the museum and also those voices within its displays. The teenagers led on the content and direction of the exhibition which explored the history of LGBTQ+ communities and connections with local history. This links with the 50th anniversary of the partial decriminalisation of homosexuality, drawing on the collections of the museum. As part of their investigation they visited the V & A Museum in London in November, where they went on a special tour of the museum with Dan Nouveau and his team of volunteer guides. Dan Nouveau has been very supportive of the team at Ancient House and Professor Richard Sandell from Leicester University also visited Ancient House to meet with and advise the young people.

The resulting exhibition was officially opened to the public by Cllr John Ward, Chairman of the Norfolk Joint Museums Committee on 22nd September 2018 and ran until 1st December 2018. The young people participated in a number of associated events. These included Queer History tours of the Museum given by the teenagers and featuring items in the exhibition as well as exhibits all around the museum. David Shenton, maker of the Duo Shirt loaned by the NMS Costume and Textile collections at Norwich, gave a public talk about his work. On the 13th October, Alan Quick shared his knowledge and collection of material relating to footballer Justin Fashanu, who was featured in the exhibition. The teenagers are following up the project by making a film about their work and developing Queer History tours at Gressenhall and Lynn Museums. A pop-up version of the exhibition is planned which will be available to tour to various community venues. Melissa Hawker gave a presentation about the project to a *Hidden History* conference at the Fitzwilliam Museum, Cambridge.

1.3 Duleep Singh Special Exhibition 7th July – 1st December 2018

As part of last July's Thetford and Punjab Festival, the Ancient House team provided an exhibition about Maharajah Duleep Singh and his family with financial support from the Heritage Lottery Fund (now known as the National Lottery Heritage Fund). The exhibition included a loan from National Museums Scotland of a painting by renowned contemporary artists, the Singh Twins of the Maharajah entitled *Casualty of War*. In addition to the loan of the painting, the museum team worked with Nanaki Bance to create a series of pop up display panels in the Hall which graphically tell the Duleep Singh story. Other interventions around the Museum included the display of original printed portraits of the Maharajah and his son Prince Frederick, loans of Sikh miniatures from Lynn Museum King's Lynn and the loan of items from the First Anglo-Sikh wars by the Royal Norfolk Regimental Museum. Items on display that were donated to Thetford's Museum by the Duleep Singh family were indicated with stickers, the carved oak panel acknowledging the gift of the museum to the people of Thetford by Prince Frederick Duleep Singh has been re-instated and an interactive touchscreen display was loaned by the Sikh Museum Initiative.

The exhibition opened on 7th July as part of the launch of the successful town-wide Thetford and Punjab Festival. The Singh Twins were able to be part of the exhibition launch. The exhibition ran until 1st December when the exhibition was de-installed and the loaned painting returned safely to Edinburgh.

1.4 Handmade, Millennia of Making Exhibition

The report period includes the exhibition, *Handmade, Millennia of Making*, which opened at the Museum in December 2017 with a 'Takeover event' by the children from the museum's after-school History Club and the young people from the Teenage History Club. The display was officially opened by Cllr Phillip Duigan from the Area Museums Committee. The exhibition focussed on the craftsmanship of artefacts in the museum collections, exploring different materials with sections on textiles, ceramics, wood, metal and stone. Objects on display included a wooden nurse and child doll from the 1840s, an intricate and colourful patchwork quilt, prehistoric flint tools, a mantrap once used on the Kilverstone estate near Thetford and a 17th century acoustic jar which was once built into a wall at the former Central Hotel on the Thetford Market Place. The exhibition ran until 8th September 2018.

1.5 Thetford Remembers 1914 – 1918 Commemorative events

Following the Museum's delivery of a town-wide programme of commemorative events focussed on the anniversaries of 1914, 1915 and 1916, the Ancient House Museum contributed to the Town Council's plans for *Battle's Over* a nation-wide evening beacon event marking the centenary of the Armistice on November 11th 2018 with a display of the knitted Field of Poppies exhibit with one poppy representing each of the Thetford's fallen. The Museum is also involved in early plans for an event in the summer of 2019 to mark the peace and aftermath of the First World War.

A major Armistice exhibition at Norwich Castle took place in late 2018 to cover Norfolk's experience of the First World War and the Armistice and the Ancient House lent material for this including a mask worn by tank drivers and a fragment of a zeppelin.

In addition, the Museum continued to display a First World War kitchen until 1st December and a display of finds from the Thetford Camp, a military base during the war.

2 Forthcoming Displays

2.1 Studio Ceramics

The team at Ancient House is working with curators at the NMS Art Department on a new exhibition to open in September 2019 featuring highlights from the decorative art collections, including recent acquisitions and items not previously on public display. This approach is planned to complement the domestic scale of the museum and the high quality modern display cases in the exhibitions room.

2.2 Thetford Treasure

A request has been made to borrow once more a selection of items from the late Roman hoard of inscribed and decorated silver spoons and gold jewellery known as the Thetford Treasure from the British Museum. If the loan is agreed, the exhibition would take place in 2020.

2.3 Brecks River and Fen Edge landscape project.

The Ancient House has applied to be part of this initiative to focus on the conservation and interpretation of the Brecks Area. If successful, the museum would produce exhibitions on the themes of Vikings and Riverside Industrial Heritage.

2.4 Duleep Singh Gallery Feasibility

Feasibility work continues around creating a new display in one of the upstairs rooms at Ancient House to make more of the unusual connections between the Museum and the Maharajah Duleep Singh and his family, especially his son Prince Frederick Duleep Singh. A number of private donations have been received towards this project totalling approximately £2,500.

The Museum plans to submit a bid to the National Lottery Heritage Fund, following the launch of their new Strategic Funding Framework.

