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Museum Development Update

With spring almost with us and with the hope of warmer weather, this is the time of year where many museums open their doors again for the new season.

Over the last few months I have been busy with site visits, working with colleague to explore new opportunities around sustainability and partnerships. Since the last edition the Heritage Lottery Fund has launched their new funding programmes, further details are given in the Bulletin.

I have also attended various seminars and conferences. The two I will report on The Association of Cultural Enterprises (ACE) and the Collections Trust “Building Capacity for Museum Security” seminar. I hope you find the information from these helpful and I am happy to follow up discussions.

What will you find in this edition is The Bulletin?

I am pleased to share with you news of another round of accreditation support sessions. These will cover what you need to know about the 2011 Accreditation Standard. The sessions will be supported by Fiona Mitchell-Inness the Accreditation Advisor for the South West and there will be case studies and practical exercise. Full details and the book form can be found on pages 3 and 4.

I am delighted to have the ‘About You’ section back in this edition. Nicole Chiang is the new curator at the Museum of East Asian Art. Find out about Nicole’s museum career which has taken her to different parts of the world.

Finally here is a reminder about the next edition of The Bulletin. This will be due out on 20 May 2013. The date for submitting articles will be 13 May 2013. Please send them to me at Elizabeth.neathey@bristol.gov.uk. If you would like to share your career journey for the About You section please get in touch.

Liz

We need your data

The work of Museum Development in the region is substantially supported by Arts Council England and is managed by the South West Museum Development Partnership. It is vital to get your feedback to Museum Development to help focus time and resources as well as providing the Museum Development Team evidence of the work which has been carried out. The survey covers the period from April 2012 to March 2013. Completed survey’s need to be returned by 30 April 2013. To find out more and to view the survey please follow this link http://swfed.org.uk/museum-development/annual-data-returns-survey A copy is also at the end of the Bulletin on pages 34 to 36.
Accreditation update

West of England - Accreditation Support Days

With many museums in the throes of their accreditation application or waiting for their letter of invitation, the Museums Development Officers from the West of England have organised a series of three accreditation support days. These are designed to give you an overview to accreditation and to explore some of the resources available. Alongside the Museums Development Officers will be Fiona Mitchell-Innes who is the Accreditation Advisor for the South East, South West and West Midlands. She will be able to give you advice about each area of the Accreditation Standard. Fiona is also to holing one to one consultation sessions for any one with specific queries.

The details of the sessions are given below:

**Wednesday 17th April:** Section 1 – Organisational health at M Shed, Bristol

**Wednesday 24th April:** Section 2 – Collections at Wiltshire and Swindon History Centre, Chippenham

**Wednesday 1st May:** Section 3 – Users and their experiences at the Museum of Bath at Work

The sessions are free to attend and are open to a maximum of three people per museum.

**How to book places**

Please complete the booking form recording the details of each person attending from your organisation. Please choose which support sessions you wish to attend and if you would like to book a one to one with Fiona. Please email your completed form to Elizabeth Neathey, Museums Development Officer for B&NES and Swindon by Friday 5 April

Elizabeth.neathey@bristol.gov.uk

If you have any queries please contact

Elizabeth Neathey on Elizabeth.neathey@bristol.gov.uk
Or 07887 451 759

Julie Reynolds, MDO for Gloucestershire, South Gloucestershire and Bristol on

Julie.reynolds@bristol.gov.uk

Tim Burge, Museums Officer for Wiltshire on tim.burge@wiltshire.gov.uk
West of England - Accreditation Support Days

Booking Form

Delegate Name(s):

Organisation and Address:

Telephone Number:

Email address:

You are welcome to attend any or all of the below workshops, each of which focuses on a different element of the accreditation standard. Full details can be found in the accompanying agenda.

Please indicate below which workshop(s) you would like to attend. Individual consultation sessions are available at each workshop. Please tick below if you would also like to book one of these. You will be notified prior to the session.

Section 1 – Organisational health
M-Shed, Bristol
Weds 17th April
Workshop [ ] Consultation session [ ]

Section 2 – Collections
Wiltshire and Swindon History Centre, Chippenham
Weds 24th April
Workshop [ ] Consultation session [ ]

Section 3 – Users and their experiences
Museum of Bath at Work
Weds 1st May
Workshop [ ] Consultation session [ ]

Please complete and email this form 5 April 2013 to elizabeth.neathey@bristol.gov.uk
Confirmation of booking will be sent by email.
Touring Exhibition Group Marketplace 2013
Monday 22nd April 2013 at the National Museum Cardiff

In association with The Touring Exhibition Group’s annual Marketplace is an invaluable networking opportunity for everyone involved in touring or hiring exhibitions UK-wide. Promote and discover exciting new exhibitions, meet new contacts, take part in lively discussion sessions and join tours of the venue and participating galleries throughout the city.

Delegate Fees
(including lunch & refreshments)
Ordinary members: £35
Additional members from same organisation: £30
Non-members: £75
Table (stand) booking fee: £35
Corporate members: £240
- TEG member stands featuring new and current touring exhibitions to hire, plus the latest on display and installation from our corporate members
- Opening and welcome by David Anderson OBE, Director General, National Museum Wales
- Panel-led discussion sessions on Strategic Partnerships and Audience Development
- Tours of National Museum Cardiff’s new contemporary art wing and the Origins archaeology gallery
- An introduction to TEG’s new Basics of Touring training package
- An accompanying programme of visits to galleries throughout Cardiff on 22nd & 23rd April

Closing date for bookings:
5th April for display stands (subject to availability)
12th April if a stand is not required
To book online, please visit www.teg.org.uk/marketplace
Insurance for Museums Conference
The British Library, 25 April 2013

For all those involved in directing, managing and organising museums, archives, galleries and private collections it has never been more important to have the right insurance in place.

That is why the Collections Trust, with sponsorship support from Blackwall Green and Hiscox, is presenting this major new one-day conference to provide answers to many of the pressing questions they face, and to generate discussion and debate between the collections and insurance communities.

Whether for public liability, onsite collections or special exhibitions and loans, having appropriate insurance in place is not only an essential part of good practice but also a practical necessity. Many organisations in the UK and Europe are either under-insured or entirely uninsured, depending instead on a combination of risk-management, Government indemnity or blanket Local Authority policies.

As a result of cuts in Local Government spending, up to 50% of the UK’s museum sector are either currently moving to, or are considering a move to independent Charitable Trust status (source: Museums Association 2011 Cuts Survey). Many of these museums find themselves looking for specialist heritage insurance for the first time.

The Insurance for Museums Conference will:
- Deliver a cutting-edge conference programme
- Attract expert speakers from insurance providers and museums
- Feature a number of in-depth Case Studies
- Reviews and assess different insurance options
- Present a special Insurance Clinic to answer delegate’s pressing questions
- Encourage discussion, debate and networking

This conference is not to be missed and early booking is strongly advised. It will be especially valuable to registrars, curators, collections managers, directors, exhibition managers and other collections staff.

This one-day event from the Collections Trust will be held at the British Library Conference Centre, London on 25 April 2013.

The price for delegates is £195 + VAT (total £234).

