

COLCHESTER & IPSWICH JOINT MUSEUMS COMMITTEE

**TUESDAY
19 JANUARY 2016
ROOM G3, ROWAN HOUSE, SHEEPEN
ROAD, COLCHESTER
2.00 PM**

COUNCILLORS

COLCHESTER

B Frame
T Young

IPSWICH

C Jones
P Smart

Substitutes:
B Oxford

Substitutes:
B Rudkin

REVISED AGENDA

	PART 1
1.	Apologies for Absence
2.	<p>Unconfirmed Minutes of Previous Meeting (Pages 1 - 6)</p> <p>To consider the Minutes of the meeting held on 24 June 2015.</p>
3.	To Confirm or Vary the Order of Business
4.	Declarations of Interest
5.	Presentation: Arts Council England - 'The Training Museum' Initiative
6.	<p>JMS/15/07 Performance Update (Pages 7 - 16)</p> <p>This report summarises performance for the period from April to November 2015 for the Colchester and Ipswich Joint Museum Service.</p>
7.	<p>JMS/15/08 2016/17 Budget for Colchester & Ipswich Museum Service (Pages 17 - 18)</p> <p>This report provides a brief update on the current financial position for Colchester & Ipswich Joint Museum Service for 2015/16.</p> <p>The report also summarises the current indicative position in relation to setting the 2016/17 budget for the Joint Service and the recommended financial contributions from Colchester Borough Council and Ipswich Borough Council, to be agreed through each Council's budget setting process.</p>
8.	<p>JMS/15/09 Completion of Audit (Pages 19 - 22)</p> <p>This report notes the publication of the audited Annual Return for 2014/15.</p>
9.	<p>Dates of Meetings for 2016/17</p> <p>To confirm the dates of the meetings for 2016/17 as follows:</p> <ul style="list-style-type: none"> • Tuesday 28 June 2016, 2pm – Ipswich • Tuesday 24 January 2017, 2pm – Colchester

Heleen Pluck

**HELEN PLUCK
MONITORING OFFICER**

11 January 2016

Any enquiries about this meeting should be addressed to
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COLCHESTER & IPSWICH JOINT MUSEUMS COMMITTEE

MINUTES

WEDNESDAY 24 JUNE 2015
ORWELL ROOM, GRAFTON HOUSE
2.00 PM

Present: Councillors: C Jones (Chair), B Frame and B Oxford (Substitute)

1. **Election of Chair**

Resolved:

that, on the proposal of Councillor Frame and seconded by Councillor Oxford, Councillor Jones was appointed Chair for the 2015/16 municipal year.

2. **Appointment of Vice-Chair**

Resolved:

that, on the proposal of Councillor Jones and seconded by Councillor Oxford, Councillor Young was appointed Vice-Chair for the 2015/16 municipal year.

3. **Apologies for Absence**

Apologies for absence were received from Councillor Smart, Councillor Young, Councillor Rudkin, Ann Hedges and Helen Pluck.

4. **Unconfirmed Minutes of Previous Meeting**

Resolved:

that the Minutes of the meeting held on 20 January 2015 be signed as a true record.

5. To Confirm or Vary the Order of Business

Resolved:

that the Order of Business be confirmed as printed on the Agenda.

6. Declarations of Interest

There were no declarations of interest.

7. Dates of Future Meetings

Resolved:

that the dates of future meetings be confirmed as:

- **Tuesday 3 November 2015, 2pm (Colchester)**
- **Tuesday 19 January 2016, 2pm (Ipswich)**
- **Tuesday 22 March 2016, 2pm (Colchester)**

Post meeting update: Following the revision of the Joint Museums Agreement, there will only be two meetings of the Joint Committee per year, with the next meeting therefore taking place on Tuesday 19 January 2016, 2pm in Colchester.