3 Learning with Adults, Children and Young People

3.1 Activities for children and Families

The Ancient House Museum continues to offer a popular programme of themed gallery discovery trails, with a new trail available for each week of the school holidays. Recent trail themes have included dinosaurs and Christmas. The Museum offered a *Handmade* themed event in August to link to the exhibition and in the October Half Term a Romans themed event took place.

On the Sunday of the August Bank Holiday, the Museum contributed to a Duleep Singh event in partnership with the Thetford Town Council and the Anglo-Sikh Heritage Trail. Poor weather drove visitors indoors and activities were held at the Guildhall, Carnegie Rooms and at Ancient House. Some 450 visitors were recorded at the Museum who enjoyed the exhibition around the building including an interactive touchscreen of Sikh art and culture kindly lent by the Sikh Museum Initiative.

The Ancient House participated in the Thetford Heritage Open Day with a *Moving Stories* themed event, and in the popular Christmas Lights Switch on event at the end of November.

3.2 Museum Clubs

The Mini Museum Club aimed at those under 5 remains popular. During the period of this report, themed sessions for this age group have included Water, Pirates, Snowflakes and Icicles, and Christmas.

The after-school History Club which meets on a Wednesday afternoon continues in popularity and has grown to 20 members. Recent topics have included Olive Edis and the Tudors.

The after-school Teenage History Club continues to meet on a Friday afternoon. Recent activities have included curating the *Pride of the People* exhibition at Ancient House and presenting at an International Archaeology Conference in Japan.

3.3 Young Persons' link with the Archaeology Museum in Nagawa, Japan

The Museum has continued the links with the community in Nagawa, central Japan where there is a museum exploring the prehistoric mining and use of obsidian. A party from Nagawa including eight teenagers visited Thetford in July and early August. They joined the Museum's Teenage History Club for participation at the Flint Festival at Grimes Graves and a week of activities including visits to the museums at Norwich, Cromer, Gressenhall, King's Lynn and Thetford. The group was received by the Mayor of King's Lynn and West Norfolk at the Town Hall, King's Lynn and in Thetford they met with the Mayor at King's House where the town's civic regalia had been displayed for them to see. When in Thetford the Japanese youngsters stayed with host families and also did two sleepovers at the Ancient House Museum where they ate food prepared in the old kitchen played games and did a tour of the museum including the cellar.

In October 2018, Learning Officer Melissa Hawker took five teenagers from Thetford to Japan for a four day visit, during which the young people made a presentation at an international archaeology conference held in Nagano. The visit was paid for by the town of Nagawa and an anonymous donation via the Sainsbury's Institute for the Study of Japanese Arts and Culture.

3.4 Textile groups

The Museum continues to hold *Knit and Knatter* sessions at the Museum and recently marked their 10th anniversary. A spinning group also meets at the Museum on a regular basis and offers demonstrations to visitors. The knitting group assisted with the *Handmade* exhibition by making letters in textile to make a title for this section of the display. The members of the textile groups participated in the Town Council project to commemorate the Armistice in November by knitting poppies.

3.5 Talks programme, in association with the Friends of the Museum

A programme of illustrated talks continues to be offered at Ancient House Museum on Tuesday afternoons. Attendances average 15-25 and a number of talks are often delivered by NMS staff. Recent topics have included Victorian Christmas and the English Civil War.

3.6 Schools

The Museum continues to offer a wide range of learning opportunities for schools. Delivery of the sessions is typically by a combination of museum staff, experienced freelancers and volunteers. A tried and tested format is to

offer a 'carousel' of activities around the building with groups of schoolchildren moving between the activities such as object handling, drama, craft and food.

4 Ancient House and the Media

4.1 *Thetford in 100 Artefacts* column in Thetford and Brandon Times

Staff at the Ancient House continue with their project in partnership with the *Thetford and Brandon Times* to write a monthly column. Entitled *Thetford in a Hundred Artefacts*. The article provides an opportunity to highlight objects from the museum collections and to promote forthcoming museum events.

4.2 Appearances on BBC Radio Norfolk

Ancient House featured on Radio Norfolk's *The Social* with Jay Lawrence on 28th November and on the Radio Norfolk Breakfast Show.

4.3 Social media

The museum continues to develop its social media presence, with Twitter and Facebook accounts being maintained by staff. The Ancient House Museum accounts continue to grow with the Twitter account having 2,873 followers with Facebook having 817 follows. The Ancient House participated in several national social media campaigns including #ThanksToYou, #MuseumSelfieDay, #HeritageTreasures and #Museum30.

5 Other Museum Developments

5.1 Volunteers

A small team of volunteers meet on a weekly basis in the Museum. Volunteers have continued with a programme of documentation work involving the photographing and cataloguing of some of the recent acquisitions. The team's work enhances and illustrates the museum catalogue available online through the museum service's collections website.

Volunteers also contribute to the events and learning programmes including delivery of the Mini Museum Club for the under 5s, the delivery of sessions for schools and preparing resource boxes for learning activities.

Volunteer Dan Morgan created a Victorian Father Christmas window display in December.

5.2 Friends of the Museum

The Friends of the Museum continue to support the Museum through fundraising and promoting the Museum in the town. The Annual Christmas Social and AGM took place in December and was well attended. It proved a good opportunity to thank Maggie Findlay who has been Treasurer for seven years.

5.3 Teaching Museum Trainee Scheme

During 2018-2019, the Ancient House is once again hosting a 12 month Teaching Museum traineeships provided through the NMS *Teaching Museum* programme. Samantha Parker is the current Curatorial Trainee, based at the Ancient House and Lynn Museum. The Teaching Museum programme is funded through the Arts Council England National Portfolio Organisation 2018-2022 Business Plan. Amongst a range of other activities, Sam is supporting work on exhibitions, volunteers developing educational resources, museum events and she plans to work with colleagues to support visitors with autism to explore the museum. This successful traineeship will be offered again through the Teaching Museum for 2019-20.