For further detail go to http://www.collectionslink.org.uk/insuranceconf2013-programme
Collections Trust “Building Capacity for Museum Security” seminar

This fascinating seminar at the Royal Albert Memorial Museum, Exeter on 13 March 2013 provided an opportunity to find out about developments taking place by the Collections Trust in partnership with ACE on providing resources and support for museums around security. The day comprised of speakers with experience of security and who have experienced thefts and attempted robberies.

The day was a good reminder of people who can help. William Brown is the ACE National Security Advisor explained about his role focuses on ensuring that security focuses on the collections and the people. Anyone working within a museum can help by being aware of what is happening in the museum and talking to the appropriate people within and externally about any concerns. This is vital as it is the museum’s reputation which can be damaged by a theft and at a national level cause concerns about loans on an international level.

The following presentation from DCI Jim McCrorie highlighted how quickly a professional theft can take place. Jim was involved in investigating the theft of 18 jade items from the Fitzwilliam Museum in Cambridge in April 2012. The whole robbery from breaking in to leaving took ten minutes. This made me think that professional gangs spend time doing their homework, looking at the internet and walking around the museum so they can literally be in and out before there is a response to the alarm.

David Lancaster, ACPO Crime Prevention Officer reassured us that we can all help reduce crime by reducing the opportunities. He cited ten steps to take:

1. Target hardening – making it more difficult for the individual organisation to plan a theft
2. Target removal – on occasions it may be necessary to remove certain items from display
3. Reduce the means to commit crime
4. Reduce the pay off – through good documentation, collaborating with other organisations
5. Access control – who has access to what
6. Surveillance – reporting framework
7. Environmental design – be aware of the layout of the building, unsure areas
8. Rule setting – challenge unusual behaviour
9. Increase the risk of being caught
10. Deflect offenders – to refocus their attentions.

David mentioned a good way to share information is through FACEWATCH (http://facewatch.co.uk/cms). He also recommended building links local constabularies and Crime Prevention Officers to work closely on sharing information and being able to discuss security issues.
Alex Dawson Programmes Mangers: Standards for the Collections Trust spoke about the work she has been leading with David and other national organisations around creating resources for museums. At the end of March 2013 there will be a whole series of resources available including a Security Toolkit. Within this will be three strands
1. Environment Visual Assessment
2. Security Audit
3. Managing the risk

To find this information go to http://www.collectionslink.org.uk/discover/security

The two case studies were fascinating. Sarah Healey, Curator of Court Barn Museum in Chipping Camden spoke about the context of the museum, which focuses primarily on the work of CR Ashbee who was an Arts and Crafts Designer. The museum has collections and loans reflecting the development of twentieth century silverware from Ashbee to the present day. Sarah spoke about their experience of a theft and the implications and outcomes. The theft took less than six minutes which was the time staff were able to respond to an alarm call out. Practical outcomes from this experience has seen thicker glass installed for each display case, strobe lighting and smoke cloak which when activated produced a mist which makes it very difficult for the assailants to see.

David Lippiatt from Bristol Museums, Galleries and Archives spoke about dealing with seven sites including M Shed and Bristol Museum and Art Gallery. It is essential to have a coordinated approach to security as it impacts on the whole operation of the service. He spoke about the need to clearly brief contractors and to ensure any work on site does not compromise security and health and safety.

The concluding comments from William Brown reflected the importance of all of us being vigilant and working together to share information.

If you have any security issues please contact your local police station and request a visit by an officer on security assessment.

Contact information:
Constabulary websites:
http://www.avonandsomerset.police.uk/LocalPages/DistrictDetails.aspx?DistrictID=3
http://www.wiltshire.police.uk/

Equally William Brown as National Security Advisor is happy for people to contact him. His email is nationalsecurityadviser@artscouncil.org.uk / william.brown@artscouncil.org.uk

If you need any help with resources you can also contact me.

Elizabeth Neathey
The Association of Cultural Enterprises Convention

At the end of February 2013 I was invited to attend the Association of Cultural Enterprises Convention held at Think Tank, Birmingham. For all those quick off the mark you will notice the acronym for this organisation is ACE which can be confusing with Arts Council England so I will refer to the organisation by its full title.

The convention had a mix of keynote speakers, namely Bernard Donoghue from ALVA (the Association of Large Visitor Attractions) reviewing 2012 and looking ahead to what 2013 could have in store. The other sessions I attended explored the myths and uses of social media which was fascinating. I recall when there was one computer in my first museum. Now we all have our own and in addition, portable devises which means we can comment and feedback to organisations in seconds. In turn there is an expectation of a much quicker response rate. I did feel a bit of a dinosaur, as I am happy to tweet and use Facebook however the other social media platforms are above me.

For me though the highlight of the day was the trade show. I met with a range of suppliers, from bags, books, chocolate, and cards whose core market are museums. I spoke to them about the museums in B&NES and Swindon and they were all keen to engage regardless of size. Many were happy to explore shared ordering, so if you want to share ordering I am happy to help.

Below are details of the suppliers I met along with their contact details. If you are interested I have samples which I can bring along when I make visits. Please note I am not endorsing any of the suppliers or products mentioned below.
BIDBI (Bag it don’t bin it), Talented Totes and Doodle Bag

BIDBI makes branded, cloth bags for some of the world’s top arts institutions and museums. Acting as a sustainable, cost-effective marketing tool or an affordable, stylish and ethical accessory they are a popular and essential museum gift shop item.

The BIDBI (Bag It Don’t Bin It) Eco-Print Factory is located in Yorkshire, England and is backed by an excellent customer service and Fair Trade credentials. The MOQ is just 200 units and they can make exclusive own brand bag collections, including purses, gadget cases, aprons, T-shirts and T-Towels.

Their own brand range of ethical and sustainable bags is Talented Totes and celebrates the bag as an art form and is perfect for any self respecting fashionista, recessionista or green guru.

For more information about the ranges go to www.bidbi.co.uk or contact Julia Gash at Julia@bidbi.co.uk. I have samples from Julia, so if you would like to see them please let me know.

Books

Shire Books has been creating on British history, heritage and nostalgia for the last fifty years. In concise, thoroughly researched and amply illustrated texts by expert authors. There are now over 1,000 non-fiction titles available at affordable prices. Look out for new a new titles around the Georgian period including “Georgian Garden Buildings” and “Mid Georgian Britain”. For more details go to www.shirebooks.co.uk or contact Sue Ross, Sales Manager at sue@shirebooks.co.uk or telephone 01865 811332

Allsorted aims to be the best distributor of gift books, as well as beautiful stationery, in the UK & Ireland: and to match the right product to the right place at the right time.

We can source a tailored selection of books for you, and design a planogram so your displays would look good in-store too. Our current catalogue can be viewed as follows: http://allsorteduk.com/catalogue/AS_full_catalogue.pdf.

We find a short introductory meeting is very often the best way to get started; and experience shows us that this typically this takes no more than 30 to 45 minutes. You have
our promise that we won’t try to sell you anything in our first meeting, first we’ll ask
questions to find out more about what sort of customers you have, and see what service
best suits you.

Allsorted sets out to match the right product to the right place at the right time. To be
most effective we first need to better understand your business and your needs,

Would you like to fix a short introductory meeting? If the answer is “yes I do”, then
please call Claire on 07970 234581 to arrange a suitable time for you or visit. And if you
can’t get hold of Claire, please feel free to call us in the office on 01923 474495. You can
find us at www.allsorteduk.com

Cards
Art Angels Publishers provide
uniquely designed cards for all occasions. Their designs come from art and museum
collections. There are now three fold die-cut cards which add another dimension.