8. JMS/15/01 Performance Update

- 8.1. Mr Seaman (Colchester and Ipswich Museum Service Manager) reported that Colchester Castle had exceeded the ambitious targets set for 2014/15 and attendance had not dropped off since the initial launch. Councillor Frame asked what targets had been set for 2015/16. Mr Hodgson (Colchester Museums Manager) reported that the following targets had been set: Admissions Income £320,000, School Income £74,000, Tours Income £15,000, Hiring Income £22,000, Retail Income £88,000. Councillor Jones congratulated the Museum Team on the success of the re-launch of Colchester Castle.
- 8.2. In response to Councillor Jones, Mr Seaman reported that the Castle was hired out for weddings (all parts of the castle were licensed), for business events and occasional parties, and a brochure was being put together similar to that used for Town Hall hirings. Mr Seaman added that weddings in the Castle were mostly held in the evening as the Castle was usually busy during the day with school trips.
- 8.3. Councillor Frame questioned how the number of school visits to Ipswich Museum and Art School had not met its target, but the corresponding schools income was almost double its target. Mr Seaman reported that the schools income target should have been set higher, as the cost per child roughly equated to £2, and added that there was a similar issue for the corresponding Christchurch Mansion school targets.

- 8.4. Ms Austin (Ipswich Museums Manager) reported that a new schools programme was being developed with input from teachers, to tie in with the national curriculum following changes in recent years. As Ipswich's collections were particularly strong in artefacts relating to the Egyptians, Stone Age and Iron Age, a package was being developed around these collections with a target audience of early years schoolchildren.
- 8.5. Mr Seaman reported that the Aspire Project at Christchurch Mansion had been successful and had boosted visitor figures. The Gardens exhibition was relaunched on 11 June to coincide with the 239th anniversary of Constable's birth, and later in the year, there would be exhibits from Lucien Freud on display in the Mansion.
- 8.6. Councillor Jones asked whether the performance figures should include data from the previous 3 years. Ms Breadman (Head of Community Services, Colchester) reported that in light of significant events in recent years (closure and relaunch of Colchester Castle, exceptional success of the Dr Who Crash of the Elysium exhibition) it would be difficult to provide a true like-for-like comparison.

Resolved:

that the report be noted.

9. JMS/15/02 Draft Accounts for 2014/15

- 9.1. Mr Heath (Finance Manager, Colchester) reported that as the Joint Committee was classified as a 'smaller relevant body', it was only necessary to submit the short form Annual Return and supporting statements for audit by 30 June 2015.
- 9.2. Mr Heath added that following the repeal of the Audit Commission Act 1998, with effect from 1 April 2015, there was no longer a requirement from 2015/16 for the Joint Committee to submit its accounts for audit as a separate body; its accounts would automatically be included as part of the statutory audit of the main Colchester Borough Council accounts. In light of this, the Committee agreed to discontinue the submission of separate accounts for external audit from 2015/16.

Resolved:

- (i) that the pre-audit accounts for 2014/15 be approved so that the Annual Return can be submitted for audit by the statutory deadline of 30 June 2015;**
- (ii) that the submission of separate accounts for the Joint Committee for external audit be discontinued from 2015/16.**

10. JMS/15/03 Budget Update

- 10.1. Mr Seaman reported that following a deficit in the previous couple of years, the Joint Museum Service budget was now in a positive position due to a number of one-off factors, which were detailed in the report. Mr Seaman added that this surplus would be utilised to support the documentation of the Ipswich collections and to invest in the Colchester Castle offer through the provision of additional IT content for the audio-visuals and tablet displays.
- 10.2. Councillor Frame questioned whether some of the surplus should be kept in reserve for future activities. Mr Seaman reported there was a base maintenance budget to cover small maintenance items, and highlighted the importance of refreshing displays on a regular basis and completing the documentation of collections, as these would be key factors for any application for external funding. Ms Breadman added that a deficit/surplus of up to £100,000 was permitted on the Joint Museum Service budget and this acted as a reserve for any unexpected expenditure.

Resolved:

that the report be noted.

11. JMS/15/04 Annual Governance Statement 2014/15

- 11.1. Ms McGrath (Corporate Governance Manager) reported that no significant governance issues had arisen from the review, but there were some internal controls that could be strengthened and these had been included on the Action Plan in Appendix 2 to the report.
- 11.2. Councillor Jones asked whether the Health & Safety monitoring report could be produced by December 2015. Ms McGrath confirmed that this was feasible and the resulting report would be brought to the Joint Committee in January 2016.