5.4 The Theodford Hare

As part of *GoGo Hares* campaign in 2018 a large model of a young hare was painted by artist and museum volunteer Dan Morgan to reflect Thetford's heritage. The decoration of the hare was partly carried out at the Ancient House and visitors enjoyed meeting with Dan and hearing about the meaning of the motifs used. The decorated hares are in support of the Break Charity and the Thetford hare joined others for a display at Pensthorpe and then at Chapelfield in Norwich. The Theodford Hare is currently on display in one of the upstairs display rooms at Ancient House.

6 Visitor Numbers

6.1 Up to date visitor figures will be circulated at the meeting.

7 Resource implications

(a)	<u>Finance</u>	None
(b)	<u>Property</u>	None
(c)	<u>Staff</u>	None
(d)	<u>Information Technology</u>	None

8 Recommendations:

That the Area Museums Committee notes the report

Originator of report:

Oliver Bone

Curator

Ancient House Museum of Thetford Life

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Breckland Area Museums Committee

18 March 2019

Review of the Collection at Gressenhall Farm and Workhouse

Report by the Assistant Head of Museums

Summary

This report sets out the background to the ongoing review of collections at Gressenhall Farm and Workhouse and recommends deaccessioning a group of social history items in accordance with the NMS Collections Management Strategy 2018-22, which incorporates the NMS Collections Development Policy (Appendix 1). The Collecting Policy for Gressenhall Farm & Workhouse is outlined (Appendix 2).

1. Background

- 1.1 Collecting and rationalisation within the NMS is undertaken in accordance with the Collections Development Policy approved by the Joint Museums Committee (Appendix 1). This policy is reviewed every five years and sets out the strengths of the collections, areas for future collecting and constraints on collecting, such as resources, space and expertise. As part of a responsible collections management strategy the NMS undertakes regular reviews of its collections to ensure that material is properly classified and adequately housed. Objects that are deemed unsuitable for retention as past of the core collection are identified and alternative homes found.
- 1.2 To summarise the collections review process, material is proposed for rationalisation which:
 - Does not fall within the current collecting policy.
 - Is loan material no longer required for display
 - Is of good quality but would fit better into another organisation's collections (including those of Norfolk Record Office and Norfolk Library & Information Service).
 - Does not provide important information about Norfolk and its history.
 - Has no reasonable expectation of being useful for display or research.
 - Has been unethically acquired.
 - Is unprovenanced (i.e. has no background information to provide a context).
 - Is of poor quality compared with other examples in the collection.
 - Has deteriorated beyond any useful purpose (e.g. through decay or infestation. This might be a natural history specimen that has suffered pest infestation).

- Poses a threat to other objects or people (e.g. by contamination. This might be WW2 gas masks with degraded asbestos filters or radioactive geological specimens).
- Is an unnecessary duplicate.
- Offers no reasonable expectation that NMS will be able to provide suitable levels of curation or collections care.

Meeting one of the above criteria does not automatically condemn any object. Each will be considered on its merits. There may well be good reasons why objects that fall into one or more of the above categories should be kept, but they will be critically examined and justified in line with the NMS Collections Development Policy and the Museums Association Code of Ethics.

1.3. Options for disposal:

There are several ways in which material that is not suitable for the NMS core collections might continue to fulfil a useful purpose including:

- Transfer to another Accredited museum by gift
- Transfer to another public institution by gift
- Return to donor or lender
- Repatriation to country of origin
- Charitable donation
- Set dressing or adapted to repair working objects
- Sale on the open market, or
- Destruction (as a last resort)

Any income generated by sales of objects is allocated to a ring-fenced fund for the purchase of new collections or the care of existing collections.

1.4 Once Committee has agreed the list of proposed disposals the following steps will be taken:

- As required by the conditions of the Museum Accreditation Scheme, and the Museums Association Code of Ethics a notice will be placed in the Museums Journal or on-line equivalent, and any other appropriate specialist publication, advertising the availability of significant material to other Accredited museums.
- Direct contact will be made with any Accredited museums or other public institutions that would have a particular interest in any of the objects.
- If no Accredited museum is interested and the material was donated within the last 20 years, attempts will be made to contact the donor to return the item.
- Non Accredited museums will be considered for potential rehoming of objects, this will be reviewed on a case by case basis by the NMS Rationalisation Committee

- Material in which no interest is expressed will be either returned to the core collections, sold at auction or destroyed; these options are reviewed on a case by case basis by the Rationalisation Committee.
- Complete records of all transactions and processes will be kept.

2 Review of social history collections at Gressenhall Farm and Workhouse

- 2.1 The stores and external storage space at Gressenhall Farm and Workhouse contain a number of social history objects. These were brought into the collections during the 1970s at a time when museums were generally actively collecting items in a relatively uncontrolled manner, without reference to an official collecting policy or quality control. As a result many collections contain objects that are duplicated in other museums, of poor quality and now require large conservation resources to be of display standard. Most of the objects have little or no provenance and some have no known relevance to the local history of the area. As a result these fall outside the Collections Development Policy of the museums service today.
- 2.2 A review of these collections has been undertaken in order to:
- Improve access to the collection as a whole
 - Release storage space and resources to allow improved collections management
 - Remove threats posed by possible insect infestation
 - Remove threats posed by inappropriate storage conditions
- 2.3 Following the agreed process the attached list of objects (Appendices 2-5) has been identified for deaccessioning and subsequent transfer, dispersal, disposal or destruction.
- 2.4 While finding a new home for the objects in another museum will be the ideal first priority, it may be that because of the poor quality and lack of provenance of the objects, destruction of some the objects may be the only realistic outcome of the rationalisation process.
- 2.5 The objects listed in Appendix 3 have been identified by the curator as candidates for deaccessioning and dispersal if possible. The list has been scrutinized by the NMS' internal Rationalisation Committee, which comprised the Collections Development Manager, the Senior Conservation Officer, Registrar, Documentation Officer and the Chief Curator. Where possible these objects will be found a home in another accredited museum or public institution.