Art Angels will be able to produce cards
using a museum’s image from its collections. For further information please go to
www.art-angels.co.uk or email sales@art-angels.co.uk

Playing cards and calendars
Neil MacLeod Prints and Enterprises Limited

We specialist in sort run be-spoke poker size playing cards. Each pack is illustrated with 54
different pictures in the form of paintings or paintings. They are of interest to playing card
collectors, bridge or whist players or as souvenirs. There is currently a Bath set and
Britain’s Heritage. Neil MacLeod also supplies prints of cities across Britain as well as
calendars. For further information please contact Neil MacLeod on
connorwmacleod@aol.com or telephone 01475 440000
Confectionery
The House of Dorchester

The House of Dorchester makes a range of scrumptious chocolate products for some of the UK’s leading hotels, restaurants, shops and venues and are now enjoyed around the world.

We are just mindful of our heritage and remain true to our core values of quality, respect, provenance, service and design. Everything we do is with these in mind and that’s why our team of chocolatiers spend ages perfecting our recipes to make our delectable chocolates. Look out for new ranges for 2013.

For more information visit www.hodchoc.com or contact Kristy Samson at kirsty.samson@hod.com

Calico Cottage

If you are interested in producing your own fudge on site then Calico Cottage can help with the equipment and display stand. Or for smaller venues Calico Cottage has a selection of own label traditional sweets. For more information visit www.calicocottage.co.uk or contact Nigel Baker, Managing Director at sales@calicocottage.co.uk or telephone 01353 741661.

Mugs

JH Designpoint has an extensive eclectic range of mugs and other memorabilia has been designed to appeal to museums large and small heritage and tourist organisations. Subjects cover Architecture to Zoology. You can also get your own designed produced.

For more details contact Jean Hutton on enquiries@jhdesignpont.net or telephone 0141 339 4927.
Training Update

At the present time The South West Fed is starting to plan the next round of training. If you have any training requests please let me know as I a member of the Training Subcommittee.

Volunteering Updates

Training with a Capital T at the American Museum!

Although the American Museum is still closed at the moment, there is plenty of activity going on….

A comprehensive training programme has been designed for our volunteers who act as guides in our Period Rooms. The training, or knowledge sharing as we prefer to call it, is in full swing and consists of a series of individual Period Room study sessions lead by our knowledgeable tour guides, as well as talks on related topics such as the *Printing of the Declaration of Independence* given by our Director, Dr Richard Wendorf, *The History of Claverton Manor* by Dr Cathryn Spence, Head of Communication and Research, and *Late C17th to mid C19th American History*, by Dr Catherine Armstrong of Manchester Metropolitan University. There are themed Museum tours scheduled with the focus on art, furniture, textiles and American history, again lead by our tour guides. There will even be a quiz afternoon to liven things up. The sessions are usually followed by coffee, cookies and a chat. What a great way to stay in touch during the closed season!

The training programme has turned out to be popular and is well attended by our existing volunteers, and has also attracted a good number of would-be volunteers. It is our aim that our visitors will take away an even better informed experience from their visit.
The success of the American Museum is largely due to our team of over 100 enthusiastic volunteers who guide visitors in the Museum, give tours, assist with special events, work in the gardens, herb shop, and the library.

**Becoming a Volunteer**
Contact our Volunteer Coordinator on 01225 823017 or coordinator@americanmuseum.org to discuss options and arrange a time to meet. Full induction is given and opportunities to learn from other volunteers.

**Benefits**
- Travel expenses reimbursed
- Refreshments
- Discount in the Museum shops and Café
- Use of the library by appointment
- Coffee mornings and knowledge sharing talks
- Annual outing and Christmas party
- Complimentary Museum tickets for friends and family
- Copies of Museum publications
- Free entry to the American Museum as a visitor

_Ingrid Figuerido_
_Volunteer Co-ordinator_

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**B&NES Museums Volunteer Forum Update**
The American Museum on Monday 13 May, 12.30pm to 3pm
Please bring your lunch, drinks will be provided

The next meeting at the American Museum will provide an opportunity to share your volunteer experiences around recruitment and selection. Ingrid, the Volunteer Coordinator at the American Museum has kindly offered a guided tour of the Museum by her volunteer guides. If you would like to come please email me by 5 April 2013.

**Date for your diary: National Volunteer Week**
1 to 7 June 2013
To find out how you can participate in National Volunteer Week, to celebrate the work of your volunteers please go to the Volunteer England website at [www.volunteerengland.org.uk/policy-and-campaigns/volunteer-week](http://www.volunteerengland.org.uk/policy-and-campaigns/volunteer-week).

Also your local volunteer centre will have information about how they are celebrating volunteering during this week.
News around B&NES and Swindon

Happy 200th Birthday to Claverton Pumping Station 1813 – 2013
http://www.claverton.org/

On this day the 13th March 1813 it is recorded that the pumping machinery at Claverton Pumping Station was fully functional for the first time and being operated by Mr John Brown. It had cost the Kennet & Avon Canal Company a sum of £6,279 to install.

The fact that it has survived for 200 years, more or less in its original state is a fine testament to the original engineer John Rennie who designed and installed the Station.

We must not forget the maintenance teams from the Great Western Railway who carried out some essential works until nationalisation of the railways in 1948. Their skilled work can still be identified around the site.

After the machinery stopped work in 1952 its future looked to be in doubt. It became semi derelict until 1967 and from then until 1976 the whole site was restored. This restoration project was first undertaken by Bath University Students and continued by the Kennet & Avon Canal Trust, expertly lead by the late Derrick Dudden. This restoration and preservation was conducted by volunteers to such a high standard that the machinery has now run for many years without any major problems.

In 2012 the newly formed charity The Canal and River Trust took over control of Claverton. This was at an opportune moment as the time had come for a major overhaul of the water wheel timbers, a very large and expensive job. Most of the existing team from the K&ACT have stayed on to ensure that the group’s mission statement, “To pass Claverton on to the next generation in as good a state as possible”, is achieved.

We regret that on Claverton’s two hundredth birthday the group are unable to pump water into the canal but rest assured, this restoration work is well underway and all the materials are in place to complete the water wheel refurbishment in the near future. Once the works are complete a grand reopening will take place and Claverton Pumping Station will once again be able to perform its original function of pumping water into the Kennet & Avon Canal.

Claverton is staffed entirely by Volunteers and although not open to the public in 2013 we are able to give guided tours for pre booked individuals and groups. They will have the opportunity to view the site and the on-going restoration work.

Peter Dunn
Claverton Pumping Station Group Leader
Bath Postal Museum
www.bathpostalmuseum.co.uk

We successfully opened the Valentine display in the newly acquired wall frames on…12 February last. This was during the February half-term and was favourably received.

We have been fortunate to receive from the B&NES Heritage Fund, sufficient to purchase another 50 frames. This will enable us to set them up in other areas of the museum and give us the opportunity of displaying far more of our archival material. Items from the archives will be reproduced to A3 size and displayed in the frames. We are very grateful to the Heritage Fund for their assistance in this.

A new Taylor’s dummy, or mannequin, is on its way to the museum. A second one may soon be coming. We will be able to display Victorian dresses on these which will add a further dimension to the ‘feel’ of the museum.