Resolved:

- (i) that the 2014/15 Annual Governance Statement for the Colchester and Ipswich Joint Museum Service be approved;**
- (ii) that the positive completion of Section 2 (the Governance Declaration) of the Annual Return for 2014/15 be agreed;**
- (iii) that the actions highlighted in the statement, which are required to ensure that the partnership continues to provide appropriate and cost effective services, be agreed.**

12. JMS/15/05 Annual Review of Risk Management

- 12.1. Ms McGrath reported that the Risk Management Strategy had been reviewed and no changes had been made.
- 12.2. With regard to the Strategic Risk Register, Ms Breadman questioned whether risk 1.9 should be reconsidered in light of the completion of the restructure for the Museum Service and the acquisition of Arts Council England Resilience funding. Ms McGrath reported that the impact of this risk had been upgraded last time; however, whilst the impact could still be considered as significant, the probability might have reduced in light of the staffing and funding changes, so a risk score of 3x4 might now be more appropriate. Mr Mole (Head of Culture & Environment Services, Ipswich) highlighted that the review date was January 2016 and requested that Ms McGrath investigate this risk and report back to Committee at the January 2016 meeting.

Resolved:

- (i) **that the Risk Management Strategy for 2015/16 be endorsed;**
- (ii) **that the Strategic Risk Register for the Joint Museum Service be updated in light of the comments made.**

13. JMS/15/06 Internal Audit Findings 2014/15

- 13.1. Ms McGrath reported that the full Internal Audit report had been included in the papers and, in future, the Ipswich Internal Audit Team would be consulted prior to the audit commencing in order to allow them to advise of any areas they would like included in the audit.
- 13.2. Ms McGrath reported that the 2014/15 Internal Audit report had been graded as providing 'Substantial' assurance and had shown a year-on-year improvement; 4 priority 2 recommendations had been identified for management to consider.
- 13.3. In response to Councillor Jones, Ms McGrath reported that if a previous recommendation was not cleared, then this would be reported in the following year's report. Ms Breadman added that any recommendation not addressed by the following year's audit would be escalated in priority.
- 13.4. Mr Seaman reported that the 4 recommendations identified in the 2014/15 Internal Audit report had already been addressed.

Resolved:

that the Internal Audit report for the Colchester and Ipswich Museum Service be noted.

The meeting closed at 3.11 pm

Chair

Colchester and Ipswich Museum Service Joint Committee		Item 6
JMS/15/07	19 January 2016	
Report of	Colchester and Ipswich Museum Manager	Author Bill Seaman 01206 282931
Title	Colchester and Ipswich Museum Service: Performance Update	

This report summarises performance for the period from April to November 2015 for Colchester and Ipswich Museum Service.

Performance Summary

1. Colchester Castle

Table 1: Colchester Castle Comparative visitor and income data

Apr-Nov 2015	Total Visitors	School	Visitor income	School income	Tours income	Hiring income	Retail income	Total income
2015-16 target	73,150	11,550	£250,500	£47,508	£11,700	£14,650	£65,000	£389,358
2015-16 actual	69,364	12,722	£228,440	£53,711	£13,489	£34,354	£60,713	£391,231
% of target	95%	110%	91%	113%	115%	235%	93%	100%

- 1.1 The surge of interest by general visitors in the newly re-opened Castle last year made it difficult to gauge target setting for what was bound to be a slightly less busy second year. The targets for general visitors in terms of numbers and income have proved challenging, but overall income is on target, buoyed by strong interest in hiring the Castle for weddings and other private events.
- 1.2 The situation is being actively managed in a number of ways. Targeted publicity resulted in a good take up of the discounted fortnight in August and a combined ticket with the Winter Wonderland ice rink has generated 500 additional advance ticket purchases in late November and December. A marketing campaign for Castle Passes was launched on 1 December.

- 1.3 School bookings have been strong for both the summer and autumn terms and we are set to continue close to our capacity of five classes a day for the rest of the year.
- 1.4 The new Castle guidebook was launched on 1 December. The event included a flash mob choir which was a first for the Museum Service. The guidebook is expected to put retail on target by the end of the year.

2. Colchester Hollytrees Museum

Table 2: Comparative visitor and income data

Apr-Nov 2015	Total visitor *	Schools	Schools income	Events income	Total income
2015-16 target	56,493 #	1,189 #	£750	£1,150	£1,900
2015-16 actual	46,657	742	£1,288	£963	£2,251
% of target	83%	62%	172%	84%	118%

* Total number of visitors entering Hollytrees which includes the Visitor Information Centre

Actual figure for 2014-15

- 2.1 The decline in visitor numbers from last year is a result of the changes to the operation of the Visitor Information Centre. The way that services such as the issuing of garden refuse bags and ticket sales for Castle Park events are delivered have changed and no longer require a visit in person to Hollytrees.
- 2.2 Schools visits have picked up strongly in the autumn term and should continue into spring. The Hollytrees schools package will be reviewed next summer with input from the museum's Teachers Advisory Panel to make sure that is closely aligned with National Curriculum requirements.

