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## **PROPOSED COUNCIL FUNDING OF THE DOCUMENTATION OF TDC ARTEFACTS COLLECTIONS, MARGATE**

To: **Overview and Scrutiny Panel – 18 August 2015**

Main Portfolio Area: **Community Services**

By: **Katherine Wilson, Economic Development and Regeneration, Community Services**

Classification: **Unrestricted**

Ward: **Margate Central**

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**Summary:** **This report sets out the proposed strategy to access funding to accelerate the documentation of council owned artefacts collections.**

### **For Decision**

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#### **1.0 Background**

- 1.1 At the Overview & Scrutiny Panel meeting on 26 May 2015 Members discussed the work that was done by the previous TDC Artefacts Management Review Task & Finish Group in 2014/15.
- 1.2 The Panel requested that a one-off officer report be produced for the Panel meeting on 18 August 2015. The report would be expected to offer recommendations that support Council's efforts to secure funding for the recruitment of a professional Archivist working on a part time basis to lead the Artefacts Collection documentation at the Margate Museum.

#### **2.0 Current Situation**

- 2.1 After reviewing the documentation processes in place within Margate Museum, Members identified the need to accelerate the work being carried out by volunteers to catalogue the artefact collections. They recommended the Council set aside funding for a professional archivist. The current salary for a professional archivist is in the region of £25,000 per year. As the archivist would be working with the volunteers, an archivist working part-time over two years would be most useful. Working on 15-20 objects per day including indexing, photographing and uploading details onto a database would equate to approx. 4,000 objects being catalogued over the 2 year period.
- 2.2 The budget constraints on the museum means officers have to secure external funding to finance the extra archivist and associated costs. Officers are currently working on a Heritage Lottery application for Our Heritage that will support the cataloguing of the artefact collection.

### **3.0 Options**

- 3.1 **Option 1:** The Panel recommends to Cabinet that the application for external funding through the Heritage Lottery Fund be pursued as a matter of priority.
- 3.2 **Option 2:** The Panel recommends no further action, other than await the outcome of officer efforts at securing funding from the Heritage Lottery Fund as highlighted in section 2.0 of the report.
- 3.3 **Option 3:** The Panel requests the Council considers the potential for funding a post as part of their staff funding budgets. However, this option is difficult to carry through as officer observations in section 4.1 of the report indicate that the current financial environment is restrictive.

### **4.0 Corporate Implications**

#### **4.1 Financial and VAT**

- 4.1.1 In the current financial climate keeping the museum budget the same would be a commitment. Pursuing external grants would be a cost effective way forward.
- 4.1.2 It is important to note that Heritage Lottery Fund requires any digital outputs to be useable and available free of charge for non-commercial use for five years after the completion of the project.

#### **4.2 Legal**

- 4.2.1 None, as the collections are own by the council.

#### **4.3 Corporate**

- 4.3.1 Continuing the improvement of care and conservation of the Council's collection would help to meet aims under Priority 8: Diverse cultural facilities' and activities as the collections are fundamental to the success of the museums as tourist attractions.

#### **4.4 Equity and Equalities**

- 4.4.1 The Council's collection exists because for centuries councillors and residents have taken the time and expense to save the artefacts for the next generation. The collections can be accessed by anyone and celebrates the many successes of local people and Thanet. The museum is open to everyone and has an inclusive entry price of £1.50 with accompanied children free. Its school programme is popular with local schools and is attracting schools from outside Thanet.

### **5.0 Recommendation**

- 5.1 With regards to the officer observations in sections 2.0 and 4.1 and options in section 3.0 of the report respectively; Members of the Overview and Scrutiny Panel are requested to support the accessing of external funding, including Heritage Lottery Fund.

## 6.0 Decision Making Process

- 6.1 The Task and Finish group will report their findings to the Overview and Scrutiny Panel who in turn would approve recommendations to forward to Cabinet.

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### Annex List

None	N/A
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### Background Papers

Title	Where to Access Document
None	N/A

### Corporate Consultation Undertakes

Finance	None
Legal	None