*Peter Bennett*
*Bath Postal Museum*
Public asked for their views on draft Swindon Heritage Strategy

Members of the public are being asked to give their views on a plan to protect Swindon’s heritage for future generations.

The draft Swindon Heritage Strategy also aims to educate people about the history of the town and use Swindon’s heritage to drive social, environmental and economic regeneration in the borough.

The strategy has been put together by the Swindon Heritage Board, which is made up of representatives of all the national heritage bodies in Swindon as well as representatives from Swindon Borough Council, Wiltshire Council, Swindon Heritage Coalition and the Swindon and District History Network.

Other objectives of the strategy include creating a Swindon Heritage Hub drawing together the national heritage bodies based in the town to develop excellent training, skills and career opportunities for the sector.

Proposals to relocate the collections of the Swindon Museum and Art Gallery to a new site in the town centre also form part of the strategy as does developing strong partnerships between the voluntary, public and business sectors to form an action plan for Swindon’s heritage.

In order to capture people’s views on the draft strategy, a questionnaire has been set up asking people what they regard as priorities when it comes to the town’s heritage such as developing options for landmark buildings like the Mechanics’ Institute and The Locarno through to ensuring that young people are given opportunities to learn about Swindon’s heritage. The questionnaire can be filled in online or on paper.

Leader of Swindon Borough Council Cllr Roderick Bluh, said: “We have a duty to not only protect the diverse heritage of our town, but to educate our young people so they grow up with a sense of pride and belonging in the place in which they live.

“This draft strategy aims to do both, while also using Swindon’s heritage as a means of attracting more people to the town and acting as a driver for sustainable development.

“I would ask that people take the time to read the draft strategy and also fill in our online questionnaire so we can build up a good picture of what Swindon’s heritage means to local people and what they want to prioritise.”

Daniel Rose, Chair of the Mechanics’ Institution Trust, said: “Swindon has long needed a heritage strategy and we welcome the opportunity to give local people and groups the chance to have their say.
“Our heritage needs protecting and celebrating as a way to make us all feel proud of where we live and be inspired by the achievements of the town’s past.”

Sharon Soutar, of Rodbourne Community History Group, said: “I’m delighted that Swindon is taking this initiative and getting local people involved right from the start.

“This is a great opportunity for us all to say what makes Swindon special. Swindon has all sorts of heritage and it is really important that we celebrate it and try to protect it for the future.”

The draft Swindon Heritage Strategy consultation opened on Monday (25 February) and will run until Monday, 15 April. The online survey can be found at: www.surveymonkey.com/s/N8Y66YK

The entire draft strategy can be viewed by visiting: www.swindon.gov.uk/heritagestrategy Alternatively, comments can be submitted in writing by emailing: heritagestrategy@swindon.gov.uk or by post to: Tammy Reeve, Swindon Borough Council, Civic Offices, Euclid Street, Swindon, SN1 2JH.

The survey is also available at The One Stop Shop, Swindon Libraries and Museums, or a copy can be posted on request.
About You

In this edition Nicole Chiang, the new curator of the Museum of East Asian Art, shares her career journey which has taken her all over the world.

I was born and raised in Taipei, Taiwan. My grandfather had a collection of Chinese paintings and calligraphy. Surrounded by Chinese art while growing up, I however did not particularly appreciate it and was more attracted to European art. One of my most vivid childhood memories was visiting an exhibition which featured paintings from Musée Marmothan. The wonderful colours of the Impressionists captured my imagination.

When I was sixteen, my family immigrated to Canada where I obtained a BA degree in European History of Art. Encouraged by my lecturers, I decided to study for a MA degree in Museum Studies at the Courtauld Institute of Art in London. Upon graduating from the Courtauld, the National Palace Museum in Taipei, which houses some of the most exquisite objects accumulated by the last imperial household of China, offered me a job and as a result brought me back to the field of Chinese art.

After studying in the West, I began to see Chinese art with a fresh pair of eyes. When looking at the elegant forms of bronze vessels and the incredible ranges of colours on ceramics, I was extremely humbled and touched by the dedication of anonymous ancient masters to their crafts. After working at the National Palace Museum for three and half years, I returned to the UK and studied for a PhD at the School of Oriental and African Studies, University of London.

While writing my PhD thesis, I was fortunate to have the opportunity to work at the British Museum where I assisted in two exhibitions: The Printed Image in China (2010) and Modern Chinese Ink Paintings (2012). I also worked at the Fitzwilliam Museum in Cambridge helping with the delivering of The Search for Immortality – Tomb Treasures of Han China (2012). Upon receiving my PhD degree, I took up the position as the curator at the Museum of East Asian Art in Bath in February 2013. I am excited about joining the museum and look forward to making my contribution to this profession.
Exhibitions and Events News

World Heritage Day Sunday 21 April 2013

You are invited to celebrate Bath as a World Heritage Site with a full day of events and activities for the whole family to enjoy in Royal Victoria Park in front of the Royal Crescent.

[Links to websites]

Pulteney's 13th Regiment of Foot
11.00am to 3pm. Free to all.
Enjoy 18th century re-enactments Pulteney's 13th Regiment of Foot with and explore their camp. There will be military demonstrations at 12 noon and 2pm. The small regimental camp with be full of camp-life such as changing the guard and kit inspections.

The Mayor's Honorary Guides guided circular walks around the architecture of Bath's upper town every hour
11.50, 12.50, 13.50 and 14.50 '. Free to all
The tours will start from Pulteney's 13th Regiment of Foot encampment by Royal Crescent.

On the lawn outside No.1 Royal Crescent:
11.00am - 3.00pm
Take part in a day of elegant entertainment. Enjoy a conversation about Bath's social whirl with Lady Catherine and her butler. Children can try on 18th century style costumes and learn how to dance a minuet. Also they can have fun with traditional Georgian games and design and colour an outfit for a ball.

Sunday 21 April No 1a Royal Crescent
10.30am - 5.00pm. Free to all.
This the last chance to see the special exhibition 'Revisiting 18th Century Fashion'. Take this chance to visit the display by fashion designers showing contemporary outfits reflecting 18th century style.

Circus Georgian Garden - Garden Gate open from 11.00am-3.00pm.
Visit this restored Georgian garden - the first of its kind in Britain. Investigate objects from the 18th century in the garden.

The Bath City Jubilee Waits will entertain visitors with English music and around the main site and in the bandstand. The group re-establishes a musical tradition that existed in Bath for much of the 18th century which played music on civic occasions. Their music will be lively, spontaneous and joyous to listen to.
Exhibitions and Events
The new exhibition gallery, Georgian shop and Introduction Room opened on 9 February. Why not pop in for an update on progress, view the Home Truths exhibition and be tempted by the wonderful gifts and souvenirs on offer.

Home Truths: Georgian Living Unlocked
9 February – 28 April, Tuesday – Sunday, 10.30am – 5.00pm, Mondays 12 noon - 5pm
This exhibition reveals how seemingly ordinary household objects have shaped our homes over 250 years. Free admission to shop and introduction room, exhibition £2 (free for B&NES Discovery Card holders and children under 16).