3. Colchester Natural History Museum

Table 3: Comparative visitor and income data

Apr-Nov 2015	Total visitor	Events income	Retail income	Total income
2015-16 target	18,856	£1,950	£4,162	£6,112
2015-16 actual	19,502	£1,867	£5,742	£7,609
% of target	103%	96%	138%	125%

- 3.1 Visitor numbers are up this year, reversing a decline over the last two years.
- 3.2 Events have been well attended, especially 'Go Live', the long running programme of encounters with wild animals, held in the summer holidays and at October half term.

4. Ipswich Museum and Art Gallery

Table 4: Comparative visitor and income data for financial year 2015-16

Apr-Nov 2015	Total visitor	Schools	Schools income	Events income	Hiring income	Retail income	Total income
2015-16 target	31,495	3,100	£6,295	£2,250	£335	£14,419	£23,299
2015-16 actual	29,895	2,730	£7,658	£3,125	£381	£17,236	£28,400
% of target	95%	88%	122%	139%	114%	120%	122%

- 4.1 Visitor numbers to Ipswich Museum reached a peak in 2011/12 following investment in new Egyptian Gallery in 2010. They returned to average numbers in 2012/13, with slight increases in the following two years.
- 4.2 Visitor numbers are currently being sustained through an events programme for a mainly family audience reflected in the above target events income figures. Numbers should be boosted this year with an engaging programme of events planned for February half term, supported by a social media advertising campaign.
- 4.3 Looking ahead to next year, the events programmes will be widened to include a larger number of core adult audience groups. This will build on the successful changes to the identification service, now delivered through regular 'show and tell' days, as well as an increase in evening lectures. Other evening events will attract developmental and experimental audiences, including young adults, which will align with activity already being delivered on site by New Wolsey Theatre and Pacitti Company.
- 4.4 The Egyptian workshops for schools continue to thrive in Ipswich Museum, with a surge in numbers in October and November following the start of the new school term. Work continues to address the drop in school visitor numbers in other area following changes to the curriculum. This is being achieved through the introduction of the new, curriculum-focused Prehistory (for Key Stage 2) and Animal Classification (for Key Stage 1) workshops at the start of the new school year in September for which bookings are now being taken.
- 4.5 Schools income is higher than expected which may be because there are more schools booking from outside Ipswich Borough, which pay a slightly higher rate. An introductory discounted offer for schools within Ipswich

Borough is being used to promote the new workshops and build their reputation, in the same way the reputation of the Egyptian workshop has been built since 2010.

5. Ipswich Art School

Table 5: Ipswich Art School (IAS) Gallery comparative visitor data

Please note that income is included in the figures for Ipswich Museum

Apr-Nov 2015	Total visitor	School admission
2015-16 target	5,725	325
2015-16 actual	2,924	113
% of target	51%	35%

5.1 Investment from Arts Council England (ACE) through the Grants for the Arts funding programme, together with funding from Ipswich Borough Council, has enabled improvements to the IAS Gallery environment and security this year. These improvements, including the installation of new blinds in the lantern roof, have led to an increase in the quality of exhibitions that are now being shown in the gallery. Currently being shown is Social Fabric, a British Museum touring exhibition, which arrived in IAS Gallery following its successful showing in Exeter.

5.2 Social Fabric is also offering a wide ranging events programme, including family art workshops and evening lectures with interesting speakers. Working together with New Wolsey Theatre and the resident artist in a series of workshops, St Matthews School pupils created a performance inspired by the fabric on show in the exhibition and presented this in the gallery.

5.3 Funding from ACE has enabled the Happening on High Street project to introduce a series of artist residencies in the IAS Gallery. The first took place during Social Fabric with the artist Alison Stockmarr. A new resident artist, Dr Alison Lyons, has recently been selected from over 100 applications from across the UK for the next exhibition Art/Science/Life. She will be investigating the soundscape and atmosphere of Ipswich museum and working with the staff and visitors to re-discover favourite magical and mysterious objects through drawing, narrative and sound. The new body of work will be presented as part of the Art/Science/Life exhibition.

6. Ipswich Arts and Museum (IAM) project

6.1 Evaluation and review of schools and event activity is being used to inform future capital investment in Ipswich Museum displays and visitor experience through the IAM project.

