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

To: **Cabinet Report – 22 October 2015**

Main Portfolio Area: **Community Services**

By: **Katherine Wilson, Community Regeneration Officer**

Classification: **Unrestricted**

Ward: **Margate Central**

Summary: This report sets out the Overview and Scrutiny Panel recommendation that external funding through the Heritage Lottery Fund should be pursued as a matter of priority to accelerate the documentation of council owned artefacts.

For Decision

1.0 Background

- 1.1 At the Overview & Scrutiny Panel meeting on 18 August 2015, Members reviewed the one-off Officer Report that set out three options that supported 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, the Artefact Management Review Task and Finish Group Members identified made a recommendation to accelerate the work being carried out by volunteers to catalogue the artefact collections.

We currently have three volunteers who work one morning a week for three hours. Although they are high quality volunteers who do an excellent job, it is felt they would benefit from advice and guidance from a professional archivist.

The costs of this would be in the region of £25,000 per annum for two years.

It is proposed that the archivist would be working with the volunteers, would increase the number of artefacts that could be archived by approximately 15-20 objects per day. The archivist would work with the volunteers indexing, photographing and uploading details onto a database. They would also support and advise the current volunteers and train new volunteers.

- 2.2 Overview and Scrutiny were made aware of the budgetary constraints on the museum, and suggested that officers work to secure external funding to finance the archivist.

Officers have the capacity to apply for a grant from the Heritage Lottery fund to pay for the post of an archivist.

3.0 Options

3.1 **Option 1:** The Cabinet supports the Overview and Scrutiny Panel recommendation that the application for external funding be made to the Heritage Lottery Fund for an Archivist is pursued as a matter of priority.

3.2 **Option 2:** The Cabinet supports no further action, and the volunteers continue to undertake the project

Proposal for Decision:

‘that delegation is given to the Director of Community Services to make an application for external funding through the Heritage Lottery Fund for the total cost of the professional archivist post be pursued as a matter of priority.’

4.0 Next Steps

4.1 Officers will prioritise the writing and submission of a Heritage Lottery Fund application that will accelerate the documentation of the Council artefacts collections.

5.0 Corporate Implications

5.1 Financial and VAT

5.1.1 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. There would be no cost to the council.

5.1.2 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.

5.2 Legal

5.2.1 None, as the collections are owned by the council.

5.3 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.

5.4 Equity and Equalities

5.4.1 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.

6.0 Recommendation:

The following proposal is set out for decision:

- 6.1 'That delegation is given to the Director of Community Services to make an application for external funding through the Heritage Lottery Fund for the total cost of the professional archivist post be pursued as a matter of priority.'

7.0 Decision Making Process

- 7.1 This is a Cabinet decision.

Contact Officer:	Kate Wilson, Economic development Officer Tel: 01843 5777037
Reporting to:	Larissa Reed, Director of Community Services (interim)

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