Revisiting 18th Century Fashion
Monday 15 April – Sunday 21 April, 10.30am – 5.00pm
No. 1 showcases the fashion design talent of tomorrow
In January a competition was set for Bath’s aspiring fashion designers to design a contemporary outfit reflecting 18th century style. During this week, the work of our talented finalists will form part of an inspiring temporary display in one of No. 1’s newly refurbished rooms. Come and see their contemporary illustrations in April.

The Whole Story Project Family Trail
Saturday 23 March – Sunday 7 April, 10.30am – 5.00pm
It is a team effort to transform and open a museum. Start your own family project team as you follow this trail around the building to discover more about its refurbishment. Solve the problem at every location and receive your free treat.

World Heritage Day
Sunday 21 April, 11.00am – 3.00pm
Experience 18th century Bath with Pulteney’s 13th Regiment of Foot encamped in front of No. 1 Royal Crescent. Listen to English music with The Bath City Jubilee Waits and songs for springtime in the Georgian Garden (on Gravel Walk). Costumed characters and guided tours will help you find out more about social life in C18th Bath.
April 2013
Museum of East Asian Art
Celebrating 20 Years in Bath
Date: Wednesday, 3rd April
The Museum of East Asian Art was opened to the public on 3rd April, 1993. To celebrate our 20th anniversary, the museum opens for free on 3rd April.

Seasonal Origami: Hinamatsuri (Doll Festival)
Date: Saturday, 6th April, 14:00 - 15:30
Admission: Free with Museum admission fee, free for Museum Friends (members)
Please book and pay by Thursday, 4th April
Family Workshop: come and make your own seasonal origami! You can learn to make cherry blossoms, dolls, snack boxes using nothing but paper folding techniques. The Doll Festival is held in the spring every year when cherry trees blossom. It is a day to pray for young girl's growth and happiness. Many Japanese families display dolls and dedicate cherry blossoms to the young girls in their households.

Lecture: From Objects to Concept - Global Consumption and the Transformation of Ming Porcelain by Dr. Stacey Pierson
Date: Thursday, 25th April, Time: 18:00-19:30
Admission: £4 public, £2.50 Museum members/Students.
Please book and pay by 23rd April
Dr. Stacey Pierson, a renowned specialist in Chinese ceramics, is going to give a lecture based on her new book Objects to Concept - Global Consumption and the Transformation of Ming Porcelain. Dr. Pierson is a senior lecturer at the School of Oriental and African Studies, University of London and a trustee of the Museum of East Asian Art. This book examines the invention of the phrase and concept of "the Ming vase" in English-speaking cultures and discusses trans-cultural shifts in the use and meaning of Ming porcelain. Covering an impressive historical scope, from the 14th to the 21st century, the book offers a novel account of the transformation of Ming porcelain from commercial commodity into a cultural icon.

May:
Tour: Museum Collections Highlight
Date: Thursday, 6th May, Time: 13:00-14:00
Admission: Free with Museum admission fee, free for Museum Friends (members)
Join this tour to get some inside knowledge of the Museum's collections. On this tour, you will be guided through the displays of each gallery.
Current exhibition: Down Our Way: Village Histories exhibition
In the first of a regular series of special exhibitions Radstock Museum has invited representatives of Camerton, Paulton, Shoscombe and Clutton to create displays detailing the history of their villages. This continues until the end of April.

Children of the Pits exhibition:
May to July 2013
This exhibition aims to tell the story of the children who worked in our local mines during the 19th and early 20th centuries, examining their work, home and family life, education, working conditions and health issues. It will also look at the tragic ends which scores of these children met, and the attempts by lawmakers and activists to make life safer for them. All the research has been done by a team of the museum's volunteers, and there will be accompanying artwork by Kilmersdon Art Group.
The American Museum
www.americanmuseum.org

The museum opens this year on 23 March with a fantastic exhibition:

Gangsters & Gunslingers – The Good, The Bad, and The Memorabilia
23 March – 3 November

This exhibition investigates how facts gave way to the demands of popular fiction and how history became hearsay – the past imperfect. Gangsters & Gunslingers brings together two defining chapters in the history of the United States that shaped America’s national identity: the Wild West (mid 1860s to the late 1880s) and the wild years of the Prohibition/Depression era (1920s and early 1930s).

Each epoch produced legendary characters who have become famous and infamous. Historical figures showcased in the exhibition include Doc Holliday and Wyatt Earp, who survived the Gunfight at the OK Corral; Al Capone, the crime lord of Prohibition-era Chicago; and the outlaw lovers Bonnie Parker and Clyde Barrow. Many astonishing personal items will be on public display for the very first time in this exhibition, such as the armoured vest found in Bonnie and Clyde’s bullet-riddled death car.

Music Series: Philip Henry
Sunday 24 March, 2pm

All Music Series performances begin at 2pm in the Stables and are included with Gardens only admission (unless otherwise noted).

Philip Henry is fast becoming recognized as one of the finest slide guitarists the UK has ever produced. He brings together folk melodies of the British Isles, blues, gospel, and Indian music in moving original compositions. His incredible harmonica technique never fails to get the crowd on their feet and jumping!

Easter Yarn Bombing Trail
Friday 29 March 2013 12pm – Monday 1 April, 5pm

This year’s trail of springtime creatures and Easter-inspired creations has been hand-crafted by Museum volunteers. Grab a trail sheet and see if you can find all of the knitted delights decorating the grounds to earn a chocolate egg!

Location: Gardens and grounds
The Holburne Museum

Great Pulteney Street, Bath BA2 4DB
Open daily, free admission 10am to 5pm (11am to 5pm Sundays and Bank Holidays).
For bookings and information: 01225 388569,
Children’s workshops tel 01225 388568
email: holburne@bath.ac.uk/www.holburne.org

Painted Pomp: Art and Fashion in the Age of Shakespeare
26 January to 6 May 2013, £6.95 | Concessions

One of the most important groups of Jacobean portraits in the country forms the centrepiece of this exceptional exhibition. Nine sumptuous full-length portraits by William Larkin, painted around 1613-18, will be displayed alongside rare survivals of dress from the period with live interpretation to reveal the heights of the art and fashion of four hundred years ago.

The portraits depict members of an extended family, relatives of Thomas Howard, the first Earl of Suffolk and may have been made to mark the marriage between the Cecil and Howard families, the cream of Jacobean courtly society during a turbulent period of intrigue and social change. The paintings come originally from the collection of the Earls of Suffolk and Berkshire at Charlton Park, Malmesbury, not far from Bath.

To help bring the portraits alive, they will be accompanied by a gorgeous selection of early seventeenth century clothing and accessories. These include exceptionally rare fans, shoes, beautiful punto in aria – literally stitches in the air - lace, remarkable gloves and gauntlets embroidered in silks and trimmed with fabulously expensive gold and silver, and elaborate men's shirts of fine blackwork embroidery and cutwork.

This was a time when both men and women dressed to impress and when men's clothes were often even more extravagant than those of their wives. To accompany the historic clothing we are borrowing two beautiful replica outfits from Shakespeare’s Globe that were made for Mark and Juliet Rylance by leading historic dress designer Jenny Tiramani.

Sponsored by HLF,
Supported by the Friends of the Holburne
In partnership with Bath Spa University

EXHIBITION: Folded Beauty: Masterpieces in Linen by Joan Sallis
to 28 April 2013

An extraordinary exhibition of the lost art of linen folding that once graced the dining tables of Kings and Emperors in the seventeenth century. Much more than simply folded napkins, this exhibition will include animals, flowers and even miniature buildings and fountains all made from intricately starched and folded linen.