- 6.2** A Collections Information Programme, combined with targeted research, is identifying the engaging stories that can be told from the rich collections in the museum.

7. Christchurch Mansion

Table 6: Comparative visitor and income data

Apr-Nov 2015	Total visitor	School admission	Schools income	Events income	Hiring income	Retail income	Total income
2015-16 target	39,440	1,620	£3,030	£960	£8,700	£12,648	£25,338
2015-16 actual	42,978	732	£1,541	£939	£7,309	£16,779	£26,569
% of target	109%	45%	51%	98%	84%	133%	105%

- 7.1** The success of the Aspire project is shown in the increase in visitor numbers to Christchurch Mansion. The largest success this year has been in the increase in the conversion rate of visitors that enter the Mansion and then also enter the Wolsey Art Gallery (WAG). This has increased on average each month by 132 percent, with a total of over 29,000 visitors entering the WAG since the start of the exhibition. More detail about the Aspire project can be found below (8.0).

- 7.2** The Toys (key Stage 1) workshop for schools continues to generate interest however there remains an overall drop in school visitor numbers in other areas following changes to the curriculum. This is being addressed through the introduction of the new Constable (for Key Stage 2) workshop. Existing offers have also been refocused on local history to better fit with new curriculum needs.

- 7.3** As with Ipswich Museum, an introductory discounted offer for schools within Ipswich is helping to promote the new workshops and build their reputation.

- 7.4** Attractive merchandise based on the popular Aspire exhibition has increased retail income at Christchurch Mansion throughout the time of the exhibition. Future plans include a range of traditional gifts suitable for Christchurch Mansion's primary demographic in addition to well performing range of merchandise aimed at the family market.

8. Aspire Project at Christchurch Mansion

- 8.1** The presence of 'Salisbury Cathedral from the Meadows' by John Constable on loan from Tate has continued to attract visitors to Christchurch Mansion. Since its opening in January 2015 by November the exhibition has attracted over 29,000 visitors to the Wolsey Art Gallery in Christchurch Mansion.

- 8.2** The third and final part of the Aspire project, the exhibition 'Constable and Freud: Legacy and the East Anglian School of Painting and Drawing', opened on 12 September and runs until the end of January 2016. It features two major works by Freud, 'Man with a Thistle (Self-Portrait)' and 'Standing by the Rags' on loan from Tate, alongside the Cedric Morris works 'Portrait of Denise Broadley', 'Gutted Art School, Dedham' and 'Wartime Garden' in the Ipswich collection.
- 8.3** During October half term there was an opportunity to 'Meet John Constable', a costumed actor who took the part of the artist and told stories from his life.

9. Improvement Projects

- 9.1** It was agreed at the June 2015 JMC that the underspend carried forward from 2014/15 be used to meet two strategic priorities for the service; the refresh of the Castle displays and the documentation of the Ipswich collections.
- 9.2** The displays and visitor experience in Colchester Castle will be improved and upgraded in response to visitor feedback following the opening in 2014. The improvements are planned to attract new and repeat visitors and to ensure sustained income generation.
- 9.3** A Collections Information Programme is underway in Ipswich Museums to improve the quality and scope of documentation of the Ipswich collection. This will ensure the security and interpretation of Ipswich's outstanding collections and its integration into future capital development projects and digital applications.

10. Exhibition at Nanjing Museum 2015

- 10.1** The "Life in Georgian England" exhibition opened to the public on 30 October. It is anticipated that the exhibition will be seen by about one million visitors before it closes on 5 May 2016.
- 10.2** Conservation staff at both Colchester and Ipswich worked on the conservation and condition reporting of 79 objects for the exhibition, accompanied the loan to China and assisted with the installation process at Nanjing Museum. The objects for the exhibition were drawn from both the CBC and IBC collections and a borrowed work from Gainsborough House Museum.
- 10.3** Xu Jing, the Deputy Director of Foreign Affairs at Yangzhou - Colchester's "twin city" in Jiangsu Province - attended the opening of the exhibition at the invitation of Colchester Borough Council. She expressed the desire for Yangzhou Museum to develop links with CIMS.

