

**Lowestoft Archaeological and Local History Society**  
**Minutes of the Trustees Meeting**

For the meeting held at the Pavilion on Saturday 3<sup>rd</sup> November 2018 at 10.00am

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**Those Present:-**

Trustees:- Mr Malcolm Berridge (Chairman),  
Mr Ron Ashman, Mrs Marie Ayers (Treasurer), Mr Mike Chester, Mr Rodney Duerden, Mr Paul Durbidge,  
Mrs Andree Gee, Mr Tony Howe, Ms Alice Taylor (LTC representative in place of Mr Peter Lang), Mrs  
Irene O'Toole (Secretary)

Also in attendance at the meeting:

Mrs Jayne Austin (Museum Mentor)  
Mrs Patricia Day (Making Waves Project Officer)

Observers: Mrs Sandie Keller and Mr Brian Keller (Oulton Broad Parish Council)  
Mrs Marilyn Duerden (Lowestoft Museum Management Committee member)

**1 Apologies for Absence**

Apologies were received from Mr John Stannard, though not reported at the meeting as Irene had not seen the message in time.

**2 Approval of the Minutes for 5th May 2018 meeting of the Trustees**

The minutes were approved as a true record and signed.

**3 Matters arising from the minutes**

*re page 2 Fire Officer recommendations* A new keypad for the alarm system has been installed which is much easier to use. The keycode box for the safe key has been installed and the people who need to know have been made aware of the code.

**4 Matters arising from the Management Committee Minutes**

*re page 4 Correspondence* Sue Anderson worked with Paul Durbidge examining the mediaeval pottery shards collection. We have just received all the photographs on a digital file which were taken as part of this process. Sue has asked that if any photos are used in a publication, they should be credited to Carleton Van Selman. She also expressed her grateful thanks to Paul.

**Museum report**

The visitor numbers were a record for us: 9937. The greatest number in a single day was 187, the final day of the Heritage Open Days, when Wuffa were present.

Shop sales were slightly down on last year but donations were up.

The museum has been involved in a number of funded Projects this year:

- Lowestoft Folk organised by Candida Wingate of Suffolk Artlink – we have been given a Cabinet of Curiosities and a book of memories, (now being used for outreach work), and framed children's art work which has been hung in the Porcelain Room. The second phase of the project has begun with the visit of 10 children from Pakefield Primary accompanied by two artists and their teacher. They are linking with Hildesley Court care home to develop shared ideas and will be returning to the museum next year
- Making Waves project: Patricia Day spoke about her involvement: running our Family Day on a Stone age theme, promoting the museum at the Port House during the Heritage Open Days, using the Cabinet of Curiosities during the summer holidays to encourage extra visitors into the museum, helping promote the museum during the Lowestoft seafront Festival

Next year's projects will include

- Dance Map – dancers will work with local school children to create a response to heritage in Movement. June 15<sup>th</sup> 2019 has been booked for the performance in the park.
- Working with Suffolk Wildlife Trust: Katy Runacres, Outreach Officer, visited the museum with a view to setting up a stall next year during the Heritage Open Days. We will be invited to host a stall at Carlton Marshes on Suffolk Day, 22<sup>nd</sup> June 2019.

Other outreach events this year include

- Lowestoft Heritage Day event at the college
- Somerleyton school fete and Sotterly fair
- Lowestoft 2 day Festival on the Green
- Family day in August (organised by Patricia Day)
- Easter treasure hunt supported by local businesses, the Gift Shop and Sweet Obsession, who have agreed to support us again next season and have asked for beginning and end of season trails
- Heritage Open Days: we had over 650 visitors during these 8 days and held events at the museum and Pavilion

Nigel Shelton has kindly donated a badge making machine which can be used as an extra activity for children.

Special opening visits have included the Beccles Aspergers society, several Brownie groups, Rainbows Guides, Burgh Castle group, Corton Wives.

We were presented with a commemoration Quilt to mark the Suffragette centenary by Pakefield quiltmakers which is now hanging by the Labour Women Suffrage banner on the stairs

Volunteer have visited St John Ambulance headquarters museum and the Waveney Rush weavers across the Broad.

We have held 3 general social meetings; at the end of season meeting we celebrated the 80<sup>th</sup> birthdays of two long serving volunteers, Paul Durbidge and Malcolm Berridge. Rodney ceremonially presented Paul with a stone axe and Malcolm with a gavel which he had made specially for the occasion. Despite losing a couple of volunteers we have recently gained 4 new volunteers. Matthew Wicks was only with us for a short time but has written a guide book for the museum which is in the Foyer, available for use.

11-11-18: The museum will be providing material for the Bethel 100 years event, Malcolm and Bert Collier are coordinating this.

The museum has recently purchased a Microphone Recording Device for launching a new project, beginning with Adrian Charlton, in November.

## **5 Jayne Austin, Museum Mentor**

Jane explained that her roles included Museum Development and that she was also Secretary of the Association for Suffolk Museums. Jane said that the new Accreditation Standard has recently been published but that ours would not be up for renewal until 2022 as the period has been extended to 5 years. Jane said that she was pleased the museum participated in the Bench Marking data gathering (thanks to Rodney) as this data is very valuable in demonstrating the value of Heritage to the community. The Cultural Educational Partnership is working to involve young people who might not otherwise be aware of their heritage through a variety of different ways. Making Waves and Dance Map projects are part of this initiative.