Sponsored by: The Textile Society
The Stephen Clark 1957 Charitable Trust
TALK
Clothes and Shakespeare - Clare Asquith
Monday 25 March, 3.30pm, Clore Learning Space, Tickets £5
What was Shakespeare's attitude to the whole subject of clothes? Do the many allusions in his plays reveal the professional approach of a working actor, the expertise of a glover's son, the sharp eye of a city dramatist, the fashion-sense of a courtier? This talk will examine what these references tell us about Shakespeare the man, and will go on to explore the ways clothes, jewellery and fashion figure in the text of his plays and poetry, concluding that the one thing they never are for Shakespeare is purely decorative.

WORKSHOP
Paper Cutting Painted Pomp,
Sunday 7 April, 10am-5pm, Ticket £40/35
Paper Artist Jessica Palmer will teach you the art of paper cutting -inspired by the exhibition Painted Pomp: Art and Fashion in the Age of Shakespeare. This is an introduction but will also appeal to those with previous experience who want to develop their skills.

Jessica Palmer makes intricate paper cuts, collages and sculptures from handmade, recycled and vintage papers. She is a Visiting Artist at galleries and museums in London, Bath and Bristol. Her work is used for design and decoration, on book covers, websites and in magazines.

WORKSHOP
Elizabethan Bobbin Lace
Saturday 13 April, 10am-5pm, Ticket £40/35
JoAnne Huntley and Anna Grayson
Examine the paintings and lace samples in Painted Pomp: Art and Fashion in the Age of Shakespeare, learn basic bobbin lace techniques applied to a simple Elizabethan style edging and see examples of 21st-century applications. No prior knowledge is required.

JoAnne has been a lacemaker and lace teacher for over thirty years and Anna has been a lacemaker and lace teacher of children for twenty five years.

FAMILY WORKSHOPS & EVENTS
Painted Pomp Costume Sessions
Every Saturday to 4 May and March 26 & 28 & April 2 & 4, 2-3pm
Free with exhibition ticket
Join one of our gallery educators for a demonstration of the intricacies of seventeenth-century costume as featured in Painted Pomp: Art and Fashion in the Age of Shakespeare. Discover how the costume was worn, how it was made, how much it cost, and learn some Jacobean manners. Two lucky visitors will model high quality replica costumes for each session!

Easter Eggstravaganza
Sunday 24 March, 12noon – 4pm
Free Family Event
Celebrate Easter at the Holburne with an afternoon of Jacobean entertainment and craft activities inspired by our Painted Pomp exhibition. Find the hidden eggs in our Easter trail, decorate your own Shakespearian ‘egg-head’, ruff-up and join us for our Giant egg roll!
Family music event
Sunday 24 March, 1pm and 3pm. Free Event
Rosafresca
As part of our Jacobean Easter Eggstravaganza, Rosafresca will demonstrate their early musical instruments and perform instrumental arrangements of English Folk Ballads.

Tuesday 9 April, 1.10pm Ticket £5
Tuesday Lunchtime Recital, Poeticall Musicke
George Clifford, Rafael Font (violins), Donald Bennet (viol), Alex McCartney (theorbo)
Performing early English consort music

Evening Performance
A Third Quince
Saturday 27 April, 7.30pm Ticket £15/ £12 concs
Liam Byrne (viol), Victoria Cooper (voice), Arngeir Haukssen (lute)
A Third Quince explores the richly poetic songs of John Dowland, Henry Lawes and their contemporaries, alongside the music of Shakespeare's plays and selections from the magnificent Jacobean masque repertoire.

Music in the Exhibition
Sunday 5 May, 1pm, 2pm and 3pm
Lutenist, Alex McCartney will perform solo lute music within the Exhibition Gallery

BATH IN FASHION
Monday 15 April to Sunday 21 April.

‘Ladies, Let's Rip!’
13 April to 19 May, Free admission
An installation by Julie Verhoeven sponsored by Bath Spa University
Artist and designer Julie Verhoeven has been commissioned to produce an installation inspired by the city specially created for Bath in Fashion 2013. Her work is multi-disciplined across art and fashion; from illustration and video to design consultancy, and is famous for its exquisitely avant-garde quality and surreal composition.
She has collaborated with some of the biggest names in fashion, including Louis Vuitton, John Galliano, Versace, Loewe, Mulberry, Topshop and H&M.

TALK
Thursday 18 April, 7.30pm
Bath in Fashion: Julie Verhoeven in conversation with Iain R Webb
Museum Café, Tickets £10/£8 Free for Contemporaries
Julie Verhoeven is an artist and designer whose practice defiantly refuses to apply easy rules of separation. Whether working as an artist, illustrator or designer, the overlap and outcome shares certain commonalities. Amongst these are a certain camp relish on the power of pop culture and a spirit that owes a lot to British culture or punk. Within her work, one often encounters startling or even confrontational images of femininity that could be read as post-feminist.

This talk coincides with the 'Ladies, Let's Rip!' installation at the Holburne and presents a rare opportunity to gain an insight into the world and work of Julie Verhoeven.
EXHIBITION

**Sylvia Gosse: Streets of Bath**
to 12 May 2013, **FREE admission**

In 1934, Sylvia Gosse (1881-1968) gave the Holburne some “drawings I made of the Streets of Bath some years ago” - probably in 1916 when she was living in Bladud Buildings. Gosse was among the most accomplished of the circle around Walter Richard Sickert (1860-1942), and her sketches of Bath have the same air of faded gentility as Sickert’s Camden Town works. They have not been exhibited since 1990. On this occasion, we will be showing a selection of the drawings alongside photographs by Dan Brown taken on the same spot today. Together they show how little Bath has changed in 100 years.

Between digitising the historical images of Bath for his website Bath in Time, Dan has also been the fine-art photographer in the South West for the Public Catalogue Foundation, photographing all the public's oil paintings (including the Holburne’s) in Somerset, Gloucestershire, Wiltshire, the National Trust, South Wales and parts of Dorset. He has produced several books on Bath that includes his own photography, including Bath - City on Show, Bristol - City on Show, Bath in the Blitz - Then & Now and Water, History & Style - Bath: World Heritage Site.

**TALK - Sylvia Gosse in Bat, Faunsia Tucker**
Monday 29 April, 3.30pm
Clore Learning Space, Tickets £5

This talk will delve into the life and career of one of the most accomplished artists in Walter Sickert’s circle, Sylvia Gosse, and explore how she captured the temperament of Bath in 1916 through a series of drawings that she gave to the Holburne.

**THE HOLBURNE MUSEUM EVENING CONCERT SERIES**
**ARTISTIC DIRECTOR: JASON THORNTON**

Tickets £24 / £22 concessions
Doors open 6.45pm for 7.30pm concert. Café open for pre-concert & interval drinks.
To book tickets, call the Holburne 01225 388569 or, alternatively the Bath Box Office 01225 463362 www.bathboxoffice.org.uk

Our second evening concert series presents performances of the highest calibre in the unique surroundings of our Picture Gallery. The programme is inspired by the Museum’s collection and building and we invite you to join us for an intimate musical experience.