11. The Wonderhouse - Colchester Collections Centre

- 11.1** The Wonderhouse is a project to create an innovative centre giving increased collections-access to Colchester people and visitors to the historic town. The Wonderhouse will be a venue for study, research, demonstrations and events

promoting Colchester's unique heritage and the regeneration of the St Botolph's cultural quarter. A re-worked bid to the Heritage Lottery Fund will be submitted in early 2016.

12. Staff Restructuring

12.1 The CIMS workforce was reviewed in 2014/15 with a new structure implemented from February 2015. The restructuring aimed to achieve three principle outcomes. Firstly to ensure the financial sustainability of CIMS by reducing numbers and consolidating roles; secondly while retaining the advantages of a joint service to reflect the differing needs and opportunities in each town; thirdly to ensure the workforce contains the skills required for the development of the service and supports the Training Museum programme.

13. The Training Museum - Arts Council England Resilience Funding

13.1 The Training Museum is a three-year workforce transformation programme for Colchester and Ipswich Museum Service, including a number of traineeships as well as partnerships with universities, schools and arts organisations.

13.2 Staff Development

A major element of the Training Museum is the development of the CIMS workforce. A skills survey has been completed by museum teams which will be repeated periodically to better understand the impact of the project on colleague's confidence and skills.

A small-grant scheme, called the 'Cimovation Fund', has been made available for museum colleagues to apply to on an annual basis. The slogan is 'Not another thing to do, but another way to do things' which encourages colleagues to explore how daily practice might be improved.

13.3 University partnerships

In 2016 we will be delivering course content to students on University Campus Suffolk and University of Essex BA courses providing work-based training which will build on the value of museum professional skills and experiences for students. These business relationships open-up potentially significant new income streams for the Museum Service and will require changes to our future working practices.

13.4 Trainees

To enable a more diverse range of people to develop museum skills and tell the stories of collections, we have recently appointed six trainees (plus one trainee from the British Museum Learning Museum programme). New recruitment/assessment methods were tested successfully, including the use of a video interview website. The trainees' training programme will provide them with a wide range of transferable skills and is an opportunity for museum staff to develop and deliver training, contributing to their own professional development.

13.5 Schools

In order to diversify the future workforce we believe we need to explore museum skills with children at multiple points during their school life. These strategic interventions from primary school upwards, along with a high quality of activity will raise the profile of a museum career within the aspirations of young people. The training museum includes a number of projects and new partnerships with schools.

14. Acquisitions

14.1 The Rendlesham Collection is a recent major acquisition at Ipswich. This is a group of coins, jewellery and weapon fittings found at the Anglo-Saxon royal palace site at Rendlesham, near Woodbridge in Suffolk. Two outstanding finds are a sword pyramid mount and a biconical bead, both made of gold set with garnets. The Collection has been purchased with the help of the Heritage Lottery Fund, the V&A Purchase Grant Fund, the Headley Trust, the Friends of the Ipswich Museums and the Sutton Hoo Society.

14.2 Amongst recent donations at Ipswich is a collection of women's costume including a woman's suit by Jaeger, a dress handbag by Rayne and a pair of dress shoes made by Salvatore Ferragamo. These were all bought in the period 1950-1980 and owned by a local resident.

14.3 The Fenwick Treasure is a recent major acquisition at Colchester. This collection of gold and silver jewellery and silver and bronze coins is associated with the revolt of Queen Boudica in AD 60 and was found during redevelopment work at the Williams and Griffin department store in High Street. The owners of the store Fenwick Limited have donated the Treasure and it will go on show at Colchester Castle early in 2016.

14.4 Amongst recent donations at Colchester is a collection of material relating to a German prisoner of war who was held from 1945 at Camp 186 (Berechurch Hall) in Colchester. Kurt Stichling's work in the camp's print room resulted in a fascinating collection of small woodcut prints.

15. Collections Care and Management

15.1 The conservation of the Fenwick Treasure has been a major project in Colchester and was completed in time for the Treasure to go on display in the Fenwick flagship store in Old Bond Street for three weeks from 19 October – 8 November. This was a new type of venue for the Museum Service and required considerable forward planning. The show raised the profile of Colchester and its heritage offer amongst a new potential audience.

15.2 Also in Colchester conservation work has been ongoing on the Burnham on Crouch Hoard, a group of 214 pieces of Bronze Age metalwork acquired in 2013, which went on display in Colchester Castle in December. This is one of a continuing series of small displays in the 'People's Choice' showcase which

responds to requests from the community, in this case from local metal detectorists.