3 Resource Implications

- 3.1 **Finance:** a small budget may be required to pay for removal firm's charges and possible destruction or rubbish disposal. NMS staff based

in Norwich or other sites may be required to visit Gressenhall for advice and their transport costs paid for.

4 Equality Impact Assessment

- 4.1 NMS puts diversity, equality and community cohesion at the heart of service development and service delivery. It aims to ensure that activities included in the service plan are accessible to diverse groups in Norfolk and that all policies, practices and procedures undergo equality impact assessment. These impact assessments help the service focus on meeting the needs of customers in relation to age, disability, gender, race, religion & belief and sexual orientation.

This report has no equality implications.

5 Section 17 – Crime and Disorder Act

There are no Section 17 implications.

6 Risk Implications/Assessment

There is a risk that signification collections will be inadvertently be deaccessioned, or that material acquired with external funds will be disposed of without permission. These risks have been managed in the following ways:

- The collections review has been undertaken following good practice guidelines set out by the Museums Association and Arts Council England. This ensures that any legal considerations and the public interest, such as past donors or funders, have been taken into account.
- The Gressenhall Farm and Workhouse Curator has used their knowledge to identify objects of lesser interest to the museum, using the NMS Collections Development Policy for reference.
- The list has been scrutinised by the NMS's Internal Rationalisation Committee, which comprises the Collections Development Manager, the Senior Conservation Officer, Registrar, Documentation Officer and the Chief Curator. The status quo involves risk as retaining material of poor quality, potential infestation and in poor storage conditions increases risk to other valuable collections and to the public.

7 Conclusion

This collections review is proposing to remove items that are of minimal interest in interpreting the history of rural Norfolk and will free up space and resources for the benefit of the remaining collections and the visiting public.

8 Recommendation

Members are asked to agree that the objects listed in Appendix 3 are deaccessioned.

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Collections Development Policy

Names of museums: Norwich Castle Museum & Art Gallery; Museum of Norwich at the Bridewell; Stranger's Hall; Royal Norfolk Regimental Museum; Gressenhall Farm & Workhouse; Lynn Museum; Ancient House Museum of Thetford Life; Cromer Museum; Time & Tide Museum; Elizabethan House; The Tolhouse

Name of governing body: The Joint Museums Committee of Norfolk County Council

Date on which this policy was approved by governing body:

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: July 2022

Arts Council England will be notified of any changes to the Collections Development Policy, and the implications of any such changes for the future of collections.

Background to the Policy

This policy sets out the principles that will provide the partners to the Joint Museums Agreement and staff of Norfolk Museums Service (NMS) with a framework for the scrupulous and ethical acquisition and disposal of collections using clear procedures and decision-making processes common to UK museums in the Accreditation Scheme. It is based upon the template provided by Arts Council England for museums applying to the Accreditation Scheme, last updated in 2014.

Implementing the policy will enable museums of NMS to demonstrate the public benefit in their actions relating to the acquisition and disposal of collections. It provides a basis for open and transparent decision-making and an informed dialogue between governing bodies, donors, funding bodies and other stakeholders.

This policy applies to:

- material which NMS museums own or to which they intend to acquire legal title
- material which the NMS museums own and have accessioned into their collections or intend to own and accession into the collection.

The acquisition, management and disposal of collections will flow from:

- the Joint Museums Agreement and statement of purpose
- the legal basis on which the collections are held
- the public benefit derived from the effective use and management of the collections
- an assessment of the needs of the museum's collections
- the collections held by other museums and organisations collecting in the same or related geographic areas or subject fields.

Ownership of the collections

NMS is managed under a Joint Museums Agreement, established in 1974 and last re-negotiated in 2006, between Norfolk County Council (NCC) and district councils (Norwich City Council, North Norfolk District Council, Great Yarmouth Borough Council, King's Lynn & West Norfolk Borough Council, Breckland District Council, South Norfolk District Council and Broadland District Council). Material acquired by a museum is understood to be owned by the partner council in whose district the museum resides but managed by the Joint Museums Committee. The agreement acknowledges that in the event of the ending of the Joint Museums Agreement the collections revert to the district, except for material that was specifically acquired with purchase funds provided by Norfolk County Council.

Any disposal of collections will be approved initially by Area Museum Committees (representing the interests of the district) and ultimately by the full Joint Museums Committee.

The collections of the Royal Norfolk Regimental Museum are owned by the Trustees of the Royal Norfolk Regimental Museum, and accordingly disposals are approved by them.

1. NMS Statement of Purpose

Norfolk Museums Service is a multi-award winning service comprising ten museums and a study centre. The Service aims to inform and inspire people's interest in the cultural and natural heritage of Norfolk, and address relevant contemporary issues by:

- Collecting, preserving and interpreting material evidence of the past
- Stimulating creativity, inspiration and enjoyment
- Providing an enjoyable way to learn throughout life
- Engaging with the widest possible audience
- Enriching people's lives and creating a sense of place and identity
- Enabling people to understand and value other cultures

NMS is one of 16 Major Partner Museums receiving substantial revenue funding from Arts Council England in order to achieve ACE's strategy for the arts and culture sector:

- Goal 1. Excellence is thriving and celebrated in the arts, museums and libraries

- Goal 2. Everyone has an opportunity to experience and be inspired by the arts, museums and libraries
- Goal 3. The arts, museums and libraries are resilient and environmentally sustainable •
- Goal 4. The leadership and workforce in the arts, museums and libraries are diverse and appropriately skilled
- Goal 5. Every child and young person has the opportunity to experience the richness of the arts, museums and libraries

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

By definition, NMS 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 and due diligence must be exercised before consideration is given to any acquisition to the collection, or the disposal of any items in NMS' collection.

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

NMS 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.