**Saturday 20 April 2013**
Tim Hugh (cello), Peter Donohoe CBE (piano)
Beethoven Cello Sonatas
Brahms Cello Sonatas

**Evening Performance**
**A Third Quince**
Saturday 27 April, 7.30pm Ticket £15/ £12 concs
Liam Byrne (viol), Victoria Cooper (voice), Arngeir Haukssen (lute)

A Third Quince explores the richly poetic songs of John Dowland, Henry Lawes and their contemporaries, alongside the music of Shakespeare’s plays and selections from the magnificent Jacobean masque repertoire.
Lunchtime Concert Series
Tuesdays from 1.10-1.50pm, Tickets £5, call 01225 388568

Gisele Boll (violin), Michael Maxwell Steer (piano)
23 April
Bach: *E major Violin Sonata BWV1016* (with Pärt *Spiegel Im Spiegel*)
Stravinsky: *Pulcinella Suite*

The Monday Players
7 May
Lucy Key (flute), Peter Rees (oboe), Wayne Wilkins (clarinet), Jean Crook (bassoon)
Dawn Hooper (piano), The Monday Players will perform Chamber music for various combinations of Woodwind and Piano from the Baroque to the Romantic period

Charles Wiffen (piano)
21 May
Ravel: *Gaspard de la Nuit*

Songs of Love and Loss
11 June
Catherine Newton (soprano), Michael Cockerham (piano)
Including songs by Rachmaninov, Liszt, Ireland & Bridge

FAMILY FUN
HOLBURNE EARLY YEARS WORKSHOPS
Our weekly workshops, led by Chrissie Weltike, are held in the cosy environment of the Gardener’s Lodge. They help parents and pre-school children to play and learn together through songs, stories, and creative activities inspired by the Museum’s collection, exhibitions and location.

Yearlings – 9 to 24 months
Mondays and Tuesdays
8 April – 21 May
10.30am-12noon in the Gardener’s Lodge, £7.50
Have fun with sensory and creative activities celebrating the seasons, meet other children and their adults and learn new favourite songs.

Toddlealongs – 2 to 5 years
Fridays 22 March, 12 April – 24 May
10.30am-12noon and 1-2.30pm in the Gardener’s Lodge, £7.50
Sing songs, watch stories come to life and get arty with a new museum-related theme every week.

HOLBURNE CHILDREN’S WORKSHOPS
Saturday Art Club for 5-13 year olds
10.30am-12.30pm, in the Clore Learning Space, £8
A fortnightly workshop for aspiring young artists with the option to work towards the nationally recognised Arts Award ‘Discover’ and ‘Explore’ Awards.
See: holburne.org/saturday-art-club for workshop details
23 March - Sketchbooking – make your own sketch book
6 April - Portraits in 3D – clay sculptures
20 April - Perfect Prints

Easter Art Camp for 5-13 year olds
Monday 25 – Thursday 28 March, Tuesday 2 – Friday 5 April
9am-4pm, £35 per day or £120 for four days
Eight days of fun and creative activities all on the theme of ‘dressing up’ – inspired by the Painted Pomp exhibition and objects and paintings from the Holburne’s collection. Make wigs, hats, paper costumes and lots more!

Meet the Artist
Sundays 2.30-3.30pm, £2.50
A brief talk or demonstration followed by a hands-on workshop led by professional artists for the whole family to discover contemporary arts practice. To book call 01225 388569

"I'm a Clothes Designer...” with Linda Row
Sunday 17 March
Find out about Linda's unique designs and try her method of block printing using natural dyes - inspired by the sumptuous textiles in our Painted Pomp exhibition

“I'm a Graffiti Artist …” with Konrad Forbes
Sunday 21 April
Konrad will introduce you to some brilliant effects, which can be produced with markers and spray paint.
Henry Moore from the Arts Council Collection
13 April – 23 June 2013
Tickets £3.50

Henry Moore (1898-1986) was one of Britain's most celebrated and pioneering modern artists. This show brings together sculptures and works on paper, providing a succinct history of Moore's practice between 1927 and 1962. The exhibits range from life drawings such as Studies of the Artist's Child to Surrealist pieces such as Helmet Head No.3 and the abstracted forms of Stringed Figure. A unique opportunity to see this great artist's work, on your doorstep.

A Hayward Touring exhibition from Southbank Centre, London.

Julia Atkinson: retrospection
13 April 2013 – 23 June
Jointly ticketed with Henry Moore show

Julia Atkinson photographs surfaces and patterns few of us would notice. She also collects small natural and manmade objects. She then brings these two- and three-dimensional forms together as painterly abstractions. The show spans 50 years with drawings, paintings, photo-collages and assemblages.

Charlotte Sorapure: paintings and drawings
13 April 2013 – 23 June 2013
Admission free

Prize-winning artist Charlotte Sorapure is a Bath figurative painter whose timeless compositions of buildings and formal gardens are delicately coloured yet full of mystery. Trained at the Royal Academy, she uncovers the otherworldly in the everyday. All works for sale.
Information page

Regional Organisation

South Western Federation of Museums and Art Galleries: www.swfed.org.uk
The South West Fed brings together training and development opportunities with sharing information on the regions museums. There are County Representatives who attend board meetings. Full details on how to contact your rep is on the Federation website. If you want to become a member it is £12 per year and you will access training and information through the website and the newsletters. News of the new training programme for 2012 to 2013 is given in the training section above.

National Organisations

Arts Council England (ACE): http://www.artscouncil.org.uk/

Association of Independent Museums (AIM): http://www.aim-museums.co.uk

Museums Association: http://www.museumsassociation.org/home
Tom Boden is the main point of contact between the MA and its members in the south west. Tom links up with local networks, attend meetings, provide information and offer feedback to the MA. If there are issues that you wish to raise, or any feedback you would like to pass on to the Museums Association, Tom’s email address is: swestrep@museumsassociation.org Tom uses Twitter @swestrep

Collections link: www.collectionslink.org.uk
For information and tools to work with collections. There is information for accreditation at http://www.collectionslink.org.uk/programmes/museum-accreditation

Group for Education in Museums (GEM): www.gem.org.uk
GEM produces regular newsletters which features case studies from across the UK. There is an annual conference in September.

Social History Curators Group (SHCG): www.shcg.org
SHCG produces a regular newsletter and a journal. There is an annual conference in July.

If you have problems accessing the internet please telephone me so I can arrange copies of information to be sent to you.
South West Museum Development
SW Museums Annual Information
Data for the period 1st April 2012 – 31st March 2013

This data will be published and used to inform an advocacy campaign targeted at funding bodies and government to sustain investment in the museum sector. The information provided will also support us to show the value of ACE funding in Museum Development during the current funding period Apr 2012 – 2015. Alongside other sources of advocacy this information will demonstrate the vital contribution museums make to communities and the economy for the benefit of people today and into the future. This information will be published but individual museums will not be identified. Every contributing museum will receive a copy of the final report to the email provided by August 2014.

Please complete and return by 30th April 2013 to: Fay Curtis at fay.curtis@bristol.gov.uk
Bristol City Museum, Queens Road, Bristol BS8 1RL T:0117 922 4653

Name of Museum........................................................................................................................................................................
Contact email address........................................................................................................................................................................