- 15.3** In Ipswich the watercolour and three engravings by Leonard Squirrel purchased at auction in December 2014 have been cleaned. The work has been externally funded by a grant from the Association for Suffolk Museums and it is hoped that the works will go on temporary display in Christchurch Mansion in the near future.

16. Exhibitions

- 16.1** 'Social Fabric: African Textiles Today', a British Museum touring exhibition, opened at the Ipswich Art School Gallery on 19 October and runs until 23 January 2016. Using printed and factory-woven textiles from eastern and southern Africa, it provides an insight into changing times, fashions and tastes. The exhibition is supported by a full programme of children's activities, workshops and lectures.
- 16.2** 'Wonderland' is a temporary exhibition at Hollytrees Museum, Colchester which celebrates the 150th anniversary of the publication of Lewis Carroll's 'Alice in Wonderland'. The three themed cases – Alice, the Mad Hatter and the Red Queen – show a range of objects including costume and natural history specimens. The exhibition runs until the end of February 2016.

17. Loans

- 17.1** The following has been lent from the Ipswich museum collections: 'The Dame School', 1887 by Frederick George Cotman (1850-1920) to the Ancient House at Clare, Suffolk until September 2016.
- 17.2** The following items from the Ipswich museum collections have returned from loan: six oil paintings, three by Thomas Gainsborough (1727-88) and single examples by Philip Wilson Steer (1860-1942), Alphonse Legros (1837-1911) and Cecil Collins (1908-89), from display in the exhibition 'Great Art in Suffolk Museums' at Gainsborough's House, Sudbury from 6 June to 18 October 2015.
- 17.3** Three loans for 2016 have been approved by Ipswich Borough Council. These are firstly, thirty ancient Egyptian artefacts for the exhibition 'Beyond Beauty: Transforming the Body in Ancient Egypt' organised by the Bulldog Trust at Two Temple Place in central London; secondly, a small handaxe of Old Stone Age date excavated at Foxhall Road, Ipswich for an exhibition on the archaeology of children at the Museum of Archaeology and Anthropology, Cambridge and thirdly, three oil paintings by Thomas Gainsborough for an exhibition entitled 'Gainsborough in his own words' at the Rijksmuseum Twenthe, Enschede, The Netherlands.
- 17.4** Two watercolours by the Essex archaeological illustrator Alan Sorrell (1904-74) of the Balcerne Gate and Roman Colchester in AD 250 were lent to Chelmsford Museum for temporary exhibition from September to December 2015.

- 17.5** A further loan request has been received from Mersea Island Museum for the finds from the Roman 'Tile Tomb' in West Mersea. The Museum already has on loan from the Colchester collection the finds from Mersea Barrow, a Roman burial mound.

Colchester and Ipswich Museum Service Joint Committee		Item 7
JMS/15/08	19 January 2016	
Report of	Colchester and Ipswich Museum Manager	Author Bill Seaman ☎ 01206 282930
Title	2016/17 Budget for Colchester & Ipswich Museum Service	

1. Summary & Content

- 1.1** This report provides a brief update on the current financial position for Colchester & Ipswich Joint Museum Service for 2015/16.
- 1.2** The report also summarises the current indicative position in relation to setting the 2016/17 budget for Colchester & Ipswich Joint Museum Service, and recommended financial contributions from Colchester Borough Council and Ipswich Borough Council, to be agreed through each Councils budget setting process.

2. 2015/16 Budget

- 2.1** The budget carried forward into 2015/16 was £84,264. This arose from the over-achievement of income from Colchester Castle in 2014/15 and the time taken to recruit to the new posts following the service restructuring. As reported to the June 2015 JMC, CIMS is using this position to refresh the displays in Colchester Castle in the light of visitor feedback and for the Collections Information Programme which will document and digitise the IBC collections.
- 2.2** As at the end of September, budget holders were forecasting a small underspend for the financial year. This is as a result of underspends on Employee costs and Supplies & Services costs.

3. 2016/17 Budget

- 3.1** Summary of 2016/17 Budget recommendations are as follows:
 - That the total CBC and IBC budget contribution to Colchester and Ipswich Museum Service for 2016/17 be agreed as £1,887,400
 - That the budget contribution for 2016/17 in relation to Colchester Borough Council be agreed at £1,078,300
 - That the budget contribution for 2016/17 in relation to Ipswich Borough Council be agreed at £809,100
 - That the total figure and the respective partner contributions be recommended to the Cabinet of Colchester Borough Council and the Executive Committee of Ipswich Borough Council for adoption.