NMS 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 NMS can acquire a valid title to the item in question. This procedure will be in line with NMS Due Diligence Policy.

NMS will not undertake disposal motivated principally by financial reasons

2. History of the collections

NMS' collections have disparate origins. Further details about the history of individual collections are given in the appendices for each museum:

- Appendix 1 Norwich Castle Museum & Art Gallery
- Appendix 2 Museum of Norwich at the Bridewell
- Appendix 3 Strangers' Hall
- Appendix 4 Royal Norfolk Regimental Museum
- Appendix 5 Gressenhall Farm & Workhouse
- Appendix 6 Lynn Museum
- Appendix 7 Ancient House Museum of Thetford Life
- Appendix 8 Cromer Museum

3. An overview of current collections

The collections of NMS reflect the history and character of the county of Norfolk. Due to earlier collecting practices there are also collections of non-local material with wider historic and cultural significance.

- **Norwich Museums collections** comprise:

Norwich Castle Museum & Art Gallery with specialist Designated collections of archaeology, fine and decorative art, and natural history. The museum also holds a nationally-significant costume and textiles collection. The curatorial offices and many of the collections of NMS are housed at the adjacent **Norwich Castle Study Centre** in the Shirehall.

The **Museum of Norwich at the Bridewell** and **Strangers' Hall Museum** have the bulk of the social history collections, with Strangers' Hall concentrating on domestic life and the Museum of Norwich on the story of Norwich, its communities and trades and industries.

The **Royal Norfolk Regimental Museum** houses the regimental collection and since 2013 has formed part of Norwich Castle Museum.

There are also important ecclesiastical collections from the former St. Peter Hungate Museum (closed 2001), which are now housed mainly at the Museum of Norwich and the **Norfolk Museums Collections Centre** at Gressenhall.

- **Gressenhall Farm and Workhouse** houses a county-wide collection reflecting the rural way of life of the county, principally of the 19th and 20th centuries. New displays and archives relating to the stories of people who lived and worked in the workhouse. The site also includes the **Norfolk Museums Collections Centre**, the central store for collections from across NMS.
- **Lynn Museum** reflects the history and character of King's Lynn, west Norfolk and the Fens, including a Bronze Age timber circle from Holme-next-the-Sea.
- The **Ancient House Museum of Thetford Life** reflects the history and character of Thetford and Breckland.
- **Cromer Museum** reflects the history and character of Cromer and its environs. It has a strong collection of photographs of the town.
- **Great Yarmouth Museums** comprise **Time and Tide**, the **Tolhouse Museum** and **Elizabethan House Museum**. Their collections chiefly reflect the history and character of Great Yarmouth and its connections with the sea.

- Further details about individual collections, also details relating to themes and priorities for future collecting and disposal are given in the appendices for each museum:

Appendix 1	Norwich Castle Museum & Art Gallery
Appendix 2	Museum of Norwich at the Bridewell
Appendix 3	Strangers' Hall
Appendix 4	Royal Norfolk Regimental Museum
Appendix 5	Gressenhall Farm & Workhouse
Appendix 6	Lynn Museum
Appendix 7	Ancient House Museum of Thetford Life
Appendix 8	Cromer Museum
Appendix 9	Time & Tide, Elizabethan House, Tolhouse (Great Yarmouth Museums)

4. Themes and priorities for future collecting

While historically each museum has had its own collecting policy, NMS takes a county-wide approach to its collecting ambitions. It is also reviewing and rationalising the collections which it holds.

General aims in collecting applicable to all NMS museums and collections:

To enhance the existing areas for collecting for individual departments and museums, these are described in the appendices for each museum / department.

The main collecting area is Norfolk and collections relating to the county, potentially covering all periods from prehistoric to modern. Acquisitions will include material originating from, used in or with strong connections with Norfolk and people and institutions connected with the county. Exceptions may include:

- Certain subject areas where it is desirable to collect from outside the county on a limited basis in order to place the Norfolk heritage in context.
- Where the administrative boundary of the county falls awkwardly across natural features it may be desirable to extend collecting to a limited extent. This will be subject to an understanding with neighbouring museums.
- In order to enhance the collections in selected cases where the existing collection is not primarily based on the collecting area of Norfolk, for instance in Fine and Decorative Art or Archeology.

Digital collecting: the acquisition of born-digital material, this is subject to the same policies and decision-making processes as other object types. This is an emerging area of collections development, we will work with stakeholders, for example the NRO, and professional advisors in establishing robust procedures for collecting and archiving born-digital material.

- Photographic collections are generally referred to Norfolk Library & Information Service; archival collections are generally referred to Norfolk Record Office. See section 8 Archival holdings for more detail.

5. Themes and priorities for rationalisation and disposal

NMS 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.

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

For rationalisation and disposal themes and priorities for individual museums see the appendices for each museum / department.

6. Legal and ethical framework for acquisition and disposal of items

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

Norfolk Museums Service 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.

Specific reference is made to the following museums/organisations:

- 100th Bomb Group Memorial Museum
- Bishop Bonner's Cottage Museum
- Bressingham Steam Museum
- Diss Museum
- Fakenham Museum of Gas & Local History
- Mundesley Maritime Museum
- Museum of the Broads
- Nelson Museum
- RNLI Henry Blogg Museum
- Sheringham Museum
- Swaffham Heritage
- True's Yard Fishing Heritage Museum

- William Marriott Museum and North Norfolk Railway
- Wymondham Heritage Museum

For individual NMS museums, detailed references to the collecting policies of other museums can be found in museum / department appendices:

In addition, NMS recognises the collecting policies of other national and regional museums and will consult with those organisations before collecting material which may complement their collections. NMS also recognises and will consider the collecting policies of non-Accredited museums and other heritage organisations which aim to keep collections within the public domain. It will maintain relationships with organisations in Norfolk and further afield, including members of the Museums Norfolk group, the History of Advertising Trust, the National Trust, and English Heritage.