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<thead>
<tr>
<th>Please ensure you complete the final annual total column (Quarterly columns are included only for your convenience)</th>
<th>ANNUAL TOTAL 1st April 2012 – 31st March 2013</th>
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<tbody>
<tr>
<td><strong>1. Number of visits in person to the museum</strong></td>
<td>Number</td>
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<tr>
<td>Adults</td>
<td>Number</td>
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<td>Children</td>
<td>Number</td>
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<tr>
<td><strong>2. Number of other museum users</strong></td>
<td>Number</td>
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<tr>
<td>Number of enquiries responded to</td>
<td>Number</td>
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<tr>
<td>Number of unique visitors to your website</td>
<td>Number</td>
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<td><strong>3. Museum education activity</strong></td>
<td>Number</td>
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<tr>
<td>Number of education sessions delivered at museum</td>
<td>Number</td>
</tr>
<tr>
<td>Number of education sessions delivered off site (include all sessions even those delivered without museum staff)</td>
<td>Number</td>
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<tr>
<td>Number of Schools and formal learning organisations*</td>
<td>Number</td>
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<td><strong>4. Number of other activities / events on and off-site</strong></td>
<td>Number</td>
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<td>Number of activity sessions and events on-site</td>
<td>Number</td>
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<tr>
<td>Number of activity sessions and events off-site</td>
<td>Number</td>
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<tr>
<td>Number of attendees at the off-site sessions / events</td>
<td>Number</td>
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<tr>
<td><strong>5. Financial operations</strong></td>
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<tr>
<td>Annual total turnover of the museum organisation</td>
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<tr>
<td>Annual total of admissions income</td>
<td>£</td>
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<td>Annual total of other income (retail, venue hire etc.)</td>
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<td>Annual total of donations</td>
<td>£</td>
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<tr>
<td>Total value of grant income</td>
<td>£</td>
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<tr>
<td>Total Number of grant applications submitted</td>
<td>Number:</td>
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<tr>
<td><strong>6. Museum workforce</strong></td>
<td>Number</td>
</tr>
<tr>
<td>Total number of volunteers at museum (incl. Trustees)</td>
<td>Number</td>
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<tr>
<td>Total number of volunteer hours worked</td>
<td>Number</td>
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<tr>
<td>The Full-Time-Equivalent number of paid employees</td>
<td>Number</td>
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<tr>
<td>Have you done anything new at the museum during April 12 – March 13?</td>
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<td>Have you stopped doing anything at the museum during April 12 – March 13?</td>
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<tr>
<td>Please include opening hours for your museum, including dates for seasonal closures</td>
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</tbody>
</table>

*Please include a list of each of the schools and/or learning organisations that have used the museums services during the period 1 April 2012 – 31st March 2013.
Further information on the Annual Data Return
Please contact Your MDO or Faye (details above) if you have any questions on completing this form

1. Number of visits in person to the museum
The number of Adults - individual aged 16 or over, who have visited the museum
The number of Children - individual aged under 16. In the context of a school visit by Year 11 groups, all the pupils should be regarded as being aged under 16, who have visited the museum.

2. Number of other museum users
An Enquiry includes any contact that involves contact time (in person, online, via 'phone or in writing) usually with the curator or an equivalent member of staff regarding the collections. Please do not include generic front of house or visitor information is not counted as an enquiry. For example the process of arranging an education visit with a local school is not an enquiry.

Website visit - sometimes known, as a user session is a series of one or more Page Impressions, served to one User, which ends when there is a gap of 30 minutes or more between successive Page Impressions for that User. However if your museum does not have the required software to measure this we are asking museums to use visitor figures for their website or, if part of a joint website, the individual museum pages on the joint/county website.

3. Museum education activity
In all instances the distinction is ‘education’ - booked/structured by an education provider - 'other activity' is by a non education provider e.g. the Brownies/a local Arts Organisation or self led, such as research work.
The list of participating formal education providers will not be identified to individual museums but at a county and regional level by ‘type’ e.g infants, junior etc.

4. Number of other activities / events on and off-site
'Other activity' is by a non-education provider e.g. the Brownies/a local Arts Organisation or self led, such as research work. It is understood that sometimes counting the number of attendees at an ‘other activity’ off site is challenging – for example if the museum is hosting a stand at a county fair with activities going on, please estimate the number of people actually participating, not for example the box office total for the fair.

5. Financial operations
The total turn over is the total income for the museum organization and includes the income from admissions, events, the shop, café etc all added together. Admissions are the total income for all visitors who have paid to enter the museum (inclusive of Gift Aid). Some museums are free entry but charge admissions for temporary galleries. Other income is intended to capture all other sources of financial income not covered by the other categories of grant income, donations and admissions. Please include the number of applications that the museum has submitted to funding bodies and the level of funding that has been confirmed in writing by the funding body.

6. Museum workforce
Please provide the total number of volunteers who were actively volunteering at the museum during the period 1st April 2013 – 31st March 2013. Please also provide the total number of volunteer hours that the volunteers contributed to the running of the museum. Please enter the total number of Full Time equivalent staff employed at the museum. If staff changes have occurred please consider what the ‘usual’ level of staffing is as an average for the 12 months. For example if the museum has 1 member of full time staff year round and two additional part time staff working 2.5 days a week during the six months of the season the FTE average over the year is 1.5FTE.
**Additional Questions**

1. Would people coming into the museum to do research count as education or other activities? Whichever category they are in, do they double count visitors on site doing activities, education or research into the overall visitor figures or try to separate them?

The Renaissance Data Collection Manual 2008 defines ‘education sessions’ as the category that captures engagement driven/booked by the schools, HE, FE or any education provider. A researcher coming into the museum to engage in self-led research would be counted as 'other activities'. In all instances the distinction is 'education' - booked/structured by an education provider - 'other activity' is by a non education provider e.g. the Brownies/a local Arts Organisation or self led, such as the research work.

2. Most sites don't have the software in place to count visitors to their websites. Could they use the aggregated visitor figures to their pages on other website such as a shared countywide Museums site?

Website visit - sometimes known, as a user session is a series of one or more Page Impressions, served to one User, which ends when there is a gap of 30 minutes or more between successive Page Impressions for that User. This is what the manual states, but in terms of getting a useful number and one that isn't complete guess work, we are asking museums to use visitor figures for their individual museum pages on those county website such as Somerset routes and Devonmuseums.net

3. Is there anyway to record loans of objects or resource packs to schools and groups?

This should be captured in 'museum education activity section: Number of education sessions delivered off site (include all sessions even those delivered without museum staff)?

4. Other museum users, number of enquiries - are these only people off-site ringing/emailing/writing, or does it count enquiries within the museum?

An Enquiry includes any contact that involves contact time (in person, online, via 'phone or in writing) usually with the curator or an equivalent member of staff (generic front of house or visitor information is not counted as an enquiry).

5. The returns need to be in by 15 April, but some museums have explained that they wouldn't have access to their financial details until after that time. Is there any extension available for that?

The 15th April 2013 deadline was intended to allow the processing and analysis of data to be turned around and disseminated within the first quarter of the following financial year (April-June 2013) to ensure currency and a timely dissemination of the results. IF there are going to be obvious gaps such as financial data in a museums return it makes sense to wait the few extra days for this additional information. However, there has to be a cut off at some point and the 31st April 2013 is the final date.