## **6 Financial Report**

Marie said that there was over £12,000 in the account. She observed that a decision would be needed before March 31<sup>st</sup> 2019 as to how to use the legacy gifted by the late Michael Turner - if it was going to be moved into a Restricted Funds account. It did not need to be spent by then however. It was agreed that this money should be transferred to the Post Office account. Jane pointed out that this money could be used for match funding purposes. Ron asked if we would let Michael Sims know as soon as the use of this legacy had been agreed. (Action IOT)

Malcolm said that a January meeting of the Trustees would be arranged to discuss this.

The insurance had not yet been paid.

There was an outstanding bill for Modes Training. Rodney observed that this training had been organised by Jenna Ingamells and that the museum had thought it was funded as a Share course and so had not realised that payment was required. Jane said she would look into this. (Action JA)

Alice Taylor said that LTC had a fund to support the museum for training/ porcelain display/ storage which had not been drawn upon, so perhaps this might be an opportunity for the Council to fund a useful training course. She suggested that it would be a good idea for LTC to fund a course which would benefit all local museums and perhaps Modes training would fit with this. Jane said she would look into the possibility of getting a Modes Trainer to Lowestoft.(Action JA)

## **7 Insurance**

John Stannard was unable to attend this meeting but had previously arranged for the museum's own collection of porcelain to be valued. This valuation was now complete and had been received by Marie. (Marie observed that Durrants had not been asked in the end as they would have charged £1500).

Marie said that she has not yet been able to process the insurance as the company has been slow in responding. Our insurance is due to expire on 23<sup>rd</sup> November so she is getting concerned about it. Rodney asked Alice Taylor if it would be possible to liaise with LTC in future regarding insurance and maybe use the same broker. Jane said that she had a list of specialist insurers if required.

As there is not much time left, Malcolm requested that action be undertaken as follows:

Rodney make contact with Shona Bendix, LTC, with a view to seeing if our cover could be added to theirs  
Rodney then to liaise with Marie and John (Action RD)

Malcolm asked for authority from the Trustees to approve the insurance as the time scale was so short and this was agreed. (Action MB)

## **8 Society Report**

Rodney gave the following report:

The new season of talks began in September (Eccles by the Sea, East Anglian Almshouse, Astley Cooper and Edith Cavell) and so far the four meetings have been well attended by not only regular members but also new ones and visitors. The variety and quality of talks mentioned above is attracting an audience some of whom may become more involved in the Society in future. There are two more talks before the winter break, both by well-known local historians, Chris Brooks and David Butcher, so it is expected that this pleasing trend will continue. During the Historic Open Days, members of the Society were prominent in giving talks at the old Port House in Lowestoft, one of 70 venues open in Lowestoft over the two weekends.

## **9 Response to Online consultation to future of Lowestoft Record Office**

Malcolm's letter in response had previously been circulated to the Trustees.

Malcolm gave a passionate resume of the importance to Lowestoft of keeping its archive within the town. Alice Taylor remarked that she had met recently with Peter Aldous who was of the same opinion and that personally she felt hopeful that Lowestoft would indeed be able to retain the majority of its archives although the financial question was still outstanding as to how this would be funded.

Jane observed that her role as a SCC officer put her in a difficult position and that she had little influence on decision making. However, she does sit on the Hold Activity Development programme and said that it would be most useful to know which archives would be most useful to help raising the profile of archive collections in general. Were there specific archives relating to the museum's collection for example?

Mike said that there were papers relating to the porcelain which were housed in the Record Office.

Marilyn pointed out that this year the museum had been given papers which people no longer wished to deposit in the Lowestoft Record Office, as local residents did not wish them to be sent down to Ipswich. It was suggested that a subgroup could be set up to discuss this further. (Action MB)

## **10 Legal Protection for Trustees Course 9.11.18**

Malcolm Berridge and Ron Ashman are attending this course at Leiston Long Shop museum and will feed back at the next meeting.

## **11. Porcelain Auction**

Malcolm said that he had received an email from Neil Coleby, LTC, about the Lowestoft Porcelain Auction 24<sup>th</sup> October asking if there was anything of interest to enhance the collection. Malcolm had sought the advice of Mike, who said again that there was nothing of "must have" quality at that auction, although there was an Ann Redgrave plate coming up at a London auction with a guide price of £10,000 but that he wasn't sure that the London auction had been referenced in the email.

Alice said that with enough warning, LTC would like to be involved with match funding as there was money put aside in the budget for such a purpose. Mike observed that the local auction did not often give much notice.

Patricia offered to look into match funding avenues. (Action PD)

(Marie left the meeting at this point).

## **12. The Bethel in wartime presentation 11.11.18**

Malcolm reported that he had been asked if the museum could provide some exhibits for this event. He was liaising with Bert Collier and Dennis Chivers to take down part of the HMS Mantis display for this special occasion.

## **13. AOB**

Sandy Keller, OBPC, reported that as a result of the survey about the use of Nicholas Everitt Park she was pleased to say that the museum would be getting some more space at some point, two more rooms. This good news was very well received.

OBPC request that the museum give them a list of any known dates for next year as the plan is to widen the use of the park to encourage more visitors to the area. (Action IOT to contact Tina).

Alice Taylor,LTC, suggested that a Heritage Board or Hub be set up with representatives from every organisation to facilitate communication and prevent duplication. Issues such as VIP points, Volunteer recruitment, training for volunteers, mutual help with grant application writing, long term coordination with LTC could be addressed. This was supported by the Trustees.

There being no further business, the meeting closed at 12.35pm