NMS will pay particular attention to the collecting policies of Norfolk Library & Information Service and Norfolk Record Office, as described in Section 4, Themes and Priorities for Future Collecting.

8. Archival holdings – photographs & archives

NMS has historically collected photographs and archives. These collections are no longer added to, except in the circumstances described below.

Photographic collections

Photographic collections are held by all NMS departments and museums, and span the period 1840s to the present day; the bulk of collections date to the late 19th to early 20th centuries and 1970s to 1990s. Overall they comprise a very significant visual record which contributes significantly to the regional and national photographic heritage.

The Local Studies Library of Norfolk Library & Information Service (NLIS) is the primary collector of historic photographic material in Norfolk. It collects photographs related to Norfolk from across the whole of the county and covering all subject areas. For this reason it is important to avoid duplication in collecting across NCC Cultural Services.

NMS museums will collect only photographs which add context to or complement objects already in its own collections. Significant photographic material, whether single images or whole collections (including albums), will only be acquired in consultation with the NLIS Local Studies Library. NMS Museums should direct all photographs unconnected to their specialist subject areas to the NLIS Local Studies Library.

Archives

Archives are held by all NMS departments and museums, and span the medieval period to the present day. The most significant archives are held by the Archaeology Department of Norwich Castle Museum, and includes material relating to Norwich Castle as a prison.

The Norfolk Record Office (NRO) is the primary repository of archives in Norfolk and collects material from across the county covering all historical periods to the present day and from all subject areas. As with photographs it is important to avoid duplication in collecting across NCC Cultural Services.

NMS museums will collect only archival material which adds context to or complements objects already in its own collections. Significant archival material, from single items to entire archives, will only be acquired in consultation with NRO.

9. Acquisitions

The policy for agreeing acquisitions will be managed by an Acquisitions Committee.

The Committee comprised of relevant curators, representatives from collections management and conservation departments, will convene to make decisions about potential acquisitions. Taking into consideration the individual collecting policy and resource implications.

Curators are required to provide sufficient information about the proposed acquisition to enable the Committee to come to a decision on whether to accept or reject a proposal. Information should include:

- Brief details of the object, including dimensions and condition
- A completed due diligence checklist and risk assessment
- The particular reason(s) the object is proposed for collecting, including its relevance to the museum's own collecting policy
- Details of proposed storage location
- Details of potential risks: physical or reputational

In exceptional cases the Committee may agree to retrospective approval of an acquisition. This will be where:

- The curator has carried out due diligence and risk-assessed the acquisition, has a clear idea of its significance to the collecting policy, and is able to identify suitable storage; *and*:
- it was not possible to consult about the acquisition due to pressures of time. For example, an offer which would be withdrawn if not collected immediately; or one which requires urgent fundraising and a Committee cannot be convened in time.

Once agreed, Spectrum entry procedure and documentation as outlined in the NMS Documentation Procedural manual is to be completed.

10. National and International Standards

NMS 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).

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, NMS 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 Digital Culture, Media and Sport (DCMS) in 2005.

This will be identified in accordance with the NMS Due Diligence checklist.

11. Human remains

NMS holds human remains from any period, as such it will follow the procedures in the 'Guidance for the care of human remains in museums' issued by DCMS in 2005.

NMS does not hold or intend to acquire any human remains under 100 years old.

This will be identified in accordance with the NMS Due Diligence checklist.

12. Biological and Geological material

NMS 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, such as the 1973 Convention of International Trade in Endangered Species of Wild Fauna and Flora (CITES) or the Wildlife and Countryside Act 1981, and taking into consideration The Ivory Bill 2018. This will be identified in accordance with the NMS Due Diligence checklist.

13. Archaeological material

NMS will not acquire archaeological material 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. This will be identified in accordance with the NMS Due Diligence checklist.

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).

14. Exceptions

Any exceptions to the above clauses will only be because NMS 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 NMS will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority. NMS will document when these exceptions occur.

15. Spoliation

NMS will use the statement of principles issued by National Museums Directors Conference on 'Spoliation of works of Art during the Holocaust and World War II period' in 1998, updated 2016

16. The Repatriation and Restitution of objects and human remains

NMS's governing body, acting on the advice of the NMS professional staff, 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. NMS 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.

17. Disposal procedures

All disposals procedures will be undertaken with reference to the Spectrum Primary Procedures on disposal, the Museums Association (MA) Code of Ethics and MA disposal toolkit.

Disposal for financial reasons is not an route for disposal of NMS collections

NMS Disposal Committee comprising the Chief Curator, Departmental Curator, Collection Development Manager, Registrar, Head of Conservation will recommend to AMC and JMC objects for disposal.

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 NMS' governing body acting on the advice of professional curatorial staff, if any, and not of the curator or manager of the collection acting alone.

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.

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.

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.

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 directly to other Accredited Museums likely to be interested in its acquisition.

If the material is not acquired by any Accredited museum to which it was offered as a gift 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).

The announcement relating to gift 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, NMS may consider disposing of the material to other interested individuals and organisations giving priority to organisations in the public domain.

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.

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.

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

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.

If the exchange is proposed with an Accredited 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).

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

Destruction is 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.

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.

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

Objects disposed in this manner will be reported to AMC / JMC retrospectively if the object poses a risk and therefore requires immediate destruction.

Appendix 2 Gressenhall Farm & Workhouse

2. History of the collections

Curator Bridget Yates set up the Norfolk Rural Life Museum in 1976, having worked since 1970 on sourcing the rural life collections which would be its foundation. At its creation a significant number of rural items from the Norwich social history collections of the Museum of Norwich at the Bridewell (formerly the Bridewell Museum) and Strangers' Hall were transferred to the new museum.

