

**Town Clerk | Swaffham Town Council**

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**From:** ANNE FAIRWEATHER <anne\_fairweather@btinternet.com>  
**Sent:** 19 November 2018 15:04  
**To:** Town Clerk | Swaffham Town Council  
**Subject:** Six Monthly Report from Swaffham Heritage  
**Attachments:** 6montlyreportSTCMay18Oct18.docx

Richard

Would you be kind enough to circulate the attached report to the Town Councillors for their next Council Meeting?

Many thanks

Anne Fairweather



**Report on Swaffham Heritage Ltd for the period May 2018 to October 2018 inclusive for circulation to the Councillors of Swaffham Town Council**

**1. Heritage Users**

The following table summarises the number of users and the range learning experiences for the above period.

Learning Experience	Number of events	Number of Users actual unless * - then estimated
Schools activity days	10	362
Talks and walks on and off site	5	150
Loan boxes	5	135*
Museum visitors		1143
<b>Total</b>		<b>1790</b>

The Education Team have been responding to an increased demand for visits and loan boxes resulting in a significant increase in user numbers.

Examples of visitor comments include: 'More rooms – it was so good!'

**2. Publicity**

There has been a rerun of Swaffham Heritage in an episode of Antiques Road Trip. The number of visitors coming to the Heritage Centre as a result of this is being monitored through the Visitor Survey.

The Heritage Manager was interviewed by Radio Norfolk as part of the Norfolk Day broadcast in Swaffham.

The Heritage Centre has been filmed for the new tourist film of Swaffham.

**3. Working with Partners**

Swaffham Heritage has been working with The Lions to be a key partner in the Centenary Remembrance Event for WW1 on 17<sup>th</sup> November.

**4. Working to Professional Standards**

The Trustees have been updating their policies in line with standards set by the Arts Council and current legislation.

**5. Collections Care and Acquisitions**

The Curatorial Team has been restructured to cover a wide range of skills required to complete the audit and accurate record keeping. More detail below under Heritage Manager.

**6. New Displays and Initiatives**

Swaffham Heritage has been successful in 2 funding applications.

- £430 has been awarded from Breckland Council to set up an ebook which will contain research on people and events in WW1 in Swaffham. This is now available at no charge on the Swaffham Museum website as from 1<sup>st</sup> November 2018.
- £13,100 has been awarded from the Heritage Lottery Fund for a 2 year Remembrance Project. The application was supported by the British Legion and the Friends of Swaffham Museum. A new gallery will be set up where remembrance will be displayed under different themes. After a launch of the new gallery, trained volunteers will work with the community to promote the gallery and gather new information.

**7. Education**

Two new volunteers have been recruited for our education team. This will enable the Heritage Manager to concentrate more on the Collections and research, filling the gap left when the archivist left

Talks and walks. Two large groups of visitors arrived during the Summer to follow a town trail, have lunch and visit the museum. These walks were led by the manager and a second volunteer. Talks included to the Mothers' Union; U3A, Sacred Heart School Literacy Event and a group of Dementia sufferers. This last was taken very successfully by a recent volunteer.

Loan Boxes. A new World War 1 loan box was created to join our World War 2 box. These will be merged. Boxes lent out this year include the Tudors, The Greeks, World War 1, World War 2, 2<sup>nd</sup> World War Evacuee suitcase. Two of these were free as they were newly compiled.

**8. Research**

Research topics have been on World War 1, White Lodge, research for the Neighbourhood Plan – in particular the non-designated heritage assets and the railway complex. A volunteer provided a map of the World War 2 military sites. Several enquiries from the public have been researched or answered where possible.

**9. Heritage Manager**

During the year the manager has researched and organised research and publication of the World War 1 ebook, organised and supervised new volunteers on the museum database Modes and in accession and de-accession,

supervised two Year 12 work experience students. One logged all the Twinning material on a spreadsheet and the other helped create the St Guthlac display in the Archaeology Room and researched the students and staff at Hamond's Grammar School in preparation for the ebook. One new but experienced volunteer is digitising all photograph albums in our archive on a spreadsheet and logging them on a spreadsheet. A further volunteer is in the process of recording all newspaper clippings on a spreadsheet. Two volunteers are similarly recording the archive boxes. All of these volunteers work under the manager's direction and supervision.

Anne Fairweather (Trustee) and Sue Gattuso (Heritage Manager and Trustee), November 2018