4. Background / Supporting Information

- Under the terms of the revised Joint Museums agreement, each partner authority now retains the majority of its income, and therefore the income shown within CIMS for 2016/17 primarily relates to income from retail activities and grants.
- Given that CPI in September 2015 was -0.10%, no inflationary increase has been applied to the contributions for each authority.
- The service will absorb a 2% increase in employee costs made up of a potential pay award and increased employer national insurance contributions for 2016/17.
- The budget is based on the revised staffing structure following the 2014/15 restructuring.

The proposed 2016/17 budget is set out below:

Budget	2016/17
	£000
Expenditure	2,091.0
Income	(203.6)
Total Net Cost	1,887.4
Contribution IBC	809.1
Inflation Increase & Pay	0.0
Total Contribution IBC	809.1
Contribution CBC	1,078.3
Inflation Increase & Pay	0.0
Total Contribution CBC	1,078.3
Total Contributions	1,887.4

Colchester and Ipswich Museum Service Joint Committee

Item
8

JMS/15/09

19 January 2016

Report of

Treasurer to the Joint Museums
Committee

Author

Steve Heath
☎ 282389

Title

Completion of Annual Audit 2014/15

**This report confirms the completion of the audit process for
2014/15**

1. Action required

1.1 To note the publication of the audited Annual Return for 2014/15.

2. Supporting information

2.1 The pre-audit draft accounts for the financial year 2014/15 were presented to this Committee on 24 June. The accompanying report gave information on the major items affecting the 2014/15 accounts.

2.2 The Annual Return for 2014/15 was signed by the auditor on 15 September 2015. This confirms an unqualified opinion, except for the following:

- In the completion of Section 4, the Annual Internal Audit Report, and their detailed report, the Internal Auditor has drawn attention to significant weaknesses in relation to banking arrangements. The Committee must ensure that action is taken to address these areas of weakness and the other recommendations raised by the internal auditor in a timely manner.

2.3 The Auditor does not raise any other matters for the attention of the Joint Committee.

2.4 With effect from the 2015/16 financial year the joint committee will no longer have a statutory obligation to prepare accounts for audit, following changes made as a result of the Accounts and Audit Regulations 2015 and the Local Audit and Accountability Act 2014. The appointment of PKF Littlejohn LLP to audit the accounts of the joint committee therefore ended with the completion of the audit of the 2014/15 accounts.

2.5 Joint committees may voluntarily decide to continue to prepare accounts and arrange for their audit. However, the recommendation that the joint committee agree to discontinue the submission of separate accounts for external audit from 2015/16 was agreed at the meeting of 24 June 2015.

2.6 It should be noted that Ipswich BC will still be required to adjust its accounts to reflect its share of the income and expenditure.

3. Financial implications

3.1 The publication of the audited return and Notice of Conclusion of Audit meet a statutory requirement for financial reporting and is an important part of the process to demonstrate accountability in the use of public funds.

3.2 The fee for the audit of the 2014/15 Annual Return is £2,800. This is within the budgeted amount.

4. Publicity considerations

4.1 The Notice of Conclusion of Audit and the Annual Return have been published on the Colchester Borough Council website. Details of the notice and the Annual Return have been made available to partners.

5. Other standard references

5.1 Having considered consultation, equality, diversity and human rights, health and safety and community safety and risk management implications, there are none that are significant to the matters in this report.

Background Paper

Notice of Conclusion of Audit

Colchester and Ipswich Museum Service Joint Committee

Notice of conclusion of audit and right to inspect the Annual Return

Annual Return for the year ended 31 March 2015

Section 14 of the Audit Commission Act 1998, as transitionally saved

The Accounts and Audit (England) Regulations 2011 (SI 2011/817), as transitionally saved

The audit of accounts for the Colchester and Ipswich Museum Service Joint Committee for the year ended 31 March 2015 has been concluded.

The Annual Return is available for inspection by any local government elector for the area of the Colchester and Ipswich Museum Service Joint Committee on application to:

Steve Heath
Finance Manager
Colchester Borough Council
Rowan House
33 Sheepen Road
Colchester CO3 3WG

e-mail: financial.accounting@colchester.gov.uk

Copies will be provided to any local government elector upon request.

This announcement is made by: Steve Heath, Finance Manager

Date: 30 September 2015.

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