Bridget was curator of the rural life collections for 18 years, collecting throughout the county, often at a prolific rate – at times 500 objects per week were collected. Another major influence on the collection was Dick Joice, who advised and supported the collection during its formative years in his role as Chairman of the Friends of Gressenhall. Collecting slowed in the 1980s and 1990s but continued to be focussed on rural crafts, trades and agriculture. The significant Taylor's Collection from a seed merchant's shop and warehouse, numbering over 5000 items, was collected in 1982.

During the early part of the 21st century there was a gradual change in collecting policy with a shift in focus to collecting specific crafts, trades and industries currently missing from the collection rather than the broader sweep of earlier years. From 2006 the Curator and Assistant Curator with the support of Bridget Yates (via a Monument Fellowship funded by the Museums Association) have worked to standardise collections management. Collecting now focuses on objects with a context. Significantly, it was not until 2014 that items relating to Norfolk's workhouses were actively accessioned.

3. An overview of current collections

The accessioned collections are focussed on Norfolk's rural life. They encompass around 60,000 objects with a broad geographical spread from across the county and a chronological span from the late 17th to the mid-20th century, with particular focus on the late 19th and early 20th centuries.

There are specific strengths in vernacular furniture, printed material, agricultural engineering, rural clothing, village shops and grass roots societies, in addition to the more obvious farming collections. The museum buildings, being a workhouse and associated farm, are also key collection items in themselves. Several of the museum's specialist collections, for example in rural trades and union activity, are nationally significant. The collections clearly match the key aim of the museum to reflect the changing nature of Norfolk as a rural county.

A rationalisation programme is identifying a range of objects that sit outside the museum's current collecting policy, mainly duplicate items or those in poor condition or which have no Norfolk connection, but there are no significant parts of the collection that are not relevant to the museum's purpose.

Some historical items, such as those related to the working farm, object handling or set dressing are not accessioned as their use implies they will eventually be discarded due to wear and tear. Such items are duplicates of those in the main collection and/or have no connection to Norfolk or wider national significance. The museum always ensures donors of objects used in this way are clear that the donated objects are not part of its accessioned collections.

4. Themes and priorities for future collecting

Gressenhall Farm and Workhouse aims to collect material which reflects the changing character of rural Norfolk. Collecting should concentrate on what is special and unique about this area and is carried out for the benefit of local people and visitors to the area.

Geographical area

The area covered by the collecting policy of Gressenhall Farm and Workhouse is the whole of Norfolk. However, the museum will in general not seek to collect from the following areas but will instead refer material to the relevant NMS museums:

- The conurbation of Norwich
- King's Lynn and district
- Great Yarmouth and district
- Cromer
- Thetford

Subject areas

Social history – general

Collecting will concentrate on material and associated information that reflects the changing character of rural life in Norfolk, including 20th and 21st century developments. This will encompass material relating to community life, domestic life, personal life and working life as outlined below. General principles applying to collecting are:

1. Collecting focuses on objects that have a context. These are accompanied by photographs of the owner, maker and/or user and where information can be recorded about the object, its' use, role and significance. Oral histories will be recorded, where possible, to accompany objects when the item is transferred to the museum. These are stored in the Norfolk Sound Archive at the Norfolk Record Office.
2. We will collect evidence of topographic change across the county using two dimensional material – photographs, prints etc.
3. There is a small unrepresentative collection of “general” social history objects with no special Norfolk links. This collection will not be expanded except for handling material for schools or for “set dressing” displays.

Collecting will exclude the following:

- Military material. The Royal Norfolk Regimental Museum has such a collection.
- Material associated with urban areas of Norfolk
- Material relating to railways, aviation or maritime and water transport

Community Life

1. Collecting will aim to build a picture of the lives of people in rural Norfolk within living memory and contemporary life, in consultation with these communities.
2. The Women's Land Army and Timber Corps in Norfolk is an active area of collection.
3. Religious life.
4. Political life – including local government, trade unions and Friendly Societies, particularly agricultural unions.
5. County-wide services provided by local government including education, law and order and public health excluding Norwich, King's Lynn and Yarmouth. Norfolk's workhouses are a collecting priority. The collection includes material from a wide range of Norfolk's 22 workhouses encompassing paper ephemera, oral histories and objects. This is an area of active collection and we are actively seeking material relating to the entire history of workhouse buildings within the county. Archival material from Norfolk's workhouses is accessioned by and stored at the Norfolk Record Office.
6. Community costume and textiles, including trade union, community groups and uniform. Duplication with the Costume & Textile collection will be avoided.
7. Architecture: limitations of space preclude further collecting of architectural fittings or expansion of the Norfolk brick collection. The Norfolk County Council Historic Environment Service has a good record of historic building techniques and materials.

Domestic Life

Collecting will focus on material representing life in rural communities, excluding material relevant to Strangers' Hall.

Personal Life

1. Collecting focuses on objects that have a 'personal context', and collections relating to people with a role specific to rural life in Norfolk are a priority. These should be accompanied by photographs of the owner, maker and/or user and information should be recorded about the object's relationship to the person, its use, role and significance. Oral histories will be recorded, where possible, to accompany objects when items are transferred to the museum. These are stored in the Norfolk Sound Archive at the Norfolk Record Office.
2. George Edwards: material associated with George Edwards, particularly his active role within Norfolk Methodism, trade unions and his political life.

Working Life

Collection of working life objects is a priority for the following areas:

1. New rural developments (20th and 21st century collecting), for example tourism and use of migrant labour.

2. Rural working costume and textiles (particularly agricultural clothing). The prime NMS collection of this type of material. Duplication with the Costume & Textile collection will be avoided.

Collecting in this area has been a priority in the past, and a wide ranging collection has been built up. Consequently only particularly significant objects or items will be considered in the following areas:

3. Agriculture and horticulture
4. Rural crafts
5. Retail trades
6. Transport (excluding railway, aviation and maritime/water transport material)
7. Rural industries only excluding Norwich, King's Lynn, Great Yarmouth and Thetford.

Archaeology

Collecting will be restricted to workhouse archaeology from Norfolk workhouse's only. Limited collecting of prehistoric material for educational purposes in consultation with the NMS Archaeology department.

Fine Art

1. Collecting will focus on developing the existing collection of naive works by local artists with subjects appropriate to other areas of the collecting policy.
2. Art work reflecting specifically Norfolk's rural life – example Norfolk breed animal portraits from Norfolk farms, building on existing collection.
3. Fine art depicting Norfolk workhouses is a current collecting priority.

Limitations on collecting

Museum storage space, especially for large objects, is limited which is a constraint on collecting significant material. This makes it essential at present to be very selective when adding to the collections. This lack of space needs to be addressed; relocation of some material may be possible.

The contemporary collection of objects relating to rural life is complex, especially when considering changes in agricultural technology that involve the collection of extremely large items of machinery. This is well recognised by the Rural Museums Network. Contemporary collecting must take into consideration the long term preservation of the item and whether suitable storage space is available for large objects. It must also consider the necessity for contemporary collecting to be indicative of how life in rural Norfolk is different to elsewhere. The museum does not collect items that demonstrate the generalities of contemporary English rural life, but rather objects that illustrate the specifics of how life in rural Norfolk is different to other English counties.

5. Themes and priorities for rationalisation and disposal

The stores and external storage space at Gressenhall Farm and Workhouse contain a large number of social history objects. These were brought into the collections during the 1970s at a time when museums were generally actively collecting items

in a relatively uncontrolled manner, without reference to an official collecting policy or quality control. As a result many collections contain duplicate objects, objects that are duplicated in other museums and/or poor quality objects that now require large conservation resources to be of display standard. Some of the objects have little or no provenance and some have no known relevance to the local history of the area. As a result these fall outside the Acquisition Policy of the museum today.

Some social history objects take up large areas of floor space and are in many cases heavy and cumbersome. As a result access to other stored and better provenanced collections has been made difficult and on occasion, impossible for health and safety reasons. In some cases appropriate storage for very large items is not available and consequently items have been stored in external areas.

Priorities for rationalisation and disposal at Gressenhall Farm and Workhouse are:

1. duplicate objects within the collections
2. objects that are duplicated in other museums, both NMS and the wider sector
3. poor quality objects that now require large conservation resources to be of display standard
4. objects with little or no provenance
5. objects with no known relevance to the local history of the area
6. very large items in poor condition with no appropriate storage facilities, which also meet at least one of the other rationalisation criteria

7. Collecting policies of other museums

As well as the considerations for NMS as a whole, Gressenhall Farm and Workhouse will make special consideration and reference to the collecting policies of the Museum of East Anglian Life, Denny Abbey Museum and Museum of English Rural Life. Reference to the collecting policies of members of the Museums Norfolk Group will also be made where material may have a more suitable local museum.

In cases where local material is perceived to be significant to the collections of specialist NMS departments or museums it should be accessioned there but made available on loan to Gressenhall Farm and Workhouse for display if required.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRSRM : 1977.33	plough	Horse drawn snow plough made of wood and iron formerly used for clearing roads during the 20th century.		Object is in incredibly poor condition. Dennis, Megan 30.7.2018	Transfer - Offer to rural life museums and other accredited museums via Museums Journal.
GRSRM : 1980.44.2	washing machine	Wooden and metal washing machine with metal stand; c.1920		This object is incomplete. In addition it is in very poor condition.	Transfer - Offer to rural life museums and other accredited museums via Museums Journal.
GRSRM : 1980.57.14a	washtub	Part of an early 20th century washing machine in three parts; round wooden washing tub suspended on wooden stand; tub rotated by turning a handle		Although this object has a local provenance it is incomplete as the stand has already been rationalised due to poor condition. Kett, Wayne 5.12.2017	Transfer - Offer to rural life museums and other accredited museums via Museums Journal.
GRSRM : 1981.24.55	drill	Large cast iron drill with fly wheel and wall and floor mounting.		Object is in poor condition and has no provenance. Dennis, Megan 30.7.2018	Transfer - Offer to rural life museums and other accredited museums via Museums Journal.
GRSRM : 1983.146.1	counter	Printer's shop counter used by Rounce and Wortley of Norwich; six drawers (various sizes); painted green along front; early 20th century		Object is in incredibly poor condition. Kett, Wayne 9.11.2017	Transfer - Offer to rural life museums and other accredited museums via Museums Journal.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
GRSRM : 2018.18.1	drill	Pedestal drill		Object is in poor condition and has no provenance. Kett, Wayne 3.8.2018	Transfer - Offer to rural life museums and other accredited museums via Museums Journal.
GRSRM : 2018.18.2	pulley	Metal frame with a pulley attached.		Object is in poor condition and has no provenance. Kett, Wayne 3.8.2018	Transfer - Offer to rural life museums and other accredited museums via Museums Journal.
GRSRM : 2018.18.3	bench	Wooden work bench with geared metal fixings.		Object is in poor condition and has no provenance. Kett, Wayne 3.8.2018	Transfer - Offer to rural life museums and other accredited museums via Museums Journal.
GRSRM : 2018.18.4	tool	Scuffler, metal with two handles.		Object is in poor condition and has no provenance. Kett, Wayne 3.8.2018	Transfer - Offer to rural life museums and other accredited museums via Museums Journal.

Record number	Object simple name	Brief Description	Image	Disposal Reasons	NMS Committee Recommendations
NWHCM : 1967.766	book	Incomplete farm wages book with covers missing. Dated 1846 to 1847.		This book is in poor condition and does not fall within our collecting policy (archival material). Norfolk Record Office have agreed to acquire this book and are able to provide the specialist conservation care it requires. Dennis, Megan 8.8.2017	Transfer to Norfolk Record Office

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